



**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR) OF THE IQAC : 2014-15**

**SPB English Medium College of  
Commerce, Surat.**



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

## Part – A

### I. Details of the Institution

1.1	Name of the Institution	SPB English Medium College of Commerce					
1.2	Address Line 1	V.T.Choksi Campus, Near Lal Bunglow					
	Address Line 2	Athwa Lines,					
	City/Town	Surat					
	State	Gujarat					
	Pin Code	395007					
	Institution e-mail address	<a href="mailto:contact@spbcommerce.org">contact@spbcommerce.org</a>					
	Contact Nos.	0261-2254051					
	Name of the Head of the Institution:	Prin. (Dr.) V. D. Naik					
	Tel. No. with STD Code:	0261-2254051					
	Mobile:	98795 22614					
	Name of the IQAC Co-ordinator:	Dr. M. R. Noronha					
	Mobile:	9998221321					
	IQAC e-mail address:	<a href="mailto:m_r_noronha@yahoo.co.in">m_r_noronha@yahoo.co.in</a>					
1.3	<b>NAAC Track ID</b> (For ex. MHC0GN 18879)	GJCOGN13917					
1.4	<b>NAAC Executive Committee No. &amp; Date:</b> (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/PCA/49/73 dated 15-6-2009					
1.5	Website address:	<a href="http://www.spbcommerce.org">www.spbcommerce.org</a>					
	Web-link of the AQAR:	<a href="http://spbcommerce.org/?page_id=2563">http://spbcommerce.org/?page_id=2563</a>					
1.6	Accreditation Details						
		Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
		1	1 <sup>st</sup> Cycle	B	2.53	2009	5 years
		2	2 <sup>nd</sup> Cycle	B	2.80	2014	5 years
		3	3 <sup>rd</sup> Cycle				
		4	4 <sup>th</sup> Cycle				
1.7	Date of Establishment of IQAC : DD/MM/YYYY	1-8-2009					

1.8	AQAR for the year (for example 2010-11)		2014-15			
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)					
	i. AQAR 2013-14 submitted to NAAC on 30/08/2014					
	ii. -					
	iii. -					
	iv. -					
1.10	Institutional Status					
	University	State	Central	Deemed	Private	
	Affiliated College		Yes	✓	No	
	Constituent College		Yes		No	✓
	Autonomous college of UGC		Yes		No	✓
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)		Yes		No	✓
	Type of Institution	Co-education	✓	Men	Women	
		Urban	✓	Rural	Tribal	
	Financial Status	Grant-in-aid	✓	UGC 2(f)	UGC 12B	✓
				Grant-in-aid + Self Financing	Totally Self-financing	
1.11	Type of Faculty/Programme	Arts		Science	Commerce	✓
		Law		PEI(Phys Edu)	TEI (Edu)	
		Engineering		Health Science	Management	
		Others (Specify)				
1.12	Name of the Affiliating University (for the Colleges)	Veer Narmad South Gujarat University				
1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc	No				
	Autonomy by State/Central Govt. / University	UGC-COP Programmes				
	University with Potential for Excellence	UGC-CPE				
	DST Star Scheme	UGC-CE				
	UGC-Special Assistance Programme	DST-FIST				
	UGC-Innovative PG programmes	Any other (Specify)				

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

2.1	No. of Teachers	4			
2.2	No. of Administrative/Technical staff	2			
2.3	No. of students	0			
2.4	No. of Management representatives	1			
2.5	No. of Alumni	1			
2.6	No. of any other stakeholder and community representatives	1			
2.7	No. of Employers/ Industrialists	0			
2.8	No. of other External Experts	0			
2.9	Total No. of members	9			
2.10	No. of IQAC meetings held	3			
2.11	No. of meetings with various stakeholders: No.				
	Faculty	3			
	Non-teaching staff Students	3			
	Alumni	3			
	Others	3			
2.12	Has IQAC received any funding from UGC during the year?	Yes		No	✓
	If yes, mention the amount				
2.13	Seminars and Conferences (only quality related)	1			
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total nos.				
	International				
	National				
	State				
	Institutional Level	1 (Seminar on Research Methodology)			
	(ii) Themes	1 (Research paper presentation by m.phil/ph.d. students)			

2.14	Significant Activities and contributions made by IQAC	❖ Re accreditation of second cycle (2009-2014) of the college by NAAC has been successfully completed.								
2.15	Plan of Action by IQAC/Outcome									
	The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *									
	<table><tr><th>Plan of Action</th><th>Achievements</th></tr><tr><td>Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.</td><td>All the committees carried out various activities and their reports have been published in our annual magazine “Index”. The highlights of all these committees are displayed on college website.</td></tr></table> <p><i>* Attach the Academic Calendar of the year as Annexure.</i></p>						Plan of Action	Achievements	Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.	All the committees carried out various activities and their reports have been published in our annual magazine “Index”. The highlights of all these committees are displayed on college website.
Plan of Action	Achievements									
Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.	All the committees carried out various activities and their reports have been published in our annual magazine “Index”. The highlights of all these committees are displayed on college website.									
2.16	Whether the AQAR was placed in statutory body	Yes	✓	No						
		Management		Syndicate		Any other body				
	Provide the details of the action taken	Planning and execution of various activities of above committees were monitored continuously.								

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	2			
UG	1		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>4</b>		<b>1</b>	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	5
Trimester	-
Annual	-

- 1.3 Feedback from stakeholders\* Alumni ☐ Parents ☐ Employers ☐ Students ☒  
*(On all aspects)*
- Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

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

Yes F.Y.B.Com. (External) and M.Com. Part-1(External) Syllabi of all courses have been revised for External exams in annual pattern.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation 2014 - 15

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		02 (SF Programme)	11		

2.2 No. of permanent faculty with Ph.D.	09
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty	1 (English) 1 (Commerce) 1 (Economics)
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	17	11
Presented papers	8	8	-
Resource Persons	1	1	0

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

ICT, Group Discussion, Presentations, Field trips etc.
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2.7 Total No. of actual teaching days during this academic year	191 days
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	All initiatives of university in this regards have been implemented .
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	-	-	7
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2.10 Average percentage of attendance of students	80
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		Distinction %	I %	II %	Pass %
B.Com. (Adv. A/C)	296	1.35	26.69	42.23	83.11
B.Com. (Taxation)	132	3.03	37.88	23.48	81.82
M.Com.	56	37.5	30.36	5.36	78.57

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

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	–
UGC – Faculty Improvement Programme	–
HRD programmes	–
Orientation programmes	–
Faculty exchange programme	–
Staff training conducted by the university	–
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	2
Others	–

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	3	–	–
Technical Staff	–	–	–	–
peon	3	7	–	–



## Criterion – III

### 3. Research, Consultancy and Extension

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

The College is having Research Committee to sensitize and promote research among faculties and students. The physical infrastructure and motivation is provided to promote research. The research efforts are encouraged and recognized to encourage research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	-
Outlay in Rs. Lakhs	-	-	₹ 5.608 lakhs	-

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	5	-
Non-Peer Review Journals	-	-	-
e-Journals	9	-	-
Conference proceedings	-	-	-

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	₹ 5,60,800	₹ 0
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	1	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides

05

and students registered under them

26

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

04

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

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

-

State level

-

National level

3

International level

-

3.22 No. of students participated in NCC events:

University level

2

State level

2

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

-

NCC

-

NSS

12

Any other

-

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

- **NSS Residential Camp** of 1 week duration organized at Village Kukani

- **Blood Donation Camp** organized on 3<sup>rd</sup> September 2014 and **57 units** of Blood collected.
- **Swachh Bharta Abhiyan** Campaign launched by “Honorable Prime Minister Mr. Narendra Modi” was organised in collaboration with other colleges in the campus with the motto to make our country garbage free.
- **Thalassemia checkup Camp** was organised in the college library for all the students in which **1193** students’ blood sample was tested.
- **Free medical Checkup camp** related to eyes, ENT, teeth and general health issues was organised in association with Rotary club of Surat.
- NSS volunteers organised **Rally on “Good Governance Day”**. They swept the roads of the village along with the villagers promoting a message to keep their village/streets clean and green.

## Criterion – IV

### 4. Infrastructure and Learning Resources-2014-15

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2425.12 sq. mts.	-	-	2425.12 Sq. mts.
Class rooms	9	-	-	9
Laboratories (Computer)	1	-	-	1
Seminar Halls	1	-	-	1
No. of important equipments purchased during the current year.	137	49	-	186
Value of the equipment purchased during the year (Rs. in Lakhs)	37.82583	3.44987	-	41.2757
Others	-	-	-	

#### 4.2 Computerization of administration and library

Principal, Vice-principal, Administrative office and Library of the college are computerised.

#### 4.3 Library services:

	Existing (till 2013-14)		Newly added (in 2014-15)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	63	3,780	5	428	68	4,208
Reference Books	13,000	9,50,733	2749	3,71,106	15,749	13,21,839
e-Books	-	-	-	-	-	-
Journals	40	65065	-	78,522	40	1,43,587
e-Journals	2	13,500	10	27,300	12	40,800
Digital Database	-	-	-	-	-	-
CD & Video	2	1600	-	-	2	1600
Others (UGC Grant)	4915	8,23,924	365	64,420	5,280	8,29,204

Note: 1. Amount of journal in 2014-15 is because of renewal of old subscriptions.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	55	1	4	5	1	1	5	82
Added	1	-	-	-	-	-	-	48
Total	56	1	4	5	1	1	5	130

Note: Others include laptops, projectors, laser printers, Xerox machines.

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

Computers and internet access are available to students and faculty members for access at library and computer lab.

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

i) ICT

3.7064

ii) Campus Infrastructure and facilities

1.7444

5.4508

## CRITERION – V

### 5. Student Support and Progression

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

IQAC provides information about various Student Support Services available at the institution and at other levels. Student's support services were designed better under the IQAC observation. Students are encouraged to come out with their views and suggestions for the enhancement of quality of the Teaching and Learning environment. Grievances Redressal Cell, Sexual harassment Cell, Career Guidance and Placement Cell are working for students support.

- A One Day seminar on "Research Methodology" was held on 3<sup>rd</sup> March, 2015 for post graduate students (M.Com) and M.Phil (Commerce) of Veer Narmad South Gujarat University.
- 10 students took part in the National Youth Conclave, 2015 on 22<sup>nd</sup> March, 2015 at the Convention Hall, Veer Narmad South Gujarat University.

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

The college does not have a formal data collection system as it is not feasible to ascertain and report students' progression once they complete their studies and leave college. Most of the students prefer not to get enrolled for campus recruitment as they are pursuing some professional course or intend to entirely focus on joining a post graduate degree course.

**We give below the details of campus interviews conducted by various companies/agencies during the year 2014-2015:**

- On 5<sup>th</sup> February, 2015 Indus Breath life addressed our students about placement requirements and informed the students about the Mobile App called "Home Doctor".
- ICICI Bank (Sales Academy) conducted the campus interview on 9<sup>th</sup> February, 2015. 32 Students appeared for the interview. 31 students were shortlisted for the same. The list of selected students will be declared after the Final Year results.
- Campus Interview by Transform Solution Pvt. Ltd was held on 18<sup>th</sup> February, 2015. 29- Students appeared for the interview.
- Organizations like CHC Ltd, UA Exchange, TGB, Arancia Kuchen, Kaivalya, Umang Technical & Co, Shiv Sai Associates, Ashwin Infotech, Cad Exports, Perfect Placement Bureau informed the students about the placement available in their organization.
- 3 students Bhavna Kachhad, Nilam Odedara & Asmita Sosa have been appointed as "Sales Executive" & "Telemarketing Executive & Computer Operator" & "Operation & Production Executive" at Triveni Fashions.

- 16 students appeared for the campus interview of Blue Dart Express Pvt Ltd on 18<sup>th</sup> March, 2015. 3 students have been selected by the company.

Further, it is also very difficult to get precise number of students who have joined after selection, as many students who are selected, may not accept the employment offered to them. On the other hand there are students who have secured jobs or are into business; but since they are not in touch with the college authorities, data is not available.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1427	128	21	NIL

(b) No. of students outside the state

36

(c) No. of international students

NIL

Men

No	%
542	35

Women

No	%
1013	65

LAST YEAR (2013-2014)						THIS YEAR (2014-2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
899	58	39	500	08	1504	918	71	48	510	08	1555

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

Students appearing for competitive exams are imparted special guidance for better performance. Along with the support from faculty members, special interactive sessions are organized with the help of experts in the area. Most of the students are pursuing professional courses like C.A., C.S., CMA, CFA. etc. Some students also start preparing for TOEFL, GMAT as they intend to go abroad for further studies. Officially the college does not organize coaching classes for competitive exams, but faculty members make all diligent efforts to impart guidance to students and apprise them of the different options available so as to lead them in the right direction. Under the Planning Forum and Career Counseling committee activities, experts are invited to share their valuable knowledge with students taking competitive exams. Students are encouraged to take part in workshops and seminars providing guidance for the same.

No. of students beneficiaries

593

### 5.5 Details of student counselling and career guidance

- Faculty members guide students in selection of electives, advise students for various other options of Professional Courses and reply to all the queries of students and parents.
- Those faculty members who hold Professional Qualifications in their respective fields actively counsel students also during classroom teaching.
- Experts are invited to carry out counseling sessions for Professional Courses like C.A /C.S. /CMA./M.B.A. and M.C.A. so that students are facilitated in making right career choices.
- The college has a Career Counseling and Placement Cell headed by Dr. Martina Noronha and supported by faculty members Dr. H. S. Oza and Prof. Sunil Rajani that counsels students for further career opportunities within the country as well as abroad. Information about the courses, curriculum and its importance in the career is imparted to students. College students are given information about the living cost in countries, total cost of the course, chances of work permit options after the completion of the course and also permanent settlement chances in that country.
- Students who exhibit symptoms of stress, socio-psychological disturbances are approached and provided counseling at the personal level and confidentiality of the same is retained. If required counseling sessions with parents are also carried out.

No. of students benefitted

490

### 5.6 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	110	03	Data unavailable

### 5.7 Details of gender sensitization programmes

Our College organised various activities related to gender sensitization like –

1. Lecture on “Breast Feeding Awareness” for female students,
2. Aids Awareness Rally

Our sister college, V.T.Choksi Sarvajanic Law College organises lectures related to Women Empowerment and Sensitization on regular basis in the campus.



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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.9 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2	5090
Financial support from government	300	8,20,578
Financial support from other sources	5	9,485
Number of students who received International/ National recognitions	-	-

5.10 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.11 No. of social initiatives undertaken by the students

5.12 Major grievances of students (if any) redressed: No, major grievances reported till date.

## Criterion – VI

### 6. Governance, Leadership and Management

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

**Vision:** Our Vision is

“To be a leading participant in the 'Sarvajanic' process of grooming citizens who are respected in their profession for their knowledge, skills and competence & recognized in the society as responsible, Progressive, secular humanists committed to moral and social correctitude.”

**Mission:** Our Mission for fulfilling our Vision is as follows:

“Since well directed formal as well as informal studies and performances are the pivotal intrinsic forces leading to "Blossom" (progress/ prosperity/ maturity); a stage of evolution; in career and character of a person, the Mission of the college, for envisioned evolution in the careers and characters of all the SPBians is to make them lifelong followers of the Maxim ‘Study - Perform - Blossom.’

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

Formal Computerised MIS is not setup considering the strength of the staff.

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

##### 6.3.1 Curriculum Development

The Head of the departments of Economics, English, Accountancy, Commerce and Statistics of the college are the members of Board of studies at Veer Narmad South Gujarat University. These teachers play a prominent role in framing of syllabi for different subjects at the university level.

Many of the staff members are members of sub committees for restructuring of syllabi.

##### 6.3.2 Teaching and Learning

To increase the audibility of teacher in the class rooms, sound amplifier system are installed in each classroom and each faculty is equipped with their own Mic.

Audio-visual technique of teaching is adapted for which each class is equipped with LCD projectors. This system helps in effective teaching each faculty members are provided with Laptops and Visualizers.

##### 6.3.3 Examination and Evaluation

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

#### 6.3.4 Research and Development

- Teachers who registered last year for Ph.D. programme are pursuing their doctoral research. Full support and guidance is provided to all faculty members to pursue their Doctoral study in form of infrastructure facilities.
- Major research project on “A study of performance of ISO 14001 Environmental Management System (EMS) in Indian Manufacturing Firms” has been sanctioned by University Grants Commission (UGC) for grant of Rs. Five lakh sixty thousand eight hundred.
- Leave is sanctioned to teachers for attending seminars, workshops, faculty development programmes, orientation programmes, refresher courses etc.

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

- As on now Library has approximately 21,097 books, subscribes 10 e-journals and several weekly and fortnightly magazines to enhance the knowledge of the students.
- Library is equipped with 20 computers for students and teachers.
- Teachers are provided with laptops to aid teaching. Each class room has LCD projectors and amplifiers installed.

#### 6.3.6 Human Resource Management

Human resources are considered to be the core of any institution. In our organisation we value and care for human resources. Our HRM policy is inclusive, decentralized and has high level of participative management .

#### 6.3.7 Faculty and Staff recruitment

The college has permanent staff so there was no need of new recruitments.

#### 6.3.8 Industry Interaction / Collaboration

The college organises number of visits to the industry to provide exposure to the students to real life situation and industry environment. Details of such industrial visits are as under:

1. APMC Market
2. Visit to Axis Bank

#### 6.3.9 Admission of Students

Entire admission procedure is centralised where students are given admission on basis of merit.

#### 6.4 Welfare Schemes for

Teaching & Non teaching	Through thirty years' old co-operative society of employees of all the institutions of the management, several welfare measures are available to the employees of the college.
Non teaching	<ul style="list-style-type: none"> <li>Complete uniform is provided to support staff.</li> <li>Financial aid is provided to staff especially in case of medical emergency</li> <li>The staff is allowed financial assistance in form of advance during the festival season.</li> </ul>
Students	Scholarships are provided to needy students.

#### 6.5 Total corpus fund generated

₹ 3,70,640

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			✓	<b>Management</b> Sarvajanik Education Society
Administrative	✓	<b>Chartered Accountant</b> Natvarlal Vepari & co.	✓	<b>Principal</b> Dr. V. D. Naik

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes ☒    No ☐

For PG Programmes    Yes ☒    No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Ours is not an Autonomous college.

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

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

6.11 Activities and support from the Alumni Association

Alumni Association provides feedback on various aspects.

6.12 Development programmes for support staff

Computer training is provided as and when required.

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

- At regular intervals tree plantation activity is undertaken.
- Swachh Bharta Abhiyan Campaign launched by “Honorable Prime Minister Mr. Narendra Modi” was organised in collaboration with other colleges in the campus with the motto to make our country garbage free.
- Recycling of stationery material wastage, even badly torn out library books especially paper is sent for recycle process to the local paper mill.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **E-gadgets in the class-room:** Classrooms have been updated with LCD projector and screen for the better teaching and learning experience. This saves energy, increases teaching-learning efficiency and boosts up students’ interest. All the faculty members have been given Laptop for their lecture delivery through Power point presentations and preparation of lessons, drawing up question papers, preparing and saving exam results etc. Most of the documents being in the electronic form, paper consumption is greatly reduced.
- **Introduction of Amplifier system** in all lecture halls in order to eliminate stress level of the lecturers, increase clarity of her/his speech delivery and increase attention and comprehension level of students.
- **Innovative and original** posters, paintings, slogans and messages created by students themselves are displayed on the walls of lecture halls, in accordance with events of the calendar to promote awareness and participation of students in various events of social and national importance.
- The wall magazine “Blossom” reflects the ideas and originality of the budding and young citizens which the SPB College is producing.

- Our annual College Magazine – ‘**INDEX**’ provides a perfect platform to project to the outside world the gist of SPB.
- SPBians are always encouraged to apply online for competitive examinations (CAT/NET/SLET) and online job applications from the library computer lab.
- Recently most of the students of college applied for Government jobs from the Gujarat Government Portal through the online site “OJAS”.

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

- The college has become the only recognised centre of the University for conducting the course-work of M.Phil. and Ph.D. Programmes.
- The college has also being recognized as a regional centre for conducting the examination of Accounting Talent Hunt conducted by Accounting Association of India.
- In order to enhance the ICT based teaching process, all the teachers have been provided Visualizers/Document Readers.
- It was decided to pay scholarship through Bank account.
- Microphone system was introduced in all classrooms to facilitate learning.
- Close circuit (CCTV) cameras have been installed in all classrooms, corridors, offices and library.
- New e-journals were bought in the library.
- Notices to the students are displayed through audio-visual devices.
- Important notices regarding exams, elections, competitions and others are communicated to the students via e-mail, sms etc.

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

- Our maxim/mantra, ‘Study – Perform – Blossom’, is being practiced very well by our staff members. They are ‘Studying’, ‘Performing / practicing’ and thereby ‘Blossoming’ continuously in their ‘Character’ and ‘Career’. This drive/practice/approach also has certainly helped them in inculcating ‘Correctitude’ in their ‘Character’ and ‘Competence’ in their ‘Career’ which is ‘Teaching Profession’ .
- Faculty members are encouraged to attend and present research papers at seminars and conferences. They are also motivated to publish papers in journals and edited books. Also they are encouraged to participate in Faculty Development Programmes.

#### 7.4 Contribution to environmental awareness / protection

- Creating awareness among the staff and students regarding their role in carbon foot print and how to offset it by following the Reduce, Reuse, Recycle and Reform concept.
- Installing Power Saving Gadgets & Selecting the most energy-efficient models when replacing the old appliances
- To increase the awareness among the students, special lectures by experts and slogan competitions are organised in the college.
- Turning off electrical appliances when not in use to reduce phantom load
- Printing on both the sides of the sheets to control usage of paper
- Tree Plantation in the campus
- Recycling of stationery material wastage, even badly torn out library books especially paper is sent for recycle process to the local paper mill.

7.5 Whether environmental audit was conducted?      Yes      No      ✓

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

##### **STRENGTHS**

1. Well qualified and experienced teaching faculty.
2. Very healthy teaching –learning approach, attitude and practices.
3. Excellent open self library with Internet and Book-Bank facility.
4. All round development oriented extracurricular sports and cultural activities
5. Community extension activities under NSS programme.
6. Imbibing research culture among faculty and students.
7. Strong Fiscal discipline
8. Inclusive Policy for women and weaker sections of the society
9. Efficient students' support system
10. Decentralized and democratized governance system

##### **WEAKNESSES**

1. Inherent weaknesses related to grant-in-aid colleges
2. Inherent limitations of a limited Campus
3. Affiliating University lacking provision for according autonomy to the colleges
4. Time constraints for students pursuing professional degree courses.

### **OPPORTUNITIES**

1. First-choice college status
2. University giving affiliation to self-financed programmes in grant-in-aid college.
3. Success of self-financed programme with Taxation-Accountancy combination the college has introduced.
4. Increasing acceptability of students by industry.

### **CHALLENGES**

1. Increasing number of students resulting in compulsion for admitting number of students beyond UGC Norms
2. Entry in professional courses at an early age.
3. Increasing the effectiveness of UG and PG programme.
4. Attaining a balance among curricular, co-curricular and extra-curricular activities in UG programmes under semester system

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

- Augmenting infra-structural facility for better teaching- learning environment.
- Increasing e-learning resources.
- National level conference will be held in the subjects of Accountancy, Economics and Statistics.
- The college has applied for 'Colleges with Potential for Excellence' to UGC as per UGC guidelines.

Vice Prin. (Dr.) M.R. Noronha

*Signature of the Coordinator, IQAC*

Prin (Dr.) V.D. Naik

*Signature of the Chairperson, IQAC*



## Academic Calendar 2014-2015

The following Academic, Curricular and Co-curricular activities will be undertaken in the academic year 2014-2015.

Month	Activity/Programme to be organised
<b>June</b>	<ol style="list-style-type: none"><li>1 Preparation of the Academic Calendar for the year 2014-2015</li><li>2 Formation of various committees of the college.</li><li>3 Filling up of forms by the students opting NSS</li></ol>
<b>July</b>	<ol style="list-style-type: none"><li>1 Formation of Interim Students Council</li><li>2 Preparation of database for various cultural activities.</li><li>3 Orientation with the research students will be organised by the research committee.</li></ol>
<b>August</b>	<ol style="list-style-type: none"><li>1 Welcoming and Orientation Programme of F.Y.B.Com students will be organised.</li><li>2 A lecture on Importance of Breast Feeding will be organised by NSS Unit on 6th August</li><li>3 Felicitation of Last year topper's of all classes - F.Y.B.Com, S.Y.B.Com and T.Y.B.Com.</li><li>4 Patriotic Song Competition will be organised under NSS unit in the second week of August.</li><li>5 Independence Day Celebration will be organised on 15th August, 2015.</li><li>6 Tree Plantation campaign will be organised under NSS unit in College Campus</li><li>7 Seminar on " Education Abroad " by Edwise International will be organised.</li></ol>
<b>September</b>	<ol style="list-style-type: none"><li>1 Blood Donation Camp will be organised under NSS unit.</li><li>2 Lecture will be organised on " Role of Professional in the Society"</li><li>3 Navratri Garba celebration will be organised</li><li>4 Internal Exams will be scheduled.</li><li>5 Seminar on " Careers for Commerce Graduates" by Endeavour will be organised.</li><li>6 Seminar on " Tally Accounting" will be scheduled.</li></ol>
<b>October</b>	<ol style="list-style-type: none"><li>1 Additional Exams will be scheduled.</li><li>2 7 days NSS residential camp will be organised at Village Kukni, Dist. Olpad, Surat from 13th to 19th October, 2014</li><li>3 Seminar on Competitive Exams by P.T. Education, Surat</li></ol>
<b>November</b>	<ol style="list-style-type: none"><li>1 University Exams will be scheduled for the semester students.</li><li>2 A visit will be scheduled to Sumul Dairy for the M.com Students.</li></ol>

- December**
- 1 Best Personality Contest " Suit and Saree day" will be organised on 31st December.
  - 2 Aids Awareness Rally will organised under NSS unit
  - 3 Blood Donation Camp will be organised by NSS unit.
  - 4 A Visit will be scheduled to Paper Mill at Vapi for M.com/T.Y.B.Com students
  - 5 Guest Lecture will be organised
  - 6 Seminar will be organised on " Interview Handling tips" by National Group.
  - 7 Seminar will be organised on " How to become Chatered Financial Analysts (US) will be organised for T.Y.B.Com students.
- January**
- 1 A visit will be scheduled at Excise department
  - 2 A visit to Axis Bank will be scheduled to study the functioning and Internal control system of Axis Bank
  - 3 Republic Day Celebration will be organised on 26th January
  - 4 Meeting will be held to discuss on the research activities been undertaken
  - 5 Seminar will be scheduled on " IAS - A Career Option" under Career counselling
  - 6 Students will participate in University Youth Festival
  - 7 Seminar will be scheduled on " How to write resume" under career counselling
  - 8 Visit to Sumul Dairy will be conducted for the students
- February**
- 1 Internal Exams will be scheduled
  - 2 Additional Exams will be scheduled
- March**
- 1 A visit will be organised to IIM Ahemdabad for TYB.com and M.Com Students
  - 2 Annual Function " SPB Fest" will be organised at University Convention Hall
  - 3 Campus Interview, if any will be held
- April**
- 1 University Exams will be scheduled