



**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR) OF THE IQAC : 2016-17**

**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. Heena Sunil Oza					
	Mobile:	9737114382					
	IQAC e-mail address:	<a href="mailto:heenaoya@rediffmail.com">heenaoya@rediffmail.com</a>					
1.3	<b>NAAC Track ID</b> (For ex. MHCOGN 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://www.spbcommerce.org/pages/aqar-report/">http://www.spbcommerce.org/pages/aqar-report/</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)	2016-17							
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)								
	i. AQAR 2013-14 submitted to NAAC on 30/08/2014								
	ii. AQAR 2014-15 submitted to NAAC on 09/09/2015								
	iii. AQAR 2015-16 submitted to NAAC on 30/07/2016								
	iv. -								
1.10	Institutional Status								
	University	State	<input checked="" type="checkbox"/>	Central		Deemed		Private	
	Affiliated College					Yes	<input checked="" type="checkbox"/>	No	
	Constituent College					Yes		No	<input checked="" type="checkbox"/>
	Autonomous college of UGC					Yes		No	<input checked="" type="checkbox"/>
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)					Yes		No	<input checked="" type="checkbox"/>
	Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men				Women	
		Urban	<input checked="" type="checkbox"/>	Rural				Tribal	
	Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
				Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing			
1.11	Type of Faculty/Programme	Arts		Science		Commerce	<input checked="" type="checkbox"/>		
		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	Yes (CPE status by UGC)							
	Autonomy by State/Central Govt. / University	UGC-COP Programmes							
	University with Potential for Excellence	<input checked="" type="checkbox"/>	UGC-CPE [Date of sanction: 27 May 2016]						
	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	7		
2.2	No. of Administrative/Technical staff	1		
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	11		
2.10	No. of IQAC meetings held	8		
2.11	No. of meetings with various stakeholders: No.			
	Faculty	8		
	Non-teaching staff Students	8		
	Alumni	3		
	Others	5		
2.12	Has IQAC received any funding from UGC during the year?	Yes		No
	If yes, mention the amount			✓
2.13	Seminars and Conferences (only quality related)			
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total nos.			
	International	-		
	National	National Faculty Development Programme of 1 week		
	State	-		
	Institutional Level	2		

	(ii) Themes	-
2.14	Significant Activities and contributions made by IQAC	<ul style="list-style-type: none"> <li>❖ The College got recognized for UGC-CPE grant and the grant of ₹. 1 crore was sanctioned.</li> <li>❖ Planning for utilization of grant for the strengthening of the College academic, physical, and ICT infrastructure has been made with the timeframe of 5 years.</li> <li>❖ Also 12<sup>th</sup> Plan grant was released on adhoc basis, for which utilization plan in line with College's strategic plan has been evolved.</li> <li>❖ The various committees of college were encouraged and supported to – <ul style="list-style-type: none"> <li>❖ Conduct various intra-college and inter-college activities like debate, elocution, quiz, cultural activities, sports, excursion for students Research and publication activities for teaching faculties were encouraged.</li> <li>❖ National Faculty development program on Research Methodology has been hosted.</li> <li>❖ University Table Tennis tournament has been hosted.</li> <li>❖ Various extention activities were organised through NSS unit.</li> <li>❖ Also collaboration with Rotary International has been made by signing MOU with a local Rotary Club, who also sponsored Rotaract Club of the college.</li> <li>❖ Silver Jubilee Souvenir has been released, depicting the journey of 25 years of the college.</li> </ul> </li> </ul>

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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements</th> </tr> </thead> <tbody> <tr> <td>Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.</td> <td>In line of the IQAC planning the activities those various committees carried out were planned monthwise. The detailed is published in our annual magazine "Index". The highlights of all these committees are regularly displayed on college website.</td> </tr> </tbody> </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.	In line of the IQAC planning the activities those various committees carried out were planned monthwise. The detailed is published in our annual magazine "Index". The highlights of all these committees are regularly displayed on college website.
Plan of Action	Achievements								
Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.	In line of the IQAC planning the activities those various committees carried out were planned monthwise. The detailed is published in our annual magazine "Index". The highlights of all these committees are regularly displayed on college website.								
2.16	Whether the AQAR was placed in statutory body	Yes	✓	No					
		Management		Syndicate	✓ (LAC)				
	Provide the details of the action taken	Planning and execution of various activities of above committees were monitored continuously. Regular meetings of IQAC has been arranged. In the beginning of the year, academic calender has been planned and in the monthly meetings, action plans/monitoring and revised action plans have been made.							

## 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
M. Phil./PhD	2			
PG	1			
UG	1		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	4		1	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	2

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. Syllabus of various Papers of B.Com and M.Com are changed.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation 2016 - 17

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	02 (SF Programme)	10	1	

2.2 No. of permanent faculty with Ph.D. 08

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
	1	3								

2.4 No. of Guest and Visiting faculty and Temporary faculty 1 (English)  
2 (Commerce)  
1 (Economics)  
1 (Statistics)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	18	-
Presented papers	-	10	-
Resource Persons	-	-	4

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

ICT, Case Study, Project Work, Group Discussion, Quiz, Assignments, Presentations, Field trips etc.

2.7 Total No. of actual teaching days during this academic year 234 days

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 .

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop -      -      7

2.10 Average percentage of attendance of students 80



2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com. (Adv. A/C)	327	3	25	50	-	78
B.Com. (Taxation)	100	2	36	23	1	62
M.Com.	58	33	38	16	-	86

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 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 components of internal evaluation, semester and examination are being carried out with transparency and integrity.

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	13
HRD programmes	–
Orientation programmes	–
Faculty exchange programme	–
Staff training conducted by the university	5
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	13
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	4	–	4
Technical Staff	–	–	–	–
Peon	4	4	–	2

## 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	4	6	-
Non-Peer Review Journals	-	-	-
e-Journals	3	-	-
Conference proceedings	-	3	2

#### 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	₹ 3,86,000
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify) CPE	-	-	-	-
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	-	-	-	-	2
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
-	-	01	-	-	-	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides

06

and students registered under them

16

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

06

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

JRF

1

SRF

-

Project Fellows

1

Any other

-

3.21 No. of students Participated in NSS events:

University level

60

State level

National level

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

-

NCC

-

NSS

16

Any other

-

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

- **Blood Donation Camp** was organized by the NSS Unit in which 58 units of blood were collected.
- Under **Swachh Bharta Abhiyan Campaign** launched by “Honorable Prime Minister Mr. Narendra Modi”, Campus Cleanliness drive and painting of trunks of trees in campus was organised.
- **Thalassemia checkup Camp** was organised in the college library for all the divisions of F.Y.B.com and M.com – Part I in which **467 students** blood sample was tested.
- A Visit to Shree Ambika Niketan Vridhaaashram was organised to sensitize the young generation and to spend quality time with the elderly senior citizens and to spread kindness.
- **“Ek Muthhi Mulayvan”** – Helping to relieve hunger – All the students voluntarily donated 138 kgs of grains including rice, wheat and dal to Surat Manav Seva sangh (Chhaydo).
- 25 NSS volunteers participated in **World Aids Day Celebration** at college - an contribution of youth in HIV movement.
- 60 NSS Volunteers participated in **“Tiranga March”** organised by Veer Narmad South Gujarat University.
- **Three days workshop on Street Play** was held for NSS Volunteers – Street play on different themes like environmental issues, climate change and traffic awareness were performed.
- The College celebrated major days like **International Yoga Day, Independence Day and Republic Day.**

## Criterion – IV

### 4. Infrastructure and Learning Resources-2016-17

#### 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.	192	8	-	200
Value of the equipment purchased during the year (Rs. in Lakhs)	42.10	0.54	-	42.64
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 2015-16)		Newly added (in 2016-17)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	68	4208	5	450	73	4658
Reference Books	17793	16,08,798	2617	4,36,717	20410	2045515
e-Books	-	-			-	-
Journals	40	1,68,358	17	41,600	57	209958
e-Journals	18	94,000	12	53,000	30	147000
Digital Database	-	-			-	-
CD & Video	2	1600			2	1600
Others (UGC Grant)	5280	8,29,204			5280	829204
Othres (Swarnim Gujarat)	12	4,251			12	4251

Note: 1. Member of N list databases of INFLIBNET, Gandhinagar.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	1	4	7	1	1	5	134
Added	1	-	-	-	-	-	-	-
Total	57	1	4	7	1	1	5	134

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 :

0.76505

i) ICT

0.75010

ii) Campus Infrastructure and facilities

2.67750

## CRITERION – V

### 5. Student Support and Progression

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

IQAC provides platform for various Student Support Services available at the institution and at other levels. Student's supports services were designed under the IQAC observation with introduction of student centric welfare schemes. Students are encouraged to come out with their feedback, views and suggestions for the enhancement of quality of the teaching, learning & growth environment. Grievances Redressal Cell, Sexual harassment Cell, Career Guidance and Placement Cell are working for students support. Orientation programme was also conducted for the first year students on the opening day and all Student support Services were enlisted in detail.

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

Students' progress during their stint in College was tracked both academically and in extracurricular activities. Academically, the students were tracked by the Continuous Internal Assessment (CIA), mentoring, parent meeting on 'case to case basis' etc. In the area of sports, Intramural games were conducted to select the students for representing the college, at university, state and National /International level. The college cultural fest "SPB Fest" was conducted with the aim of providing a platform to the students to showcase their innate talents. The progression of students after completion of graduation from college is not feasible as the college does not have a formal data collection system. Most of the students prefer not to get enrolled for campus recruitments as being academically motivated they prefer pursuing some professional course or intend to entirely focus on joining a post graduate degree course.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1531	147	16	NIL

(b) No. of students outside the state

20
----

(c) No. of international students

NIL
-----



Men	No	%	Women	No	%
	585	35		1093	65

LAST YEAR (2015-2016)						THIS YEAR (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
967	66	55	501	01	1589	998	70	62	544	04	1678

#### 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.

The UG students were given special coaching in Communication skills ,Soft skill development, Resume preparation ,Power Point Presentations ,Personality development ,Mass Communication ,Motivation, Stress Management .Mock interviews were conducted to enable them to face the interviews confidently. Talks were also delivered for further avenues available for graduating students in Post- Graduation & professional courses.

No. of students beneficiaries

600

#### 5.5 No of Students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text" value="03"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

## 5.6 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 counseling and guidance cell which helps students to speak about their problem with their mentors and trained experts. The mentoring system helps to keep a close watch on the students so as to identify those with problems. Counseling sessions are arranged and professors are available for helping those with a problem. 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.

The college also provides infrastructure & facilities to companies coming for campus recruitment.

In the Academic year three day workshop on Street play was conducted .An Expert lecture on Demonetisation was delivered by Dr Akash Acharya of Centre for Social Studies. A lecture on cyber-crime encompassing criminal act dealing with cyber space was delivered by Advocate Mr Vikrant Jariwala. Motivational speech on ‘Rags to Riches’ was delivered by Diamond tycoon of Shri Rama Krishna Exports Private Ltd.

No. of students benefitted

650

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Matrix Global School Hazira Surat	53	04	No information available
Mind Power Plus Cas and Company Ghod dod Road Surat	53	03	–
Triveni Sarees Company Ring Road, Surat	53	04	–
ICICI Prudential Company Ltd	53	02	–
LIC Surat	53	03	–

## 5.8 Details of gender sensitization programmes

Under the aegis of the college women’s cell, various programmes are conducted with gender sensitization in mind. While moulding the student community to respect women, an attempt is made to foster mutual respect and a healthy environment for peaceful coexistence of both boys and girls.

The College has a Complaints Committee of four nominated members Professors of College to consider complaints of sexual harassment of women at College premises.

Our College organised various activities related to gender sensitization like –

1. Lecture on “Breast Feeding Awareness” for female students,
2. Lecture on “Importance of Women Empowerment”
3. Aids Awareness Rally

## 5.9 Students Activities

### 5.9.1 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

### 5.9.2 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

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	35	1,55,140
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 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 planned from CPE funding, work is initiated.

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

##### 6.3.1 Curriculum Development

The Principal of the college is in the university academic council which takes decisions related to quality. 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 had registered the previous 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.
- Five teachers are pursuing Ph.D.
- 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 and amount of Rs. 3,86,000 have been received.
- Duty 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 27,503 books, subscribes 17 e-journals and 51 periodicals including newspapers 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.

One of the office staff passed away in service. All statutory and additional financial and non-financial support is been extended to the family to get stabilized after a loss of man in family.

### 6.3.7 Faculty and Staff recruitment

During the year, a faculty is resigned from the College. Temporary faculty is recruited to replace her for the time being, till NOC for permanent post is received from government of Gujarat. Also one ad hoc Faculty and four visiting faculties have been recruited for various subjects.

Also ad hoc administrative staff and peons are recruited to ensure smooth functioning of the college.

### 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.

Various guest lectures of Alumni and other experts are regularly organized.

### 6.3.9 Admission of Students

Entire admission procedure is centralized, automated and online and students are given admission on basis of merit only.

### 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>• 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

₹ 20,68,722

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>Govt. of Gujarat K.C.G.</b>	✓	<b>Management Sarvajanik Education Society</b>
Administrative	✓	<b>Chartered Accountant Natvarlal Vepari &amp; co.</b>	✓	<b>Principal Dr. V. D. Naik</b>

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. - N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni have volunteered as guest lecturers, visiting faculties, sponsoring of Events, recruitment by reference.

Also 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.

For Better Communication

- Website updated
- Facebook page created
- Global Board Facility created.
- For strengthening library facilities, Library digitalisation is initiated.

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

- Students feedback collected.
- Curriculum Aspects: Based on new developments, curriculum for academic year 2017-18 has been revised in time (related with GST and some parts of Companies Act, 2013)
- Teaching /Non-teaching staff as per the requirement has been recruited in time to ensure smooth functioning.
- Guest lectures were arranged to supplement the curriculum.
- Faculties were made available with infrastructure and support for research and publication and attending conferences/FDP.
- National Faculty Development Programme was hosted by the college.
- In extension activities, MOU was entered with Rotary club and Rotaract club of college has been formed. Various activities were carried out in collaboration.
- Publication and release of Silver Jubilee Souvenir, depicted the milestones of twenty five years' journey was successfully done.
- Teaching activities were carried out smoothly for all courses and papers.
- The internal evaluation, examination and students progression activities were carried out smoothly.
- Alumni were called for teaching and co-curricular, extra-curricular and extension activities.
- Culture of participative and inclusive growth has been encouraged.
- Students' Council elections were held smoothly.

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

- The beginning of the year and later term, detailed planning is made to conduct teaching, co-curricular, extra-curricular, extension activities, students progression and research and development activities through participative approach. The committees are empowered to make micro planning and execution with full support by management. It has produce consistent track record of the college in various students related activities.

- The college is bench marked for research and publication activities done by an affiliated college in our University. Even with the challenges of limited time availability college faculties contributed in terms of **Six (6)** Ph.D.s awarded, 18 Publications, 14 Books, 4 delivery of expert lectures.

#### 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**

- Increasing e-learning resources.
- Computerisation of library, MIS,
- Strengthening the physical infrastructure
- Introduction of online appraisal system
- National level conference in the subject of Commerce
- National level FDP
- State level competition in Cultural activities.
- Hosting 2-3 events at university level.
- Add-on courses in GST and Tally
- Language Lab

Dr. Heena Sunil Oza

*Signature of the Coordinator, IQAC*

Prin (Dr.) V.D. Naik

*Signature of the Chairperson, IQAC*

## Academic Calender 2016-2017

The following Academic, Curricular and Co-curricular activities will be undertaken in the academic year 2016-2017.

<b>Month</b>	<b>Activity/Programme to be organised</b>
<b>June</b>	<ol style="list-style-type: none"><li>1 Preparation of the Academic Calender for the year 2016-2017</li><li>2 Formation of various committees of the college.</li><li>3 Preparation of Time-Table for the academic year</li><li>4 IQAC meeting.</li></ol>
<b>July</b>	<ol style="list-style-type: none"><li>1 Filling up of forms by the students opting NSS.</li><li>2 Preparation of database for various cultural activities.</li><li>3 Orientation with the B.Com, M.Com and research students will be organised.</li><li>4 IQAC meeting.</li><li>5 Intra-College Debate Competition in last week of July will be organised.</li></ol>
<b>August</b>	<ol style="list-style-type: none"><li>1 IQAC meeting will be held.</li><li>3 Intra College Mehendhi Competition will be organised.</li><li>4 Workshop on Street Play will be held on different themes like environmental issues, climate change and traffic awareness.</li><li>6 Patriotic Song Competition will be organised in the second week of August.</li><li>7 Inter-College Book Review Competition will be organised in the second week of August.</li><li>8 Independence Day Celebration will be organised on 15th August, 2016.</li><li>9 Tree Plantation Campaign will be organized</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 Seminar on "Tally Accounting" will be scheduled.</li><li>3 An industrial visit will be scheduled for the M.Com / T.Y.B.Com Students.</li><li>4 Under Planning forum "expert lectures" planned.</li><li>5 IQAC Meeting will be held.</li></ol>
<b>October</b>	<ol style="list-style-type: none"><li>1 Internal Exams will be scheduled.</li><li>2 Additional Exams will be scheduled.</li><li>3 7 days NSS residential camp will be organised.</li><li>4 Swachh Bharta Abhiyan Campaign launched by "Honorable Prime Minister Mr. Narendra Modi".</li></ol>

- 5 “Poster Drawing Competition” will be organised.
- 6 IQAC meeting will be held,
- November**
- 1 University Exams will be scheduled for the semester students.
- 2 A visit will be scheduled to Sumul Dairy for the M.com Students.
- 3 Best Personality Contest “Suit and Saree day" will be organised on 31st December.
- 4 Blood Donation Camp will be organised by NSS unit.
- 5 Under Planning forum “expert lectures” planned.
- 6 IQAC meeting will be held.
- January**
- 1 Thalassemia checkup Camp will be organised in the college library.
- 2 Under Planning forum “expert lectures” planned.
- 3 Lecture on "UPSC Competitive Exams" will be held.
- 4 Republic Day Celebration will be organised on 26th January.
- 5 IQAC Meeting.
- 6 Seminar will be scheduled on "Personality development" under Career counseling.
- 7 Students will participate in University Youth Festival
- 8 Seminar will be scheduled on “Opportunities for higher studies" under career counseling.
- 9 Inter-Class Elocution Competition will be organised.
- February**
- 1 Internal Exams will be scheduled.
- 2 Additional Exams will be scheduled.
- 3 Visit the A.P.M.C market of Surat will be organised.
- 5 Annual function, ‘SPB Fest -2017’ will be organized.
- 6 One week National Faculty Development Program on “Research Methodology with SPSS”.
- 7 IQAC meeting.
- March**
- 1 A industrial visit will be organized for TYB.Com and M.Com Students
- 2 Campus Interview, if any will be held
- 3 IQAC meeting.
- 4 Release of Silver Jubilee Souvenir Function
- 5 Release of Annual Magazine “SPB Index”.
- April**
- 1 University Exams will be scheduled
- 2 Applied for “SPB Rotract Club” with Rotary Club of Surat Roundtown.