SELF STUDY REPORT

(Re-Accreditation, Cycle – II, 2009-14)

Submitted to

National Assessment and Accreditation Council, Banglore.

By

SPB English Medium College of Commerce, Surat.

(Accredited Grade 'B' by NAAC)

An institute of

Sarvajanik Education Society, Surat.

(More than hundred years old democratic Public Trust)

Affiliated to

Veer Narmad South Gujarat University, Surat.

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May-June 2014

Sarvajanik Education Society's

SPB
English Medium
College of Commerce
Surat

Accredited Grade 'B' by NAAC (UGC)

Our College Building

SSR: NAAC 2009-14 (May 2014)

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LATE MR. CHUNILAL GHELABHAI SHAH

FOUNDER OF

SARVAJANIK EDUCATION SOCIETY, SURAT.

Sarvajanik Education Society's

SPB
English Medium
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Surat

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VISION

Competence in Career
And
Correctitude in Character

The **VISION** of Surat Peoples Bank (SPB) English Medium College of Commerce, embodied in the above motto, is to be a leading participant in the, "Sarvajanik" process of grooming citizens who are; **respected** in their **profession** for their knowledge, skills and competence and; **recognised** in the **society** as responsible, progressive, secular humanists committed to moral and social correctitude.

MISSION

S Study ભણો	—	**P** Perform ગણો	—	**B** Blossom ખીલો

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 embodied in the above motto.

C O N T E N T S

SPB
English Medium
College of Commerce
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Words of Introduction and Greetings

As we submit ourselves in all humility for scrutiny, assessment and reaccreditation by NAAC, it is indeed a matter of great pleasure for us to formally introduce ourselves to and to greet the authorities of NAAC and the academic fraternity in general. As part of our introduction through the SSR at the outset, we take an opportunity to provide a brief history of our very young college and a brief account of the path we intend to follow for our onward march towards "Quality Assurance" and "Efficiency Enhancement" and in the quest of "Excellence".

Our college, SPB English Medium College of Commerce, came into existence in May/June-1991 as a result of bifurcation of Sir K.P. College of Commerce. Sir K.P. College of Commerce is about 68 years old. At present the medium of instruction in this college is Gujarati. However, up to 1991 it had two mediums of instruction, Gujarati as well as English. The English Medium was introduced in the year 1974-75. But, with the growing demand of education of commerce through English Medium in South Gujarat, and keeping in mind the limitations of infrastructure at Sir K.P. College of Commerce, the management, Sarvajanik Education Society, Surat, decided to establish another Commerce college with English as Medium of Instruction.

In 1991 one of the senior most teachers of Sir K.P. College of Commerce, Dr. G. J. Kapadia, was appointed as the first Principal of the college. The financial position of the Society (the management) was not strong enough to set-up a spacious building for another college and also to pay the salaries of the staff. Therefore, the difficulties lying in the way were too tall to surmount comfortably. However, under the inspiring leadership of the Principal Dr. Kapadia, farsightedness of the office bearers of Executive committee of the Society and co-operation and guidance of University authorities, from the very first year, with a capacity of over 360 students in F.Y.B.Com., the college made its presence felt in the area of education of commerce in South Gujarat.

In 1997 with the grand efforts of the office bearers of the management and ample support from the University, the government decided to provide grants every year as aid to meet the salary and maintenance expenses of the college from the year 1995. Thereafter, no barrier was too tall to surmount and the college started moving with full vigor.

In 2001, the University granted permanent affiliation to the college and with that the college became eligible for registration under sections 2(f) and 12(B) of UGC Act. With the commendable efforts of Principal Dr. D.G. Patel, who succeeded Dr. G.J. Kapadia after his retirement, and the present Principal Dr. V.D. Naik, the college was able to get itself

registered under sections 2(f) and 12(B) of UGC Act which further paved the way for getting grants from UGC. In the year 2006, under the able leadership of Principal Dr. V. D. Naik, the college received a onetime grant of Rupees Ten lakhs under 'Young College Scheme' and in the year 2008, in the XI-plan, the college succeeded in getting UGC grant of Rs. 72 lakhs. In the current XII-plan the UGC has sanctioned Rs. 52 lakhs block grant.

Our college is a co-education college. There are two other women's commerce colleges in the same area of the city within two kilometers' distance. In spite of the fact that, for the girls students opting for commerce education through English Medium, our college has always been the first preference. The average ratio of 36:64 of male-female students during last five years is a proof of this. The male-female ratio in the staff is 6:10. The participation of girl students in curricular, co-curricular and extra-curricular activities, their participation in inter-collegiate cultural and sports activities and their success in these activities, not a single case of sexual-harassment has ever been reported so far etc. exemplify our efforts towards promotion of women's education at our college. In all the past years, whenever a student belonging to SC/ST category wanted to have admission at our college he/she has always got admission at our college. During the last five years, percentage of OBC students admitted to our college has always been higher than the stipulated 27%. All the above facts imply that the college is not lagging behind in extending the social justice to weaker section of the society and have inclusive policy for these sections of the society. Thus, by contributing to the national social reconstruction process the college is living up to its socialist ideology, values and commitment with full measures.

At present the college is in its "early twenties". The average years of experience of our young teaching staff is about 22 years, which may be considered as the most notable strength of our college, considering the fact that average expected years of service left is about 15 years.
We firmly believe that "Quality Assurance" and "Efficiency Enhancement" is the need of the hour today. Our strategy to keep moving in this direction with full vigour is to make efforts continuously and honestly to integrate our
(i)   VISION (of wholesome development/progress of each SPBian as well as the society/nation)
(ii) MISSION (of attaining/fulfilling the VISION) and
(iii) ACTIVITIES/ACTIONS (of acquiring and applying curricular, co-curricular and extra-curricular knowledge)

To execute the above strategy, the college has launched the drive for inculcation of 'Study – Perform – Blossom' maxim. We are aware that the quest for "Excellence" can be an ever elusive one and one can never afford to be complacent in matters of attaining quality and efficiency. We have to make relentless efforts and have to apply continuous vigil. And therefore, when we are chasing "Excellence" through "Quality Assurance" and "Efficiency Enhancement", sky is the limit for our onward march and therefore, to echo our spirit appropriately we can only say in Robert Frost's words:

"Woods are lovely dark and deep
But I have promises to keep
And miles to go before I sleep
And miles to go before I sleep…"

Steering committee
On Behalf of "SPB family"

SPB
English Medium
College of Commerce
Surat

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Steering Committee

PRINCIPAL

Dr. Vipin D. Naik

Co-ordinator

Dr. Martina R. Noronha

Members

Dr. Pinak K Chakrabartty

Dr. Heena S.Oza

Dr. Aishwarya R. Kulkarni

Shri. Sunil H. Rajani

Dr. Savita J. Sondhi

Dr. Ashish N. Pandya

SPB
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Teaching Staff

Sitting (Left to right): Dr. H.S.Oza, Dr. P.K.Chakrabartty, Vice Prin. (Dr.) M.R.Noronha, Prin. (Dr.) V.D.Naik, Dr. A.K.Saha, Dr. P.P.Pradhan, Ms. N.Padma

Standing (Left to right): Mr. R.I.Patel, Mr. A.C.Patel, Ms. H.A.Pandya, Mr. S.H.Rajani, Dr. A.R.Kulkarni, Dr. S.J.Sondhi, Dr. A.N.Pandya, Dr.P.U.Mehta, Ms. F.R.Mandviwala

Sarvajanik Education Society's

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Non-teaching Staff

Sitting (Left to right): Mr. M.S.Patel, Ms. M.A.Rawal, Mr. N.N.Prajapati, Prin.(Dr.)V.D.Naik, Mr. R.M.Mahala, Mr. V.M.Solanki

Standing (Left to right): Mr. N.D.Devlekar, Mr. S.V.Mahadik, Mr. D.C.Patel, Mr.H.H.Dubey, Mr. J.B.Tadvi, Mr. C.R.Patel

A. EXECUTIVE SUMMARY

The criterion-wise summary of the self-evaluative report is as follows:

CRITERION I
CURRICULAR ASPECTS

Curricular Planning and Implementation:

- The goals and objectives of the institution are clearly reflected in the vision and mission statements which are duly communicated through website, display boards, college magazine, prospectus etc.

- Academic programs and courses are in consonance with the VISION, MISSION goals and objectives of the college.

- Besides the orientation towards imparting **competence for career** building in globally competitive environment, the institutional **vision** also has orientation towards **character building, nation building** and **global citizenship**.

- The curriculum is geared to facilitate entry to further higher education as well as employment and self-employment.

- Curriculum, along with the medium of instruction, adopted by the college has relevance to the regional and national developmental needs and to equip the students to compete in the global employment market.

Academic Flexibility:

- B. Com. and M. Com. Programs are offered with semester system. M. Phil. and Ph. D. programs integrating B. Com. and M. Com. Programs are also in place.

- Three programme options are offered at U.G. level.

- New programme option has been started as self-financed programme.

- The B. Com. program with English as medium of instruction provides significantly higher flexibility to move from one discipline to another.

- The college timings facilitate the students with academic flexibility to pursue professional courses, vocational courses, Certificate courses and Diploma courses and also enable the needy students to earn while they learn.

Curriculum enrichment:

- The curriculum is updated by the University at regular intervals.

- Heads of all the five departments are members of Board of Studies and The Principal, who is Dean of Faculty of commerce since 2009 and thereby a member of all the academic bodies of the University, like Board of Studies in Statistics, the Faculty of Commerce, Board of University Teaching, and the Academic Council of the V. N. S.

G. University, have contributed significantly in the process of review and redesigning of the syllabi of various courses of the Faculty of Commerce.

Feedback system:

- All the teachers have voluntarily adopted the system of getting feedback from student for self-assessment and necessary corrective measures.

- Feedback from academic peers is collected informally from time to time.

- Academic peers from other universities are also appointed in syllabi revision committees.

CRITERION II
TEACHING-LEARNING AND EVALUATION ASPECTS

Students Enrollment and Profile:

- The admission process is transparent as the admissions at entry points are given online by the Centralized Admissions Committee appointed by the University. The Principal has been the Chairman of this committee for last six years

- Government rules vis-à-vis reservations are followed and students from socially and economically weaker sections are admitted so as to provide access and equity.

- Adequate representation is also given to sports persons and differently able students.

Catering to the diverse needs of students:

- The College is the only grant-in-aid English Medium Commerce College in the region. Thus, it is catering to the need of various sections of the society for a platform for building a blooming career at global level with an edge.

- The College enjoys the status of the most preferred English Medium Commerce College of the region among all the sections of the society because it caters to the diverse needs of the society reflected in the vision and mission statements...

- Remedial classes are conducted for the academically weak students.

- Strategy of providing Gujarati/Hindi meanings of the important terminology of the subject is adopted to help the students who had vernacular language as medium of instruction up to the entry level education.

- Advanced learners are encouraged to attend seminars and to appear at various competitive examinations like CAT, XAT, MAT, etc.

- Advanced learners are also encouraged to pursue professional courses like CA, CS, ICWA, etc. More than 40% of students of the college pursue such courses.

- Informal students' monitoring and counseling system is in place.

Teaching-Learning Process:

- The maxim "Study- Perform-Blossom" of the mission statement of the college exhorts the students and teachers for the short-term and long-term focus towards continuous Learning Process, Self-Evaluation process (of performances/actions) and for becoming life long learners.

- Detailed academic calendar is prepared with a view to integrate the teaching, learning and evaluation process with co-curricular and extra-curricular activities.

- To impart synergy and to ensure effective implementation of academic programs, each teacher also prepares month-wise teaching program.

- To make teaching-learning process student centric,

  (i) Students' progress is continuously monitored through Internal Examinations, Library assignments, Classroom assignments, attendance etc. and through the co-curricular activities where the teacher in charge monitors their progress.

  (ii) Co-curricular and extra-curricular activities are encouraged and integrated with curricular activities so as to ensure all round and balanced growth of the students as envisioned by the institution.

  (iii) Students are exposed to commercial correspondence, report writing of individuals and committees, press reports, minutes writing, note making of panel discussion, technical proposal writing, phonetic transcription etc.

  (iv)The college publishes annual magazine "Index" and wall-magazine "Blossom" which helps students to develop writing skills, critical and analytical thinking and to develop conviction and courage for open communication with the peers.

- The college has installed LCD projectors in each class-room and each teacher is provided Lap-top and Visualizer. In the staff room Wi-Fi internet facility is available. The teachers prepare ICT based teaching-learning material through which they make learning more students centric.

- Teaching posts are always filled up in time to ensure that teaching does not suffer. Fifteen out of sixteen sanctioned posts have permanent teachers. NOC for the remaining one post is awaited. At present it is filled up on adhoc basis.

- Professionals/subject experts are invited as visiting faculties to teach at the PG program.

- To keep pace with recent developments, magazine/journals are subscribed and Professionals/Subject Experts are regularly invited for special lectures.

- To ensure that the students have effective learning experience,

  (i) Learning methods like Group Discussion, Case Studies, Library Assignments etc. are in practice.

(ii) ICT based teaching-learning aids like Computer, Internet, LCD projector, document reader etc. have been adopted.

(iii) Study tours are regularly conducted for the students.

- All the teachers have voluntarily adopted the system of getting feedback from student for self-assessment and necessary corrective measures.

Teachers' Quality:

- Teachers are appointed as per the rules and regulations of UGC, University and State Government.

- Out of fifteen permanent teachers, twelve have M. Phil. or higher degree. Ten teachers have Ph.D. degree and two have been registered Ph.D. scholars.

- Five teachers are Ph.D. guides and ten teachers are M.Phil. guides.

- Thirteen teachers have been promoted as Associate Professors.

- During last five years, all the teachers of the college have attended Seminars/conferences/ workshops/symposia/FDP and have presented papers. In all more than 300 such programs have been attended and more than 110 papers have been presented.

- All the teachers have authored/co-authored books/text-books. Together, they have authored/co-authored 51 books/text-books.

Evaluation Process and Reforms:

- Evaluation methods are communicated at the time of orientation program conducted before the commencement of the academic year.

- Internal evaluation and external evaluation (by the University) has the weights 30% and 70% respectively.

- The structure of the question paper is discussed by the teacher in the class. Previous years' question papers are also made available to the students in the library.

- Examinations are conducted as per University rules. Self re-checking of answer scripts and re-evaluation are permitted.

- Continuous assessment system through internal tests, assignments/tutorials and attendance monitoring is in practice. Self re-checking of answer scripts and re-evaluation are permitted in internal evaluations too.

- Students' grievances for the internal examinations are addressed through Grievance Redressal committee.

CRITERION III
RESEARCH CONSULTANCY AND EXTENSION ASPECTS

Promotion of Research:

- There is a research committee under the Chairmanship of Principal to encourage and monitor the research related activities.

- Our college is the only center of University for conducting the course-work for the M.Phil. and Ph.D. programmes of the Commerce Faculty.

- Teachers are encouraged to undertake research activities by granting study leave for attending conferences/seminars/workshops/symposia etc., by providing ICT based facilities like computer/laptop, Internet etc and by subscribing journals which are helpful in research activities.

- Five teachers are Ph. D. guides and ten teachers are M. Phil. guides. Ten teachers have successfully supervised 19 M. Phil. scholars and have successfully supervised 13 Ph. D. scholars

- At present the college has 24 students pursuing Ph.D.

Research Publications and awards:

- During last five years two UGC sponsored minor projects have been completed by two faculties. Proposals for two major projects have been sent to UGC.

- Teachers have published papers in national /international (i.e. refereed) journals. During last five years more 112 papers have been published out of which 71 are in referred journals.

Research Facilities and Resource Mobilization for Research:

- Research Facilities Available to the Students and Research Scholars within the Campus are

  - Research related Reference Books

  - Wi-Fi facilities

  - Internet for access to e-resources

  - Research guides

  - Research cell

  - 20 Computers reserved for research students

  - Laptops to individual faculty with net connection

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

  - Membership of University's Central Library for access to physical and e-resources

- Access available for e-resources to Library of Research methodology Department of VNSGU

- INFLIBNET connectivity

- With the release of Block grant under 12th plan by UGC, the college will have scope to provide some more funds for research and developmental activities for both students and faculties.

- Faculty members provide honorary consultancy services to Researchers, Industries, Banks, Insurance companies, Chamber of Commerce etc.

Extension Activities:

- The college is responsive to the community needs and promotes extension activities such as Environmental awareness, AIDS awareness, National Interests awareness, Social awareness, Blood Donation etc. through NSS units.

- Blood donation in informal collaboration with "Surat Rakt Dan Kendra and Research Centre" is a regular feature of extension activities. Average number of bottles of blood donated during last five years is more than 100.

- For the blood donating activity, in the year 2002, the college was felicitated with an appreciation certificate by "Department of Health and Family Welfare, Gujarat State" and "Gujarat State Council for Blood Transmission".

- Two NSS students and an NSS officer of the college represented Gujarat state at RD parade at New Delhi.

- The faculty members extend their services as visiting faculty in various courses of University like MBA, MHRD, MCA, M S., MA Etc.

Collaboration:

- The college organizes Blood Donation camps regularly in informal collaboration with "Surat Rakt Dan Kendra and Research Centre", Surat, and has the distinction of donating highest number of bottles of blood in the year 1996-97. During last five years more than 500 bottles of blood have been donated in such camps.

- The college carries out research activities in collaboration with sister institutions and the University.

CRITERION IV
INFRASTRUCTURE AND LEARNING RESOURCES

Physical Facilities for Learning:

- All basic amenities are in place.

- The institution is located on well protected campus area of 1.568 acres in the heart of the city. The built up area is 2425 sq. meters with well maintained spacious class rooms and sufficient space for other activities.

- As a measure of optimization of use of resources, major infrastructural facilities and the facilities for indoor and out door games and athletics are common for the sister institutes of the management.

- Common room for girls and a common room with indoor sports facilities for Table Tennis, Carom and Chess are in place.

- For extra-curricular activities, besides independent infrastructure for the college, major infrastructural facilities on the campus and on the other campus of the management are optimally used by the college.

Library as a Learning Resource:

- The college library is housed in an area of 2997 sq. feet and has about 16770 books, 7340 titles and subscribes to, besides 45 periodicals, 15 Indian Journals and 1 Foreign Journal. It has 206 CDs.

- Computerized library with SOUL software is functioning under the Library Advisory Committee.

- Book- Bank facility is available under which student can borrow the set of main books of the respective semester for the entire semester at nominal depreciation charge. In each semester about 600 such sets are borrowed by the students.

- For efficient management of Library as a Learning Resource, full-time permanent Librarian is appointed who holds M.Phil. degree in Library Science and is a registered scholar for Ph.D.

- The Librarian regularly attends conferences/seminars/workshops related to Library Science (LS) and presents papers. She is life-member of national and state level associations. She has attended five Career Advancement courses, 6 conferences/seminars/workshops related to LS and has presented 3 papers.

- The college also has inter-library borrowing facilities.

- Open Public Access Catalogue Services (OPACS) system is in place.

- Open Access System is also in vogue.

- Free internet facility in library is available.

- Reprographic facility is available in the library.

- New arrivals are prominently displayed in the library.

IT infrastructure as Learning Resources:

- An Internet Browsing facility with 22 computers and reprographic facility in the library caters to the needs of the students.

- ICT based teaching aids like Computer, Internet, LCD projector, etc. have been adopted.

- OPAC services are provided in the library.

- Inter- library borrowing facility with the other libraries is available.

Maintenance of Infrastructure:

- Maintenance of basic amenities and infrastructure is ensured.

- Technical and other staff is appointed in the Estate Department by the management for development and maintenance of infrastructure.

Other Facilities:

- The general ambience of the college is conducive for higher education.

- Canteen facilities and parking facility for vehicles is available. Hostel accommodation for boys and girls are available at the Hostels of sister colleges.

- Facilities for Co-curricular activities, extra-curricular activities, extension activities and research activities are available.

- Separate common room for girls is available.

CRITERION V
STUDENTS SUPPORT AND PROGRESSION

Student Monitoring and Support:

➢ Being a grant-in-aid college, fees are very low for all the students. Women are exempted from the tuition fees. Even in the self-financed programme the fee is 20% less than the fee charged by other self-financed colleges offering similar programme.

➢ Government scholarships are available for SC/ST/OBC students.

➢ Every year 9 different scholarships instituted by the management are available to eligible students and 10 prizes are distributed by the college.

➢ Student welfare measures like providing canteen facilities, student counseling support, facilitating them for earning along with learning, encouraging them for developing entrepreneurial skills etc. are taken.

➢ The campus is safe for the students. Ample measures for prevention of ragging, and sexual harassment are taken.

➢ Programs for personality development and for inculcating community orientation and good citizenship are conducted regularly.

➢ The college has Career Guidance Placement Cell which facilitates the placement of needy and interested students and makes them aware of job opportunities and prepares them for placements.

➢ To look after the Physical Education aspect and to promote extra-curricular activities in sports and games, the college has appointed full-time permanent teacher who also has Ph.D. degree in Physical Education and regularly renders his services as Officer/Referee/Coach at inter-collegiate/University competitions.

Student Progression:

➢ Pass percentage of students is very impressive when compared with University pass percentage as well as the pass percentages of other commerce colleges.

➢ The college monitors the students' progression to higher studies.

➢ On an average more than 90 per cent of students pursue higher studies.

➢ After graduation, majority of students opt for professional courses like CA, CS, ICWA or professional courses like MBA, MHRD, MBE, LLB etc. and they are encouraged to prepare for them along with their graduation studies.

➢ During last five years 4 students of our college viz. (i) Mr Nikhil Jalan (4th in 2009-10), (ii) Ms Fulzae Vasani (10th in 2009-10), (iii) Mr Ankit Somani (10th in 2012-13) and (iV) Mr. Jimil Shah (9th in 2013-14) have stood among top 10 all India rankers of CA Final examinations and 3 students have stood among top 10 all India rankers of IPCC examination of CA.

➢ During last five years, over all 32 students of our college have stood among top 50 rankers of Final, IPCC and CPT examinations of CA. (12-CA final, 18-IPCC and 2-CPT)

➢ More than 550 students of the college have so far completed CA/CS/ICWA. On an average more than twenty students per batch have completed CA/CS/ICWA.

➢ During last 4 years 7 University prizes/medals have been won by the students of the college at T. Y. B. Com. examinations.

➢ Students of the college also have passed the competitive examinations like CAT, XAT, NMAT, SNAP, GCET etc and have got admissions in the institutes like IIM, XLRI, NMIMS, SYMBIOSIS, etc. During last five years one of our students college has got admission at **IIM, Ahmedabd.**

➢ Our alumnus **Mr. Jay Chharia** has been Regional Council Member of Western India of Institute of Chartered Accountants of India for last 3 years. Presently he is **member of Central Council of Institute of Chartered Accountants of India.**

➢ An alumnus, Mr. Ritesh Nandwani, who is an MBA from IIM, Lucknow, has been serving at SEBI.

Students Participation in Activities:

➢ There exists Students' Council with seven committees. Students' Council elections are held every year. Students' Council meets regularly to discuss various issues related to students' affairs.

➢ The college publishes annual magazine "Index" and wall-magazine "Blossom" which helps students to develop writing skills, critical and analytical thinking and to develop conviction and courage for open communication with the peers.

➢ Students are encouraged to take part in co-curricular and extra-curricular activities at the University, State as well as National level competitions.

➢ NSS students regularly participate in community oriented services and extension activities.

➢ A student of the college has joined Indian Army.

➢ College students regularly win prizes at Annual University Youth Festivals. Average number of prizes won in youth festival during last five years is 3 and in other inter college competitions including youth festivals is 9.

➢ During the current year our first year student **Ms. Anjali Rawat (Badminton player) has represented India at Inter-national level** sport/games competitions.

➢ **Ms. Frenaz Chipia is No. 10 in India under 19 Table Tennis.**

➢ Five players in three games/sports have played at National Level during last three years.

➢ College teams, including women, regularly win Inter-collegiate sports/games competitions. Average number of Champion/Runners-up positions won in inter-collegiate sport/games during last five years is about 11.

➢ College students regularly find places in University teams for various Inter-University sports/games competitions. During last five years on an average 18 students of the college have represented various teams of the University at Inter-University sport/games competitions.

CRITERION VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT

Institutional Vision and Leadership:

• The Vision and Mission of the Institute are in consonance with the stated objectives of Higher Education.

• The institutional vision, besides the orientation towards imparting **competence for career** building in globally competitive environment, also has orientation towards **character building, nation building** and **global citizenship**.

• The maxim "Study- Perform-Blossom" of the mission statement of the college exhorts the students and teachers for the commitment and focus towards Teaching-Learning Process and for becoming life long learners.

• The management of one of the oldest (more than100 years old) Public Democratic Trust of the country, consisted of professionals from various walks of life having philanthropic disposition, provides dynamic leadership and direction to achieve the vision and mission of the institution.

• The Principal is Dean of Faculty of Commerce since 2009 and has served the University for 18 years as Lecturer, Reader, I/C Registrar, Chief coordinator of

University examination etc. is the key person to provide leadership in academic and administrative matter and is focused towards the progress and all round development of the students, professional development of the staff and overall growth of the institution.

Organizational Arrangements:

- Three tiered inclusive management system is in place. It includes (i) Organizational structure for all the institutions of the management, (ii) Organizational structure for a particular institution of SES and (iii) Organizational structure within an institution.

   (i) The Managing committee and Executive committee of SES, through various sub committees, look after the academic, finance, building and construction, legal and such other policy matters related to all the institutions of SES.

   (ii) The LAC, appointed by the managing committee for a particular institution of SES, monitors the various aspects of functioning of that particular institution.

   (iii) The Principal and other committees look after the internal academic and administrative aspects of the institution.

- The internal organizational structure of the college is also sound. It is decentralized under the able guidance of the Principal. Appropriate committees have been constituted to assist the Principal in administrative and academic matters.

- There are nine committees formed to look after the academic and administrative aspects of the college. Besides, there are seven committees formed to look after the students' affairs.

- Participation of staff in various activities of the institution is encouraged.

- The management interacts with the staff regularly. The employees and students are free to meet the office bearers of the management to discuss their problems.

Strategy development, deployment and Human Resource Management:

- At institutional level the Principal, the Vice-Principal and the IQAC are the chief strategy developers. The planning of execution of strategies takes place through IQAC and other committees.

- As part of MIS and the strategy of decentralized and democratized decision making, various committees are formed to look after various activities of the college which regularly report to the principal. Such reporting provides vital input and feedback for decision making.

- There are nine committees formed to ensure the systematized functioning of the college. Besides, there are seven committee formed to look after the students' affairs.

- While allocating the duties to the staff members, areas of interest and the efficiency of individual in carrying out a task are the prime factors taken into consideration.

- Feedback from stakeholders is collected and appropriately incorporated in decision making as well as in performance improvement in academics and administration.

- Human resource is treated as the pivotal factor in the systematic functioning of the institution.

- Fifteen of the sixteen full-time faculties required are appointed on permanent basis A teacher on adhoc basis is appointed by the management for the remaining one post. NOC for this vacant post is awaited.

- Atmosphere of mutual respect and harmony prevails among the staff members.

- Continuous improvement in teaching-learning process and in administration is emphasized, encouraged and appreciated.

- Teachers are encouraged and motivated to undertake research, attend seminars and conferences by providing duty leave.

- Performance of the teachers is monitored through brief SAR published in the college magazine and through model SAR suggested by the UGC and NAAC.

- 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.

- Mechanism for fair and expeditious grievances redressal exists.

Financial Management and Resource Mobilization:

- The college has sound financial position and has strong support of the management for the resource mobilization.

- The college receives grants from the state government and from UGC.

- The fees collected from students are utilized as per University norms and accounts are maintained, audited and published in the college magazine.

- As a measure of fiscal discipline, budget is prepared before the commencement of a financial year and is passed through the appropriate bodies.

- Accounts of the college are computerized and are periodically audited by qualified Auditors appointed by the management and also by the government.

CRITERION VII
INNOVATIVE PRACTICES

Environment Consciousness:

- The college staff and management are quite aware about environmental issues.

- A course each on Environmental Studies is part of our curricula in B.Com. Semester I and II. It consists of social issues and environment, environmental pollution, human population and the environment, ecosystems etc.

- The College staff and management are conscious about energy conservation

Innovations and Best practice:

E-gadgets in the class-room:

- Every classroom has been installed with LCD projector and screen for the better teaching and learning experience. The teachers make use of them in teaching various topics of their subject which saves their energy, increases their efficiency and boosts up students' interest.

- All the faculty members have been given Laptop and document readers for their lecture delivery through Power point presentations and preparation of lessons, drawing up question papers, preparing and saving exam results etc.

Introduction of Amplifier system:

- In all lecture halls amplifier system is installed and teachers are provided microphones in order to eliminate stress level of the lecturers, to increase clarity of her/his speech delivery and to increase attention and comprehension level of students.

Inclusive Practice:

- In admissions as well as in recruitment of the staff, inclusive reservation policy of the University and the Government is followed. All the SC/ST eligible applicants have always got admission. The percentage of OBC students admitted is always higher than 27%.

- Adequate measures for maintaining gender-equity are taken. In fact girls students out-number the boys students. The average ration for the last five years is 64:36 in favour of girls.

- As many students come from under privileged sections of the society, the college conducts remedial classes and communication skill development programs for the academic growth of the slow learners.

- Access and equity for the girl students, students from under privileged sections and differently able students is taken care off.

- In spite of the fact that, two women's colleges are located within two kilometers distance and the percentage of the last admitted student in the open category was 78%, 58% of students are girl students. This highlights the fact that this college is the preferred college among the girl students too.

- Seven out of thirteen teachers are women.

- Girl students are encouraged to participate in co-curricular and extra-curricular activities. Majority of students taking part in cultural activities are girl students. Women's table-tennis team has won inter-collegiate championship for a record number of 13 out of the last 14 years.

SWOC ANALYSIS OF THE INSTITUTION

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 progamme.
4. Attaining a balance among curricular, co-curricular and extra-curricular activities in UG programmes under semester system

B. PROFILE OF THE AFFILIATED COLLEGE

1. Name and address of the college:

Name:	S. P. B. English Medium College of Commerce				
Address:	V.T. Choksi Campus, Near Lal Bungalow, Athwalines, Surat-395007.				
City:	Surat	District:	Choriasi	State:	Gujarat
Pin code:	395007				
Website:	www.spbcommerce.org				

2. For communication:

OFFICE:

Designation	Name	Telephone with STD code	Mobile	Fax No.	E-mail
Principal	Dr. V.D.Naik	0261-2254051	9879522614	0261-2254051	vipindnaik@yahoo.co.in
Vice Principal	Dr. M. R. Noronha	0261-2254051	9998221321	0261-2254051	m_r_noronha@yahoo.co.in
Steering Committee Coordinator	Dr. M. R. Noronha	0261-2254051	9998221321	0261-2254051	m_r_noronha@yahoo.co.in

3. Status of the Institution:

i. Affiliated College	
ii. Constituent College	-
iii. Any other (specify)	-

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:
   i.   Government
   ii.   Grant-in-aid
   iii. Self-financing
   iv.   Any other

-

7. a. Date of establishment of the college:

DATE	MONTH	YEAR
09	05	1991

   b. University to which the college is affiliated (If it is an affiliated college or which governs the college (If it is an constituent college)   **VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.**

c. Date of UGC recognition:

Under Section	Date, Month and Year (DD-MM-YYYY)	Remarks (If any)
i. 2 (f)	18-01-2006	--
ii. 12 (B)	13-04-2006	--

(The Certificate of recognition u/s 2(f) and 12(B) of the UGC Act are provided in **Annexure-I**.)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI, etc.)

Under Section	Recognition/ Approval details Institution/Department /Programme	Date, Month and Year (DD-MM-YYYY)	Validity	Remarks (If any)
i.	-	-	-	-
ii.	-	-	-	-

8. Does the University Act provide for conferment of autonomy (as recognized by the UGC) on its of 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 agency: _____ and
   Date of Recognition: _____ (DD/MM/YYYY)

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

LOCATION OF THE CAMPUS AND AREA IN SQ.MTS:	
Location*	Urban
Campus area in acres/sq. mts:	1.568 acres/ 2425.12 sq.mts
Built up area in sq.mts.	

(* 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.
    - Seminar complex with infrastructural facilities
    - Sports facilities
    - Play ground

    - swimming pool
    - gymnasium
    - Hostel
    - Boys' hostel   **-- NA --**
      i. Number of hostels :
      ii. Number of inmates :
      iii. Facilities (mention available facilities) :

    - Girls' hostel :   **-- NA --**
      i. Number of hostels
      ii. Number of inmates
      iii. Facilities (mention available facilities)

    - Working women's hostel :   **-- NA --**
      i. Number of inmates
      ii. Facilities (mention available facilities)

    Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise):   **NO**
    - Cafeteria **--**   **YES**

- Health centre – **NO**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance: **-- NA --**

Health centre staff –   **-- NA --**

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 programme options offered by the institution: (Give data of current academic year)

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualifi-cation	Medium of instruction	Sanctioned Student Strength	Number of students admitted
1.	Under-graduate	B.Com. (Ad.A/C and Statitics)	3 Years	XII Com.	English	860	855
		B.Com. (Ad.A/C and Banking)	3 Years	XII Com.	English	120	115
		B.Com. (Taxtion and A/C)	3 Years	XII Com.	English	360	345
2.	Post-Graduate	M.Com.	2 Years	BBA B.Com.	English	120	I- 57 II- 44
3.	Integrated Programmes PG						
4.	Research	Ph.D.	2 Years	M.Com/ M.B.A.	English	24	
5.	Research	M.Phil.	2 Years	M.Com/ M.B.A.	English	40	37
6.	Others						

13. Does the college offer self-financed Programmes?

<div align="center">

Yes [ ]   **No** [-]

</div>

If yes how many?   **01**

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

<div align="center">

Yes [ ]   **No** [-]   **Number** [01]

</div>

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			
Any other not covered above			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. Annual system   02

b. Semester system   02

c. Trimester system   -

17. Number of Programmes with

a. Choice Based Credit System   02

b. Inter/Multidisciplinary Approach   -

c. Any other (Semester Pattern)   -

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

<div align="center">

Yes [-]   **No** [ ]

</div>

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 Teacher Education Programme separately?

Yes | - | **No** | |

19. Does the college offer UG and / or PG programmes 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 Teacher Education Programme separately?

Yes | | **No** | |

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

Positions	Teaching Faculty						Non-teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government *Recruited*	0	0	0	0	14		6	0	0	0
					6	7				
Yet to recruit	-	-	-	-	1		-	-	-	-
Sanctioned by the Management/ society or other authorized bodies *Recruited*	-	-	-	-	2		-	-	-	-
					1	1				
Yet to recruit	-	-	-	-	0		-	-	-	-

*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.	-	-	4	6	-	-	10
M.Phil.	-	-	-	-	1	1	2
PG	-	-	1	1	1	-	3
Temporary teachers:							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	1	1
Part-time teachers:							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

22. Number of Visiting Faculty/ Guest Faculty engaged with the college

16

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

Categories	Year 1		Year 2		Year 3		Year 4	
	M	F	M	F	M	F	M	F
SC	22	26	30	29	28	38	24	30
ST	03	09	12	15	15	15	25	14
OBC	181	181	170	205	150	285	171	301
General	254	509	271	566	296	580	261	588
Others(PH)	00	03	04	02	05	02	05	02
Ex-Service	01	01	00	00	00	00	00	01

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

TYPE OF STUDENTS	B.COM	M.COM	M.PHIL	PH.D.	TOTAL
Students from the same state where the college is located	1315	101	29	20	1465
Students from other states of India	34	05	-	-	39
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	1349	106	29	20	1504

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

UG	0%	PG	20%

26. Unit Cost of Education

The unit cost of Education is as follows:

(a) including the salary component = **Rs. 22,351/-**

(b) excluding the salary component = **Rs. 797/-**

27. Does the college offer UG 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. Provide Teacher-student ratio for each of the programme/course offered **1:94**

29. Is the college applying for

Accreditation: Cycle   Cycle 1 | | Cycle 2 | | Cycle 3 | | Cycle 4 | |

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

Cycle 1: **15/06/2009** Accreditation Outcome/Result - **Grade B, CGPA 2.53**

(See Annexure-II)

31. Number of working days during the last academic year. **226**

32. Number of teaching days during the last academic year **177**
(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC): **03/08/2009**

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.
AQAR - Year 2009-10 submitted to NAAC on 03/01/2011
AQAR - Year 2010-11 submitted to NAAC on 31/03/2012
AQAR - Year 2011-12 submitted to NAAC on 09/05/2014
AQAR - Year 2012-13 submitted to NAAC on 09/05/2014

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 college has well defined Vision, Mission and Objectives. The **VISION** of the college with its vision-motto is as follows:

Vision-Motto

Competence in Career
And Correctitude in Character

The **VISION** of English Medium College of Commerce, embodied in the above motto, is to be a leading participant in the, "Sarvajanik" process of grooming citizens who are; **respected** in their **profession** for their knowledge, skills and competence and; **recognized** in the **society** as responsible, progressive, secular humanists committed to moral and social correctitude.

The **MISSION** of the college with its mission-motto is as follows:

Mission-Motto

S Study ભણો	—	P Perform ગણો	—	B Blossom ખીલો

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 embodied in the above motto.

The objectives of the college as reflected in the above Vision and Mission statements are enumerated below.

1. To keep education in the college truly "Sarvajanik" i.e. to keep it accessible and affordable to all sections of the society without discrimination of religion, race, caste gender and socio-economic status etc.
2. To be a leading participant in the grooming of citizens who are respected for their knowledge, Skills, and competence and who can make significant contribution towards wholesome and inclusive progress and development of the society / nation.
3. To impact quality education and make the students competent for attainting a fulfilling career i.e. to make them competent for becoming respectable professional in Public, Private and Co-operative sectors.
4. To provide value based education so that the students can inculcate strong human values and develop commitment towards moral and social correctitude.
5. To instill in the minds of students a sense of responsibility and commitment towards secularism and humanitarianism.
6. To make all the SPBians (i.e. all the students and staff members of the SPB college family) lifelong learners for achieving maturity, progress and prosperity for themselves for the society and for the nation through continuous formal and informal studies and performances practices at every stage of the journey of life.

For continuous and effective communication of Vision, Mission and objectives, the Vision and Mission statements are displayed at different places in the college such as in corridors of the college building, inside the college library, staff room, Principal's office, and Vice-Principal's office. They are always mentioned in the prospectus and the college magazine. They are also displayed on the institution's website. More significantly, the students are made familiar with the vision and mission of the college during important college functions. An orientation programme is kept in which the vision, mission and objectives are explained to the students.

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).
In the beginning of the academic year/semester, the Head of each subject department at College allots topics included in the curriculum to members of the department. After considering the inputs from concerned faculty member, the academic calendar is prepared well in advance fixing the time schedule for completion of curriculum. The Principal and the Vice-Principal take informal feedback from students and Heads of Department. He also monitors and ensures timely and effective implementation of action plans.

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?

For effectively translating the curriculum and improving teaching practices the teachers receive very good support. The University organizes orientation and training programmes for teachers when a new system is introduced or the existing system is modified. For example, when CBCS was introduced at Undergraduate level in 2010, the University organized an orientation programme for teachers in order to understand CBCS. The Knowledge Consortium of Gujarat (KCG), a government enterprise, is giving subject wise compulsory training to all teachers for capacity / capability building in which practical sessions for syllabus design and better teaching methodology are arranged. The College also extends its full co-operation in providing necessary infrastructure and other facilities for effectively translating and improving teaching practices.

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.**

The teaching learning process in modern times does not restrict a teacher or student to the prescribed and recommended books. ICT has become integral part of modern education. The curriculum is designed keeping in mind the use of technology in learning. The college class rooms are equipped with LCD projector. Teachers are given laptops so that they can browse the net and download necessary information, pictures and data. Teachers make power point presentations in class rooms.

Necessary actions are taken to improve understanding of the students, where required. For example, many of the students who have studied in the Gujarati medium up to 12th standard opt for English medium for the first time. To allay their fear of the new medium of instruction as also for improving their learning abilities, faculty members guide, encourage and motivate students during initial teaching sessions. Remedial classes are conducted for their improvement.

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

For the effective operationalisation of the curriculum, the faculty members regularly interact with the visiting faculties, the faculties of other colleges, and practicing alumni professionals. They also interact with such faculties and faculties of even colleges of other Universities when they meet them and get opportunities at conferences, seminars, workshops etc. During the campus recruitment process also, interaction takes place with recruiters to understand what different industry expects from students. For example, Tata Consultancy Services recruited in 2012-13 only those students who were very good at English Communication and much stress was put on this ability of the students as they had to interact with people across the globe. On the other hand, Larsen and

Toubro Ltd. needed people to work in accounts departments at their different sites, appointed only boys and did not expect an excellent command over English.. The faculty members also network and interact regularly with respective teachers associations and University by way of holding positions or contributing inputs for effective execution of the curriculum.

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.)

Six staff members - Dr. Martina Noronha (Accountancy), Dr. Pinak Chakravartty (Commerce), Dr. Sabita Sondhi (Statistics), Dr. Ashish Pandya (Economics), and Mrs. Hira Pandhya (English) – represent the college on the Board of Studies. Through them, during the last five years, the college has contributed a lot in this regards. The fact that, during the last five years, the Dean of Faculty of Commerce of our University also happened to be our Principal was an additional and very important factor in this regards.

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 college does not offer any course other than those under the purview of the affiliating University.

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

To ensure the stated objectives of curriculum are achieved

- Discussions are held in the departmental meetings and the teachers arrive at a consensus.
- Lesson plans are designed well in advance to help in achieve the objectives of curriculum.

1.2 ACADEMIC FLEXIBILITY

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

The college does not offer any certificate/ diploma/ skill oriented courses other than those under the purview of the affiliating University.

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

As per the provision of the University, the college provides a duel degree facility. A student who has already cleared B.Com with principal subject Accountancy

can again join B.Com. Programme with Taxation as principal subject and can get the degree within one year (two semesters). For that, after the admission, the student has to pass the examinations of two courses each of semester-III and semester-IV simultaneously with two courses each of semester-V and semester-VI respectively. For remaining courses of S.Y.B.Com and T.Y.B.Com. He/she is entitled to exemption.

During last two years the following students have received dual degrees.
2012-13 - Tanna Ravi Haresh
2013-14 - Shah Marmik Shyambhai

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**

CBCS was introduced in the affiliating Veer Narmad South Gujarat University in the year 2010 and the college has also adopted it.

As far as the choice of subjects is concerned lateral/vertical mobility is still not in practice. Students having NCC/NSS/Sports have been given the option of credits as per the work done by them.

If due to some personal reasons or job/business requirements a student finds it difficult to pursue a regular course, she/he has the option to go for an external course which is also run by the University. Flexible transfer facility from Gujarati medium to English Medium or from regular B.Com/B.A. to external B.Com/B.A is also available.

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, Our College is offering B.Com (taxation) self-financed programme from Academic year 2010-11.

- It is a B.Com programme which offers bachelors degree with specialization in Taxation. Regular B.Com Programme offers bachelors degree with specialization in Accountancy. In this programme, Students are provided practical knowledge of Tax procedures which are adopted by Indian Tax authorities. Students are guided practically with the help of manual and e-forms of Income tax department. They are also required to prepare a project report which is having credit of 35 marks in University exams.

- The admission procedure is the same (centralized admission) and the University allots students to the centre on merit basis.

- The fee structure of the programme is given below:

Grant-in-aid programme

(All figures in Rupees)

Sr. No.	Particulars	F.Y. B.Com		S.Y.B.Com		T.Y.B.Com	
		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
1.	Tuition Fee	600	600	600	600	600	600
2.	College Admission Fee	100	0	0	0	0	0
3.	Identity Card Fee	50	0	0	0	0	0
4.	Student-Teacher Welfare	250	250	250	250	250	250
5.	Books and Equipments	300	300	300	300	300	300
6.	Students Union Fees	100	100	100	100	100	100
7.	Amenity Fee	250	250	250	250	250	250
8.	Campus Development Fee	100	100	100	100	100	100
9.	Internal Exam Fee	100	100	100	100	100	100
10.	Univ. Enrolment Fee	100	0	0	0	0	0
11.	College Deposit	100	0	0	0	0	0
12.	Library Deposit	200	0	0	0	0	0
13.	Univ. Campus Dev. Fees	50	50	50	50	50	50
14.	Univ. Sports Fees	20	0	0	0	0	0
15.	Univ. Sports Complex Dev. Fee	20	20	20	20	20	20
16.	Univ. Exam Fee	225	225	225	225	275	275
	Total	**2565**	**1995**	**1995**	**1995**	**2045**	**2045**

Self-Financed programme

(All figures in Rupees)

Sr. No.	Particulars	F.Y. B.Com		S.Y.B.Com		T.Y.B.Com	
		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
1.	Tuition Fee	3400	3400	3400	3400	3400	3400
2.	College Admission Fee	50	0	0	0	0	0
3.	Identity Card Fee	50	0	0	0	0	0

Sr. No.	Particulars	F.Y. B.Com		S.Y.B.Com		T.Y.B.Com	
		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
4.	Student- Teacher Welfare	150	150	150	150	150	150
5.	Books and Equipments	250	250	250	250	250	250
6.	Students Union Fees	100	100	100	100	100	100
7.	Amenity Fee	150	150	150	150	150	150
8.	Campus Development Fee	100	100	100	100	100	100
9.	Internal Exam Fee	75	75	75	75	75	75
10.	Univ. Enrolment Fee	100	0	0	0	0	0
11.	College Deposit	100	0	0	0	0	0
12.	Library Deposit	200	0	0	0	0	0
13.	Univ. Campus Dev. Fees	50	50	50	50	50	50
14.	Univ. Sports Fees	20	20	20	20	20	20
15.	Univ. Sports Complex Dev. Fee	20	20	20	20	20	20
16.	Univ. Exam Fee	225	225	225	225	275	275
	Total	**5040**	**4540**	**4540**	**4540**	**4590**	**4590**

- Teachers are recruited by the management after advertising the vacancies in news papers and inviting applications. Eligible candidates are interviewed and if they are found to be qualified and capable, they are selected. In case of unavailability of qualified teachers, ad – hoc teachers are appointed.
- The qualification and salary of the teachers are as per the norms laid down by UGC.

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 not offer any courses other than those under the purview of the affiliating University. However, the College is a regional oral coaching centre for CAT course offered by Institute of cost accountants of India.

Relevant details about CAT are as follows:

Objective: To meet the huge demand for entry level Accountants in India, ICAI has launched a Certificate in Accounting Technicians (CAT) Course of one year

for 12th (10+2) passed and Under Graduates. This course has been introduced in consultation with Ministry of Corporate Affairs, Government of India. CAT equip students become well versed with the maintenance of accounts, preparation of Income Tax Return, Service Tax Return, Filling of Return under Companies Act, Filling of Returns under Income Tax, Vat, Service Tax, Central Excise Custom Act, Export and Import documentation etc.

Eligibility: The students who have passed/ appearing 12th (10+2) examination are eligible to take admission in Foundation (Entry level) Part-I of CAT course

Coaching: Institute has Coaching Centers all over India. The Students desirous of pursuing the course have to get admitted in their nearest Regional Council or Chapter or Recognized Coaching Centers (ROCCs) for undergoing Oral Coaching.

Course Details
A) Foundation Course (Entry Level) Part-I
Paper 1: Fundamentals of Financial Accounting
Paper 2: Applied Business and Industrial Laws
Paper 3: Financial Accounting-2
Paper 4: Statutory Compliance
B) Competency level-Part-II
i)   Fundamentals of Computers
ii)   Filing of Statutory Returns
iii)   Introduction to Costing Principles and Preparation of Cost Statements
iv)   5-days Orientation Programme

Internship: The Internship will be for 3 months. The Internship can be taken from organizations prescribed under Internship scheme of CAT course.

Course Fees: Rs.8600/-

Mode of Examination: Multiple choice question to be answered online.

Medium: The course is offered in English and Hindi Medium. Study materials are also available in English and Hindi.

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?
The University does not provide this flexibility.

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?

The college has made the following efforts to integrate academic programmes with the goals and objectives of the institution:

- Though the College does not have any freedom for change in curriculum, it ensures that the same is enriched as much as possible. Faculty members make their best efforts to explain the contents of the curriculum giving real life examples that help students understand the subject well and make learning interesting too.
- As a supplement to the curriculum designed by the University, the college tries to enrich students' awareness of technological developments by providing them exposure to computers and internet in the library.
- ICT based teaching and learning.
- Guest lectures by experts on different topics are arranged to broaden the vistas of knowledge.

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?

Student feedback is collected. Based on such feedback, concrete suggestions are made by faculty members to modify or enrich the curriculum.
Stress is laid on employability after studies and students' competence in job market.
Faculty members informally keep in touch with alumni and get feedback about their experience.

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?

Some of our efforts in this regards are enumerated below.

- Our learned faculty members understand the importance of integrating the cross cutting issues such as Gender, Climate Change etc. and they integrate them well in their lectures/presentation regularly.
- Environmental Studies has been included in the syllabus as an interdisciplinary subject which is one of the foundation courses in Sem.-I and Sem.-II.
- Talks by Judges and advocates on Human Rights and related issues are arranged regularly by the Law College on the campus which is also our sister college. The Students and the teachers are very much encouraged to attend such talks/lectures
- Class rooms are equipped for ICT enabled teaching and learning and teachers are

given laptops. Wi-Fi facility helps teachers to have access to the internet.

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

The college organizes a number of activities every year which ensure the holistic development of students.

- Personality development programmes are arranged by the Career Guidance Cell to increase students' confidence level.
- The Career Guidance Cell organizes special programmes on facing interviews and developing communication skills.
- Career guidance is provided to students and they are made aware of better career options through notices and meetings and campus placement programmes are also conducted.
- Community oriented programmes are undertaken by the National Service Scheme (NSS) unit
- Blood donation camps, Thalassemia Test Drive, AIDS awareness programmes and rally, Assistance to the traffic police, Environmental Awareness, Election Voter's
- Identity Card Drive programmes are conducted every year.

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

Some examples in this regards are as follows:

- Academic peers from other universities are also appointed in syllabi revision committees.
- Feedback from visiting faculties and practicing alumni professionals are collected and analyzed every year and the report is given to the staff members so that it can be discussed in the meetings of the Board of Studies.
- As a result of one such feedback that many of the B. Com. Students are not familiar with routine banking operations, which is an essential and basic thing, expected from the commerce graduate we have started taking the students for a visit to the bank . Not only that with a view to make students familiar with the practical aspects of trade and industry, the College has made it a regular practice to organize industrial visits and interactions with industrialists. Visits have been organized to dairies, SUGAR MILLS, APMC Market, Banks, etc.

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

Besides the NSS, NCC, sports and cultural activities, one of the major activities related to enrichment of programme is visits to Banks, Dairies, Sugar Mills, Paper Mills, APMC market etc. After each of such visit, as part of monitoring and evaluation of its quality reflected in the experience students get, they are

asked to write reports about the visit and their experience. Such reports of students are helping us a lot in monitoring and evaluating the quality of this enrichment programme.

Further, the College also organizes various co-curricular activities where the different abilities of the students are tested by entrusting them with different assignments. For example, all the events of the college, including the annual function, which requires preparations almost one month in advance, are are invariably planned and anchored by our students. Students are encouraged to carry out all such activities on their own and they are closely monitored to observe their abilities and correct the deficiencies, if any. Suggestions are made for improvement, where required. It is our experience that when given freedom, the students work wonders. Year after year, they have been organizing such events in an absolute professional manner. Similarly, INDEX- the annual magazine of the college designed, edited and developed mostly by them, is also a perfect example of the same.

1.4 FEEDBACK SYSTEM

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

University has introduced CBCS with the semester system in P.G. programmes from the academic year 2010-11and in UG programmes from the year 2011-12. Since then the syllabi of all the courses of all of all the programmes have been revised by the respective Boards of Studies through the sub-committees appointed by them. Out of 16 faculties of our college 9 faculty members were members of such sub-committees for the courses of their respective subjects. Through their pro-active approach they have contributed very significantly in the design and development of the curriculum prepared by the respective committees. Thus, the overall contribution of the college in the design and development of the curriculum prepared by the University is highly significant.

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?

We do get feedback from the stakeholders like the faculties, visiting faculties, practicing alumni professionals etc regularly, though there is no formal mechanism to obtain feedback from students as they usually are not competent enough to give feedback this regards. Such feedbacks are communicated to the University through the HODs to their respective BOSs and to the Faculty through the Principal, who is ex-officio member of it.

For last five years, Principal Dr. V. D. Naik has also been the Dean of Faculty of Commerce of our University, and therefore also an ex-officio member of Board

of University Teaching (BUT) and Academic Council (AC). Therefore his presence on this post and in these academic bodies has also helped the college in such communications.

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?)**

The College has been offering **B.Com (Taxation),** a self financed programme from Academic year 2010-11. This programme has been introduced as an alternative to our Advance Accountancy programme. In this programme, in lieu of two courses each of Accountancy and Statistics of S.Y.B.Com. and T.Y.B.Com., fur courses of Taxation are offered. The rationale is to provide and strengthen the practical knowledge of tax related issues to the students without compromising too much with the aspects of Accounting and Statistics. This has been a very useful programme for building up a great professional career as Tax consultant. No such programme is being offered by any other college in Surat city.

Certificate in Accounting Technicians (CAT) course of one year duration by has been introduced by Institute of Cost Accountants of India in consultation with Ministry of Corporate Affairs, Government of India. CAT equips students become well versed with the maintenance of accounts, preparation of Income Tax return, Service Tax Return, Filling of Return under Companies Act, Filling of Returns under Income Tax, Vat, Service Tax, Central Excise Custom Act, Export and Import documentation etc. The College has been a regional coaching center for CAT. We encourage our students to pursue it along with B.Com. programme as it is a value adding programme for their career.

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?

The admission process is absolutely transparent as it is carried out by the centralized admission system instituted by the University. It is an online process and it is carried out purely on merit basis and strictly in accordance with the reservation policy.

Norms of the reservations are as under:

Reserved Category	In %
SC	7
ST	14
SEBC	27
PH	3
Sports	3 seats per Division
Ward of Ex-serviceman	1 seat per Division

So far as the publicity aspect of admission process is concerned, the Centralized admission committee instituted by the University publicizes the procedure through advertisement and the common prospectus.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (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.

Admissions to UG/PG are on merit basis. The admission process is simple. Students seeking admission in B.Com/PG degree programme submit their applications online to the University. These applications are processed by the centralized admission committee. After the online announcement of the admissions, the admitted students have to pay fees at one the branches of the Bank designated by the University. The process is completed in 3 to 4 rounds. After the completion of the process the fees collected by the University are transferred to the respective colleges.

The admissions to the PG programme are also granted through the centralized admission procedure which is online only partially. The difference is that after receiving the applications online the admissions are granted through counseling by the admission committee and the fees are paid at only one branch of the designated Bank.

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.**

Sr. No.	Names of the College	MIN MAX	Percentage
1.	S.P.B. English medium College of Commerce	Min Max	74.00 94.00
2.	K.P. College of Commerce	Min Max	71.86 78.00
3.	Z F Wadia Women's College	Min Max	43.86 91.73
4.	Navyug Commerce	Min Max	62.67 85.65
5.	C.D. Barfiwala	Min Max	35.07 85.20
6.	Akhand Anand Arts and Commerce	Min Max	39.43 81.86
7.	Surat Zilla Sahakari Bank Arts and Commerce College, Olpad	Min Max	42.40 75.60
8.	J.B. Dharukawala	Min Max	40.67 87.00
9.	Udhna Citizen College	Min Max	41.33 93.87
10.	J Z Shah Arts and H.P Desai Commerce College, Amroli	Min Max	68.43 93.20
11.	Ambaba Commerce College, Sabargam	Min Max	35.00 81.00
12.	Arts Science and Commerce College, Kholwad	Min Max	37.00 81.00
13.	Vivekanand College of Commerce	Min Max	39.00 66.53

Admission to PG 2011-2012

Sr. No.	Names of the College	MIN MAX	Percentage
1.	S.P.B. English medium College of Commerce	Min	55.33
		Max	73.40
2.	J Z Shah Arts and H.P Desai Commerce College, Amroli	Min	57.33
		Max	71.89
3.	Sir K.P. College of Commerce	Min	52.56
		Max	78.22
4.	Z F Wadia Women's College	Min	51.78
		Max	71.14
5.	Navyug Commerce College	Min	45.11
		Max	74.67
6.	Arts and Commerce College, Kholwad	Min	46.56
		Max	69.44
7.	Surat Zilla Sahakari Bank Arts and Commerce College, Olpad	Min	45.44
		Max	60.56
8.	Rofel Arts and Commerce College, Vapi	Min	44.33
		Max	64.78

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?**

So far as reviewing the admission process is concerned due to the centralized process the college has no role to play. However, so far as monitoring and reviewing the students' profiles is concerned, every year, our teaching staff keep getting feedback on general perception of students with regards to admissions to this college. Particularly on the aspects of facilities available, faculties of the college, the internal evaluation process etc and accordingly we try to improve the students' profile of the college. This process has helped in significantly improving the students' profile admitted to this college.

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**

The admissions at the entry point of each programme are given by the University in accordance with the rules and regulations of the University

State/Central/Government and UGC. Hence, the students' profiles always fully demonstrate/ reflect the National Commitment to diversity and inclusion.

Category wise enumeration of this policy:
SC/ST/OBC
So far as encouraging the students belonging to SC/ST/OBC categories is concerned these students are appraised about the scholarship facility provided to them by the Government and the college makes all the efforts to assist the above category of the student in availing these benefits.

The students belonging to these categories and who opt to study through English Medium prefer our college. Besides the cut-off point is normally higher than other colleges. Further in cut-off, in OBC students as per the rules the quota is 27%. However the number of students in OBC Category exceeds 27%. and the cut-off point of students of this category admitted in the college have always been higher then those admitted to other colleges.

Differently able
The college makes the arrangement of the classrooms in the ground floor for the Physically Challenged. During the Exams special arrangements are made in the ground floor for enabling the differently able to write their exams, in the ground floor.

A ramp is also made for the physically challenged students to enable them to park their vehicles.

Economically Weaker Section
The students of this section of the society are encouraged and assisted to earn by accepting part-time jobs.

When the office require additional clerical staff to furnish certain task within a time limit, the college assigns needy students to carry out such tasks and pays them a certain amount as financial assistance.

Minority
Like any section of the society students of this section of the society are treated in accordance with the National policy of inclusion. We inform the Muslim Girl students about the Maulana Azad National Scholarship. Inspire them to pursue career in professional career also.

General
Students are informed about the scholarships which are available to them from the Government by displaying Notice at the Notice Board and in Class room.

Students Playing Sports
Sports Students are counseled about the various types of jobs available in different services like defense, central excise, railways, income tax, etc. and many of students have been absorbed in different types of services.

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 actions initiated for improvement.

As mentioned earlier, for all categories of students of Surat City and surrounding areas, our college is the first choice college. This fact is very well reflected in the cut-off percentages for our college. However, due to centralised admission process, the college is unable to have access to the information regarding the number of students who have applied for admission to our college against the fixed number of seats. Therefore, we are unable to provide the data for this purpose.

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS

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

As per the admission norms the differently able students are admitted to the College. The students who are financially weak they are provided with the necessary assistance in the form of set of Books from the library.

For the students who are physically challenged, the college ensures that their classrooms are on the ground floor for attending the classes and appearing at the examinations.

Wherever necessary, ramps are also constructed for the physically challenged students and separate parking has also been provided for such Students.

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

In the beginning of every semester each teacher conducts an interactive session with the students in order to know their strength and weakness. This session also gives an idea about the inner skills of the students.

Accordingly many are identified to participate in the various cultural events programme held by the University. Besides the students who are weak they are identified for remedial class during the semester.

More than 50% of t he students are from Vernacular language and so during the lectures meaning of important terminology in Vernacular language are also explained for enabling the students to follow the lectures.

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 strategy drawn and deployed by the college in this regards is as follows:

a. The college has a team of highly qualified teachers backed up by a long academic Experience. The teacher informs the students about the scope of future career in profession such as CA, ICWA, CS, CFA, MBA, MSW etc.

The faculty also guides the students about job opportunities and helps them to select the proper professional course.

b. The faculty also informs the students about the Entry level Qualification such as NET, SLET, GMAT/GRE/UPSC/GPSC Entrance Exams.

c. Due to shortage of space, we have to work in two Shifts. In order to enable the students to cope with the progress of their choice, their classes are conducted in the appropriate shift for example, since the students start preparing for professional examinations from 3rd Semester onwards, the classes of S.Y.B.Com and T.Y.B.Com are conducted in the morning shift for enabling them to attend the article-ship and to enable them to manage their time in more efficient way for preparation of professional examination along with their degree course.

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

Surat being one of the major urban centers and financial capital of Gujarat, people of all the states of India have settled in Surat. Hence, due to the fact that cream of commerce stream students of South Gujarat Region takes admission in our college, general awareness on the issues such as gender, inclusion, environment etc. among our students is very high. Therefore, while engaging them in our co-curricular and extra-curricular activities meant for satisfying the students on such issues, we just have to make sure that these issues are appropriately emphasized upon and highlighted.

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

The bright and advance learners are identified by the teachers, they are counseled to pursue higher studies and the professional courses, the career opportunities available in UPSC and GPSC etc.

The data of the meritorious students pursuing professional courses are as under

CA	ICWA	CS	MBA	UPSC	NET/SLET
470	22	55	48	5	16

Keeping the interest of such students in consideration the timings of the college and schedules of various activities are decided.

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.)?

We have continuous internal evaluation system in which students have to submit assignment, appear in the examination and make presentation regularly.

Whenever a student is found irregular, he/she is asked to contact the concerned teacher. After understanding his/her problem the teacher provides him/her appropriate guidance/counseling.

This process of continuous guidance/counseling helps the students to overcome their problems and this enables us to arrest the dropout rate.

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.)

The college prepares its academic calendar in tune with the University calendar. Different committees draw up the plans for the academic year. The teachers plan their lectures accordingly. The academic year is basically divided into two Semesters. The teaching-learning and Evaluation schedule is planned for whole academic year in such a way that the syllabus is covered along with evaluation and learning process.

The University also draws the academic Calendar and provide Macro level planning. Then, the Micro level planning is made by the college. For example, separate meeting of each department is held to earmark the topics to be taught by each teacher in the prescribed time.

Internal Test is conducted during the scheduled duration specified by the University. But the specific dates are decided by the college.

An additional/extra internal test is also scheduled to give an opportunity to the students who were not able to write the regular test.

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

The IQAC prepares action plans in order to improve the quality of teaching and learning after holding meetings regularly with the teaching staff. IQAC has helped in improving improve the teaching-learning process in the following ways:

➢ Enriching the College library
➢ Making ICT oriented classrooms
➢ Assisting different committee in carrying out the activities.

2.3.3   How learning is 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?

(1) So far as support structure and system available for teachers to develop skills like interactive learning and independent learning among the students is concerned, the college has installed LCD projectors in each class-room and each teacher is provided Lap-top and Visualiser. In the staffroom Wi-Fi,

internet facility is available. Thus teacher can prepare ICT based teaching-learning material through which they can make learning more student centric.

(2)   Students are assigned topics which they prepare and make their presentation in the class. This encourages the students to remove the stage fear and build up their confidence.

(3)   The case studies discussion in the classroom enable the students to view the different dimensions of Problem solving solution for the Business issues.

(4)   Students are asked to submit their report for the industrial visits and express their views to other students and also with the officials of that organization. Students are also given different duties of co-ordination during such visits.

(5)   Group Discussions are also arranged by the teachers in classrooms which makes learning more interesting.

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

Many activities are conducted in the college which enables to widen the horizon of their knowledge, increase their creativity and strengthen their analytical ability. Some of such activities are mentioned below.

➢ Elocution
➢ Essay Writing
➢ Poster Making
➢ Drawing
➢ Short story writing
➢ Skit
➢ Best out of Waste
➢ Short film making

2.3.5   What are the technologies and facilities available and used by the faculty for effective teaching? Eg: 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 provides the following facilities to the teachers for effective teaching:

➢ Overhead Projectors
➢ Visualisers/document readers
➢ Micro phones
➢ Lap Tops
➢ Internet facility
➢ Other audio Visual aids

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

Experts from industry and academics are invited to deliver lectures and to share their experiences in the areas of their interest.

Faculty members regularly attend and present Research Papers in Seminars/ Conferences at State, National and International level. Many a times the research papers of our faculty have been judged as best papers. They also regularly publish their Research Papers in reputed journals.

Faculty members are invited as chair person, resource person, keynote speaker by many academic and other organisations.

Two minor research projects have been completed. Few minor research project and Major research project are under process.

The Faculty members are involved in research activities. During last five years they have successfully guided 15 M.Phil and 13 Ph.D students. At present 24 students are registered for Ph.D programme under our faculty members.

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

After teaching hours every Faculty member is available to the students to counsel them for their personal problems and for solving the difficulties in their subjects as well.

The Placement Committee focuses on employability of students. Seminars, workshops and lectures are arranged for this purpose. Arrangements are also made for campus placement with the corporate bodies. Among them major placements has been with TCS, LandT, ESSAR, HDFC, South Indian Bank, Catholic Syrian bank, Torrent Power etc.

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?

Apart from the classroom teaching other things include :

Educational Tours

The students are taken for the Industrial study tours to Sugar Mill, Dairy Industry, APMC Market and Banks. After the visit the students are asked to share their experiences from such visits. Besides they are also asked to submit a written report for the same.

Lecture by external Resource Persons

The college organizes lecture of trainees and other resource person who share their knowledge with the students.

Presentation by students

Students are called upon to present the assigned topics to the fellow students. Students also express their views during the case study discussion. This develops their analytical ability to evaluate the problem for the possible solutions.

Work Book Assignment

As per the Veer Narmad South Gujarat University rule the students are required to submit workbook assignment in each semester relevant to the topics which are discussed in the class.

2.3.9 Provide details of innovative teaching approaches/methods adopted by the faculty during the last five years?

Teachers are given freedom to adopt effective teaching methods other than the traditional methods. Also the classrooms are well equipped with ICT tools. Teaching is done through PowerPoint presentations and slide shows/ films. The main methods adopted are as under:

➢ Group Discussions
➢ Power Point Presentations
➢ Field Visits
➢ Project work and assignments
➢ Slide Shows

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

➢ The Library is always well maintained. During the last 5 years 8540 books have been added to the library and the total number of books is 16770
➢ A library committee is also formed which monitors services at the library and looks after the enrichment by acquisition of new Titles and Subscription of new Titles. Catalogue of Publishers are provided to all the staff members for the selection of new titles.
➢ The library timings are from 7:30 to 3:00 pm The Procedure of issue/return of books is allowed during 7:30 to 3:00 pm
➢ The library subscribes to 16 journals and 34 magazines.

The library maintains book bank facility. At present we have about 200 set of books at each level. Another regular facility with the student is that they are able to get the books with the help of library tickets.

Reference Section: We have good collection of reference Books Compact Discs (CDs) Encyclopedias and subject wise Encyclopedias. Besides we have Good Collection of dictionaries, English language multi-lingual and subject dictionaries. Further there are dictionaries of idioms and Phrases, anecdotes and antonyms and Synonyms. In addition to this we have annual reports from World Banks all these widens the spectrum of the reference section.

Further E-journals can be accessed as free and unlimited internet is available.

The library is equipped with ICT gadgets and infrastructure. The library also maintains books for the students seeking professional courses such as CA, CMA, CS, ICWA etc. Books are also available for NET, SLET, GPSC, UPSC and Bank Exams.

2.3.11 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 college has well-planned academic calendar and with the constant monitoring we are able to complete the syllabus of all subjects well in time.

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

As part of process of monitoring the quality of teaching-learning, meetings of all the Departments are conducted at regular intervals. In the beginning of the academic year, an academic calendar is prepared. Topics prescribed in the syllabus are allotted. The syllabus is communicated to the students, activities in which students were involved as per the syllabus requirement and other such related matters are discussed. This system also gives an opportunity for discussing the specific strength and weaknesses of students, as well as an active feedback on the prescribed syllabus.

The Head of the Institution too conducts regular meetings with the Heads of all departments and with the department members as well. However, this is done verbally, in an informal manner only.

College also takes informal/formal feedback from students to know about their views to improve the efficiency of teaching.

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 strategies adopted by the College in this regards are enumerated below.

1) In case of recruitment on a permanent vacancy, an advertisement is published in the local Gujarati dailies and in English dailies.
2) The formal procedure for recruitment in affiliated colleges is as per the norms and regulations of the University, UGC and Gujarat State.
3) The management also has very healthy policy towards retention and competence enhancement of the faculties. The following table provides data on qualification addition by the faculties during last five years.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D.	0	0	1	2	0	0	3
M.Phil.	0	0	0	2	0	0	2
PG	0	0	1	1	0	0	2
Temporary teachers : **NIL**							
Part-time teachers : **NIL**							

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**.

In order to cop up with the paucity of qualified teacher the college invite qualified teacher as visiting faculties and, when the subject to be taught is of interdisciplinary nature, encourages the existing faculties to teach the subject so that they can also get exposure and can strengthen the fundamentals of such a subject.

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.**

The strategies adopted by the college for enhancing the teacher quality and staff development are reflected in the following :

a) Nomination to staff development programmes:

ACADEMIC STAFF DEVELOPMENT PROGRAMMES	NUMBER OF FACULTY NOMINATED
HRD programmes	13
Orientation programmes	2
Staff training conducted by the University	13
Staff training conducted by other institutions	13
Summer / winter schools, workshops, etc.	13

1. Introduced the regular use of LCD projectors to make learning more effective.
2. Access of the Internet has been provided to the faculty which enables them to give websites and connecting links to students, thus encouraging them to gather a storehouse of information and knowledge.
3. Sound amplifier system is installed to enable perfect audibility.
4. Visits to industries are conducted regularly, allowing students to get first-hand experience of such units.
5. To explain a particular topic clearly, various methods of role-play, group discussion are used.
6. The college has a fully established Computer Lab since **Aug 10-11**. Though the College has not devised a formal training programme for its faculty in computer usage, yet the entire faculty is computer savvy and Internet friendly.
7. The faculty is fully conversant in the use of computers. For developing listening skills and conversational skills, the faculty is fully equipped to handle all kinds of Audio Visual Aids like, LCD projectors, Document Reader / Visualizer etc.

b) Percentage of faculty

➢ Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies : 30.77% i.e. 4 out of 13 faculty members are invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies:

➢ Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies: 100% i.e. 13 out of 13 faculty members have participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies.

➢ Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies: 100% i.e. **16** out of **16** faculty members have presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies.

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 college has in place a policy conducive for keeping the teachers recharged, Faculty members are sanctioned duty leave to attend seminars, deliver lectures and to represent the College at prestigious institutions. The relevant data and the information of last five years as given below testify the success of this policy.

SR.	PARTICULARS	NUMBER
01	Seminars attended by faculty	301
02	Papers presented by faculty	113
03	Papers published in magazines	97

SR.	PARTICULARS	NUMBER
04	Invited as keynote speaker or chair person or resource person	9
05	Articles/ columns in newspapers	-
06	Position held at academic association/University	8 teachers holding 18 positions
07	Further academic courses completed/pursuing	5 teachers have completed and 3are pursuing
08	No. of Books authored/co-authored	51

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.**

The college motivates and provides support for achieving excellence, and many of our faculty members have been recognized by outside agencies for their contributions in the area of academics and social activities. For example, many of our teachers have been awarded prizes for Best Papers at various seminars and conferences as is evident from personal profiles of faculty members. Similarly, papers/articles contributed to journals have been awarded Best Paper Prizes.

Nine members have been invited by various organizations/academic institutions/Government as chairperson or keynote speaker.

2.4.6 **Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

From the current year, the Management of our College has made it compulsory for the teachers the submission of self-appraisal report along with API score calculated using UGC prescribed method. The management also regularly holds meetings with all Faculty members and tries to know the methods adopted for teaching by each one of them in the classroom. The faculty members are individually asked for suggestions to improve students' participation inside and outside the classroom.

The faculty members have been evaluated by the students on a number of issues like their grip on their subject matter, communicative skills, knowledge and involvement of students in classroom discussions through questionnaire.

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 evaluation process determined by the University and the rules and regulations of different aspects of it are communicated to the students through the printed prospectus issued at the time of admission. The faculty members are informed about them as soon as the college receives the circular from the University. In the Orientation programme conducted at the beginning of the academic year, information is provided to the students in relation to the evaluation methods too. Moreover, all teachers also give the details regarding evaluation methods along with the Syllabus in their respective classes. The structure of the question paper is discussed by the teacher in the class. Previous years' question papers are also made available to the students in the library. In addition, it is also displayed on the notice board as well as on the website of the college.

Semester end assessment and evaluation of student consists of two parts. Part-I carries 30% weightage and it is known as continuous internal assessment. The Part-II carries 70% weightage known as common external assessment by the University.

The 30 marks in the part-I are split as mentioned below.

Library assignments- 5 marks, Class room attendance and participation- 5 marks and internal examination- 20 marks.

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?

As part of major evaluation reforms by the University, for all the University examinations three sets of question papers are set by the panel of paper-setters appointed by the University's Examiners Appointing Committee and one of them is selected randomly. The answer books are also evaluated by the examiners appointed by this committee.

The internal evaluation process carried out by the college is as per the University rules. For each internal exam we have to draw two sets of Question Paper one for the regular test and one for the additional test meant for those students who cannot appear in the regular internal exam.

The Evaluation work is distributed to all the teachers by the Head of the Department.

Before the evaluation the teachers of the concerned subject prepares the solution and accordingly prepare the marking system...

After the evaluation process is over, the mark sheets are displayed on the notice board for the students and the answer books are shown to the students. The best answered paper are also shown to the students in the class. The weak students are

personally called for the appreciation/suggestions and they are admonished to undergo the Remedial Class.

Besides the question papers are solved in the class and common mistakes are pointed out in the class room.

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?**

Evaluation of the examinations of final year (i.e. last two semesters) of a degree programme is done centrally at the University.

There is system of Dummy numbers and a new dummy number is given to the answer sheet before it is handed over for assessment. This minimizes any chance of unfair practices. College has no role to play in the system designed by the University.

In this process, the answer sheet are blinded by the students themselves after the examination with the stickers provided by the University and then the answer sheets are handed over to the University. The University puts dummy numbers on the answer sheets for the subsequent procedure of evaluation, preparation of mark sheets and results. The system therefore minimizes any chance of unfair practices. For the smooth implementation of this process the college scrupulously follows the directions provided by the University.

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

In order to complement the formative approach of evaluation mentioned above, the summative approach of moderation by senior examiners is also adopted. In this approach, moderators in each subject are appointed who monitors the subjectivity aspect in the assessment. Whenever required the concerned teacher is informed about under / over assessment and the corrective measures are taken accordingly.

2.5.5 **Enumerate on how the institution monitors and communicates 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.**

In order to monitor and communicate the progress and performance of the students, the college has the following system in place.

(a) Examinations at the end of each semester, conducted by the Veer Narmad South Gujarat University have a weightage of 70% and the continuous evaluation done through internal tests conducted one each in every semester has a weightage of 30%. This includes weightage for assignment, attendance and the performance in

college internal test.

(b) The internal evaluation ensures that every student gets sufficient time to know his/her areas of weakness and then to improve upon them. Mark sheets, featuring Class, Division, Subject, Roll No. and the Marks are put up at the Notice board of the College building and displayed for a minimum of two weeks. The assessed papers are shown in the class room by the subject Teacher.

(c) Mark-sheets displaying both, the marks of internal as well as external evaluation for the external examination conducted by the University, are sent to the College by the University, a week after declaration of results. Students collect them from the College office.

For the analysis purpose, the results of the College for the last four academic years are given in **Annexure III**.

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.)**
Our internal evaluation system is also absolutely transparent. For subjects like Accountancy, Statistics and Taxation, the criterion for awarding marks in every subject is discussed by the faculty members before the evaluation and the evaluation scheme is drawn out. However, in theoretical subjects like Economics, English and Management the criterion for examining and evaluation is discussed by the faculty members at length before the evaluation so that the subjectivity can be minimized.
After the assessment, in the open house, the answer sheets are shown to the students. In case of any doubt, student is free to apply for the rechecking of answer sheet, which is done by the subject teacher and communicated to the student by displaying on the notice board.

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.**
The college and individual teachers do use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning. However, due to the lack of formal structure for the same, appropriate data are not available.

2.5.8 **What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**
The mechanisms for redressal of grievances with reference to evaluation at the college and University level are as follows:
In case of a student not satisfied with her/his evaluation at the internal college

exam, she/he can submit an application to the Principal with specific grievance. A copy of the application is sent to the Head of the concerned department, who in turn notifies the faculty member who had originally examined the answer-sheets. The concerned faculty member reviews the answer-sheet carefully again, and looks whether the cause of dissatisfaction is justified. In case there are changes in the marks given earlier, the faculty member enters the corrected marks on the answer-sheet after necessary approval of Head of Department and the Principal, and informs the Office about it. The College Office then makes the necessary correction on the mark-sheet already displayed on the Notice board. Even if there is no change in the marks, it is reported to the students.

At the University level the student has to apply for reassessment within the stipulated time. The answer sheet is rechecked by the subject teacher and is informed to the students in case of any change.

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?

For the purpose of making aware about the learning outcomes of a course, they are clearly stated at the end of syllabi of each course. Hence, they are always made available to the students and the staff along with the syllabi of respective courses.

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

The teaching, learning and assessment strategies to facilitate the achievement of the intended learning outcomes are structured by the academic bodies of the University.

2.6.3   What are the 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 (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered, the University has adopted the policy of adopting the model syllabi of the courses as far as and as much as possible.

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?

Students' learning outcomes are reflected in the official record (O.R.) of the final University exam result consisting of internal and external marks received from the University. Comparing the data, the College conducts analysis of the variation in performance at college and the University results. This helps to achieve stated learning outcomes.

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

College compares its current results with the results of the earlier semester and the University result of the same semester to monitor and ensure the achievement of learning outcomes.

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

The graduates' attributes desired by the college are contained in the VISION and MISSION statements and the objectives of the college. Hence they are not specified separately.

CRITERION III
RESEARCH, CONSULTANCY AND EXTENTION

3.1   PROMOTION OF RESEARCH

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

- The College is recognized as research Centre for M Phil and Ph.D. research work.
- On behalf of University, the course work is imparted at SPB English medium College of Commerce

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 College is having Research Committee to monitor and address the research issues.

- The research committee consists of following faculties:

Sr. No.	Name of the Faculty	Designation	Faculty
1.	Dr. V. D. Naik	Principal	Statistics
2.	Dr. (Mrs) M R Norohna	Vice-Principal	Accountancy
3.	Dr (Mrs) P. P. Pradhan	Associate Professor	Accountancy
4.	Dr. P. K. Chakrabarty	Associate Professor	Commerce
5.	Dr (Mrs) Heena S Oza	Associate Professor	Accountancy

Among them Principal Dr. V.D. Naik, Vice Principal Dr. (Mrs.) M R Noronha and Dr. (Mrs.) Heena Oza are also members of Research Committee of Faculty of Commerce, VNSGU, Surat. For the last five years. Principal Dr. V. D. Naik being Dean of the Commerce faculty is the Chairman of this committee.

- The Research Committee's scope of work includes :
- Promotion of research activities at college level.
- The college has study circle for researchers which meet and interact regularly.
- Recommendations made by the Committee for implementation and their impact
- Considering the fact that the above three members of the College Research Committee are also the active and leading members of Research Committee of Faculty of Commerce of our University, the College Research Committee recommended to start the center for the course-work of M.Phil. and Ph.D. programmes of the University at our college. Following this recommendation the

proposal was sent to the University and with the support of the Research Committee of the Faculty of commerce, it was unanimously passed. The College being the center for conducting the course-work for the M.Phil. and Ph.D. programmes of the University has noteworthy impact on the motivation level of our teachers and P.G. students for pursuing the research activities.

- In general, due to the presence of the above three members of the Research Committee of the College in the Research Committee of Faculty of Commerce of VNSGU, the recommendations of College Research Committee are always presented appropriately in the meeting of Research Committee of Faculty of Commerce of VNSGU and therefore all the major decisions related to research in commerce faculty of VNSGU also have significant impact of recommendations and suggestions made by the College Research Committee.

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

To facilitate smooth progress and implementation of research scheme/projects the measures taken by the college are as under:

Research proposals are assessed and forwarded at the earliest. After the approval of the project and receiving grant, the amount is deposited in the UGC grant account and disbursement against the expenditures are made without any delay.

After the completion of the project too, the follow-up work is carried out without any delay so that the completion certificate can be received at the earliest.

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

The efforts made by the College in developing scientific temper and research culture and aptitudes among the students include:

- M.Com students are encouraged to prepare well in advance for UGC- NET entrance examination. One of the students in 2012-13 (Miss Priyanka Fulwala) cleared UGC-NET before completing M.Com part II examination.
- At present, 16 students of M.Com semester 4 are preparing for UGC-NET/ fellowship program.
- M.Com students are motivated for attending UGC-NET entrance classes run by other Institutions
- UG students are educated from time to time that the Academic and Market Research can be career option for them and are made aware about the courses, aptitude and capability building required. Also they are made part of various research endeavors undertaken by college faculties to keep the interest alive in the research field.
- The students who complete M Phil and Ph D from this College along with the Guide are felicitated at the Annual Function of the College at the hands of Chief Guest of the function.
- Also they are recognized for accomplishing research in College Annual Magazine – SPB Index

- The development of learning attitude / questioning/ research is the integral part of teaching both at UG and PG level in the college.
- Also these students' database is kept and as and when there is placement the information is shared with them to avail the opportunities in the field.

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.)

The details of the faculty involvement in active research are as under:

Sr. No.	Research Activities	No. of teaching faculties involved	Name of Faculty	Faculty	Number of M. Phil./ Ph.D. completed in 5 years	
1.	**M.Phil Guidance**	10 faculties	Dr. V.D.Naik	Commerce and Science	-	
			Dr.(Ms) M.R.Noronha	Commerce	04	
			Dr. A.K.Saha	Education	-	
			Dr. P.K.Chakrabartty	Commerce	-	
			Dr.(Ms) P.P.Pradhan	Commerce	04	
			Dr. (Ms) Heena. S. Oza	Commerce	05	
			Dr.(Ms).Aaishwarya R.Kulkarni	Commerce	02	
			Dr. (Ms). S.J. Sondhi	Commerce	03	
			Dr. Ashish.N. Pandya	Commerce And Arts	01	
			Dr. (Ms). P.U. Mehta	Commerce	-	
			Total		**19**	
					Completed	**Registered**
2.	**Ph.D Guidance**	06	Dr. V. D. Naik	Commerce and Science	04	08

Sr. No.	Research Activities	No. of teaching faculties involved	Name of Faculty	Faculty	Number of M. Phil./ Ph.D. completed in 5 years	
			Dr.(Ms) M.R.Noronha	Commerce	07	04
			Dr. A.K.Saha	Education	00	03
			Dr. (Ms) Heena. S. Oza	Commerce	02	08
			Dr.(Ms).Aaishwarya R.Kulkarni	Commerce	Recently got the Guide ship	
			Dr. (Ms). P.U. Mehta	Commerce	-	01
			Two more faculties have applied for the Ph.D. guide ship in Commerce			
			Total		**13**	**24**
3.	**Minor Research Project**	**Completed : 02** Name of Faculty: (Principal Investigator) : Dr Purnima U Mehta (Principal Investigator) : Dr. Purnima Jariwala (Co-Investigator): Dr. (Ms). M.R.Noronha				
4.	**Major Research project**	**Applied for 2 Major Research Projects** by 5 faculties				
5.	**Other Research Work/ Projects**	On behalf of Sarvajanik Education Society, a survey has been conducted by Dr. (Ms) Heena. S. Oza to know the relationship of Organization commitment, job satisfaction and Job performance amongst faculties of colleges run by Sarvajanik Education Society and make suggestions if any.				

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.**

The college conducts the **Content Course for M. Phil. and Ph.D**. for VNSGU students with focus on capacity building for research and imbibing research culture among staff and students:

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

The areas of prioritized research areas and expertise available with the institutions are:

* Accountancy * Commerce * Management * Statistics and * Economics.

3.1.8 Researches relating to improving financial health of Central Government

During the last 5 years the College faculties have been involved in the research guidance of following work under Ph.D. programme.

Sr. No.	Name of Teacher	Title of Research	Industry/ Sector
1.	**Dr. V. D. Naik**	Analysis of Financial Performance of Steel industry of India during the first decade of this century	Steel
2.		Analysis of Financial Performance of Cement industry of India during the first decade of this century	Cement
3.		Analysis of Financial Performance of Sugar industry of Gujarat during the first decade of this century	Sugar
4.		Analysis of Financial Performance of Pharmaceutical industry of India during the first decade of this century	Pharmaceutical
5.		Financial analysis of selected plastic units of Gujarat for the period 2000-01 to 2009-10	Plastic
6.	**Dr. M. R. Noronha**	Profile and perception of Investors towards Mutual Funds – A study of selected cities of Gujarat State'	MF – investors' awareness
7.		Comparative study of Life Insurance Corporation of India and private Life Insurance Companies in India	Life insurance sector
8.		Sectoral analysis of short term and long term performance of initial public offerings of companies listed at NSE	IPOs
9.		Financial performance of RRBs in India before and after amalgamation	RRBs

Sr. No.	Name of Teacher	Title of Research	Industry/ Sector
10.		A comparative study of the performance evaluation of primary agricultural marketing co-op societies of Gandevi	Primary Agricultural Marketing
11.		Financial analysis of selected plastic units of Gujarat for the period 2000-01 to 2009-10	Plastic
12.	**Dr. H. S. Oza**	Environmental management accounting practices in select ISO 14001 companies in India	Environmental Management accounting
13.		Study of performance of ERP system in select Indian manufacturing firms in India	ERP system performance
14.		Performance of RRBs in Gujarat in post merger period	RRBs

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The research areas broadly cover:

- Financial performance of various industries namely cements, plastic, sugar and steel in manufacturing sector.
- Environmental management accounting
- IT system performance in industries
- Capital market
- Mutual funds
- Insurance sector
- RRBs
- Co-operative sector

1.   Trend analysis of Steel, cement, plastic and sugar industries' financial performance has been evaluated. On the basis of findings suggestions are put forward to improve the financial health of respective industries.

2.   The study on corporate environmental management accounting gave the insight about huge potential left untapped in integrating environmental aspect in main stream in corporate sector and bring economic and environmental efficiency (eco-efficiency) in corporate sector.

The research in other related areas of environmental management like corporate carbon disclosure, environmental reporting, sustainability reporting, is leading to assimilation of research in this area and the suggestion put forward can lead to sustainable development of the manufacturing sector.

3. The research in the area of ERP performance in industries has given insight about the short term and long term advantages of ERP system and role of critical success factors in the same.

4. The impact of the opening up of the Insurance Sector on Life Insurance Corporation of India is studied.

5. The amalgamation policy of the Regional Rural Banks by the government of India has been evaluated.

6. The perception of the mutual fund investors in major cities of India has been studied and useful suggestions for mutual fund companies have been given.

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

- The eminent researchers are invited for Guest Lecture every session

- They are also invited as faculty for research content course

- The referees who come for viva-voce exam are invited for study circle meeting and interaction with faculties and research students.

3.1.10 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?

- The College caters to the commerce education mainly imparting bachelor and post graduate degree.

- The student teacher ratio for the college is 100: 1 since many years.

- The undergraduate colleges like us have a lot of work pressure for teaching, supervision and examination. With CBCS structure it is doubled than what it used to be.

- All the teaching staff members have been doing research work by putting extra efforts and planning the work meticulously to balance the institutional day to day requirements and developmental needs.

- However with increasing emphasis on research oriented teaching and learning environment the college, in spite of constraints of resources, is looking forward to evolve strategies for allowing sabbatical leave for accomplishing research degree / research activities like funded research projects in the years to come.

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

- Faculties share the findings in number of ways which include

- Presentation of research papers in conference

- Publication of research papers in journals

- Presentation of findings to related sector/segment (e.g. Findings on BALANCED Scorecard has been presented to GSFC, Reliance Industry, Members of Surat south Gujarat chapter of cost accountants , Ahmedabad Chapter of Cost Accountants, Findings on Urabn Co-operative Banks Profit performance and management presented at Southern Gujarat Association of Urban Co-operative Banks .)

- Dissemination of research findings in college magazine for students and other stakeholders

- Availability of dissertation in soft copy for uploading on UGC – INFLIBNET website

- Library copy of Dissertation / Thesis for literature review is kept in the College library.

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.

The college is having grant in aid structure. The University decides the head of fees and the college is bound by the fees structure of the University. So far the University fee structure does not provide for the same.

However, with the release of Block grant under 12th plan by UGC, the college will have scope to provide some funds for research and developmental activities for both students and faculties.

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 last four years.
So far it is not done. However, with the release of Block grant under 12th plan by UGC, the college will have scope to provide for earmarking some funds for research and developmental activities for both students and faculties.

3.2.3 What are the financial provisions made available to support student research projects by students?
So far it is not done. However, with the release of Block grant under 12th plan by UGC, the college will have scope to provide for earmarking some funds for research and developmental activities for both students and faculties.

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

The college faculties have started working on inter-disciplinary research. To cite few cases some of the Ph. D research guidance is done jointly by our faculties as under.

- **Guide and Co-guides**
  1. Dr. V.D.Naik (statistics) Guided alongwith Dr.(Ms) M.R.Noronha (Accountancy) as a Co-guide to a Ph .D student
  2. Dr. V.D.Naik (statistics) is the Guide alonwith faculty of other college Dr K N Chavda (Accountancy) (Co-guide) for a Ph .D student.
  3. Dr. V.D.Naik (statistics) is the Guide alongwith Dr.(Ms) Heena. S. Oza (Accountancy) (Co-guide) for a Ph. D. student
- In future college shall work upon taking inter- disciplinary research projects from funding agency.

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

- The College ensures optimal use of various equipments and resources with the active role of Research Committee of the College. The research Committee collectively and individually ensures that the research scholars and faculties are made available the equipments and resources of the College for smooth working of their research work.
- The top management of the college encourages and provides all possible support to the faculty for research activities.

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.

So far it is not received. However, the College shall strive in this area in next five year plan.

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 grants received during the last four years.

- Support provided to the Faculty :
  The research Committee encourages and provides all kind of support to the faculty for activities promoting the research.
- Details of Ongoing and Completed Research projects
  Completed Research projects (UGC)
- Dr. (Ms). P.U. Mehta (Principal investigator) and Dr.(Ms) M.R.Noronha (Co-Investigator) – project completed
- Dr. Purnima Jariwal and (Principal investigator) and Dr.(Ms) M.R.Noronha (Co-Investigator) – project completed
  Ongoing/ Applied Research Projects (UGC)
- 5 faculties have applied for 2 Major research projects.

3.3   RESEARCH FACILITIES

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

The College is having the following facilities for research :

- Research Facilities Available to the Students and Research Scholars within the Campus
- General Library for UG and PG
- Research Library Reference Books
- Wi-fi facilities
- Internet for access to e-resources
- Research guides
- Research cell
- Computers
- Laptops to individual faculty with net connection
- Printers
- Photocopiers
- Stationery
- Research space
- Reading room

The College is planning to enhance these facilities mainly with regard to
- E- journals
- Research software

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?

With the block grant of UGC under 12th Plan the College is in the process of preparing strategic plan with action plan to augment research related infrastructure facilities.

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?

So far the College has not received any special grants or finance from the industry or other beneficiary agency for developing research facilities. The College shall plan out in this area for next 5 years**.**

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

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

- Membership of University's Central Library for access to physical and e-resources

- Access available for e-resources to Library of Research methodology Department of VNSGU
- INFLIBNET connectivity

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

- The research committee of the college and the Librarian together identifies the needs and requirements of the research students and faculties. Library has good number of books of standard reference material like the documents on Economic surveys, World bank Reports, India Economic Reports and others.
- In addition, the Accountancy, Economics and Management sections, the main thrust areas of research and innovation studies are strengthened regularly with current editions of printed books from well known authors and publishers of great repute.
- Books on the research methodology in social science by various authors and publishers make this section a melting pot of new ideas, techniques and tools that can be of relevance in conducting research.
- Our periodical section with journals from IIM, ICWA, ICSI,AIU and many more reputed institutions with peer reviewed papers are a strong pillars of research – literature review.
- We have also subscribed South –Asian HBR
- Subscription to journal from Sage Publications is under negotiation stage and in near future we shall be equipped with access to e-journals
- Research students are given free internet facility in the library for browsing, downloading and printing the e-material on need based terms. At present, they assess the open access (OA) journals available on the net.
- Research students are allowed open door policy through personal visit, e mail and phone calls by the librarian to ensure timely library resources and information.

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 (process and product):

This is not relevant for Commerce faculty.

• Original research contribution to product improvement:

This is not relevant for Commerce faculty.

• Research studies or surveys benefitting the community or improving the services:

Some of the research work undertaken by the college faculties/ research students for the benefit of the community / improving the services includes the following:

Analysis of Financial Performance of Steel industry of India during the first decade of this century
Analysis of Financial Performance of Cement industry of India during the first decade of this century
Analysis of Financial Performance of Sugar industry of Gujarat during the first decade of this century
Analysis of Financial Performance of Pharmaceutical industry of India during the first decade of this century
Financial analysis of selected plastic units of Gujarat for the period 2000-01 to 2009-10
Profile and perception of Investors towards Mutual Funds – A study of selected cities of Gujarat State'
Comparative study of Life Insurance Corporation of India and private Life Insurance Companies in India
Sectoral analysis of short term and long term performance of initial public offerings of companies listed at NSE
Financial performance of RRBs in India before and after amalgamation
A comparative study of the performance evaluation of primary agricultural marketing co-op societies of Gandevi
Environmental management accounting practices in select ISO 14001 companies in India
Study of performance of ERP system in select Indian manufacturing firms in India
Performance of RRBs in Gujarat in post merger period

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?

So far, this avenue of activities is not explored However, many of the senior faculties are now equipped for initiating Publication of Journal. The college shall work on this avenue in the next five years plan.

3.4.3 Give details of publications by the faculty and students:
- **Publication per faculty:**
- **Number of papers published by faculty and students in peer reviewed journals (national/international):**
- **Number of publications listed in International database (e.g. Web of Science, Scopus, Humanities International Complete, Database – International Social Sciences "Directory, EBSCO host etc.)**

The details of number of papers published by faculty and students etc are given in the following table.

Details of Published Papers by Faculties and Students in Last 5 years:

Sr. No.	Name of the Faculty	No. of Publications per faculty	No. of papers Published in peer Review Journal
A.	**FACULTIES:**		
1.	Dr. V. D. Naik	06	06
2.	Dr. M R Narohna	14	10
3.	Dr. P.K.Chakrabartty	04	03
4.	Dr.(Ms) P.P.Pradhan	06	03
5.	Dr.(Ms) Heena. S. Oza	20	11
6.	Dr.(Ms).Aaishwarya R.Kulkarni	16	10
7.	Mr. S.H.Rajani	05	03
8.	Dr. (Ms). S.J. Sondhi	06	04
9.	Dr. Ashish.N. Pandya	06	03
10.	Dr. (Ms).. P.U. Mehta	06	05
11.	Mrs. H.A. Pandya	01	01
12.	Mr. A.C. Patel	01	00
13.	Dr. A.K.Saha	03	03
14.	Ms. N. Padma	06	04
15.	Ms Farida R Mandviwala	06	05
16.	Mr. Ravi I Patel	04	02
	Total	112	71
B.	**FEW RESEARCH STUDENTS:**		
1.	Minal Patel	03	03
2.	Leena Painter	06	02
3.	Hufrish patel	04	03
4.	Shweta Taneja	03`	02
5.	Purvi banker	02	01
6.	Parizad Bhathena	02	01

3.4.4 Provide details (if any) of
- **Research awards received by the faculty:**
- **Recognition received by faculty from reputed professional bodies and agencies, nationally and internationally:**

Research Awards and recognition received by the Faculties are as under:

a. Dr.(Ms) M.R. Noronha Awarded the 'Best Research Paper Prize' for paper on 'Corporate Governance and Investment Decisions' at the National Seminar in 2010.

b. Dr.(Ms) M.R. Noronha Awarded 'Shikshan Ratna Award' by Sarvajanik Education Society in 2010.

c. Dr.(Ms) M.R. Noronha and Dr.(Ms).Aaishwarya R.Kulkarni Awarded the 'Best Research Paper Prize' for paper on ' E-Accounting in India' at All India Accounting Conference and International Seminar on Accounting Education and Research ' in 2011

d. Dr. Martina Narohna Awarded the 'Third Best Research Paper Prize' for paper on 'A Comparative Study of Cost Efficiency of Life Insurance Companies in India' at the International Conference in 2012.

e. Dr.(Ms). Aaishwarya R. Kulkarni awarded third Best paper prize for the paper "Street Vendors in Surat" at IRMA international Conference.

f. Dr. (Ms). S.J. Sondhi and Ms Farida R Mandviwala got 2nd best paper award for paper "A comparative analysis of Corporate Governance practices by public and private Sector banks in India" at Global Conference on Service Management held by Auro University, Surat.

g. Mr. S.H.Rajani and Ms Farida R Mandviwala got Best Paper award for paper entitled "An analysis of difference between GAAP and IFRS : A case Study of WIPRO at National Conference on 'Issues on Global Accounting, IFRS- 2014'.

h. Dr.(Ms) Heena. S. Oza invited by Reliance industries - Hazira for introduction to Balanced Scorecard management System (Doctoral degree topic)

i. Dr.(Ms) Heena. S. Oza invited by GSFC Vadodara for introduction to Sustainability Balanced Scorecard management System (Doctoral degree topic)

j. Dr.(Ms) Heena. S. Oza invited by Southern Gujarat Association of UCBs to discuss findings on the study on Profit performance and profitability management of UCBs in Surat (M Phil guide for the study)

k. Dr.(Ms) Heena. S. Oza chaired technical session of 'Trade and Commerce' at National Conference organized by AURO University

l. Dr. Ashish.N. Pandya co-chaired technical session on Emerging issues in Financial and Capital Management 'people Strategy' at 2nd International Confernce on 'paradigm Shift in Innovative business management at Vishist Institute of Professional Studies and Research (VISPAR), Indore.

3.5   CONSULTANCY

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

Apart from honorary consultancy the college has so far not formulated systems and strategies for consultancy. However with rich academic and research exposure of the faculties and students the college shall now devise strategy and plan for next 5 years.

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

As a next five year plan, the College shall articulate policy for consultancy in the next year plan.

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

As a next five year plan, the College shall articulate policy for consultancy in the next year plan.

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

The College is having faculties with research and teaching experience in the broad areas of Accountancy, Management, Commerce, Statistics and Economics and therefore, shall articulate policy for consultancy in these broad areas in next year plan.

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?

Presently it is not applicable to the College.

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 College undertakes the Institutional Social Responsibilities activities under the NSS Wing of the College. Our College has two NSS units, (each having 100 students) having 200 NSS students every year. The NSS volunteers (as they are known under NSS program) undertake various community welfare activities.

3.6.2 What is the institutional mechanism to track students' involvement in various social movements/activities, which promote citizenship roles?

The college's NSS wing initiates several programs of social movement / activities which promote citizenship roles.

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

The direct stakeholders of the College include – Students (Under Graduate, Post Graduate and Research Scholars), Teaching faculties, Non teaching faculties, Management, Government, University and parents. College solicits various stakeholders perception on overall performance and quality of institution in both formal and informal ways.

- The college has local administrative committee (LAC) which have representation of teaching staff, non teaching staff, parents, donors, management and eminent personalities of the society,. Through LAC meetings regular feedback is solicited about the results of past activities and what needs to be done in future.
- The college principal has open door policy for parents, students, staff and others for discussion on issues related to overall functioning of the college and performance.
- Suggestion box is kept and regularly checked to seek feedback
- The faculty meeting with principal is kept on regular basis to update about the performance and development needs
- The management keeps track of the college activities through periodical reporting
- The Teachers encourage the students to meet them and interact for study related or other social or personal issues before or after the teaching assignment in the Staff Room
- The college has network of students' Council consisting of students' representatives and General Secretary. The periodical meeting of students' council and various committees, and regular interaction of students' representatives and teaching staff and principal provides critical input for expectations and outcome related to academic, sports, NSS/ NCC and extra-curricular activities of the college.
- The answer books of internal test are shown to students to provide feedback of their performance and how to improve the same.

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

The college prepares academic calendar in the beginning of the year which includes apart from teaching and examination activities, the extracurricular activities and co curricular activities as well as NSS activities. The extension and outreach activities are carried out as a overall College Academic Year plan so that it does not clash with other major activities to encourage more participation and effectiveness of the program. Under the leadership of Principal of the college, the NSS officers along with NSS volunteers and support staff are well trained to organize such activities.

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

College provides option to students at UG and PG level for joining any of the NSS, NCC or Physical Education activities. 2 (two) credit points also are given to students for the same. During the year various activities are planned under each program and the students are encouraged / motivated to participate. Also necessary inputs/ services are provided by the College for the same.

The students and the staff are encouraged to take part in extension activities by way of circulating notices. When some important programme is to be held we organize a staff meeting, devise the details, plan the activities and then seek student's involvement. If the event is larger we form various committees also and allot different duties to all staff members and then co-ordination is done. They are awarded certificates, medals, cash prizes etc. The faculties are encouraged for participating in extension activities by rendering support as and when needed.

- N.S.S. camp in a village.
- Visit to the Orphanage
- Tree Plantation
- Medical and Blood Donation Camp
- AIDS Awareness Programme
- Environment Awareness Programme
- Seminars on different awareness issues

3.6.6 **Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society.**

During our Residential NSS Camp at village Kukni, district Olpad (Oct. 2013), NSS volunteers conducted a socio-economic survey of poor-class people of the said village by door-to-door contact. They were given questionnaires to get filled in by the villagers. The students came to know about the condition the poor people living with their problems and hardships.

The Excursion Committee of the college conducted a visit to Sumul Dairy with a view to have an idea how the co-operative sector organization works. Visit to APMC has also been conducted to enrich the knowledge for regulated market and its working among the students of M.Com. The college takes following measures to ensure social justice and empower students from under-privileged and vulnerable sections of the society.

- Remedial classes for SC, ST and OBC students.
- Support in obtaining scholarships from the government and NGOs.
- The financial problems of the students from the minority and vulnerable sections of the society are identified and financial help is provided in genuine cases.
- The students are motivated to earn while learn which is a motto of the institution

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 experiences and specify the values and skills inculcated.**

Extension activities carried out by the institute have the following objectives:
- To inculcate sense of academic learning process.
- To enable the students to know the society around them.
- To inculcate sense of social responsibility, fraternity and brotherhood in them.

- To nurtured management skill, leadership qualities, team work and decision making abilities.
- Develops a sense of nationalism and patriotism.
- To enrich their overall personality development which help them to enhance their academic performance also.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Details on the initiatives of the institution that encourage community participation in its activities.

- During our Residential NSS Special Camp in village kukni, our students interact with the village people and take part in our different activities with great enthusiasm. They not only join hands with our students in cultural programme like Rangoli Competition, Garba, Folk dance, cleaning, etc., but also spare their time to share with our students few details regarding sources of income, number of family members. The village people bid adieu to our students with tears in their eyes. It's a great proof of whole - hearted involvement of community. They feel at the end of the camp that we had done great service to them. Their roads are repaired and streets were cleaned.
- During "Vanche Guajrat" Campaign organised by NSS unit all the staff members and students actively participated.

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.

For various outreach and extension activities the college has forged constructive relationships with the following institutions:

Surat Raktadan Kendra, Department of Statistics, Department of Commerce, department of English, Department of HRD, Department of Mass Communications, Department of Economics of VNSGU, Sir K.P. College of commerce.

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

Institution has received certificates for extension activities and contributions to the social or community development like

- Certificates for Blood Donation Camp every year.
- The following NCC cadets got B and C certificate:

1. Jigna Trivedi – B Certificate
2. Bijal Bulsara - B Certificate
3. Rita Dhobi - B Certificate
4. Ghanshyam Makwana – C Certificate
5. Ushma Thaker - C Certificate
6. Gaud Bajarangi - C Certificate
7. Yuvrajsingh Jadeja- C Certificate

3.7 COLLABORATION

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

So far the college has not made any collaboration for research activities resulting into any benefits like staff exchange, collaborative research etc**.**

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.

So far collaborative arrangements are not made**.**

3.7.3 Give details (if any) on the industry-institution-community interactions 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.

So far it is not done.

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.

NIL

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

(a)   Curriculum development/enrichment
(b)   Internship/On-the-job training
(c)   Summer placement
(d)   Faculty exchange and professional development
(e)   Research
(f)   Consultancy
(g)   Extension
(h)   Publication
(i)   Student Placement
(j)   Twinning programmes
(k)   Introduction of new courses
(l)   Student exchange
(m)   Any other

NIL

3.7.6 Details on the systematic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college shall explore the areas of collaborative research and consultancy in next five year plan and systematically make strategic plan and action plans to get strengthen in these areas

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?

Infrastructure plays an important role in augmenting academic accomplishments as well as overall growth of the students. Further, teaching and learning should always be complemented by appropriate equipments and ICT enabled learning spaces. Therefore, our policy for creation and enhancement of infrastructure also includes induction of equipments like laptops, document-readers, projectors and other audio, visual aids in the teaching learning process. Under this policy proper maintenance of existing infrastructure is also considered equally important.

Adoption of modern technology for conducting lectures is part of this policy and therefore, during the past five years, all the classrooms/lecture halls have been equipped with LCD projectors and sound systems. All the Faculty members are provided with microphones, laptops and document readers to facilitate teaching and learning process. Internet facility is also provided to faculty members as well as students to enhance the availability of knowledge resources.

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.

- Our college has all the basic infrastructure/amenities for curricular, co-curricular and extra-curricular activities.
- The College is located on the campus having area of more than 7.4 acres of land. It has well-constructed and spacious building. The built up area of the college is 2050 Sq. mts.
- For curricular activities, as mentioned above, all the class rooms are equipped with LCD projectors and amplifiers and all the teachers are provided microphones, laptops and document readers.
- To complement these facilities, well maintained and computerized library, spacious reading room, Computers with internet facility for the teachers and the students are also available.
- So far as co-curricular activities are concerned, the campus of our college has adequate infrastructural facilities. If required, all the four colleges on the campus can also use such facilities available with the other sister colleges located on the other campus of the society, where the office of the management is also located.
- Besides the facilities common for academic activities and extra-curricular activities, the facilities like common rooms, auditoriums (one AC auditorium on the same

campus where the college is located and 4 others, including one A.C. Hall located at the other campus where the office of the management is located) common open space on the campus are also available

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.

- In addition to the infrastructure facilities for curricular and co-curricular activities, the college also has adequate infrastructure facilitates for extra-curricular activities.
- These facilities include the facilities available in the college, common facilities of the sister colleges on the college campus as well as on the other campus of the Society. These facilities are, playgrounds for out-door sports and games like cricket, football etc., indoor courts for badminton, indoor/out-door courts for basket-ball, volley-ball etc.
- Further the facilities like accommodation for participants, officials etc. at the time of hosting inter-collegiate tournaments, or organizing Workshops/Seminars etc. is catered to by using the three hostels and the guest house of our sister colleges as well as the class rooms if required.
- Over and above the facilities mentioned above, being an urban area college situated in prime locality, having good rapport with the society in general and being a member of "Sarvajanik family of institutions", we find no difficulty in having adequate infrastructure for carrying out co-curricular and extra-curricular activities on the campus as well as off the campus.
- **Cultural Activities:** Cultural activities can be practiced in the college rooms, the Hall on the college campus, four Halls on the other campus as well as at the Convention Hall on University Campus.
- **Sports Infrastructure:** For supporting extra-curricular activities of institutions under its fold, the management also has major infrastructural facilities like two very big playgrounds, five auditoriums with different capacities (two of them are Air Conditioned), a guest house, a badminton court, two basket-ball courts etc. As a member the of "Sarvajanik family", our college is also entitled to have free access to all these facilities.

The following table provides information about how we do make optimum use of infrastructure available to us for sports related extra-curricular activities.

SPORTS INFRASTRUCTURE

Sports	Infrastructure of Own/Sister colleges	Infrastructure of Other Institutes used
Cricket	K. P. College Ground M.T.B. Arts College Ground	-
Volley ball	M.T.B. Arts College Ground	VNSGU Ground
Carom Boards	SPB College Sports Room	-
Athletics	M.T.B. Arts College Ground	VNSGU Sports Complex

Sports	Infrastructure of Own/Sister colleges	Infrastructure of Other Institutes used
Chess	SPB College Sports Room	-
Table tennis	SPB College Sports Room	-
Football	M.T.B. Arts College Ground	Rander Ismal Gymkhana
Basketball	K.P. College Ground	VNSGU Sports Complex
Badminton	K.P. College Court	SVNIT Court
Yoga	SPB College Sports Room	-

COMMUNICATION AND PUBLIC SPEAKING:

For development of communication skills and public speaking, lectures are conducted in the seminar hall located in the college campus by the invited Guest speakers. Students are motivated to participate in debate and elocution, mass communication and other activities.

NSS/NCC

College has students enrolled for NSS/NCC activities under NSS and NCC units. NSS volunteers of the college actively participate in social activities like tree plantation, blood donation, expert talks etc arranged by the NSS unit of the college. NSS Unit of the college also hosts residential camp to develop the social responsiveness of students.

Training for NCC cadets of the college is conducted at a common place in the sister college of the Sarvajanik Education Society. NCC students of the college have completed courses up to C level and participated in various camps across India.

HEALTH/HYGIENE

Yoga Demonstration are organised by the college in the sports room in order to create general awareness regarding health and yoga.

Expert talks are also conducted by the NSS unit for awareness towards hygiene and health.

4.1.3 How does the institution plan and ensures 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 college has always been pro-active towards making more infra-structure facilities available for curricular, co-curricular and extra-curricular activities. The new enhanced infra-structure during last five years includes; forty seven computers, nineteen laptops, seventeen LCD projectors, thirteen projector screens, thirteen mike systems, twenty two document readers/cameras, thirty two anti-virus packages, three Xerox machines, six Laser printers, R. O Plant, Water Cooler etc. During last five years, the library is also

equipped with two thousand six hundred fifty eight new books, five new journals and e-resources.

Further infrastructure enhanced during last five years is as follows:

FUND EXPENDITURE FOR INFRA STRUCTURE

Particulars	2009-10	2010-11	2011-12	2012-13	Total
Computers	24,002	5,13,050	22,295	-	5,39,347
Projectors	34,500	2,74,500	55,223	2,24,619	5,88,842
Xerox Machine	60,000			54,242	1,14,242
Projector Screen	-	50,750	8,428	29,401	2,02,821
Laptop	-	4,27,003	81,585	54,883	5,63,471
Anti-Virus Packages	-	40,000	-	-	40,000
Mike System	-	-	2,02,003	1,04,370	3,06,373
UPS	-	11,550	-	-	11,550
Document Camera	-	-	98,387	19,364	1,17,751
Laser Printer	7,499	20,385	63,700	6,630	98,214
Library Books	87,701	2,43,079	1,98,605	50,363	5,00,748
Journals	1,425	3,625	-		5,050
R.O. Plant	-	1,05,000	-		1,05,000
Water Cooler	-	-	53,900		53,900

The college has spent Rs. 31, 44,309 (approx.) towards enhancement of computers, laptops and other equipments. With the sanction of UGC grant under current five year plan, college further plans to enhance further infrastructure facilities for the college.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

To meet the requirements of physically disabled students, their respective classes are always conducted on the ground-floor class-rooms only. In the library, special care and preference is given to these students at the time of issue and submission of books.

During the examinations their sitting arrangements are made so as to suit their convenience. Special arrangement on the ground floor classrooms is provided to such students as well as the students who fall ill during examinations.

4.1.5 Give details on the residential facility and various provisions available within them
- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy Constant supply of safe drinking water**
- **Security**

Hostel Facility – Accommodation available:

Considering the fact that not many students of our college seek hostel facility, the management has not provided a separate hostel for the students of our college. However, all the students seeking hostel facilities are admitted in the hostels of our sister concerns. There are three hostels, one girl's hostel and two boys hostels, of our sister colleges.

Recreational facilities, gymnasium, yoga center, etc.

Recreational facilities are available in the college and college has a Yoga centre in sports room.

Computer facility including access to internet in hostel

Internet facility is available in the college library for the students.

Facilities for medical emergencies

Besides first aid facilities available in the college, common health centre run by the management of the college is only a km away from the college. Moreover, the college is located in the heart of the city and from where all the medical facilities including emergency services are available within 2 km radius.

Library facility in the hostels

Facility of library is available in the college premises and library remains open for eight hours per day.

Internet and Wi-Fi facility

Internet and Wi-Fi facility is available in the college premises.

Recreational facility-common room with audio-visual equipments

College staff room has a projector for presentations and knowledge deliberations.

Available residential facility for the staff and occupancy Constant supply of safe drinking water

College has quarters for peons within the college premises.

Security

College has security guards to ensure security of the premises for twenty four hours.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

There is a common health centre for the sister colleges of the Sarvajanik Education Society at the main Premises. Over and above that the college is located at the heart of the city and all type of health related facilities are available within 2 kms radius.

College maintains first aid box, required supplements and primary medicines for the students and staff of the college. Blood bank cards for staff and students are made available, as and when required, by "Surat Raktadan Kendra" our partner in organising the Blood Donation Camps.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

(I) The common facilities available on the campus - The facilities exclusive for the college are:
1. Staff room
2. Common Room for students
3. Common room for girls
4. Safe drinking water facility
5. Internet: The College has internet facility with unlimited access in library, office/staff room, Vice Principal's room and Principal's room.
6. Room for NSS, NCC, and Research units
7. Separate Toilets/Wash rooms for girls and boys on every floor

(II) The common facilities on the campus for the sister institutions are as follows:

1. Vehicle Parking: A separate parking facility for staff, students and Physically disabled students
2. Canteen: The College provides canteen facilities with hygienic and qualitative food at subsidized rates
3. AC Auditorium having seating capacity of 200.
4. Volley Ball court
5. Residential facilities for peons.
6. Guest House.

(III) The common facilities available on the other campus are as follows:

1. Three hostels,
2. Two playgrounds,
3. Five auditoriums,
4. Two indoor badminton courts,
5. Two basket-ball courts,
6. One amphitheatre,
7. Open-plots and terraces of all the buildings

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, the library has an Advisory committee. It comprises of the librarian and the faculty members. The committee comprises of Mrs. N. Padma (Convener), Mr. P. K. Chakrabartty, Dr. H. S. Oza, Dr. A. R. Kulkarni, Mrs. H. A. Pandya and Ms. F. R. Mandviwala. Its meetings takes place in beginning of each term and as often as the need arises. Its meetings take place mainly to review academic resources and services available in the library. The committee ensures that the users' information needs are addressed and satisfied earnestly.

Significant initiatives taken up by the librarian are enumerated below:

Book Bank facility:-
Book Bank facility was started in the year 2009. Under this scheme needy students can borrow whole set of main books of their curricula against a fixed amount of deposit and nominal depreciation charge. In the year 2009, we could not meet the demand because we had only 75 sets, 25 sets each for the first, second and third year students. Thereafter, looking to the overwhelming response, we have strengthened the lending capacity of the Book Bank in the library.

At present, we are able to lend 600 sets, 200 sets each for the first, second and third year students. As subject-wise main books are given through Book Bank, students who avail this facility have the added advantage of using their library tickets for borrowing other reference books from the general section of library. This is a good sign and the library resources are used to the optimal value.

Reference Section:
This section is a feather in the cap for the Library. It includes good collection of reference books and compact discs (CDs). A good collection of General Encyclopedia and subject Encyclopedia are availabe in the library. A good collection of English language dictionaries, multi-lingual dictionaries and subject dictionaries is also available. There are dictionaries of idioms and phrases, anecdotes and antonyms and synonyms. All these reference books are helping the students and other library users to master and hold a strong grip on the language.

In addition to this, annual reports on India and economic reports from World Bank on various themes provide valuable source of information/knowledge to the research oriented users of the library. This section of annual reports simply ignites their minds. It also encourages and widens the band width and spectrum of the reference section.

Other Initiatives

In the library, the ambience is so selected that the students are not inhibited at all to enter the library. The view of a good number of computers with free internet facility is a welcoming feature. The notice boards are always maintained as per the day/ month basis with a specific theme. Students participate enthusiastically in keeping the notice boards updated.

Knowledge Creation at SPB: A Future Plan

Keeping in view the proactive and enthusiastic teaching faculty and the research students of the SPB College, it is felt that the library must have a thorough bibliographical and indexing material for reviews and citations. Such a collection of research work in published form has been given the name "Knowledge Creation at SPB" and it is a kind of "institutional repository". It is to be maintained by the librarian with the help of the faculty. It will be indexed in accordance with the ways in which the scholarly articles and documents are generated by the users of the library. It will provide the direction in which the knowledge is being created. This is a dream project to be completed successfully.

4.2.2 Provide details of the following:
- **Total area of the library (in Sq. Mts.)**
- **Total seating capacity**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Total area of the library (in Sq. Mts.): 278.43 Sq. Mts.

Total seating capacity: 80

Working hours:

1. On Working Days/Sundays

Library hours are extended on Saturdays and Sundays during working days for research students.
Monday to Friday: 7-30 A M to 3-30 P M
Saturday: 7-30 P M to 5-00 P M, Sunday: 9-00 A M to 3-00 P M
2. During Examination Days/Vacation
Monday to Saturday: 9-30 A M to 3-30 P M
Layout of the library: The library has Separate reading zones for faculty members and post graduate students.

The library also has IT zones for accessing e-resources. It also has stands for daily Newspapers and cabinets for Display of Books, Journals, Magazines, University Question Papers, Dictionaries and Encyclopedias etc.

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.

- The Library Committee and librarian, monitors provision of services at Library and enrichment of resources by acquisition of new titles and subscription of required journals.
- Latest catalogues of publishers are given to the committee for selection of new titles and resources.
- The library committee, Librarian and the students are equal stake-holders in the process of betterment of the library resources. As for this, our library houses latest available titles in the course materials, competitive examinations and the professional courses our students opt, in addition to the regular study. As well, the periodical section and the reference section are also monitored and enriched with latest fountains of knowledge in any given area of specialization. There is a never ending demand for the e-journals and e-books. Books in electronic form (CDs) are available in the library.
- We have subscribed for the Digital versions of (1) Economic and Political Weekly, (2) Harward Business Review and (3) Facts For You.
- We are planning to subscribe more e-journals as many of the faculty and the research students are in need of e-journals. E-journals are a good resource to add in the library. The expansion of services like the printing facility, increase in the number of sets in Book bank are always attended.

Resources procured during last five years in the library are as follows:

LIBRARY RESOURCES

LIBRARY RESOURCES	2009-10	2010-11	2011-12	2012-13	2013-14
Text Books	03	03	06	06	06
Reference Books	1208	2474	2593	1197	1068
Journals	14	15	16	16	16
Periodicals	48	48	35	39	39
E-resources (CD supplied with books)	108	43	56	13	04
Any other (CD'S)	03	03	07	02	03

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC**
- **Electronic Resource Management package for e-journals**

- **Federated searching tools to search articles in multiple databases**
- **Library Website**
- **In-house/remote access to e-publications**
- **Library automation**
- **Total number of computers for public access**
- **Total numbers of printers for public access**
- **Internet band width/ speed   2mbps   10 mbps   1 gb (GB)**
- **Institutional Repository**
- **Content management system for e-learning**
- **Participation in Resource sharing networks/consortia (like Inflibnet)**

DETAILS OF ICT AND OTHER TOOLS

OPAC	No
E-resource management Package for e-journals	Open Access journals can be accessed as free and internet is available.
Library Website	Yes, a part of college website
Remote access to in house/ e-journals	Yes, it is a free internet facility with Wi-Fi
Library automation	Yes. (Except the circulation and serials modules).
Internet bandwidth	10 mbps
IIL/ Resource sharing	Yes. We do share them with all sister colleges of Sarvajanik Education Society.

- The college library is well equipped with ICT gadgets and infrastructure. Well ventilated ambiance makes it a healthy learning centre.

- The Print in resources is mainly current editions of titles from popular authors and subject specialists.

- In addition to regular reference books, syllabus based books are also available.

- Students seeking commerce related professional courses viz, CA, CMA, CS etc. are equally satisfied with the reference books available.

- A good collection of books for competitive exams viz, the NET examination from the UGC, SLET from Government of Gujarat, Banks' Officersand Clerical exams, CAT for entry into premier management schools etc are available in the library.

- CD'S with tutorial notes as a part of the printed books are also available.

- CD'S are purchased in Management and Accountancy disciplines to inculcate the e-reading habit in the student.

- Students are allowed to use their personal laptops in the library.

- There are a good number (20-twenty) of computers in the library at students and users disposal. They are allowed to browse internet, make their PowerPoint presentations etc.

- They are also used to improve self-assessment in the e-environment by improving their typing capacity, mastering Microsoft office, e-mails and even website construction.

• The Question Papers Bank is also set in the college where question papers of the college internal examinations and University examinations of the previous years are available. They are partially converted to electronic form so that it can reach many at a given time through email. Their presence is also mentioned on the web page.

• Internet is a virtual school where the 'netigen' are informally registered. The services are available uninterrupted and support is provided by printing option whenever required. The students are allowed to apply online through this facility. e.g. The students of SPB who have applied for Government posts in Government of Gujarat have applied through their official site "OJAS". Post Graduate students are always encouraged to appear and apply in UGC-NET/SLET examinations.

• Students also avail the internet in the college while applying for various Bank exams; CAT exam and other competitive examinations.

4.2.5 Provide details on the following items:
- **Average number of walk-ins**
- **Average number of books issued/returned**
- **Ratio of library books to students enrolled**
- **Average number of books added during last three years**
- **Average number of login to opac (OPAC)**
- **Average number of login to e-resources**
- **Average number of e-resources downloaded/printed**
- **Number of information literacy trainings organized**
- **Details of "weeding out" of books and other materials**

Details on the above are as follows:

Average number of walk-ins - About 120 per day

Average number of books issued/returned: About 50 per day

Ratio of library books to students enrolled: About 12 per students

Average number of books added during last three years: About 1620 per year

Average number of login to opac (OPAC): About 4 per day

Average number of login to e-resources: Approx. one 7 per day

Average number of e-resources downloaded/printed: About 3 per day

Number of information literacy trainings organized: Every year library resources are introduced to students in Orientation programme specially conducted for first year students.

Details of "weeding out" of books and other materials: Library books are regularly withdrawn from active collection. These withdrawn books are kept aside for any further utilization needs of the staff members. Staff members are very active in the pursuit of improving their knowledge base. They are, otherwise given off to local paper mills for recycling. Newspapers and periodicals of general interest are withdrawn to local waste paper collection who are believed to sell the material to paper mills recycling.

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts**
- **Reference**
- **Reprography**
- **ILL (Inter Library Loan Service)**
- **Information deployment and notification (Information Deployment and Notification)**
- **Download**
- **Printing**
- **Reading list/ Bibliography compilation**
- **In-house/remote access to e-resources**
- **User Orientation and awareness**
- **Assistance in searching Databases**
- **INFLIBNET/IUC facilities**

The details on the above are as follows:

MANUSCRIPTS: Nil

REFERENCE:

We have a good collection of standard language dictionaries in English, Gujarati, Hindi and subject dictionaries like Dictionary of Accounting and Management, Statistics, Economics and others. In addition to these, we have books written by popular authors and subject specialists. These books are kept under reference section.

REPROGRAPHY: Yes.

ILL (INTER LIBRARY LOAN SERVICE):

Yes, All sister institutions of Sarvajanik Education Society are members of the Inter Library Loan facility.

INFORMATION DEPLOYMENT AND NOTIFICATION (Information Deployment and Notification):

Notices are always sent and flashed on the Notice Boards. New arrivals are also displayed. New service, if any, are sent to the students/library verses the mass-sms facility and this is done through the General Secretary. Information regarding NET/SLET exams, CAT exams and Government job announcements are brought into notice of the library users. Library is having a notice board outside and inside the library which are put to maximum use.

DOWNLOAD/PRINTING:

- Download of applications for jobs.

- Download of VNSGU results/mark sheets.
- Reading list/Bibliography compilation.
- Soul software generated bibliographies are available in the library.

IN-HOUSE/REMOTE ACCESS TO E-RESOURCES

- Open Access journals are accessed as the library
- Address to online resources subscriptions. This will be addressed in near future.

USER ORIENTATION AND AWARENESS

It is a normal practice to introduce the library, its resources, rules and regulations, timings at the general orientation programme for fresher's i.e. F. Y. B. Com students. A PPT presentation is also available for this purpose.

ASSISTANCE IN SEARCHING DATABASES

At the library, the librarian is always available to help the library users in any kind of support they need. It includes getting books, periodicals, journals or even the online searches.

INFLIBNET/IUC FACILITIES

The library management s/w SOUL-2 developed by INFLIBNET is used in the library.

Other Initiatives

- Regular display of current volumes and journals.
- Lists of New Arrivals for the given month
- Alerts on Conferences and Seminars to teaching staff
- Alerts on the choicest articles from journals to the teaching staff
- Reserving subject books for a first look so that they can be recommended for the library

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library arranges a regular display of new titles in the library for students and in the faculty room for the faculty members to recommend the relevant books.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The library is located in the ground floor, to which a ramp is attached for free and easy movements. Special assistance is also provided to them. For that our students always accompany a physically disabled person. Staff and students extend a helping hand to such person in borrowing a book, in reading newspapers, in using a computer, the computer near library door is allotted to such students.

4.2.9 Does the library get compete feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the

Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

As the term ends, the librarian seeks a feedback from the T Y B Com and M Com Part-2 Sem-4 students regarding the library, its resources and services. They are analysed and taken up as guidelines for the immediate future.

4.3. IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wifi facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

The details on above are as follows:

Number of Computers with Configuration (provide actual number with exact configuration of each available system):

20 computers for library users and 3 computers for Librarian: (Intel (R) Core (TM), i3 CPU, 530 @ 2.93 GHz, 1.86 GB of Ram, with MS Windows XP Professional 2003 version)

Computer-student ratio

Saturday-Sunday: 20 computers against 25 M Phil students 0.8

Monday to Saturday: 20:490 (7-30 to 10-30) = 0.04

Monday to Saturday: 20:1045 (10-30 to 3-00) = 0.01

I t may be noted that the college does not offer any course on computer studies. Hence, students are able to conveniently use computers and there is no rush for the use of computers.

LAN facility: Available in library and college office

Wi-Fi facility: Available in the library and staff room

Number of computers with Internet facility: Computers in the library, office, Principal's room and Vice Principal's room. Laptops provided to faculty members are equipped with Wi-Fi facility.

Any other:

College also has 20 computers spared exclusively for the benefit of the research students.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computer Facility for Faculty Members

Faculty members have been allotted laptops and Wi-Fi internet facility to enable them for ICT based teaching, develop teaching material, guide research students and conduct research. The facility of computers and internet is available in the library for accessing online resources (including e-journals) and guiding post graduate and research students. Faculty members also have off campus computer facility as they can carry their laptops home.

Computer Facility for Students

On Campus 20 computers are available in the computer lab with internet facility. Four internet connections are available in the college for library users, students and faculty members.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution has adopted ICT based teaching aids like Computer, Internet Connectivity, LCD Projector, Document Readers etc. for quality enhancement in curricular aspects.

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)

The provisions made in the annual budget for procurement, up-gradation, deployment and maintenance of the ICT infra-structure are as follows.

The Budget Provisions

Sr. No	Name of the Infrastructure	2009-10	2010-11	2011-12	2012-13
1.	Computers and ICT	6,000	16,000	20,000	1,05,000

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?

To facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students the college has taken following measures. Each of the faculty members has been provided laptops for use in the classrooms. All the class-rooms are equipped with projectors, screens and sound systems.

The staffroom is equipped with internet for use by staff members to enhance the availability of resources through the use of online e resources, power point presentations,

animations, movies, etc. Students can also make use of computers and internet in the library. For the use of research students 20 computers have also been spared.

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 centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution has adopted ICT based teaching aids like, Internet Connectivity, Laptops, LCD Projector, Document Readers, Microphones etc. The use of these equipments itself is meant for placing the student at the center of teaching-learning process because with the use of such equipments the learning process for the students become much easier.

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?

College does not avail National Knowledge Network connectivity but is connected to Veer Narmad South Gujarat University.

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 up keep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The institute utilizes UGC grants and government funding and resources for the maintenance and upkeep of various facilities. Such allocations are always approved before its utilization and are required to be audited by CA. This procedure is always followed scrupulously.

Budget Provisions

Sr. No.	Name of the Infrastructure	2009-10	2010-11	2011-12	2012-13
a.	Building	5,45,000	-	-	-
b.	Furniture	5,000	4,000	4,000	20,000
c.	Equipment	67,360	1,00,000	1,00,000	95,000
e.	Computers	6,000	16,000	20,000	1,05,000
	Total	**6,23,360**	**1,20,000**	**1,24,000**	**2,20,000**

4.4.2 What are the institutional mechanisms for maintenance and up keep of the infrastructure facilities and equipment of the college?

The College looks after the maintenance and upkeep of the infrastructure, facilities and equipment of the college. Administrative staffs as well as faculty members are watchful

about the proper maintenance of college building and various equipments.

Separate maintenance contracts are given to different agencies for taking care of electrical and electronic gadgets like computer systems, air conditioners, water purifiers etc.

Wherever possible, in-house maintenance is resorted to and most of the computers and equipments are maintained well by staff members. Separate arrangements have been made for carpentry, fabrication and electrical work on regular basis for repair and maintenance of benches, windows, doors, replacement and repair of defused tube lights, fans, switches, connections etc. Group of persons are hired for housekeeping and security services, where required.

The institution ensures optimal utilization of the budget allocated for various activities by implementing the following measures:

Outlining the Procurement Procedure:
For the purchase of major items we follow quotations and tender systems. For the purchase of amount exceeding Rs.1000/-, the quotation system is followed and for the purchase of amount exceeding Rs.1, 00,000/- (one lakh) the tender system is followed. The institution has outlined the quotation system for various purchases which helps in taking care of prices, delivery dates and transport costs as well as after sales services. When the quotations are received, they are opened by the chairman of LAC and purchase orders are placed after necessary sanctions. When tender system is to be followed, the whole procedure is carried out by the purchase committee set-up by the SES.

Monitoring and Control: In addition to the annual audit by the management and the state Government, as part of the monitoring and control policy, the accounts of all the institutions of the SES, including our college, are audited on quarterly basis by CA appointed by the management.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment / instruments?

The college does not use laboratory or scientific instruments and thus does not conduct calibration.

4.4.4 What are the major steps taken for location, up keep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The major steps taken in this regards are as follows.

Class rooms are provided with single switch to switch on and off all the lights and fans in the class room. College has underground and overhead tanks to ensure constant supply of water. RO water-plant ensures supply of clean drinking water.

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?

As the College is affiliated to Veer Narmad South Gujarat University, all admission procedures are carried out according to the regulations of the University. University admits students through common merit list and in accordance with the reservation policy at the entry level i.e. first semester of UG and PG programmes. However, the College prepares its own Prospectus and displays the courses offered, criteria for admission and other information related to the institution for guidance of the students aspiring to join the college from the third semester onwards.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Being a Grant-in-Aid institution affiliated to Veer Narmad South Gujarat University, college fees are decided by the University/State Government and are highly subsidized by the state government. State Government also grants scholarships to students in the category SC/ST/Other Backward Class (Baxi Panch)/physically handicapped. The college ensures that all needy students apply for and avail these scholarships. After receiving the financial aid from concerned authorities, the college ensures prompt disbursal of scholarships through bank accounts. When required, help is extended to financially weak students from the Student Teachers Welfare Fund.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Financial assistance in form of National Merit Scholarship is awarded by Department of Higher Education, Government of Gujarat as per the scheme framed in this regard. Following is the year wise data for the scholarships granted to the reserved category (SC, ST and OBC) students by state government through the College.

2009-2010										
YEAR	SC			ST			OBC			Total
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
F.Y.	4	8	12	1	1	2	28	33	61	**75**
S.Y.	4	2	6	0	0	0	16	15	31	**37**
T.Y.	3	1	4	1	1	2	6	13	19	**25**
M.Com	0	0	0	1	0	1	1	2	3	**4**
TOTAL	**11**	**11**	**22**	**3**	**2**	**5**	**51**	**63**	**114**	**141**

2010-2011

YEAR	SC			ST			OBC			Total
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
F.Y.	4	8	12	1	1	2	28	33	61	**75**
S.Y.	4	2	6	0	0	0	16	15	31	**37**
T.Y.	3	1	4	1	1	2	6	13	19	**25**
M.Com	0	0	0	1	0	1	1	2	3	**4**
TOTAL	**11**	**11**	**22**	**3**	**2**	**5**	**51**	**63**	**114**	**141**

2011-2012

YEAR	SC			ST			OBC			Total
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
F.Y.	4	8	12	1	1	2	28	33	61	**75**
S.Y.	4	2	6	0	0	0	16	15	31	**37**
T.Y.	3	1	4	1	1	2	6	13	19	**25**
Taxation (F.Y.)	0	0	0	0	0	0	0	7	7	**7**
Taxation (S.Y.)	0	0	0	0	0	0	0	5	5	**5**
M.com – I	1	2	3	1	1	2	1	6	7	**12**
M.com – II	2	1	3	0	2	2	1	1	2	**7**
TOTAL	**12**	**23**	**35**	**5**	**15**	**20**	**101**	**150**	**251**	**306**

2012-2013

YEAR	SC			ST			OBC			Total
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
F.Y.	5	4	9	4	4	8	14	84	98	**115**
S.Y.	2	13	15	2	6	8	27	48	75	**98**
T.Y.	2	6	8	0	2	2	45	33	78	**88**
Taxation (F.Y.)	0	0	0	0	0	0	0	4	4	**4**
Taxation (S.Y.)	0	0	0	o	0	0	0	8	8	**8**
Taxation (T.Y.)	0	0	0	0	0	0	0	3	3	**3**
M.com – I	1	0	1	0	0	0	1	7	8	**9**
M.com – II	0	1	1	0	1	1	0	5	5	**7**
TOTAL	**10**	**24**	**34**	**6**	**13**	**19**	**87**	**192**	**279**	**332**

2013-2014									
YEAR	SC			ST			OBC			Total
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
F.Y.	1	8	9	5	2	7	0	41	41	57
S.Y.	3	2	5	3	4	7	0	73	73	85
T.Y.	2	10	12	3	5	8	0	47	47	67
Taxation (F.Y.)	0	0	0	0	0	0	0	4	4	4
Taxation (S.Y.)	0	0	0	0	0	0	0	8	8	8
Taxation (T.Y.)	0	0	0	0	0	0	0	3	3	3
M.com – I	1	0	1	5	2	7	0	14	14	22
M.com – II	1	0	1	0	0	0	0	5	5	6
TOTAL	8	20	28	16	13	29	0	195	195	252

Scholarships for physically challenged students:

2012-13

YEAR	BOYS	GIRLS	TOTAL
F.Y.	1	1	2
S.Y.	1	0	1
Total	2	1	3

2013-2014

YEAR	BOYS	GIRLS	TOTAL
F.Y.	1	0	1
S.Y.	1	1	2
T.Y.	1	0	1
M.Com –I	0	1	1
Total	3	2	5

Summary of percentage of students awarded SC/ST/OBC/Physically Challenged scholarships is as under:

Year	No. of students getting scholarships	Total No. of students	Percentage(%) of students getting scholarships
2009-2010	141	1197	11.78
2010-2011	231	1294	17.85
2011-2012	306	1326	23.08
2012-2013	335	1414	23.69
2013-2014	257	1416	18.15

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?

- As per the norms of the State Government, Financial Aid is given to SC /ST/ OBC and economically backward students.
- The college provides Book-Bank facility to ensure that they are well equipped with reading material.
- Additional aid is also provided from the Student Teachers Welfare Fund.
- Students with physical disabilities.

As per Government norms 3% of the total seats are reserved for physically challenged students. Special attention is given to such students admitted to the college. With due concern, the college follows the under mentioned practices especially to assist and foster learning among such students.

1. Their classes are always conducted on the ground floor.
2. In classrooms first benches are allocated to them to ward off inconvenience and ease their difficulty.
3. Faculties ensure that students are accompanied by a co-student when they are on the move in the college building/ campus.
4. Special seating arrangement is made for such students during examinations.
5. Such students are given preference and are not required to stand in a queue for any work in the administrative office for eg. filling of forms, submission of fees etc. They are provided assistance by the staff when required.
6. Students are also encouraged to participate in various activities of the college and special arrangements are made where required.
7. The college also has the facility of ramp for the physically challenged students.

- **Overseas students**

The College is affiliated to Veer Narmad South Gujarat University and as an individual institution has no provision for accommodating overseas students or has any seats reserved for NRI students. However, the University does have provision for overseas students. This year the University had admitted 3 students to this college, but ultimately they did not get admission.

- **Students to participate in various competitions/National and International**

Those students who represent the college at various sports and other co curricular activities and make our college proud at State/ National/ International level are acknowledged for their contribution. The college supports them by providing facilities including coaching kit of a standard quality, costumes/dress and reimbursement of expenses including travel, accommodation and food. Official leave from attending class is granted to such students who participate in such events. Special academic sessions are arranged for such students to compensate for the loss of studies in such cases.

- **Medical assistance to students: health centre, health insurance etc.**

To provide immediate aid in case of a medical emergency, the college maintains a First Aid Kit. Every year newly enrolled students have to compulsorily undergo

medical examination in camps organized in the college premises. The health centre run by Veer Narmad South Gujarat University and the one run by our parent body, SES, are in close proximity and that facilitates quick treatment to injured / ill students. Moreover guest speakers are invited to counsel students on awareness and benefits of maintaining good health.

- **Organizing coaching classes for competitive exams**

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.

Every year more than 600 students of the college appear for competitive exams like CA, CMA, CS etc. This year 623 students have appeared in these examinations. M.Com students of the college attended a seminar on preparation for NET/SLET conducted by Shah Narottamdas Harjivandas Commerce College, Valsad on 4th September, 2012 and by DRB College of Commerce, Surat on 13th September, 2013.

- **Skill development (spoken English, computer literacy, etc.,)**

The faculty members pay due attention to development of written and spoken communication skills .Students who lack proficiency in English or are not computer literates are identified and necessary assistance is provided to them for improvement of their skills. Also, students who are good at English are encouraged to put in more efforts to further advance their skills by participation in various activities like debate, elocution, essay writing group discussions etc. Special sessions are conducted for students requiring personal attention for skill development. In order to enhance the personality of the students, special sessions are conducted by guest faculties on personality development, facing interviews, presentation skills, etc. We also carry out such activities with NGOs. For example this year National Group conducted a seminar on "Interview Handling Tips" to guide students on how to face interviews. Junior Chamber International, Surat conducted a seminar on 'Personality Development' for Students in September, 2013. NGIITM conducted a seminar for the final year students of our college which included sessions on drafting of CV, Office Etiquettes in January, 2014

- **Support for "slow learners"**
- ➢ Apart from classroom teaching, "slow learners" are given special attention by faculty members after class, to ascertain their grip over the subject being taught so that they can keep pace with other students in the regular teaching sessions. Bright students with a good grasp of the subject are motivated to help and provide assistance to their classmates on how to answer questions for tests , assignments, as well as to prepare presentations .

➢ Remedial classes are conducted in all subjects to cater to the needs of such learners.
➢ Book Bank facility is available in the library for students and teachers ascertain that reading material is made available to all.

- **Exposures of students to other institution of higher learning/ corporate/business house etc.**

The college arranges educational trips to various institutes of higher learning as well as provides exposure to the environment and working of corporate/business houses, banks, etc. With an aim to familiarize and prepare students for higher studies and guide them in their career choices, the college faculties arrange visits to such educational institutes.

➢ T.Y.B.Com and M.Com. Students visited IIM-Ahmedabad in the last week of
➢ March, 2014 and interacted with the IIM faculty.
➢ Students were also taken on a study tour to Uka Tarsadia University, Bardoli in
➢ February, 2014.
➢ In August 2009 students of the college visited Sumul Dairy and in December 2009 the Excursion Committee headed by Dr. P. K. Chakrabartty conducted a visit to APMC Market.
➢ To familiarize students with the working of the packaging industry students were taken on a visit to Alpha Polymers Ltd.
➢ Students of M.com –II visited A.R.Wadiwala-Share Brokers in December 2011 to get an insight into the trading of shares.
➢ To study the functioning of banks, T.Y.B.Com. Students were taken on a visit to Axis Bank on 4th January, 2014.
➢ A visit to the Bardoli Sugar Mill (Shree Khedut Sahakari Khand Udhyog Mandli Ltd.) was arranged on 13th February, 2014 to acquaint students with the live process of sugar production.

- **Publication of student magazine**

With joint efforts from teachers and students the college comes up with the publication of its annual magazine "Index". Students as well as faculty members are invited to contribute articles and share their knowledge and experiences with the readers. All important activities and achievements of the college are included in the magazine along with awards and recognitions of individual faculty members /students. Reports of the various committees of the Students Council highlighting their progress during the academic year are also incorporated in the magazine.

The college also runs a wall magazine "Blosssom" in the library. Apart from college news, students /faculty members are encouraged to contribute articles on general reading highlighting the national as well as global scenario.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

In order to promote entrepreneurial spirit among the students, the college organizes industrial visits and interactions with entrepreneurs. Students are also required to participate in workshops, seminars that enhance their entrepreneurial skills .These efforts prepare them for handling business soon after completion of their studies. Some of our students plunge early in business and are already assisting their parents in business along with studies.

Students of the second and third year represented the college in the intercollegiate Business Plan Competition- "BLINK" organized by S. R. Luthra Institute of Management in association with Rotary International District in November, 2009 and as a group secured 2nd position.

Students of M.Com-II participated in Business Plan competition jointly organized by Sir K. P. College of Commerce and Corporate Training Institute in December, 2010.

Pujan Kapadia –studying at TYBCom bagged the 3rd prize at the Project Presentation Competition organized by Surat Municipal Corporation on 20th January, 2014.

Students are encouraged to participate in such activities and plan all their arrangements well in advance. They shoulder the sole responsibility of registering for the event, getting accommodation, making arrangements for travel, food and any other requirements. This nurtures the spirit of self-reliance and inculcates in them problem solving skills necessary for the development of entrepreneurial skills.

One of our ex-students Viral Desai (CEO-Zenitex Pvt. Ltd.) - recipient of a number of awards both at the state as well as national level –is a young entrepreneur whose achievements make the college proud.

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.

- **Additional academic support, flexibility in examinations**
  - ➢ Students practicing for participation or representing the college in various competitions are provided relaxation from classroom attendance for the specified duration.
  - ➢ As and when required, special examinations are also conducted for the students who are representing the College at University, District, State, National or International level during normal examination schedule.
  - ➢ Special academic sessions are conducted for students to compensate for the loss of studies incurred because of participation in such events.
  - ➢ Relaxation is also provided in the submission of assignments /presentations dates to promote participation in these activities.

- **Special dietary requirements, sports uniform and materials**
  - ➢ Necessary sportswear (kit) is provided to the students who are members of the college team representing the college at various inter-college tournaments. Necessary costumes are provided to students participating in various cultural activities.
  - ➢ Refreshment, Lunch etc. are provided during the practice sessions as well as on days of competitions/Tournaments.
  - ➢ Personal and team equipment/playing material/protective material/first aid kit are provided by the College.

- **Motivational practices**
  - ➢ As per the norms of Veer Narmad South Gujarat University, the college has been allotted sport's quota for the benefit of students who excel in sports and seek admission at the college. 3 seats per division are reserved for the same.
  - ➢ Every year students who represent the college at University level competitions and are winners at various inter-collegiate tournaments as well as those participating in higher level competitions, both as a team or as individual performers, are felicitated by the institution with trophies and prizes.
  - ➢ Cash prizes won in the competitions by the students are distributed amongst respective participants.
  - ➢ Group photos of the winning teams at various competitions are given to all participants and a copy of the same is displayed on the college notice-board to boost the morale of the participants.
  - ➢ Inter-class tournaments are organized in Volley Ball, Cricket, Chess, Badminton, Table Tennis, Football and Athletics every year and prizes are given on the sports day to the winners.
  - ➢ Every year Prize Distribution function is held in the presence of Invitees, Faculty Members and Students and prizes and awards are given to all students who excel in academics, sports, cultural and other co-curricular activities .The function is followed by dinner for all.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

After graduation, majority of students opt for professional courses like CA, CS, ICWA or professional courses like MBA, MHRD, MBE, LLB etc. and they are encouraged to prepare for them along with their graduation studies.

Students appearing for competitive exams are provided 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 . It has been observed that usually students start preparing for CAT and C-MAT right from second year B. Com. Many

students regularly appear for banking, insurance and railway recruitment tests. More than 40% of the students are pursuing professional courses like C.A., C.S., C M A, C. F. A. etc. Many students also start preparing for TOEFL, GMAT as they intend to go abroad for further studies.

➤ During last five years 4 students of our college viz. (i) Mr Nikhil Jalan (4th in 2009-10), (ii) Ms Fulzae Vasani (10th in 2009-10), (iii) Mr Ankit Somani (10th in 2012-13) and (iV) Mr. Jimil Shah (9th in 2013-14) have stood among top 10 all India rankers of CA Final examinations and 3 students have stood among top 10 all India rankers of IPCC examination of CA.

➤ During last five years, over all 32 students of our college have stood among top 50 rankers of Final, IPCC and CPT examinations of CA. (12-CA final, 18-IPCC and 2-CPT)

➤ More than 550 students of the college have so far completed CA/CS/ICWA. On an average more than twenty students per batch have completed CA/CS/ICWA.

Data of students preparing for competitive exams/pursuing professional courses in the year 2013-2014 is as under:

Year	CA			CMA			CS			MBA	UPSC	NET	Total
	CPT	Foun	Final	Foun	Inter	Final	Foun	Inter	Final				
FY	55	89	0	4	3	0	5	1	0	0	0	0	157
SY	14	90	48	0	1	0	1	19	1	26	0	0	200
TY	7	42	122	1	7	2	1	17	12	20	0	0	231
MCom-I	0	0	0	0	1	0	0	2	0	2	0	0	5
MCom-II	0	3	0	0	1	2	0	1`	2	0	5	16	30
Total	76	224	170	5	13	4	7	40	15				
	470			22			62			48	5	16	623

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psychosocial etc.)

➤ 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.

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).

The Career Counseling and Placement Cell of the institute is a formal body assisting students in securing placements soon after their studies. Students benefit from special sessions in career counseling organized by the college. The college acts as a link between aspiring students and industries/companies that require suitable professional/technical help. Notices are displayed on Notice Board from time to time for small and urgent manpower requirement by different companies. Companies are invited for campus interviews and recruitments take place even prior to the completion of the degree course.

However, it is very difficult to get the precise number of students who have joined after selection as many students who are selected do not join the employment offered to them. It is also difficult to get information about precise number of students placed as many companies invite candidates at their place through College Notice Board for interview and information about their selection and placement is not always made available.

CAMPUS RECRUITMENT DATA

Year	Name of Industry/company/organization invited for Campus Recruitment	No. of students selected
2009-2010	LandT MHI Turbine Generators	4
	KBII Securities Pvt. Ltd.	8
2010-2011	LandT MHI Turbine Generators	3
2011-2012	LVT-MHI Boilers	1
	LandT Turbine Generators Pvt. Ltd.	14
2013-2014	The South India Bank	10
	Catholic Syrian Bank Ltd.	1

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institution does have a formal Discipline and Grievance Redressal Committee headed by Dr. A. K.Saha and supported by faculty members Dr. H. S.Oza, Prof. S.H.Rajani, Dr.A.N. Pandya, Dr. P. U.Mehta, Ms. N.Padma and Prof. R. I.Patel. Students have easy access to members of the Management, Principal, faculty members as well as the administrative staff for any kind of grievances and solve the issues. Prompt action is taken to resolve such issues. Until date, no issues or grievances remain pending. The College has a transparent system of evaluation. Examined answer-sheets are shown to the students to facilitate their performance in the forthcoming exams. Yet, if a student has doubt about the marks given by faculty members, there is a provision for getting the answer-sheet rechecked.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Right from its inception the college authorities make no compromise in terms of maintaining discipline and decorum in the college campus. This helps to avoid any untoward incident and has inculcated adherence to a righteous code of conduct within the college premises.

The "Sexual Harassment /Prevention Cell" headed by Vice Prin. Dr. M. R. Noronha and supported by Dr. H.S.Oza and Dr. P.U.Mehta takes due care that no such incident takes place in the college premises. The college has also got a CCTV camera installed in the campus to monitor student activities to avoid any such wayward incident. So far the College has not received any complaint regarding sexual harassment.

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 College has an anti-ragging committee headed by Prin. Dr. V.D.Naik and supported by faculty members Vice Prin. Dr. M.R. Noronha, Dr. A.K.Saha, Ms. N.Padma (librarian) and Mr. Naresh Prajapati (Administrative Staff). Newcomers to the college are made aware of the grave consequences of indulging in ragging during the Orientation Programme itself. Not a single case of ragging of any type has been reported since the inception of the college.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

➢ The College has various welfare schemes for helping the students. Financial aid from the Students Aid Fund is provided to the economically weak students for payment of fees.

➢ The college offers full support to students in case of sudden illness or any medical contingency. If required a doctor is consulted and the college bears the expenses of medication and consultancy charges.

➢ Whenever the College teams participate in various sports, cultural activities, the College takes full care for provision of refreshment and energy drinks during practice.

➢ In case of touring to nearby or distant destinations for participation in various competitions, the college takes due care to ensure the safety of students. If required the female students are accompanied by a lady faculty member.

➢ The College provides sports kit as well as bears all expenditure incurred for

➢ Costumes/make up/conveyance/registration for cultural events.

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?

Yes, the college does have a structured Alumni Association which endeavours for excellence in all respects. The members of this association are active in promoting all initiatives that focus on student development as well as college upliftment. Getting approvals for industrial and other educational visits, securing sponsorships for college activities, supporting campus recruitment programmes- are areas where the alumni have rendered their services. Viral Dalia, member of the Alumni Association, sponsors Blood Donation Camps organized by the NSS Unit of the college. The alumni are invited and they participate wholeheartedly in important celebrations at the College.

Currently, however, the Alumni Association is undergoing a constitutional restructuring as per the directives of the parent body. This is done to bring about uniformity regarding rules and regulations in formation of Alumni Associations of various SES institutions. Alumni Associations in a new framework is expected to replace the existing one in the general body meeting of the college Alumni Association.

5.2 STUDENT PROGRESSION

5.2.1 Provide the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed. Student 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 students who appeared and were selected at Campus interview during the year 2011-12 and 2013-14.

Year	Company	No. of students appeared	No. of students selected
2011-2012	1. LandT Turbine Generators Pvt. Ltd.	30	14

2013-2014	1. The South India Bank	50	10
	2. Catholic Syrian Bank Ltd.	6	1
		50	3
	3. TCS		

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.

5.2.2   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 Colleges of the affiliating University within the city/district.

Academic results of the college are given in **Annexure III** and this result gives comparison of the four years' performance of the same institution and that of the University to which the institution is affiliated.

5.2.3   How does the institution facilitate student progression to higher level of education and/or towards employment?

➢ The college motivates students to actively participate in various cultural/co curricular/sports activities to recognize and map their potential in areas of their interest. This facilitates students to make appropriate career choices and also lights up a pathway for advanced studies after graduation. Some of the students have excelled in their respective fields like drama, dance, yoga, sports.

➢

➢ The Planning Forum Committee of the college headed by Dr. P. P. Pradhan and supported by Dr. A. N. Pandya, Dr. P.U.Mehta and Prof. A. C. Patel invites experts from diverse fields to deliver lectures, share their practical experiences comparing it with theoretical approaches and thereby inform students about the culture of corporate sector.

➢ Shri Aditya Shrinivas- Regional Head, Angle Broking delivered a talk on "Derivatives and Opportunity in Stock Market on 20th January, 2010.

➢ Training for recruitment in banks through IBIPS was conducted at Sir K.P.Commerce College from 7th to 12th November,2011. 13 students participated in the training programme.

➢ A seminar on "Career Opportunities in Mass Media"was conducted on 3rd January,2011 by Dr. Kalpana Rao, coordinator, Department of Mass Communication, VNSGU, Surat.

- Guest lecture by Shri Kamlesh Yagnik, President, Southern Gujarat Chamber of Commerce and Industries (SGCCI on "Role of IT and Search Engines, Opportunities in India : Ideas and Tips." on 23rd December, 2013.
- Guest lecture by Prof. Dr. Kiran Pandya, Head of the Department of Human Resource Development, VNSGU, Surat on "Recent Issues in Economics" on 10th February, 2014.
- Mr. Trilok from Consumer Guidance Society of India, Mumbai, delivered a talk on "How to manage money and be Smart Investor" on 20th February,2014
- The Excursion Committee of the college organizes various industrial tours, study tours to the campuses of higher education/professional institutes to give students practical exposure to the working of institutions and industries Such industrial and educational visits motivate and assist students in shaping their future goals.
- The college takes initiative in the direction of proper placement of students by inviting companies to the campus for recruitment as also assisting students in this regard. Special training sessions are arranged to equip students with necessary job specific skills.
- Faculties guide students for competitive exams and also extend help to fulfill special requirements, if any, from companies offering jobs.
- Under the Saptdhara scheme "Udisha", many SPBEMCC students have been made aware of job opportunities and offered good placements soon after graduation.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Special academic support sessions are arranged to guide and counsel weak students in a class. Selecting a few bright students and making a Star Batch at all the three years serves two purposes; they are guided to score good marks overcoming their limitations and are trained to guide academically weak students for the same.
- Continuous evaluation techniques help to identify academically weak students and register the gaps in their learning. Special remedial classes are arranged for them and their progress mapped from time to time by way of additional assignments, presentations. Suggestions for further improvement are made by way of individual counseling sessions.
- Social or economic problems increase the risk of failure or drop out. Students with disturbed family background or those facing financial problems may find it difficult to pay fees and buy books for studies. The College encourages and motivates faculty members to bring such cases to the notice of the Principal.
- Arrangements are made to pay their fees and provide them with required books from the Students' Aid Fund or by managing assistance from some individuals or charitable trust .It has been the policy of faculty members to personally extend a helping hand to such students.

5.3 STUDENT PARTICIPATION AND 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.

List of the range of sports, games, cultural and other extracurricular activities available to students is as under:

<u>**SPORTS / GAMES / EXTRA CURRICULAR ACTIVITIES**</u>

Sports /Games	Cultural	Co-curricular /literary debating	Social activities under NSS	Lectures/ workshops on	Residential camp at Kunkni village (activities)
Table Tennis	Dance-Classical(group/solo)	**Debate Elocution**	Blood Donation Camps	**Voluntary Blood Donation and Aids Awareness**	Socio-economic survey
Gymnastics	Dance-Folk (group)	**Extempore Speech**	Aids Awareness Campaign	**Importance of Breast Feeding (for female students)**	Cleanliness Awareness Campaign
Wrestling	Dance-Western (group/solo)	**Essay Writing**	Vastra Arpan Abhiyan	**Traffic Awareness and Road Safety campaign**	Aids Awareness Rally
Chess	Classical Music Vocal (Solo)	**Group Discussion**	Visit to *Anathashram*	*National Voter's Day Campaign*	Taught English and Computer Skill at the village school
Swimming	Light-Classical Vocal Music (Solo)	**Quiz**	Tree Plantation		Cultural Programme
Football	Lok Geet Group Song	**Business Plan Making**	Run for Unity		Knowledge enrichment sessions conducted by academicians and NSS Programme Officers
Volley	One Act Play	**Application**	Talk with		

Sports /Games	Cultural	Co-curricular /literary debating	Social activities under NSS	Lectures/ workshops on	Residential camp at Kunkni village (activities)
Ball		Making	delegates from Netherland on scope of social welfare activities in Gujarat		
Water Polo	Mono Acting	Project Presentation			
Athletics	Handicraft	Book Review			
Best Physique	Rangoli	Case Study Writing			
Basket Ball	Poster Making	Advertisement Making			
Badminton		Slogan Writing			
Yoga / Asan		Talent Hunt			
Cricket		Poetry Recitation			
Hand Ball		Poetry Writing			
Kabbadi		Tree Plantation			
Hockey		National Integration Camp			
Weight Lifting		Swarnim Gujarat Asmita			
Boxing		Yuva Shibir			
		Vanche Gujarat Campaign			
		Short Film Making			
		Participation in Seminars,workshops,conferences			
		Industrial and			

Sports /Games	Cultural	Co-curricular /literary debating	Social activities under NSS	Lectures/ workshops on	Residential camp at Kunkni village (activities)
		Educational Visits			
		College Annual Magazine			
		Wall Magazine			
		Celebration of Days on different learning themes			

Though there is no formal calendar for these events, they usually are arranged based on convenience of College as also based on the schedules fixed by other institutions that organize these events. Students have participated in all the above stated events during last five years.

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.

Details of major achievements in co-curricular, extracurricular and cultural activities at different levels are enclosed as **Annexure IV** in Report on Sports and Cultural Activities and Achievements.

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 college has the provision of a 'Suggestion Box'. Students often give their opinion on diverse issues and state their requirements, if any, through this medium.

➢ The college also collects feedback regarding the performance of students in aptitude tests and personal interviews conducted from the institutes/companies coming to the college for campus recruitment. A committee of faculty members then guides the final year students about what the industry expects from commerce students.

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.

➢ The Magazine Committee of the college headed by Dr.A.R.Kulkarni and supported by Ms N. Padma (librarian), Dr.A.N.Pandya, Ms H.A. Pandya and Mr. R. I. Patel decide the theme and contents of the annual magazine. Since 2005-2006 the college has been bringing out its annual magazine "INDEX" with students contributing in the areas of editing, formatting and publishing.

- ➢ In addition to INDEX, the college library houses a wall magazine "BLOSSOM", where the students express their views and creative work every month.
- ➢ Students with a flair for story writing /poetry writing are encouraged to write about their own experiences. This boosts their creative writing skills.

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 institute has the Students' Council as it is mandatory for all affiliated colleges of VNSGU. The important features of the Students' Council are as follows:-

<u>Selection and Constitution:</u>

As per the constitution framed by the University all the students enrolled at undergraduate or post graduate level automatically become the members of the Students' Union. The Students' Council is an elected body. The representatives are elected from each UG and PG class as per the rules and regulations of Veer Narmad South Gujarat University. For eg. from each undergraduate class, two representatives are elected. If there are more than 30% of girl students in the class, one seat is kept reserved for them.

The General Secretary of the Students' Council is elected from the elected class representatives. The tenure of the GS/CR is for one academic year.

The Students' Council of the college has seven committees viz.

- ➢ Finance and Student Welfare Committee
- ➢ Gymkhana Committee
- ➢ Social and Cultural Activities Committee
- ➢ Debate and Elocution Committee
- ➢ Magazine Committee
- ➢ Excursion Committee
- ➢ Planning Committee

Each committee consists of a Chair Person, Vice-Chair Person and members from the teaching staff. The elected/nominated students are members of various committees. The Secretary of each committee is represented by students.

<u>Activities:</u>

The major activities of the Students' Council are:

- ➢ Preparing the budget and allocating funds for various activities.
- ➢ Organizing/participating in sports activities.
- ➢ Undertaking various social and cultural activities.
- ➢ Organizing/participating in debate and elocution competitions.
- ➢ Publication of college magazine and wall magazine.
- ➢ Conducting educational tours.
- ➢ Arranging talks by experts from various areas.

<u>Funding:</u>

Resource: The University determines the Students' Council fee. At present Rs. 50/- is collected from each student as Students' Council fee per term.

Management: The Chair Person of the Finance Committee is the treasurer of the Students' Council. The Principal (The President of Students' Council) and the Chair Person of the Finance Committee jointly operate the Students' Council accounts.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

➢ The seven committees of the Students' Council of the college mentioned in the preceding paragraph 5.3.5 have students' representation.

➢ Ms. Apoorva Bhagwagar , General Secretary, SPB Student s' Council has been nominated as member of Students' Welfare Committee at Veer Narmad South Gujarat University in 2013-2014.

➢ The College has informal groups of student representatives who assist in different academic and administrative activities. Such groups are formed from different sections of college.

➢ Academically bright students are chosen to assist other students in matters relating to studies.

➢ Those who have a flair for writing and editing represent in Magazine and students' Wall Magazine Committee.

➢ Those who choose to serve others get place as Volunteers in NSS/ NCC wings.

➢ Students with flair for administration, get representation on administration different events and activities at the college.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Alumni are invited at all important events of the college. Every year college organizes **SPB FEST** where alumni members are invited so that existing students can interact with them. They participate in blood donation camps organized at our college.

The college maintains a rapport with former faculty members too. They are invited at all functions of the college and their help and guidance sought when needed. Former faculty member Dr. H. A. Patalwala renders her services to the college as a visiting faculty for the Masters Degree Course.

Alumni who are employed with other academic institutions conduct Post Graduate classes at the M.Com centre of the college.

Other relevant information regarding student support and progression which the College would like to include:

Some students of the college have been holding much coveted positions.

➢ CA Mr. Jay Chharia is Central Council Member from Western Region in the Institute of Chartered Accountants of India.

➢ Former G.S. Ms. Hiral Panwala was elected as Corporator of Municipal ward in the city of Surat.

➢ Mr. Farzan Karanjia is a known name in the area of dramatics.

➢ Many of the college alumni are academicians, professionals, entrepreneurs who have excelled in their own fields.

CRITERION VI
GOVERNANCE and LEADERSHIP AND MANAGEMNET

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 seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

VISION: Our Vision is

"To be a leading participant in the 'Sarvajanik' process of grooming citizens who are respected in their profession for their knowledge, skills and competence and 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.'

Enumeration of how the mission statement defines the distinctive characteristics in terms of addressing the needs of the society is always contained in the objectives enumerated from the Vision and Mission statements. These objectives are enumerated below:

Objectives:
Our objectives, contained in our Vision and Mission statements, which define our distinctive characteristics, are:

1. To keep education truly 'Sarvajanik'. i.e. to keep it accessible and affordable to all sections of the society without discrimination of religion, race, caste, gender and Socio-economic status.

2. Grooming of citizens who are respected for their knowledge, skill and competence and who can make significant contribution towards wholesome and inclusive progress and development of society.

3. To impart education and make students competent for attaining fulfilling careers i.e. professional life.

4. Inculcation of strong human values and commitment towards moral and social correctitude.

5. To instill in the minds of students a sense of responsibility and commitment towards secularism and humanitarianism.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

With the support of our top management following measures are adopted by the, Principal and Faculty in designing and implementation of its quality policy and plan**s** of the college for converting its vision and mission into a reality.

1. Our management has always been quality conscious about its human resource. The management never interferes unduly in the selection process and is very objective in this regards. The area in which they are demanding is research and extension activities.

2. Right from its inception, the College promotes knowledge acquisition by the faculty members. Competent faculty members impart education in global languages, English and yet to make student understand it on simplest way bi-lingual communication is done.

3. New and advance teaching methods are used incorporating ICT in teaching. The equipments like Projectors, Visualizers etc are also used to facilitate quality education.

4. Library resources are constantly upgraded by adding on new titles, subscription to journals and magazines and e-resources.

5. Wi-Fi connection is provided to Staff members for value addition to the existing knowledge.

6. Faculty members play a prominent role in preparation of academic calendar, organizing and participation in co-curricular activities, selection of books to be purchased etc.

7. Several faculty members like Principal, Dr. V.D. Naik, Dr. Mrs. M. R. Noronha, Dr. Pinakin K. Chakravarthy, Dr. Sabita J. Sondhi, Dr. Ashish N. Pandya, Mrs. Hira A Pandya, and Sunil H. Rajani have been instrumental in framing syllabus at University level. They all have representation at Board of Studies. Faculty of Commerce and almost all faculty members are Members of Associations of their own faculty.

8. It is important to note that , since August 2009, Principal of our college, Dr. V.D. Naik is serving the University as Dean of Faculty of Commerce and member of Academic Council as well of Board of University Teaching. These are the academic authorities of the University which are responsible for design and implementation of its quality policy plans.

9. Thus, our top management, Principal and Faculty has contributed significantly in these regards during last five years.

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 stakeholders.**

- **Reinforcing the culture of excellence**
- **Champion organisational change**

The Principal of the college being a nodal point among the various stake holders has to play the crucial role of a strong leader as he has to carry out the responsibility of managing academic and administrative affairs within the framework. He motivates and sustains the level of interest and enthusiasm of staff members and students by felicitating the achievers and appreciating the hard work. He regularly interacts with students, teachers, partners, social organizations and persons of eminence and ensures that the students and teachers continue to excel in all their endeavors. The meetings of Local Administrative Committee and IQAC are held regularly for timely decision making and smooth functioning of the college.

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?

To monitor and evaluate policies and plans of the institution for effective implementation, policies and plans are regularly evaluated. Stakeholders' feedbacks are taken into consideration for this purpose.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Management is quite co-operative in providing opportunities for academic leadership to the faculty. Several committees consisting of faculty are formed to take care of various academic aspects. Faculty members are encouraged to participate in seminars, conferences, workshops, faculty development programs and activities related to research and extension.

6.1.6 How does the college groom leadership at various levels?

In order to groom leadership, Internal Administrative Committee (IAC) is formed which is comprised of conveners of various committees formed for carrying out various co-curricular, extra-curricular activities. The IAC looks after the overall administration of the college. All activities are coordinated through IAC.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

To provide operational autonomy to the departments / units, the college has decentralized the administration. There are different Departments and each department has Departmental Head. These Heads of Departments co-ordinate the activities of preparing academic calendar, workload of respective departments, allocation of subjects and topics among the faculty. Delegation of powers to all of them is always with full faith and trust and therefore provides operational autonomy.

6.1.8   Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college certainly believes in participative management. Staff members are involved in decision making process and their views are taken into consideration in various aspects of college Management. As mentioned above due to decentralized governance system, the level of participative management is very high.

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?

As mentioned earlier the college is a part of more than 100 years old large family of institutions of Sarvajanik Education Society. Therefore, though the college does not have formally stated independent quality policy, it is driven by the comprehensive policy of SES which is developed over a very long period of time and therefore it is a time tested policy.

6.2.2   Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

In order to have long term sustained development through systematized functioning of the college we prepare five years' plan as well as year wise plan. In the five years' plan the main aspects included are finance, infrastructure development and academics.

The yearly planning includes budgets and academic calendar.

Academic calendar is prepared for carrying out various activities which includes:

- Guest lecturers to be arranged during the year.
- Dates for arranging different sports activities/ tournaments, cultural activities in different month.
- Preparation of lesson plan by individual teachers.
- Schedule of test to be conducted.

6.2.3   Describe the internal organizational structure and decision making processes.

The internal organizational structure and decision making process is quite simple. Issues pertaining to teaching and non teaching staff are discussed and decisions are taken considering the suggestions of the staff.

Decisions regarding the issues where staff is not directly affected are taken at top level management.

The formal Structure is given in the **Annexure-V**

6.2.4   Give a broad description of the quality improvement strategies of the institution for each of the following

- **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.

- **Research and Development**

Full support and guidance is provided to all faculty members to pursue their Doctoral study or undertaking minor research programme. Mrs. P.U.Mehta completed her Ph.D., Mrs. N. Padma Completed her M.Phil, Mr. S.H. Rajani, Mr. R.I. Patel and Ms. Farida Mandviwala are have registered for Ph.D.

- **Community engagement**

Social upliftment is also a part of college activities. Students are taken to orphan homes, old ages homes. NSS student's camp is arranged in a village and volunteers carry on Programmes for educating children of the village, good hygiene/sanitation habits are taught to females of this village, importance of female education is also inculcated in the minds of these village people. Different programmes like Blood Donation Camp, Aids awareness, Breast feeding lectures and Traffic awareness rally is organized.

- **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 .

- **Industry interaction**

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:

2008-09
- Visit of ICICI BANK
- Industrial Visit to Gayatri paper mill, GIDC, vapi
- A visit to Sumul Dairy On 28th Novembe, 2008
- Visit to Agricultural Product Market Committee Sardar Market

2009-10
- Visit to Sumul dairy

2010-11
- Visit to Sardar market
- Visit to ALPA Polymers LTD.

2011-12
- Visit to Agricultural Product Market Commission
- Avisit share broking Firm
- Visit to sumul dairy

2012-13
- Visit to HDFC bank
- Visit to APMC on 5th January, 2013

2013-14

- Visit to Sumul Dairy
- Visit to Sugar Mill at Bardoli
- Visit to Axis Bank
- Visit to IIM Ahmedabad

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?

Suggestions are welcomed from students for the betterment of the institution. A suggestion box is placed at the ground floor to invite suggestions from students. Students can also provide their feedback about the course content and about each faculty members.

6.2.6   How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

As part of our inclusive, decentralized and participative management policy, various committees are formed to ensure internal co-ordination and its monitoring. These committees comprise of teaching and administrative staff and they report to principal. These committees are:

- Time table committee
- Internal evaluation committee
- Discipline and Grievance Redressing committee
- NSS and related activities committee
- Library committee
- Career counseling and placement cell
- Sexual harassment prevention cell
- Research cell

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

As per the constitution of our parent body, Sarvajanik Education Society has a separate Management council , named as Local Administrative Committee (LAC) , Important resolutions of LAC are as follows :

1. Upgrading of canteen facilities.
2. Application for PAN for the college account and Students council Account to be made.
3. To take measures for Campus development.
4. Organising Annual Programme of the college
5. Vacant posts to be filled up as per government norms.

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?

There is no provision in the Act of the affiliating University for according the status of autonomy to an affiliated institution. Hence, no affiliated institution of the University has been accorded the status of autonomy so far.

6.2.9   How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institution has grievance redressing cell for its employees and students. Each employee/ student has full liberty to meet the Principal. Moreover, a complaint/suggestion box is placed on the ground floor where students can drop their complaints/ suggestions.

Functioning of the cell are:

- To take grievance as a part of working system.
- To hear grievance patiently and solve them.
- To work for an ideal grievance-free structure of administration.

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?

There has been no court case whatsoever filed by and against the college.

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, we do take students feedback in various areas including faculty performance. The feedback is analysed and the corrective measures are taken regularly.

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 college collects the data of teaching staff at the end of academic year in the form of 'Appraisal Method'. As the results indicate the college has successfully motivated the teachers. During last five years, our faculty has presented papers in International, National and State Level Conference. They have attended in all 301 Conferences and presented 113 papers. Total 111 papers have been published out which 70 papers have been published in referred journals. Faculty members have authored / co-authored 44 books. 10 faculty members have doctorate degree and 2 are pursuing it. 5 Teachers are Ph.D. Guides and 10 are M.Phil guides.

6.3.2   What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and

responsibility they perform?

The faculty is encouraged to attend and Publish research papers as seminars/conferences at state/national/international level. Faculties are also encouraged to participate in various academic sessions/ associations.

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.

In case of teaching staff, formal feedback is obtained from students regarding the performance and effectiveness of faculty with the help of questionnaire. The response is analysed. There has also been an informal system of appraising the performance of the faculty in research and extension programmes based on informal interviews with management. Service books are regularly maintained to keep the record of fixations, increments, higher scales, selection grades, orientation and refresher courses attended and leaves taken.

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?

Based on the analyses of the students feedback, necessary suggestions are communicated to the concerned staff for further improvement.

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 schemes in the last four years?

Welfare schemes available for the staff are as follows:

(i) We have group-insurance scheme for the permanent teaching and administrative staff.

(ii) For the welfare of the teaching and non-teaching staff of various institutions of SES, a co-operative Society, named "Sarvajanik Education Employees Co-operative Credit Society Ltd", Surat, was set-up in 1979. Some highlights of the welfare programmes of this society are as follows:

   (a) Scheme for providing loan to the members, upto Rs.50,000/- with a nominal interest rate including the scheme to write off the remaining loan amount in case of death of the member.

   (b) Scheme for encouraging the bright students who are children of the members.

   (c) Scheme of bulk purchase and the distribution of seasonal food grains, edible oil, etc. among the members of the society.

All the members of non-teaching staff and few members of the teaching staff are members of this "co-operative credit society".

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Faculties are appointed as per UGC norms. At present, all faculty members are full time and permanent faculty. Government directly passes their salary. Faculties are motivated to join further courses of academic updation and advancement for which all support, within the norms prescribed is provided by management.

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 grants availed from UGC and State government is utilized for designated purposes.
- The fees collected from students are utilized as per University norms and accounts are maintained, audited and published in the college magazine.
- As a measure of fiscal discipline, budget is prepared before the commencement of a financial year and is passed through the appropriate bodies.
- The books of accounts of college/ trust are computerized and audited annually by outside independent auditor.

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 institution has a mechanism for regular external audit. It is conducted on a quarterly basis by professional chartered accountant (Natvarlal Vepari and Co., Surat) appointed by the management. There are no audit objections.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

College being a grant-in-aid, is funded by UGC/State Government in form of Grants.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college does not accept any donation or additional fund from any outsider.

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, IQAC was established in August 2009. The cell looks after aspect of quality improvement faculty. Students and the institution, and make suggestions to the management from time to time. Students' feedback are received and revised periodically

by the cell, and necessary suggestions are forwarded to the management for further action.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
All suggestions made by IQAC, with or without modifications are approved by Management and implemented.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
Yes, external members such as parents representatives and management representatives have been contributing by providing feedback.

d. How do students and alumni contribute to the effective functioning of the IQAC?
Students forward their suggestions through suggestion box and extend their support by voluntary feedback for the faculty and other functional areas. Alumni also contribute by regular formal feedback and attending functions organized by the college.

e. How does the IQAC communicate and engage staff and different constituents of the institution?
IQAC gives suggestions to the head of the institution that, in turn, are if accepted, communicated to the different constituents of the institution.

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 operationalisation.
At the beginning of academic year, the college formulates committees for various functional areas like - Exam, Cultural, Time-table, library, Educational/Industrial visit, admission, NAAC co-ordination, women's cell, Grievance cell, anti-ragging etc. are work is assigned with due responsibility and authority. All committees comprise of teaching and non-teaching staff.

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, as and when required, necessary training/guidance is provided for implementation of work assigned.

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?
Each functional committee is comprised of members from teaching and non-teaching and is headed by one of the members. The head of the committee continuously remains in consultation with the Principal for any problem or inviting any suggestion for effective implementation of the assigned function.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The college does not have any prescribed norms for quality assurance from external quality assurance agency.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The college conducts internal examinations to review the teaching learning process. The results of these exams provide necessary parameters to analyze the teaching performance.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Quality assurance policies, mechanisms and outcomes are communicated through one to one meeting with the concerned faculty/staff.

CRITERION VII
INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campuses and facilities?

The college staff and management are quite aware about environmental issues. A course each on Environmental Studies is part of our curricula in B.Com. Semester I and II. It consists of social issues and environment, environmental pollution, human population and the environment, ecosystems etc. Keeping in view the importance of these issues, the college regularly reviews facilities of its campus keeping in mind the concept of environmental sustainability**.**

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

Energy conservation

The College staff and management are conscious about energy conservation Measures taken in this regards are as follows -

1. Classroom wise single on/off switch has been installed over and above unit wise switches.

2. A discipline of switching off lights and fans when not in use has been established and is religiously followed.

3. The powered equipments are turned off when not in use. Earth Leakage Circuit Breaker (ELCB) installed on each floor -Installation of ELCB helps to cut off the power supply completely on each floor when not needed. This facility is particularly useful when classes culminate and use of power is not required on the entire floor.

4. The philosophy of sharing the equipments to reduce the load in office is followed.The ordinary bulbs and tube lights are being replaced with CFL bulbs throughout the campus.

5. Classrooms have sufficient cross ventilation and light so that the use of electricity can be minimized.

I T Initiative in energy conservation:

There are **twenty** computers in the computer lab located in the library. LCD monitors are used in the lab to consume less energy. Most of the computer peripherals are modernized and updated. Students are encouraged to purchase laptops which use one-fourth the amount of electricity as desktops do.The members of faculty are advised to consume energy economically in the staff room, class room and the library. This shows the institution's commitment towards energy Conservation.

Posters and placards on energy conservation are displayed in classrooms, computer lab and administrative office. The posters are made by **'The Green Earth Team'** of SPB from waste material like old newspapers, corrugated boxes, etc. Talks have been

arranged from time to time for students and staff on energy misuse and methods to conserve energy. Various competitions like poster painting and essay writing are held regularly to create awareness among the students about Energy conservation.

Light bulb Amnesty Program is going to be implemented in SPB as part of Energy Conservation drive

One of the easiest things anybody can do to reduce his or her energy consumption is to replace an incandescent light bulb with a compact fluorescent lamp (CFL). This simple change is to demonstrate "small things you can do to address global warming" list. CFLs provide the same light output at 25% of the power. They also last 8-10 times longer and we will save the cost 20% in terms of energy consumption. According to National Geographic (Sept. 2004 "Global Warming"), changing one light bulb can prevent 500 pounds of coal from being burned.

Use of renewable energy

Stationery material wastage, even badly worn and torn out library books, especially paper is sent for recycle process. The college is planning to entirely go for files made out of paper mash. The withdrawn books for the last 10 years have been collected and sent to the local paper mill for recycling.

Water harvesting: Water harvesting facility is not installed in campus owing to its architectural design limitation. The College is committed for the same which shall be put in place as and when the college building goes for refurbishment.

Check dam construction: Not required.

Efforts for Carbon neutrality: The College inculcates culture in students on the importance of 4 R's Concept. (**Reduce, Reuse, Recycle and Reform).**

The institution has taken up the following measures

- 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 and Selecting the most energy-efficient models when replacing the old appliances
- The sharing of vehicles by students and faculties is a regular practice. Students also make use of public transport facilities for coming to the college.
- 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
- Using sprinklers to water the lawn
- Water the garden in the evening as this will save water.

Plantation:
The college campus is full of trees and plants and as can be seen is quite green and beautiful.

Hazardous waste management: The institution does not produce any hazardous waste. Separation of toxic waste like batteries, bulbs, tube-lights etc. is followed at SPB by installing bins for disposables. Such toxic waste could contaminate soil, air, and water if left to mix with earth. The collected items are disposed off separately. In order to avoid the use of plastic materials inside the college campus special awareness programmes are arranged.

E-waste management: The College has opted for a policy of "buy back" and as a result prefers to buy new equipments/gadgets by giving back old equipments. The management policy on e-waste management is to donate old working computers to the needy staff. The useful hardware spare parts are retained in e-waste collection area and put to use later. Regular servicing of the computers is done through AMC by the professional technicians. Damaged parts are returned back to the firm and replaced.

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 following innovations are introduced in the institution during the last four years which the college can boast of and which have a positive impact on the functioning of the college.

E-gadgets in the class-room: Every classroom has been updated with LCD projector and screen for the better teaching and learning experience. The teachers make use of them in teaching various topics of their subject which saves their energy, increases their 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. This also has helped to systematize the function at the grass root deliverable level. Most of the documents are in the electronic form, so greatly reduced paper consumption and filing of the papers.

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 namely Teachers' Day, Martyrs' Day, Birthdays of Swami Vivekananda, Gandhiji, etc., Observation of Aids Day, Tree plantation in Shravan, Traffic Discipline week, ONGC oil conservation Week, etc.

A wall magazine "Blossom" operates in the library under the guidance of the librarian and teachers. It reflects the ideas and originality of the budding and young citizens which the SPB College is producing and sending into the neighbourhood (Society).

Handling and publication by student body, our annual College Magazine – **'INDEX'** including reports of various activities conducted during the academic year, original articles from them and also from Staff. It provides a perfect platform to project to the outside world the gist of SPB.

Procedures for accessing e-resources (viz e-journals) on library computers are going on.

SPBians are always encouraged to apply online for competitive examinations (CAT) 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".

Our Post Graduate students are encouraged to apply for NET/SLET exams from the library Computer lab.

Installation of a separate arrangement of computers with internet access especially for faculty members by providing laptops to all faculty members with wi –fi connections for keeping them abreast with latest research outputs in their fields for effective learning and imparting knowledge.

Installation of biometric machine for establishing transparency in punctuality for administrative and teaching staff and ease of functioning of maintaining leave records.

Increase in security staff to instil a sense of confidence to both girls and boys and to check Identity cards at entry to the premises to ward off any untoward incident.

The Central Hall has been updated with latest facilities like Projector Screen, air-conditioners for academic convenience to arrange various sorts of Cultural programmes, celebration of national festivals, general assembly, seminars, guest lectures, various competitions, film-shows, various external examinations etc.

Implementation of Annual Curricular Plan including Adoption of new teaching methods , Evaluation of Student , Collection of Student feedback, Organizing Seminars, workshops, Guest lectures, NCC and NSS activities and camps, Cultural activities etc.

Implementation of Students' Career Counselling through guest lectures by eminent speakers from Academics, Banks and Industries

ICT training is imparted to staff to sharpen their soft skills.

Academic calendar is put on display on the college notice board at the beginning of the academic year to provide information to students about tentative programmes that are

going to be conducted during the current academic year. It is also available in the Library.

General and Department -wise time table and Month wise schedule is displayed on notice board to provide information regarding curricular and co-curricular activities to be conducted .

To achieve greater integration of instruction and make lesson planning more effective annual curricular plans are planned well in advance before the commencement of the academic year. Implementation of the Annual Curricular Plan helps the teachers to analyze and interpret the syllabus to be taught, choose the skills and content from the syllabus and organize it to the right sequence, implement his/her lesson according to the schedule, realize the appropriate teaching and learning strategies before its implementation and prepare the appropriate teaching materials well before hand.

Strengthening the Internal Evaluation System:
The internal evaluation system which consists of Classroom attendance and participation, group discussion, Library Assignments, internal exams, etc have been strengthened to improve the quality of student learning potentials.

Student feedback:
Student feedback is collected annually which helps the teachers in self appraisal of their performance and the quality of teaching and academic standards. The feedback from Students is also taken for the overall organisation of the college and the library and its resources etc.

7.3 BEST PRACTICES

Title of the Practice (with justification)

DRIVE FOR INCULCATION OF 'STUDY – PERFORM – BLOSSOM' MANTRA
Justification for title:
After the launch of our drive for imbibing our mission motto contained in the maxim/mantra, 'Study – Perform – Blossom', it 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' and consequently it is certainly rubbing on to the approach of our students as reflected in the achievements in the all round development related curricular, co-curricular and extra-curricular activities they are getting engaged into by the teachers and the progress they have been making continuously.
Hence, we prefer to give title to this practice as mentioned above.
1. Goal - If our teachers inculcate this mantra well and if they 'Study', 'Perform / practice' and thereby 'Blossom' continuously in their 'Character' and 'Career', it

certainly helps them inculcating 'Correctitude' in their 'Character' and 'Competence' in their 'Career' which is 'Teaching Profession' and ultimately it gets rubbed on to the approach of our students because the teachers are the most important catalysts and change agents in bringing quality improvement and shaping the future generations. When that happens obviously our objectives embodied in our mission and vision statements get fulfilled. Thus our goal through this practice is to exhort our teachers and students to remain focused on our mission-march.

2. The Context - In the context of our VISION and MISSION mottos and considering the significance and need of advancement, updating the knowledge for keeping pace with the changing needs, environment and system of teaching-learning activity and to be the most important catalysts and change agents in bringing quality improvement and shaping the future generations, it is realised that we must pursue our mission more rigorously. Therefore, the College decided to launch a drive for inculcating and imbibing the culture of following 'Study – Perform – Blossom' Maxim (Mantra) in its true spirit. In a drive like this it always helps to launch it with appropriate tag-line or slogan. This drive of ours is nothing but our mission and therefore in that context we had launched this practice/drive/mission.

3. The Practice - Clearly, 'study' and 'perform i.e. practice' are the two operating/practicing parts of the maxim/mantra and 'blossom' is the achieving of the two operating parts of the maxim/mantra to be practiced.

For the implementation of the 'study' part of the maxim/mantra, the faculties use Library facility regularly and proactively. Latest titles are suggested regularly and our College librarian unfailingly manages to secure them. Through the practice of giving library assignment the students are also made to use library facilities regularly and thereby to follow the 'study' part of the maxim/mantra.

To facilitate this part of the maxim/mantra, free internet facility is made available in the library, Staff room, Offices of the Principal, Vice Principal and administration office. Introduction to the procedures for accessing the e resources (journals and books) is also being worked out. For the students, Book Bank facility is made available. Relevant books/print-outs are also available to the students for the whole term of the programme at a very nominal fee.

For the implementation of the 'perform/practice' part of the maxim/mantra, faculty members are actively contributing to the world of knowledge in form of publishing articles and authoring or co-authoring books. They write and present original research papers at state, national and international level conferences and seminar forums at regular intervals. Every year almost all of them actively participate in at least three seminars/conferences. The College motivates the faculties for writing and presenting research papers, arranges for reference material as and when required. They are also taking up UGC minor/major projects. The College Management has always encouraged these activities.

By motivating the students for taking part in 'SAPTADHARA', a cluster of Seven Streams of co-curricular and extra-curricular activities, a Government of Gujarat initiative for promoting all-round growth of Students, the students are also made to follow the 'perform/practice' part of the maxim/mantra.

4. Evidence of Success - As mentioned above, the third part of the maxim/mantra is the 'achieving' part of the maxim/mantra. The success achieved through this practice/drive/approach is evident in some statistics given below. They not only highlight the achievements of the college in the three main areas of our activities viz., Curricular, Co-curricular and Extra-curricular activities, they also manifest (a) the awareness being achieved by our faculties towards their duties and their own professional development, (b) kind of efforts being made to make optimum use of infrastructure available to us to facilitate the above activities, (c) the kind of system being created for students support and progression and (d) the kind of system of Governance and the leadership being developed through this practice/drive/approach.

Curricular and Co- curricular Activities:

SPB College students both regular and self-finance batches out perform in results of all five years when compared to Veer Narmad South Gujarat University results.

(i) For **F.Y. B.Com** for five year batch average of University result success rate was **59.34%** while SPB students' success rate in regular batch was **87.78%** and that in self-finance batch was **93.25%.** As can be seen, SPB students' success rate was **28.43%** more than University results for regular batch and **31.21%** more than University results for self-financed batch.

(ii) For **S.Y. B.Com** for five year batch average of University result success rate was **51.94%** while SPB students' success rate in regular batch was **88.11%** and that in self-finance batch was **93.67%.** As can be seen , SPB students' success rate was **36.17%** more than University results for regular batch and **40.99%** more than University results for self-financed batch.

(iii) For **T.Y. B.Com** for five year batch average of University result success rate was **62.74%** while SPB students' success rate in regular batch was **83.37%** and that in self-finance batch was **76.59%.** As can be seen , SPB students' success rate was **20.63%** more than University results for regular batch and **7.75%** more than University results for self-financed batch.

(iv) Average number of students of the college pursuing CA/ICWA/CS simultaneously with B.Com./M.Com during the last three years is **more than 400.**

(v) During last five years 4 students of our college viz. (i) Mr Nikhil Jalan (4th in 2009-10), (ii) Ms Fulzae Vasani (10th in 2009-10), (iii) Mr Ankit Somani (10th in 2012-13) and (iV) Mr. Jimil Shah (9th in 2013-14) have stood among top 10 all India rankers of CA Final examinations and 3 students have stood among top 10 all India rankers of IPCC examination of CA.

(vi) During last five years, over all 32 students of our college have stood among top 50 rankers of Final, IPCC and CPT examinations of CA. (12-CA final, 18-IPCC and 2-CPT)

(vii)   Average number of rank holders in CA/ICWA/CS foundation, Inter and Final examinations of during last five years is **6.**

Co-curricular and Extra-curricular activities:

(i)   Total no. of prizes/awards won by students of the college at State level cultural events during the last five years is **5**

(ii)   One student of the college, **Miss Mitali Naik**, has secured **1st Position at the Open Gujarat Youth Festival** in Classical Vocal.

(iii)   Average number of co-curricular and extra-curricular activities (other than sports and games) carried out/ participated in, during last three years is **48**

(iv)   Average number of inter-collegiate cultural events at Youth Festival (group as well as individual categories) in which the college took part during the last three years is **10 .**

(v)   Average number of prizes/medals won in these inter-collegiate cultural events at Youth Festival during last three years is **5.**

(vi)   Average number of student participants in cultural events at inter-collegiate Youth Festival is **50**

(vii)   Average number of extension/co-curricular/extra-curricular activities carried out by NSS unit during last 3 years is **31**

(viii)   During the last three years **eleven** students of the college have participated at National/Inter-national level competitions in sports and games.

(ix)   **Two** student of our college, **Miss Shenon Christen** and **Miss Anjali Rawat** represented **National games** in Badminton. **Shenon is Gujarat State No. 1 ranking. Miss Anjali Rawat represented India at Holland.**

(x)   **Master Rizwan Mulla** and **Master Zaid Safeda represented Gujarat State at the Santosh Trophy- 2011-12 and 2012-13.**

(xi)   **Miss Frenaz Chipia** represented Gujarat State Table-Tennis Team at the **National Games and bagged Bronze Medal.** She is **No. 10 in India U-19.**

(xii)   Number of students of the college who took part at state/National level competitions of sports and games during last three years is **32**

(xiii)   Average number of students of the college who have represented Veer Narmad South Gujarat University at Inter-University competitions in sports and games during last five years is **18.**

(xiv)   Average number of inter-collegiate events in sports and games in which the college took part during last three years is **18**

(xv)   Average number of champion/Runners up positions won in inter-collegiate events in sports and games during the last three years is **03 .**

(xvi)   The Women's Table-Tennis team of the college has **won the inter-collegiate championship** for the last **three consecutive years.**

(xvii)   Average number of students who have participated in various inter-collegiate sports/games competitions during last three years is more than **120.**

Some Statistics highlighting the focus of teaching staff on their own professional development.

i.   **Thirteen** out of **sixteen** permanent faculties have M.Phil./ Ph.D. degree of which **ten** have Ph.D. degree.

ii. **Three** of the remaining **six** faculties have registered for doctoral research and the remaining three are preparing for Ph.D. registration.

iii. Our Librarian holds M.Phil. degree in Library Science and has registered for Ph.D. degree course.

iv. By 2017, we expect all our faculty members including the librarian to be holding Ph.D. degree.

v.   Number of symposia / seminars / workshops / conferences of State / National / International levels attended by the faculties during last five years is **301** i.e. Per Teacher/Per year figure is 301/(16 x 5) = **<u>3.76</u>**

vi. Number of papers presented by the faculties at symposia/ seminars/ workshops/ conferences of state/national level during last five years is **<u>113</u>**

vii. Number of papers published / accepted for publication in journals of national/international repute during last five years is **<u>112.</u>**

viii. Number of Professional associations/ institutions / bodies the faculty members are associated with (in terms of membership, consultancy etc.) is **<u>72</u> .**

D. EVALUATIVE REPORT OF DEPARTMENTS

1. ACCOUNTANCY DEPARTMENT

1. Name of the department: **Accountancy**

2. Year of Establishment: **1991**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D.: **UG and PG**

4. Names of Interdisciplinary courses and the departments/units involved: **NIL**

5. Annual/ semester/choice based credit system (programme wise): **Upto 2010 it was annual pattern and now it is CBCS.**

6. Participation of the department in the courses offered by other departments: **It is an independent department at UG and PG.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of Teaching posts: **4 (Four)**

PARTICULARS	SANCTIONED	FILLED/PROMOTED
Professors	0	0
Associate Professors	0	4
Asst. Professors	5	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. s/ M. Phil. etc.,)

11.

Name (Date of Joining)	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years	No. of M.Phil Students guided for the lasts 4 years
Dr. (Ms.) M. R. Noronha (02-01-1992)	M. Com., MBA, B.Ed., Ph.D	Head of the Department & Associate Professor	- Accountancy & Auditing - Financial Management	22 years	7	4

Name (Date of Joining)	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years	No. of M.Phil Students guided for the lasts 4 years
Dr. (Ms.) P P Pradhan (06-08-1992)	M.Com, M.Phil, Ph.D.	Associate Professor	- Accountancy & Auditing - Entrepreneurship	22 years	NIL	4
Dr. (Ms.) H.S. Oza (03-09-1992)	M.Com., FICWA., Ph.D	Associate Professor	- Accountancy & Auditing - Management - Taxation	22 years	2	5
Dr. A. R. Kulkarni (20-09-1993)	M.Com, M.Phil, Ph.D	Associate Professor	- Accountancy & Auditing - Management	21 years	NIL	2
Ms. Farida Rusi Mandviwala (21-10-2011)	M.Com, M.Phil	Assistant Professor	- Accountancy & Auditing - Taxation	3 years	NIL	NIL

Sr. No.	Name of Faculty (Date of Joining)	Ranks and Awards
1.	Dr. (Ms.) M. R. Noronha (02-01-1992)	• Awarded the **'Best Research Paper Prize'** for paper on 'Corporate Governance and Investment Decisions' at the National Seminar in 2010. • Awarded **'Shikshan Ratna Award'** by Sarvajanik Education Society, Surat for Best Teacher in September, 2010. • Awarded the **'Best Research Paper Prize'** for paper on 'E-Accounting in India' at All India Accounting Conference and International Seminar on Accounting Education and Research' in 2011 • Awarded the **'Third Best Research Paper Prize'** for paper on 'A Comparative Study of Cost Efficiency of Life Insurance Companies in India' at the International Conference in 2012.

Sr. No.	Name of Faculty (Date of Joining)	Ranks and Awards
2.	Dr. A. R. Kulkarni (20-09-1993)	• Best Paper Prize for the paper on ' E-Accounting in India' at the 34th All India Accounting Conference, Jointly organized by Department of Accountancy and Business Statistics, University of Rajasthan and Indian Accounting Association, Jaipur Chapter, Dec. 17-18th 2011.
		• Third Best Paper Prize for the paper on 'Street Vendors in Surat: A study' at the IMRA International Conference on Emerging Markets, 17th - 18th May, 2012
3.	Ms. Farida Rusi Mandviwala (21-10-2011)	• Awarded the **" Second Best Research Paper Prize"** for the Paper titled "Comparative Analysis of Corporate Governance Practices by Public and Private sector banks of India" at the **International Conference** on Service Management organised by AURO University in collaboration with University of Massachusetts, Lowell, USA on January 04- 05, 2014 at Surat
		• Awarded **"The Best Research Paper Prize"** for Paper titled "An Analysis of difference between GAAP and IFRS: A Case Study of Wipro" at **National Conference** on "Issues on Global Accounting: International Financial Reporting Standards (IFRS)" jointly organised by J.Z. Shah Arts & H.P. Desai Commerce College, Amroli - Surat and The Institute of Chartered Accountants of India (ICAI), New Delhi on 21st February, 2014 at Surat.

12. List of senior visiting faculty : **CA Mr. Manoj Makhaniya**

13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **There is no temporary faculty.**

14. Student -Teacher Ratio (programme wise):
    During 2013-14, Teacher: Student Ratio was 1: 94 for UG considering teaching staff strength of the college. PG course is conducted with the assistance of in-house and visiting faculty.

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**

16. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG.:

QUALIFICATION	NO. OF FACULTY
Ph.D.	04
M. Phil	01

17. Number of faculty with ongoing projects from a) National b)International funding agencies and grants received : **NIL**

18. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**

19. Research Centre /facility recognized by the University: **M.Phil (Accounts & Commerce)**

20. Details Of Seminars/Papers/Publication & Refresher Courses For The Department :

Sr. No	Description	Number
1.	Refresher courses attended	00
2.	Orientation courses attended	01
3.	Books Authored/co-authored	13
4.	Seminar attended during 2009-14	84
5.	Presentation of papers during 2009-14	65
6.	Publication of papers during 2009-14	60
7.	Lectures delivered during 2009-14	15
8.	Minor Research Project 2009-14	2

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards….

SR. NO.	NAME	POSITION	ENTITY
1.	Dr. (Ms.) M. R. Noronha	Member	Board of Studies of Accountancy including Costing at VNSGU, Surat.
		Member	All India Accounting Association
		Member	All India Commerce Association
		Member	Board of University Teaching, VNSGU, Surat.
		Member	Department Research Committee, VNSGU, Surat
		Observer	All Indian National Accounting Talent Search
		Co-ordinator	NAAC
		Co-ordinator	Technical Session II at 31st. All Indian Accounting Conference & International Seminar on Accounting Education & Research
		Organising Secretary	For the seminar on 'Direct Taxes Code'
		Chairman	Technical Session in the Conference held on Emerging Trends in Commerce & Management
		Member	Library Committee, VNSGU, Surat
		Member	Study Circle of Accountancy Teachers South Gujarat.
2.	Dr. (Ms.) P P Pradhan	Member	Indian Accounting Association
		Member	All India Commerce Association
		Member	Study Circle of Accountancy Teachers South Gujarat.
		Member	Study Circle of Lecturer in Accountancy Commerce & Management
		Member	Odisha Association of Commerce
3.	Dr. (Ms.) H.S. Oza	Member	Indian Accounting Association
		Member	All India Commerce Association
		Member	Study Circle of Accountancy Teachers South Gujarat.
		Member	Study Circle of Lecturer in Accountancy Commerce & Management
		Member	Institute of Cost Accountant of India
		Past Chairman	Surat South Gujarat Chapter of Cost Accountants of India

SR. NO.	NAME	POSITION	ENTITY
		Member	Brand Image committee, Western Indian Regional Council of Institute of Cost Accountants of India
4.	Dr. A. R. Kulkarni	Member	Indian Accounting Association
		Member	All India Commerce Association
		Member	Study Circle of Accountancy Teachers South Gujarat.
		Member	Study Circle of Lecturer in Accountancy Commerce & Management
		Member	Odisha Association of Commerce

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

   100% of second and Third year students of B.Com. (Taxation) programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **NIL**

23. Awards/ Recognitions received by faculty and students:

(1) Students have secured ranks at University level exams at all level

Year	2009-10	2010-11	2011-12	2012-13	2013-14
UG	-	02	02	02	-
PG	Not declared by the University			12	05

24. List of eminent academicians and scientists/ visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding
a) National: **NIL**
b) International: **NIL**

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.			
PG				

*M=Male F=Female

27. Diversity of Students:

Name of the Course	% Of Students from the Same State	% of Students from Other States	% of Students from Abroad
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.		
PG			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **Data not compilable.**

29. Student progression

Student Progression	Against % enrolled
UG to PG	Data not compilable
PG to M. Phil.	Data not compilable
PG to Ph.D.	Data not compilable
Ph.D. to Post-Doctoral	Data not compilable
Employed • Campus selection • Other than campus recruitment	Data not compilable
Entrepreneurship/Self-employment	Data not compilable

30. Details of Infrastructural facilities

    a) Library   : **Yes**

    b) Internet facilities for Staff & Students   : **Yes**

    c) Class rooms with ICT facility   : **Yes**

    d) Laboratories   : **Computer labs available**

31. Number of students receiving financial assistance from college, university, government or other agencies:

Students get merit scholarships from State Government on the basis of their performance at 12th Standard and also SC/ST and Baxi punch students get financial help from the State Government.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :

Lectures of experts on the subjects are arranged and industrial visits are also arranged for the students. Students are also motivated to participate in various seminars, workshops and competitions.

33. Teaching methods adopted to improve student learning :
    ICT based teaching methods have been adopted by the teachers for improving student learning as they also enhance the participation of the students in the teaching learning process.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

    Students' visit to industry and NGOs are regularly arranged.

35. SWOC analysis of the department and Future plans:

Strength:
1. All faculty members are qualified with Doctorate and/or professional degrees.
2. Faculty members of this department command high respect among the students and also among other faculties of the subject in the state of Gujarat.

Weaknesses:
1. Department has to follow the frame work of the university.

Opportunities:
1. Most of the students joining professional courses of CA, CS and ICMA prefer grant-in-aid Morning College. Ours college is at the first priority and can do better by attracting higher number of bright students and educating them to excel in life.

Challenges:
 1. UG and PG courses in commerce have now become secondary because of its comparative less recognition in the job market. Students give more priority to the professional courses like CA,CS, MCA and other computer related courses.

PLAN FOR THE NEXT FIVE YEARS:
As per the overall objective of the college, Department has made the following plan for the next five years:
1.   To assist slow learners to improve the results further.
2.   To identify the bright students and make them competent for securing best possible rank at the University level.
3.   To encourage students to participate in business related events, conferences, visits, workshops and competitions.

2. COMMERCE & MANAGEMENT DEPARTMENT

1. Name of the department: **Commerce**

2. Year of Establishment: **1991**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)   : **UG and PG**

4. Names of Interdisciplinary courses and the departments/units involved: **NIL**

5. Annual/ semester/choice based credit system (programme wise) : **Upto 2010 -11: Annual**
    2011-12: Semester included in FY
    2012-13: SY
    2013-14: TY

6. Participation of the department in the courses offered by other departments: **It is an independent department at UG and PG.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **NIL**

8. Details of courses/programmes discontinued (if any) with reasons : **None**

9. Number of Teaching posts : **6 (Six)**

Particulars	Sanctioned	Filled/Promoted
Professors	0	0
Associate Professors	0	2
Assistant Professors	3	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. s/ M. Phil. etc.,)

Name (Date of Joining)	Qualification	Designation	Special-ization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. P.K. Chakrabarthy (1-8-1992)	M. Com., Ph.D	Head of the Department & Associate Professor	Commerce	22 years	NIL

Name (Date of Joining)	Qualification	Designation	Special-ization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. Sunil Rajani (20-9-1993)	M.Com	Associate Professor	Commerce	21 years	NIL
Mr. Ravi Kumar I Patel (01-09-2012)	M.Com, M.Phil, MBA, ACA, ACMA, DIM, PGDIM, PDGFM	Assistant Professor	Commerce	2 years	NIL

Sr.	Name of Faculty (Date of Joining)	Ranks and Awards
1.	Prof. Sunil Rajani (20-09-1993)	Best paper 'An analysis of difference between GAAP & IFRS A Case study of WIPRO' at National Conference on Issue on Global Accountancy IFRS 2014.
2.	Prof. Ravikumar I Patel (01-09-2012)	a. Completed 'NET' in Commerce & Management in June 10 & 11 respectively. b. Passed G-Set Exam in Commerce in October 2011.

11. List of senior visiting faculty : **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **There is no temporary faculty.**

13. Student -Teacher Ratio (programme wise):
    During 2013-14, Teacher: Student Ratio was 1: 288 for UG considering teaching staff strength of the college.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:

QUALIFICATION	NO. OF FACULTY
Ph.D.	1
M.Phil	1
M. Com.	1

16. Number of faculty with ongoing projects from a) National b)International funding agencies and grants received : **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**

18. Research Centre /facility recognized by the University:

   Our college is a recognised centre for consucting the course work for M.Phil. and Ph.D programmes

19. Details Of Seminars/Papers/Publication & Refresher Courses For The Department :

SR. NO	DESCRIPTION	NUMBER
01	Refresher courses attended	00
02	Orientation courses attended	01
03	Books Authored/co-authored	05
04	Seminar attended during 2009-13	58
05	Presentation of papers during 2009-13	18
06	Publication of papers during 2009-13	09
07	Lectures delivered during 2009-13	01

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in
    a) National committees b) International Committees c) Editorial Boards….

SR. NO.	NAME	POSITION AND ENTITY	DURATION
1.	Dr. P.K. Chakrabarthy	- Member of Board of Studies - Faculty representative in Commerce Faculty - Member of All India Commerce Association	1998 onwards 2009 to 2013 Life time
2.	S H Rajani	- Member of All India Commerce Association - Member of All India Account Association	Life time Life time
3.	Ravikumar I Patel	- Member of Insititute of Chartered Accountant of India - Member of Institute of Cost Accountants of India	Since 2011 Since 2012

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:
   There is no requirement of such projects at UG level. At PG level students have to prepare project on any one of the allotted areas.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **NIL**

23. Awards/ Recognitions received by faculty and students:

(1) Students have secured ranks at University level exams at all level

YEAR	2009-10	2010-11	2011-12	2011-12	2012-13
UG	-	05	03	03	01
PG	No award has been declared yet				

- Sunil Rajani completed a Certificate course in SPSS conducted by VNSGU.

(2) Faculty of the department have been nominated at the Board of Studies of VNSG University and Faculty representative of commerce at VNSG University.

24. List of eminent academicians and scientists/ visitors to the department:

   a. Kamlesh Yagnik: President of South Gujarat Chamber of Commerce delivered a Talk on "Role of IT and Search Engines, Opportunities in India, Ideas and Tips' on 3-12-2013.

   b. Lecture by Prof. Kiran Pandya, Head of Department, HRD Department, VNSG University on Recent Issues in Economics on 10-2-2014.

   c. Dr. Munira Habibullah from DBIM VNSG University delivered a lecture Foreign Exchange Management on 4-1-2010.

   d. Dr. Aditya Shrinivas Regional Head of Angel Broking delivered a lecture on :Derivatives & Opportunity in Stock Markets"

   e. Lecture on "Revised schedule VI as per the Company Act" by Shekhar Bahrunani.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: **NIL**

b) International: **NIL**

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.			
PG				

*M=Male F=Female

27. Diversity of Students:

Name of the Course	% Of Students from the Same State	% of Students from Other States	% of Students from Abroad
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.		
PG			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **Data not compilable.**

29. Student progression

Student Progression	Against % enrolled
UG to PG	Data not compilable
PG to M. Phil.	Data not compilable
PG to Ph.D.	Data not compilable
Ph.D. to Post-Doctoral	Data not compilable
Employed	Data not compilable
Campus selection	41
Other than campus recruitment	-
Entrepreneurship/Self-employment	Data not compilable

30. Details of Infrastructural facilities

   a) Library   : **Yes**

   b) Internet facilities for Staff & Students   : **Yes**

   c) Class rooms with ICT facility   : **Yes**

   d) Laboratories   : **Computer labs available**

31. Number of students receiving financial assistance from college, university, government or other agencies:

   Students get merit scholarships from State Government on the basis of their performance at 12th Standard and also SC/ST and Baxi punch students get financial help from the State Government.

OBC-197	PH-5	SC-28	ST-29

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :

   Lectures of experts on the subjects are arranged and industrial visits are also arranged for the students.

33. Teaching methods adopted to improve student learning :

ICT based teaching methods have been adopted by the teachers for improving student learning as they also enhance the participation of the students in the teaching learning process.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Students' visits to industry are regularly arranged.

35. SWOT analysis of the department and Future plans

Strength:

- The Head of the Department has an industrial Experience of 10 yrs with Doctorate Degree. All faculty members are qualified with Doctorate and/or professional degrees.
- The Faculty members of this department command high respect among the students.

Weaknesses:

- The Department has no choice but have to follow the syllabus framed by the Veer Narmad South Gujarat University.

Opportunities:

- Most of the students joining professional courses of CA, CS and ICMA prefer grant-in-aid morning college. Ours college is at the first priority and can do better by attracting higher number of bright students and educating them to excel in life.

Challenges:

- UG and PG courses in commerce have now become secondary because of its comparative less recognition in the job market. Students give more priority to the professional courses like CA, CS, MCA and other computer related courses.

PLAN FOR THE NEXT FIVE YEARS:

As per the overall objective of the college, Department has made the following plan for the next five years:

1. To help the weak students to perform better.
2. To make efforts to improve their communication and soft skills.
3. To encourage more and more students to participate in discussions in the class rooms.
4. To encourage the students to participate in conference, workshop, Industry and Market visits.

3. STATISTICS DEPARTMENT

1 Name of the department: **Statistics**

2 Year of Establishment: **1991**

3 Name of Programme's/Courses offered (UG, PG, M.Phil, Ph.D., Integrated Masters; Integrated Ph.D. etc): **UG, PG, M.Phil, Ph.D.**

4 Names of Interdisciplinary courses and the departments/units involved: **Nil**

5 Annual/semester/choice based credit system (Programme wise): **Till 2010 it was annual pattern and then Semester and Choice Based Credit System.**

6 Participationofthedepartmentinthecoursesofferedbyotherdepartments: **It is an independent department at UG and PG.**

7 Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**

8 Details of courses/Programmes discontinued (if any) with reasons: **None**

9 Number of Teaching Posts:

PARTICULARS	SANCTIONED	FILLED/PROMOTED
Principal/Professors	**01**	01
Associate Professors	-	02
Asst. Professors	**02**	-

10 Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.etc.,):

Name of faculty	Qualification	Experience		No. of Ph.D./M.Phil Students guided for the last 4 years.
		UG teacher	PG teacher	
Dr. V. D. Naik	M. Phil., Ph. D. (Statistics)	13 Yrs	27 Yrs	6 completed Ph.D. and 7 pursuing Ph.D.
Dr. S. J. Sondhi	M.Sc. Ph.D.(Management)	20 Yrs	11Yrs	3 completed M.Phil and 1 pursuing M.Phil

Name of faculty	Qualification	Experience		No. of Ph.D./M.Phil Students guided for the last 4 years.
		UG teacher	PG teacher	
Dr. P. U. Mehta	M.Phil. Ph.D.(Commerce)	26 Yrs	20 Yrs	1 pursuing Ph.D.

11 List of senior visiting faculty: **NIL**

12 Percentage of lectures delivered and practical classes handled (Programme wise) By temporary faculty: **NIL**

13 Student-Teacher Ratio (Programme wise)

Year	No. of students	Student-Teacher Ratio
2009-10	1025	342:1
2010-11	1088	363:1
2011-12	1131	377:1
2012-13	1216	405:1
2013-14	1215	405:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled: **COMMON ADMINISTRATIVE STAFF**

15 Qualifications of teaching faculty with DSC/D. Litt/Ph. D/MPhil/PG.

NAME OF FACULTY	QUALIFICATION
1. Dr. V.D. Naik	M. Phil., Ph. D. (Statistics)
2. Dr. S. J. Sondhi	M.Sc. Ph.D.(Management)
3. Dr. P. U. Mehta	M.Phil. .Ph.D.(Commerce)

16 Number of faculty with ongoing projects from a)National b)International funding agencies and grants received: **Minor Research Project Completed**

17 Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **UGC Rupees 70,000/=**

18 Research Centre/facility recognized by the University:
    Yes, we have research Centre which is affiliated to Veer Narmad South Gujarat University. Dr. V.D.Naik has been recognized by Veer Narmad South Gujarat University as guide of M.Phil and Ph.D. Dr. S. J. Sondhi has been recognized by Veer Narmad South Gujarat University as guide of M.Phil. Dr. P. U. Mehta has been recognized by Pacific University as guide of Ph.D.

19 Details of Seminars/Papers/Publications & Refresher Courses for the Department:

Sr. No.	Description	Total
01	Refresher courses attended	00
02	Orientation courses attended	00
03	Books Authored/Co-authored	16
04	Seminar attended during 2009-14	81
05	Presentation of papers during 2009-14	32
06	Publication of Papers during 2009-14	24
07	Lectures delivered during 2009-14	07

20 Areas of consultancy and income generated: **NIL**

21 Faculty as members in

Name of Faculty	Veer Narmad South Gujarat University/Academic Society
Dr. V D Naik	Dean, Faculty of Commerce Registrar (I/C) Member of Senate Member of Syndicate Member of Academic Council (AC) Member of Board of University Teaching (BUT) Member of Board of Studies for Statistics Chairman, Research Study Committee for Commerce Member, Research Study Committee for Statistics Member, Examiners' and Paper Setters' Appointing Committees Member, 'AcharSameeti' Member Library Committee Member Building Committee Member Budget Committee Member Annual Report Committee Member Gujarat GanitMandal Member Gujarat Statistics Association Member All India Commerce Association
Dr. S J Sondhi	Member Board of Studies in Statistics Veer Narmad South Gujarat University Surat Appointed as a Nodal Officer for All India Survey on Higher Education Ministry of HRD New Delhi Member of International Association Of Engineers Life Member of Ramanujan Mathematical Society Member of Operational Research Society of

	Member of Indian Mathematical Society
	Member of Indian Statistical Institute
Dr. P U Mehta	Life Member of Gujarat Statistics Association
	Life Member of All India Commerce Association
	Member of Chhayado

22 Student projects

a) Percentage of students who have done in-house projects including interdepartmental/Programme:

There is no requirement of such projects at UG level. At PG/M.Phil level students have to prepare Project on any one of the allotted areas.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: **NIL**

23 Awards/Recognitions received by faculty:

- **Dr S J Sondhi received Second Best Paper Award in Global Conference on Service Management – 2014**
- **Dr P U Mehta received Best Paper award at National Seminar by PG Deptt. of Business at SP University 2010**
- **Faculties of the Department have been nominated at the Board of Studies and also at key positions at various associations: Please refer Point No. 21.**

24 List of eminent academicians and scientists / visitors to the department: **NIL**

25 Seminars/Conferences/Workshops organized & the source of funding
a) National: **NIL**   b)International: **NIL**

26 Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.			
PG				

*M=Male F=Female

27 Diversity of Students:

Name of the Course	% Of Students from the Same State	% of Students from Other States	% of Students from Abroad
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.		
PG			

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? – Department wise Data not compilable

29 Student progression :

Student progression	Against % enrolled
UG to PG	**Data not compilable**
PG to M.Phil.	**Data not compilable**
PG to Ph.D.	**Data not compilable**
Ph.D. to Post-Doctoral	**Data not compilable**
Employed •Campus selection •Other than campus recruitment	**Data not compilable**
Entrepreneurship/Self-employment	**Data not compilable**

30 Details of Infrastructural facilities:
   a) Library: **Yes**
   b) Internet facilities for Staff & Students: **Yes**
   c) Class rooms with ICT facility: **Yes**
   d) Laboratories: **Computer Labs available**

31 Number of students receiving financial assistance from college, university, government or other agencies:
   Students get merit scholarship from State Government on the basis of their performance at 12th Standard and also SC/ST and Baxi punch students get financial help from the State government. Thereafter the needy Students get support from the Trust and Student Teachers fund.

32 Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:
   Lectures of experts on the Subjects are arranged and for PG, M.Phil Students industrial visits are also arranged.

33 Teaching methods adopted to improve student learning :
   Blackboard has remained and used as a routine tool for teaching- learning in the lecture halls, Audio-visual Aids are used, as and when required. Power Point Presentations are used for teaching with presentations on laptop projected via projector .Visualizer facility is available in classrooms as teaching aid.

34 Participation in Institutional Social Responsibility (ISR)and Extension activities:
   Students visit to Industry

35 SWOC analysis of the department and Future plans:

Strength:

The faculty members of the department of Statistics have good creditability, in not only the college campus but also have a history of outstanding performances outside the campus too. The faculty members have done commendable work in simplifying the subject and making it student-friendly by co-authoring various books for B.Com. All faculty members of the department are student-friendly; students can approach any faculty member during college hours for their subject related difficulties, guidance and counselling. Remedial classes are being taken for weak students. Usually, each faculty member discusses the topic thoroughly. In the lecture hall, a two-way discussion is carried out, and conceptual clarity is obtained and focused upon workload and topic distribution is decided in advance and the annual academic calendar is prepared

Weakness:

University guidelines have to be followed in course curriculum. Teacher Students ratio is more causing less attention in regular class on weak students. Time limits for Syllabus coverage in semester system has to be maintained.

Opportunities:

Most of the Students joining Professional like CA,CS etc prefer grant in aid morning College .Our College is at the first priority and can do better by attracting higher number of bright students and educating them to excel in life.

Challenges:

UG and PG courses in Commerce have now become secondary because of its comparatively less recognition in current job scenario. Students prefer professional courses then traditional Commerce branch.

PLAN FOR THE NEXT 5 YEARS

As per the overall objective of the college, the department has made following planning for the next five years:

• To identify weak students in the subject of Statistics and to pay personalized attention to them. This would help to improve the results.

• To form a star batch and provide expert guidance, assignments, additional tutorial work to the students securing good marks to enable them make remarkable achievement in the subject.

• To make students aware with the available statistical packages on the computer.

• To emphasize on assignments, class tests and group discussions among students.

4. ENGLISH DEPARTMENT

1 Name of the department: **English**

2 Year of Establishment: **1991**

3 Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**

4 Names of Interdisciplinary courses and the departments/units involved: **NIL**

5 Annual/semester/choice based credit system (programme wise): **Upto 2010 it was annual pattern and now its CBCS.**

6 Participation of the department in the courses offered by other department: **It is an independent department at UG.**

7 Courses in collaboration with other universities, industries, foreign institutions, etc: **NIL**

8 Details of courses/programmes discontinued (if any) with reasons**: None**

9 Number of Teaching posts: **1 (One)**

PARTICULARS	SANCTIONED	FILLED/PROMOTED
Professors	**0**	**0**
Associate Professors	**0**	**1**
Asst. Professors	**1**	**0**

10 Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.etc.,)

Name (Date of joining)	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last4years
Prof. H.A. Pandya **(09-01-1995)**	M.A. (Entire English)	Head of the Department &Associate Professor	English Language Teaching	UG-19 yrs PG-15 yrs	NIL

Sr.	Name of Faculty (Date of Joining SPB)	Ranks and Awards
01	Prof. H. A. Pandya (09-01-1995)	M.A.: **1st Position** at South Gujarat University. **Awarded 2 Gold Medals** – Shri Dhirajlal Vrajdas Atmaram Shroff Medal and Prof H.C. Trivedi Medal for outstanding performance at the M.A. (Entire English) Degree course by the South Gujarat University, Surat in 1994.

11 List of senior visiting faculty: **None**

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Temporary faculty takes 42% of lectures**

13 Student-Teacher Ratio (programme wise): **UG Programme**

Year	Student-teacher Ratio
2009-10	563:1
2010-11	594:1
2011-12	615:1
2012-13	658:1
2013-14	658:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Common administrative staff**

15 Qualifications of teaching faculty with DSC/D. Litt/Ph. D/MPhil/PG.:

Qualification	No. of faculty
M.A.	1

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **: NIL**

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**

18 Research Centre/facility recognized by the University : **NIL**

19 Details of Seminars/Papers/Publication & Refresher Courses for the Department :

Sr. No.	Description	Number
01	Refresher Courses attended	00
02	Orientation Courses attended	00
03	Seminars/Workshops/Conferences attended During 2009-2014	26
04	Presentation of papers during 2009-14	03
05	Publication of papers 2009-14	01

20 Areas of consultancy and income generated **: NIL**

21 Faculty as members in
a)   National committees b) International Committees c) Editorial Boards….

Sr. No.	Name	Position	Entity	Duration
1.	Prof. H. A. Pandya	Member	**Board of Studies** in English at Veer Narmad South Gujarat University	Since 2005
		Subject Expert	Interview for appointment of teachers at ESSAR School	22-03-2012
		Donor Member	English Language Teachers' Association of India	Since 2007

22 Student projects
a) Percentage of students who have done in-house projects including interdepartmental/programme : **There is no requirement of such projects at UG level**
b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : **NIL**
23 Awards/Recognitions received by faculty and students :
(1) Students have secured ranks/awards at University level exams as follows :

Year	2009-10	2010-11	2011-12
UG	03	02	03

Our students excel in academics as well as co-curricular activities. Some noteworthy achievements are as follows:

- Declared the **winners at the Group Discussion** event organized by Dept. of Mass Communication, VNSGU in 2013-14.
- **1st Rank and Rotating Trophy awarded** for participation in Inter-collegiate Elocution Competition in 2013-14.

(2) Faculty member is member of the Board of Studies in English at Veer Narmad South Gujarat University.

24 List of eminent academicians and scientists/visitors to the department: **NIL**

25 Seminars/Conferences/Workshops organized & the source of funding : **NIL**

26 Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.			
PG				

*M=Male F=Female

27 Diversity of Students:

Name of the Course	% Of Students from the Same State	% of Students from Other States	% of Students from Abroad
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.		
PG			

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **Department wise Data not compilable**

29 Student progression

Student progression	Against % enrolled
UG to PG	**Data not compilable**
PG to M.Phil.	**Data not compilable**
PG to Ph.D.	**Data not compilable**
Ph.D.to Post-Doctoral	**Data not compilable**
Employed • Campus selection • Other than campus recruitment	**Data not compilable**
Entrepreneurship/Self-employment	**Data not compilable**

30 Details of Infrastructural facilities
    a) Library   **: Yes**
    b) Internet facilities for Staff & Students   **: Yes**

    c) Class rooms with ICT facility   **: Yes**
    d) Laboratories   **: Computer Lab available**

31 Number of students receiving financial assistance from college, university, Government or other agencies:
Students get merit scholarships from State Government on the basis of their performance at 12th standard. Also SC/ST and Baxi Panch students get financial aid from the State Government. Needy students also get support from the Students' Teachers' Fund.

32 Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :
- **Lectures by experts in the area of English and Communication Skills are arranged for the students with an aim to enhance their language proficiency.**
- **Students are motivated to participate in various Seminars and Workshops and are also provided support to prepare presentations and articles.**
- **Screening of films based on literary texts prescribed for study as well as role –play enriches the teaching-learning process and motivates the learners.**

33 Teaching methods adopted to improve student learning:
Along with the lecture method, classroom teaching includes interactive methods like group discussions role- play, presentations on audio- visual aids including LCD projectors.

34 Participation in Institutional Social Responsibility (ISR) and Extension activities :
- **Under the NSS Programme students participate in activities like Tree Plantation, programmes on Health and Hygiene Awareness, Aids Awareness Campaign, Visits to Orphanages, Campaigns on Voter Awareness and Traffic and Road Safety.**
- **Students carried out a socio-economic survey at village Kukni as part of the one week residential camp organized by the NSS Unit of the College. Moreover, students' visits to industry and NGOs are regularly arranged.**

35 SWOC analysis of the department and Future plans :
Strengths:
1. Faculty members are well qualified and have a good command over English and Communication Skills.
2. Faculty members of the department command high respect among the students.
3. Faculty members are friendly, encouraging and easily approachable by students.

Weaknesses:
1. Unable to, get NOC from the Government to fill up, the vacant post, the Department has only one permanent faculty since 2005.
2. Department has to follow the framework of the University.

Opportunities:
1. Most of the students joining professional courses prefer to enroll in grant-in-aid morning colleges. Our college timings are found suitable and hence we attract a number of bright students and have the opportunity of educating and guiding them towards excellence in life.

Challenges:
1. Acquiring excellence in professional courses like CA/ CMA/ CS is the priority of students and hence they pay less attention to their commerce degree course. Moreover their concentration is focused on performance in core subjects and so sustaining and motivating learners' interest is a great challenge for the English language teachers.

PLAN FOR THE NEXT FIVE YEARS:

Keeping in mind the objective of the course and the need for proficiency in English language in the current global business scenario, the Departmental Plan for the next five years is as follows:

- To personally assist learners in improving their language proficiency
- To provide expert guidance to meritorious students by conducting special classes for increasing their competence in language skills.
- To increase the use of LCDs, computers and other technological aids for facilitating interaction in the language classroom.
- To encourage students to participate in activities like elocution, debate, public speaking, essay writing, advertisement making, presentations etc.
- To focus on overall personality development of learners and prepare them for the challenges of the corporate world.

5. ECONOMICS DEPARTMENT

1. Name of the department: **Economics**

2. Year of Establishment: **1991**

3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG, PG**

4. Names of Interdisciplinary courses and the departments/units involved: **NIL**

5. Annual/semester/choice based credit system (programme wise): **Upto 2010 it was annual pattern and now it is CBCS.**

6. Participation of the department in the courses offered by other departments: **It is an independent department at UG.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **NIL**

8. Details of courses/ programmes discontinued (if any) with reasons : **None**

9. Number of Teaching posts : 2 **(Two)**

Particulars	Sanctioned	Filled/Promoted
Professors	0	0
Associate Professors	0	1
Assistant Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.etc.,)

Name (Date of joining)	Qualification	Designation	Specialization	No.of Years of Experience	No.ofM.Phil./Ph.D. Students Guided for the Last 4 years
Prof. Ashish N. .Pandya (27-09-1993)	M.A., Ph.D.(Eco), B.C.J., P.G.D.R.M.	Head of the Department &Associate Professor	Econometrics, Macro Economics	20 yrs	01 completed M.Phil. and 01 pursuing M.Phil.
Prof. Ashok C. Patel (10-02-1994	M.A. (Eco)	Assistant Professor	Agriculture Economics	20 yrs	NIL

11. List of senior visiting faculty : **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **None**

13. Student-Teacher Ratio (programme wise) : **UG Programme**

Year	Student-teacher Ratio
2009-10	450:1
2010-11	475:1
2011-12	492:1
2012-13	526:1
2013-14	526:1

14. Number of academic support staff (technical)and administrative staff; sanctioned and filled : **Common Administrative Staff**

15. Qualifications of teaching faculty with DSC/D. Litt/Ph. D/MPhil/PG. :

Qualification	No. of faculty
Ph.D.	1
M.A.	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **: NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**

18. Research Centre/facility recognized by the University: **Dr. Ashish N. Pandya has been recognized by Veer Narmad South Gujarat University as guide for M.Phil.**

19. Details of Seminars/Papers/Publication & Refresher Courses for the Department :

Sr. No.	Description	Number
01	Refresher Courses attended	00
02	Orientation Courses attended	00
03	Seminars/ Workshops/ Conferences attended During 2009-2014	48
04	Presentation of papers during 2009-14	10
05	Publication of papers 2009-14	07

20. Areas of consultancy and income generated **: NIL**

21. Faculty as members in

b)   National committees b) International Committees c) Editorial Boards….

Sr. No.	Name	Position	Entity	Duration
01	Prof. Ashish N. Pandya	Member	**Board of Studies** in Economics at Veer Narmad South Gujarat University	Since 1997
		Subject Expert	Interview for appointment of lecturer at Kim College	2009
		Subject Expert	Interview for appointment of lecturer at Amroli College	2010
		Subject Expert	Interview for appointment of teachers at ESSAR School	22-03-2012
		Member	N.S.S. University Advisory Committee of Veer Narmad South Gujarat University	1-4-2013 to 31-03-2015.
		Member	Students' Welfare Board of Veer Narmad South Gujarat University, Surat	2014-15
		Member	Faculty of Commerce, as a member representing the Board of Studies in Economics, Veer Narmad South Gujarat University, Surat	2014
		Life Member	Indian Economic Association	Since 2005
		Life Member	Gujarat Economic Association	Since 1997
		Member	Team of editors of "Vishleshan" – half yearly journal in Economics – ISSN no. 0973-6891.	Since 2012

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental/programme :
    There is no requirement of such projects at UG level

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: **NIL.**

23. Awards/Recognitions received by faculty and students :

    Faculty of the Department have been nominated at the Board of Economics and also at key positions at various associations *Refer Point No. 21

(1) Students have secured ranks/awards at University level exams as follows :

Year	2009-10	2010-11	2011-12
UG	03	02	03

(2)   Our students excel in academics as well as co-curricular activities. Some noteworthy achievements are as follows:

- Declared the **winners at the Group Discussion** event organized by Dept. of Mass Communication, VNSGU in 2013-14.
- **1st Rank and Rotating Trophy awarded** for participation in Inter-collegiate Elocution Competition in 2013-14.
- **Outstanding Performance Award (National Level)** secured in the event National Accounting Talent Search organized by the Indian Accounting Association in 2011-12.
- Our student Mitali Naik stood; **1st at the District level**; **2nd at the Zonal level and 1st at the State level** competitions in the catergory classical vocal organized under Saptadhara. She has also secured the **1st position at the Open Gujarat Youth Festival** under the same category in the year 2011-12.
- College secured **1st position** in the One Act Play performance at the University Youth Festival -2013-14 .Prizes awarded – Best female actor; Best Director; Best music.
- Students bagged the **1st position at District level** for their participation in Group Song event as part of Saptadhara competition in 2011-12.

24.   List of eminent academicians and scientists/visitors to the department: **NIL**

25. Seminars/Conferences/Workshops organized & the source of funding :   **NIL**

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.			
PG				

*M=Male F=Female

27.   Diversity of Students:

Name of the Course	% Of Students from the Same State	% of Students from Other States	% of Students from Abroad
UG	Admissions at Entry level are given by the University; hence the data is not available with the College.		
PG			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : **Data not compilable**

29. Student progression

Student progression	Against % enrolled
UG to PG	Data not compilable
PG to M.Phil.	Data not compilable
PG to Ph.D.	Data not compilable
Ph.D.to Post-Doctoral	Data not compilable
Employed •Campus selection •Other than campus recruitment	Data not compilable
Entrepreneurship/Self-employment	Data not compilable

30. Details of Infrastructural facilities
    a) Library**: Yes**
    b) Internet facilities for Staff & Students**: Yes**
    c) Class rooms with ICT facility**: Yes**
    d) Laboratories**: Computer Laboratory available**

31. Number of students receiving financial assistance from college, university, Government or other agencies:

    Students get merit scholarships from State Government on the basis of their performance at 12ᵗʰ standard. Also SC/ST and Baxi Panch students get financial aid from the State Government. Needy students also get support from the Students' Teachers' Fund.

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:

    Lectures by experts in the area of Current Economic Conditions are arranged for the students with an aim to enhance their language proficiency. Students are motivated to participate in various Seminars and Workshops and are also provided support to prepare presentations and articles. Industrial Visits are organized to make students aware about the practical issues related with their functioning.

33. Teaching methods adopted to improve student learning:
    Along with the lecture method, classroom teaching includes interactive methods like group discussions role- play, presentations on audio- visual aids including LCD projectors.

34.   Participation in Institutional Social Responsibility (ISR) and Extension activities:
- **Under the NSS Programme students participate in activities like Tree Plantation, programmes on Health and Hygiene Awareness, Aids Awareness Campaign, Visits to Orphanages, Campaigns on Voter Awareness and Traffic and Road Safety.**
- **Students carried out a socio-economic survey at village Kunkni as part of the one week residential camp organized by the NSS Unit of the College.**
- **Moreover, students' visits to industry and NGOs are regularly arranged.**

35.   SWOC analysis of the department and Future plans:

Strengths:
 1. Faculty members are well qualified and have a good command over English and Communication Skills.
 2. Faculty members of the department command high respect among the students.
 3. Faculty members are friendly, encouraging and easily approachable by students.

Weaknesses:
      Department has to follow the framework of the University.

Opportunities:
      Most of the students joining professional courses prefer to enroll in grant-in-aid morning colleges. Our college timings are found suitable and hence we attract a number of bright students and have the opportunity of educating and guiding them towards excellence in life.

Challenges:
      Acquiring excellence in professional courses like CA/ CMA/ CS/MBA is the priority of students and to encourage them to achieve their desired goals is sometimes difficult with the weak foundation and clarity of the subject.

PLAN FOR THE NEXT FIVE YEARS:

Keeping in mind the objective of the course and the need for proficiency in English language in the current global business scenario, the Departmental Plan for the next five years is as follows:

- To personally assist learners in improving their basic economic and finance concepts
- To provide expert guidance to meritorious students by conducting special classes for increasing their competence for competitive exams .
- To increase the use of LCDs, computers and other technological aids for facilitating interaction in the classroom.
- To encourage students to participate in activities like elocution, debate, public speaking, essay writing, advertisement making, presentations etc.
- To focus on overall personality development of learners and prepare them for the challenges of the corporate world.

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Surat

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E. Post-accreditation initiatives

Post-accreditation initiatives by the College for quality sustenance and enhancement are as under.

1. As a major initiative, the College has launched a drive for inculcating and imbibing the culture of following 'Study – Perform – Blossom' Maxim (Mantra) in its true spirit.

2. A major programme option with Taxation – Accountancy combination has been introduced as a self financed programme with 20% less fees than the fees charged by other self financed colleges offering equivalent programmes of the University.

3. This college has become the only college in Surat city which offers the above programme.

4. Additional teaching and non-teaching staff required for the above programme is appointed on permanent basis and is considered as part of the permanent staff of the college without any discrimination whatsoever.

5. Except the fee structure, in all respect the students of this programme are also considered at par with the others students of the college without any discrimination whatsoever.

6. The college has become the only recognized center of the University for conducting the course-work of M. Phil. and Ph.D. programmes.

7. Book-Bank facility has been started in which a student can borrow for the whole semester the set of main books of all the courses of a semester at a nominal depreciation charge.

8. With the co-operation of authorities of Dena Bank, zero-balance accounts of the students are opened and the scholarships are paid to them through these Accounts only.

9. The college has started providing more and more encouragement to the students to pursue, along with their degree programme, value adding professional courses like, CA, CS, ICWA, certificate course for Accounting Technician offered by Institute of Cost Accountants of India and National Accounting Talent Search programme of Indian Accounting Association etc.

10. It is observed that the students joining the professional progammes are usually the students of S.Y. and T.Y. B.Com students. Hence, as part of the above imitative, the college has started working in two over-lapping shifts. The classes of S.Y. B.Com. and T.Y. B.Com. are conducted in the morning session and the classes of F.Y.B.Com. are conducted from 11:30 onward.

11. The college has also been recognized as regional coaching center for the certificate course for Accounting Technician being offered by ICAI.

12. The college has also been recognized as a regional center for conducting the

examination of All India Accounting Talent Search conducted by Accounting Association of India.

13. For the students who had medium of instruction other than English up to std.-XII, a special strategy has been adopted by the teachers to help them in adapting as well as in developing proficiency in English language for pursuing higher education.

14. After the last accreditation process, the teachers have been found more motivated and showing earnestness in assisting weaker students and in motivating all the students to achieve excellent result to the best of their abilities. Remedial classes are also conducted for this purpose.

15. In order to give practical exposure to real life situations in the field of commerce the college has started organizing the visits to Banks, Sugar Mill, Dairy, Paper Mill, APMC Market etc.

16. The College has started providing more assistance and motivation to the students and the teachers to participate in workshops, seminars, competitions, conferences and other co-curricular activities to enrich their learning experience.

17. In order to improve the audibility in the class rooms, amplifiers are mounted in all the class rooms and all the teachers are provided microphones.

18. In order to enhance the ICT based teaching process, all the teachers have been provided visualizers / document readers.

19. Having started preparing the teaching plans in advance the teachers are able to complete their syllabi in time.

20. Faculty members are constantly encouraged and motivated to learn and teach basics of each of the related subjects.

21. To promote the research activities 20 computers have been reserved for the teachers and research students.

22. After the last accreditation process the teachers have been found more motivated towards research activities. Two UGC sponsored minor projects have also been completed during this period.

23. Self appraisal reports along with API scores are prepared by the teachers to use them as measure of, and to keep track of, their academic progress.

24. The students are exhorted to develop patriotic, social and moral values and they are encouraged to take part in NSS camps, NCC camps, blood donation camps etc.

25. Through the SAPTDHARA, a cluster of Seven Streams of co-curricular and extra-curricular activities, a Government of Gujarat initiative for promoting all-round growth of Students, the Students of the college are encouraged to participate in cultural activities, sports activities and other co-curricular activities and necessary assistance is provided by the College management for such activities.

26. Felicitation of students who excel in the activities in academics, sports, cultural etc has become a regular annual feature. Medals and certificates are awarded at Annual Prize Distribution Ceremony "SPB Fest".

27. To encourage research the College extends infrastructural and other support to faculty members. They are encouraged to participate in conferences and present research papers, to get articles and research papers published in journals of repute and prepare educational books.

28. RO water-plant is installed to cater the need of clean drinking water.

29. Cleanliness in the college premises is given utmost importance.

30. The College library is fully equipped with latest books, journals and magazines to help students and teachers in updating their knowledge.
31. Library facility is made available for more than 8 hours on each working day from 7.30 a.m. to 4 p.m.
32. College infrastructure is maintained well and is liberally made available to students and teachers for furtherance of their studies.
33. Biometric attendance system has been introduced.
34. To ensure discipline at the College, strict vigil is maintained by the Management, Principal and Teachers on the conduct of students.
35. To make students aware and proficient in competitive examinations, guidance sessions are organized for them.
36. The College Management has inculcated culture of cordial relations amongst management, teachers, students and colleagues and has taught the art of being tolerant to avoid undue grudges in life. This culture percolates from top to bottom and thus helps students learn the importance of avoiding clashes, hatred, jealousy etc.
37. The Parent body of the College has become more demanding towards the aspect of quality improvement through the research and extension activities.

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F. Declaration by the Head of the Institution

I certify that 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 no 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   : Surat
Date   : 14/05/2014

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G. PHOTO GALLERY

CULUTRAL ACTIVITIES

One Act Play

Garba

Classical Dance (Solo)

Folk Dance

Handicraft

Mono Acting

CULUTRAL ACTIVITIES
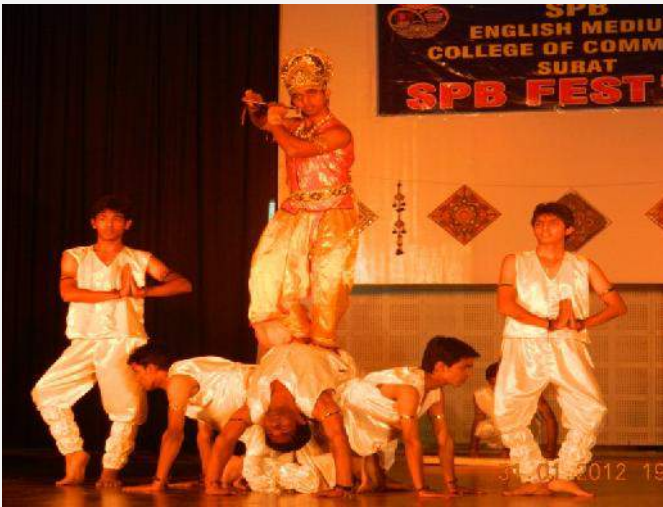
First Prize Winner

Classical vocal group song

Folk Dance

Welcoming Guest of Honour

Award to Ph.D. Student

Awarded M.Phil. Student

NSS ACTIVITIES

NSS RESIDENTIAL CAMP

Socio-Economic Survey by NSS Volunteers in Kukni Village

Cultural Activities

Labour Work – Grass Cutting

Rangoli Competition involving Village peoples and children

Aids Awareness Rally in Kukni Village

NSS Volunteers Imparting Education to School Students

NSS ACTIVITIES

NSS REGULAR ACTIVITIES

NSS Orientation Programme

Lecture on Breast Feeding

NSS Volunteers has represented Gujarat State in Northeast Youth Festival

Blood Donation Camp

Aids Awareness Rally

Tree Plantation

PLANNING FORUM ACTIVITIES

Guest lecture for students on " Role of IT and Research Engine"

Guest Lecture for Students on " Recent issues in economics"

DEBATE AND ELOCUTION
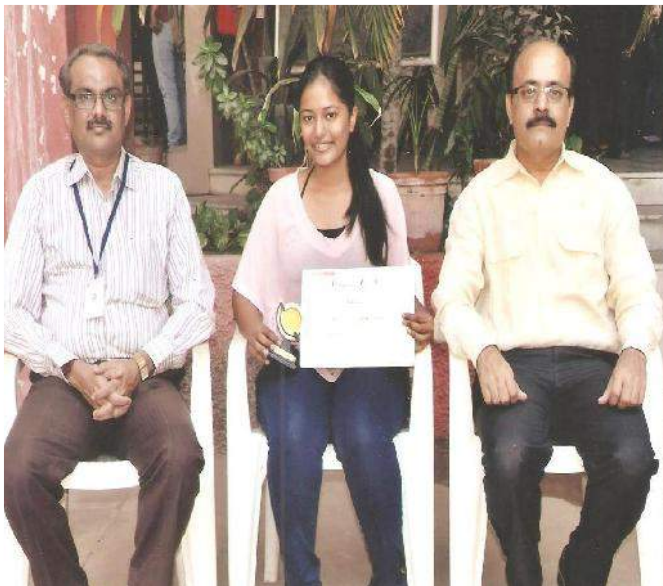
MS. JALPA J GANDHI

Third Prize in APP. Making Competition in Inter- Collegiate Compettion

MS. SHRADDHA J MEHTA

First Prize in Elocution Competition in Inter-Collegiate Competition

EDUCATIONAL EXCURSION ACTIVITIES

Educational Visit to Sumul Dairy

Interaction with IIM Faculty

HARVAD STEPS

EDUCATIONAL VISIT TO IIM, AHEMDABAD

STATE LEVEL SEMINAR on DIRECT TAX CODE -09

Audience

CA Hiren Diwan spoke on " Direct Tax Code for Non Profit Organistion"

Dr. A. K. Singh highlighted on " Difference between the Current Income Tax law and Proposed Direct Tax Code"

CA Saurin Shah spoke on " Significant changes impacting computation and taxation of Companies and Wealth Tax"
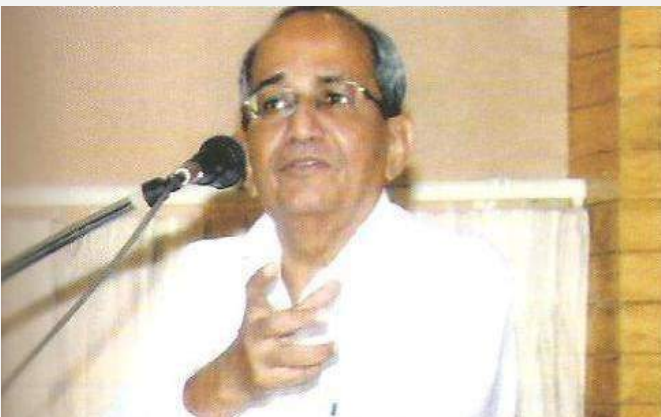
CA R.N. Vepari talk on " Strategy of Direct Tax code"

CA Keyuir Mehta talked on " Prevent of Evasion of DTC"

SPORTS ACTIVITIES

National Table Tennis Champion –Awarded by Honorable Chief Minister Mr. Narendra Modi

Miss. Anjali Rawat represented VNSGU in all India Badminton Tournament

Champions at Inter College, VNSGU

Master Dil Bahadur bagged GOLD MEDAL in Inter College Boxing Tournament

Table Tennis Champions Inter College Tournament

Badminton Champions Inter College Tournament s

SPORTS ACTIVITIES

Year 2011-2012

Year 2012-2013

WINNERS AND PARTICIPANTS OF
SARVAJANIK EDUCTAION SOCIETY
INTER COLLEGE TOURNAMENT

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H. ANNEXURE TO THE REPORT

ANNEXURE I

Certificates of

1. University affiliation

2. Recognition u/s 2(f) and

3. Recognition u/s 12(B)

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Telegram : VNSGU, Telephone : +91 - 261 - 2227141 to 2227146, Fax : +91 - 261 - 2227312
E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

TO WHOM IT MAY CONCERN

This is to certify that **S.P.B. English Medium College of Commerce, V.T. Choksi Campus, Nr. Lal Bunglow, Athwalines, Surat, Gujarat** is affiliated to the Veer Narmad South Gujarat University, Surat Since 15/6/2001 and recognized by the University Grant Commission and following Courses/Subjects are taught in the said college :

1. Three Year B.Com. General Course with the following Subjects :-

    *   F.Y. B.Com.
        Compulsory :   English
        Optional Subject : Element of Banking & Insurance & Secretarial
                               Practice, Tax Procedure and Practice.

    *   S.Y. B.Com.
        Compulsory :   English
        Principal Subject : Advance Accounting & Auditing, Tax Procedure and
                                Practice.
        Subsidiary Subject : Statistics, Banking & Cost Accounting

    *   T.Y. B.Com.
        Compulsory :   English
        Principal Subject : Advance Accounting & Auditing, Tax Procedure and
                                Practice.
        Subsidiary Subject : Statistics, Banking & Auditing

Affiliation given to this college, and it's courses, is valid as on date of issue of this letter.

No.S-A(Certi)(14)/129

Date: 03-01-2014

Registrar,
Veer Narmad South Gujarat University,
Surat.

E:\SYN-AFFILIATION\NILESH-2009\Certificate\Affiliation Certificate.doc

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

F.8-233/2003 (CPP-I)

January, 2005

S. P. C. E. M.
Coll. of Com. SRT
INWARD No. - 429
DATE :- 24-1-06.

1 8 JAN 2006

The Registrar,
Veer Narmad South Gujarat University,
Surat-395 007 (Gujarat).

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 the letter No. UGC/38/2005-06 dated 27.04.2005 received from College on the above subject and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
S.P.B. English Medium College of Commerce, V.T. Choksi Campus, Near Lal Bunglow, Athwa Lines, **Surat-7 (Gujarat).**	1993	The College may send its proposal for inclusion its name under Section 12 (B) of UGC Act alongwith the latest documentary evidence that it is getting grant from the State Government.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, S.P.B. English Medium College of Commerce, V.T. Choksi Campus, Near Lal Bunglow, Athwa Lines, Surat-7 (Gujarat).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Gujarat. Department of Higher Education, Gandhinagar (Gujarat).
4. The Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune-411 007 (M.S).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

(B.R. Nagpal)
Section Officer

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

F.8-233/2003 (CPP-I)

April, 2006

The Registrar,
Veer Narmad South Gujarat University,
Surat-395 007 (Gujarat).

Sub:- **Declaring a College fit to receive Central assistance under Section 12-B of UGC Act, 1956.**
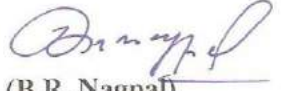
Sir,

I am directed to refer to the letter No. UGC/464/2005-06 dated 30.01.2006 received from the College on the above subject and to say that it has been noted that S.P.B. English Medium College of Commerce, Surat has been granted permanent affiliation by the Veer Narmad South Gujarat University. Accordingly, S.P.B. English Medium College of Commerce, Surat which already stands included under Section 2 (f) of the UGC Act, 1956 under the head "Non Government Colleges teaching upto Bachelor's Degree is declared fit to receive central/UGC assistance in terms of Rules framed under Section 12-(B) of the UGC Act, 1956.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, S.P.B. English Medium College of Commerce, V.T. Choksi Campus, Near Lal Bunglow, Athwa Lines, Surat-7 (Gujarat).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Gujarat, Department of Higher Education, Gandhinagar (Gujarat).
4. The Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune-411 007 (M.S).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

(B.R. Nagpal)
Section Officer

Sarvajanik Education Society's

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ANNEXURE II

1. Certificates of Accreditation

2. Peer Team Report

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
Ministry of Human Resource Development, Government of India
P. O. Box 1075, Nagarbhavi, Bangalore-560 072, India.
Phone: +91-80-23005100, 23210261 - 65,   Fax: +91-80-23210268/23210270

Provisional 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

Sarvajanik Education Society

Surat People's Bank English Medium College of Commerce

Surat, affiliated to Veer Narmad South Gujarat University, Gujarat as

Accredited

with CGPA of 2.53 on four point scale

at B grade

EC Date : June 15, 2009

Director

PEER TEAM REPORT ON

Institutional Accreditation of

Surat People's Bank English Medium College of Commerce, Near Lal bungalow, Athwalines, Surat – 395 007, Gujarat.

VISIT DATES

27th & 28th April 2009

National Assessment & Accreditation Council
(An autonomous Institution of the University Grants Commission)
P.O. Box 1075, Nagarbhavi, Bangalore-560 072

PEER TEAM REPORT ON
Institutional Accreditation of

SURAT PEOPLE'S BANK ENGLISH MEDIUM COLLEGE OF COMMERCE, NEAR LAL BUNGALOW, ATHWALINES, SURAT – 395 007, GUJARAT.

Section I: GENERAL INFORMATION		
1.1	Name & Address of the Institution:	Surat People's Bank English Medium College of Commerce, Near Lal Bungalow, Athwalines, Surat, Gujarat.
1.2	Year of Establishment:	09.05.1991
1.3	Current Academic Activities at the Institution (Numbers):	
•	Faculties / Schools:	Commerce Faculty
•	Departments/ Centres:	Five
•	Programmes/ Courses offered:	PG **One** UG **One** Research **Two** Others --
•	Permanent Faculty Members:	13
•	Permanent Support Staff:	12 (10 Permanent + 2 Ad-hoc)
•	Students:	1139
1.4	Three Major Features in the Institutional Context **(As perceived by the Peer Team):**	• The college is recently brought under 2(f) and 12-B of UGC Act. • The College is Single faculty college. • College is conducted by experienced dedicated management
1.5	Dates of Visit of the Peer Team (A detailed visit schedule may be included as Annexure):	27th & 28th April 2009. Visit schedule enclosed
1.6	Composition of the Peer Team which undertook the on-site visit:	
	Chairman	**Dr. V.M. Chavan** Ex-Pro-Vice Chancellor, Shivaji University, Director, BVU Institute of Management, Kolhapur – 3.
	Member Coordinator	**Dr. Tharsis Joseph** Principal, Devmatha College, Kuruvilangad, Dist. Kottayam, Kerala.
	Member	**Dr. B.R. Ananthan** Director, Department of Business Administration S.D.M. College of Engineering and Technology, Dharwad, Karnataka – 580002.
	NAAC Coordinator	**Dr. M.S. Shyamsundar** Deputy Advisor, NAAC, Bangalore – 560072.

Section II: CRITERION WISE ANALYSIS		Observation (Strengths and/or Weaknesses) on Key-Aspects (Please limit to *three major ones* for each and use telegraphic language (It is not necessary to indicate all the three bullets each time; write only the relevant ones)
2.1	**Curricular Aspects:**	
2.1.1	Curricular Design & Development:	• Curriculum is designed by Veer Narmad South Gujarat University, Surat. • Institution has only one discipline i.e., commerce with P.G. and Ph.D. programmes. • Academic programs are in lines with goals and objectives of the College. • Faculty participation in /university curriculum designing through BOS.
2.1.2	Academic Flexibility:	• Limited options are offered at U.G. and P.G. level in the institution. • Lack of interdisciplinary approach in curriculum. • Add-on course/Bridge course do no exist. • Academic flexibility by way of specialization is available for the courses offered. • Motivation for University Degree courses and professional qualifications like CA, ICWA, ACS etc. • P.G. Diploma in Banking and Finance in collaboration with IIBF has been started.
2.1.3	Feedback on Curriculum	• No formal mechanism to collect feedback from students. • Informally, teachers collect feedback from students on curriculum.
2.1.4	Curriculum Update	• All the syllabi are reviewed and revised after every three years by the University. • Five teachers belong to board of studies of university and they are included in updating the curriculum.
2.1.5	Best Practices in Curricular aspects (If any):	• Employability consideration in curriculum. • Various career development programmes are conducted. • College arranges remedial classes for weak/slow learners.

2.2	*Teaching-Learning & Evaluation:*	
2.2.1	Admission Process and Student Profile:	- Systematically administered admission process. - Admission is on the basis of qualifying examination by the Centralized Admission Committee appointed by the University. - University ensures that wide publicity to the admission process is given through various media. - Admissions are given strictly on merit. - Reservation policy of the Government is observed.
2.2.2	Catering to the diverse needs:	- Appropriate strategies for slow and advanced learners. - Spoken English and computer based courses. - Needs of differently- abled students are catered. - Informal arrangement for personal counseling and monitoring for students.
2.2.3	Teaching-Learning Process:	- No formal provision for tutorials for the students. - Teaching is mainly lecture based for UG classes and seminar, projects and assignments are given for PG classes. - Academic Calendar and teaching plans are prepared in advance by the teachers. - Moderate use of OHP, LCD and DVD for teaching-learning along with lecture method.
2.2.4	Teacher Quality:	- Teachers are recruited as per Government and University norms. - Teacher: student ratio is 1:80. - Out of 13 permanent teachers, 8 are having Ph.D. and 2 having M.Phil. - College has 2 category of teachers i.e. grant-in-aid and management staff.

2.2.5	Evaluation Process and Reforms:	- The college follows University evaluation methods. - Students' progress monitored through periodic tests. - Evaluation system is well-informed to the students - Continuous evaluation system is existing along with University Examinations. - Grievance redressal mechanism is available in college.
2.2.6	Best Practices in Teaching-learning and Evaluation (If any):	- Out of 13 permanent staff, 2 with M.Phil., Ph.D. and 8 with Ph.D. - Six teachers belong to board of studies at University level. - Good numbers of seminar have been attended by teachers. - Six CA holders are with ad-hoc faculty.
2.3	**Research, Consultancy & Extension:**	
2.3.1	Promotion of Research:	- The college has constituted a research committee. - No provision in the institutional budget for research. - Library interconnected with libraries of other college of society. 2 recognised M.Phil. & Ph.D. Guides are available on faculty. - No major or minor research projects sponsored by funding agencies.
2.3.2	Research and Publications Output:	- Departments recognized as research centres are Accountancy, Commerce and Statistics. - Out of 15 Ph.D.'s at University level, 8 belong to this college. 2 scholars are awarded Ph.D.'s and 4 are pursuing research. 5 M.Phil.'s are awarded and 13 have registered for M.Phil. 31 publications, 2 books, 30 abstracts, 23 edited books are on credit of the faculty.

2.3.3	Consultancy:	• Provide honorary consultancy services. • No revenue has been generated through consultancy. • 4 faculty members provide moderate honorary consultancy service to the society.
2.3.4	Extension Activities:	• The institution promotes participation of students and faculties in extension activities through NSS. • Need based extension activities are organized.
2.3.5	Collaborations:	• No formal collaboration arrangements.
2.3.6	Best Practices in Research, Consultancy and Extension (If any):	• Nil
2.4	***Infrastructure & Learning Resources:***	
2.4.1	Physical Facilities for Learning:	• College has 1.568 acres of land and 2452.12 sq metres built up area. • Adequate facilities for extra curricular and co-curricular activities. • Outdoor and indoor sports facilities are provided.
2.4.2	Maintenance of Infrastructure:	• Separate provision in budget for maintenance. • Funds allocated are utilized for campus and amenities development. • AMC is existing for computers, photo copier and intercom.
2.4.3	Library as a Learning Resource:	• Central Library with built up area of 2997 Sq.ft. comprising 17506 volumes and 39 journals including 2 foreign journals are available for the students & staff. • Library is partially computerized and reprographic facility is available on campus. • Open access system with reading room facility and Book Bank System for the students is provided. • Library Advisory Committee is in place.

2.4.4	ICT as Learning Resource:	• ICT as learning resources are used at a limited scale. • Internet access to students and faculty. • The Sarvajanik Education Society has Centralized AML for all the institution. • LCD, CD & VCD are available for teaching-learning and computers in library and administrative work.
2.4.5	Other Facilities:	• There is canteen, parking and communication facility available on campus. • No separate hostel facility for the college. • Adequate sports facilities for indoor and outdoor games. • All the employees are covered under group insurance.
2.4.6	Best Practices in the development of Infrastructure and Learning Resources (If any):	• Open access and availability of E-Journal facility.
2.5	**Student Support and Progression:**	
2.5.1	Student Progression:	• Drop out rate at UG level is low. • Good number of students go for higher studies for courses like CA, ICWA, MBA and the like. • SC/ST/OBC students are admitted as per rules. • Academic performance is good in relation to University examination.
2.5.2	Student Support:	• Freeships for girl students are provided. • Management provides six scholarship to meritorious students. • No tutor-ward system. • Number of computers at the disposal of students seems to be inadequate. • Teacher: student ratio is 1:80. • Lack of value added courses – No bridge course, No remedial programme.
2.5.3	Student Activities:	• Students are encouraged to participate in extracurricular/sports & cultural activities • Cultural Activities and extension activities are vibrant on campus. • Good sports record at university, state and national level.

2.5.4	Best Practices in Student Support and Progression (If any):	• Placement of students in local industries. • Three seats per division and reserved for outstanding sport persons.
2.6	***Governance and Leadership:***	
2.6.1	Institutional Vision and Leadership:	• The mission and vision reflect the objectives of higher education policy of the nation. • SES has 34 institutes, more than 35,000 students and more than 3000 employees under its canopy. • Local Administrative Committee is appointed by the Management to monitor and coordinate the various aspects of functioning of the college. • The Management plays a proactive role in the functioning and development of the college through IAC.
2.6.2	Organizational Arrangements:	• Organizational structure is three tiered i.e. LAC → Principal → IAC • Committee type of administration and participative management. • Well structured system with co-ordination.
2.6.3	Strategy Development and Deployment:	• College prepares annual prospective plan. • Institutional approach for present and future developmental decisions. • Timely and Systematic implementation of the decision taken.
2.6.4	Human Resource Management:	• Staff development policy is in execution. • "Employee's Co-operative Credit Society" for all the 34 institutions coming under SES. • All the employees are covered under group insurance. • Teachers are highly motivated with cordial relationship with all stakeholders.

2.6.5	Financial Management and Resource Mobilization:	• Adequate budget provisions are made for teaching – learning and development. • Budget provisions are utilized for the purpose they are allocated. • All financial transactions are subject to regular audit.
2.6.6	Best Practices in Governance and Leadership (If any):	• Nil
2.7	***Innovative Practices:***	
2.7.1	Internal Quality Assurance System:	• Mechanism for formal IQAC is yet to be developed in college. • Functional committees are active in a systematic way. • Quality enhancement efforts and value addition to the students.
2.7.2	Inclusive Practices:	• Students of socially backward and economically weaker sections are given admissions in college. • College is sensitive towards empowerment of girl students through offering quality education
2.7.3	Stakeholder Relationships:	• Stakeholders recognizes the college as a quality institution. • Meritorious students aspire to take admission in the college. • NSS and NCC units undertake extension activities indicating Social responsibility.
Section III: OVERALL ANALYSIS		Observations (Please limit to *five major ones* for each and use telegraphic language) (It is not necessary to denote all the five bullets for each).
3.1	Institutional Strengths:	• The college is funded by state Govt. and covered under 2(f) and 12-B of UGC Act. • Impressive academic record with 270 alumini Chartered Accountant. • 8 Ph.D. Degree holders and 6 visiting CA on faculty. • Impressive performance in sports and cultural activities. • Vibrant NSS units.

3.2	Institutional Weaknesses:	- Non-availability of separate hostel for boys and girls. - Non-availability of Gymnasium for boys and girls. - Professional courses like BCA, MBA & MCA are not offered. - UGC grants have not been availed for development of research. - ICT facilities are limited.
3.3	Institutional Challenges:	- To start self-financing professional courses. - To go for full computerization of library and administration. - To avail UGC grants for infrastructure development and research activity. - To start regular coaching for competitive examinations.
3.4	Institutional Opportunities:	- To go for autonomous status. - Avail State Govt. and UGC grants for infrastructure development. - Augment faculty development efforts. - Construct hostels and gymnasium. - Establish college-industry interface through signing MOU.

Section IV: RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION
(Please limit to *ten major one* and use telegraphic language)
(*It is not necessary to indicate all the ten bullets*)

- Professional courses such as BCA, MBA and MCA be started on self financing basis.
- Infrastructure for library, hostel and sports be augmented through UGC grants.
- Research activities be augmented with minor and major UGC sponsored projects.
- Attempt be made to go for autonomous status.
- Computerization of library and administration be undertaken.
- Faculty development activity be augmented.
- Guidance for competitive examinations and coaching for Soft Skills.

- Language laboratory be developed.
- Efforts may be taken to build up institution-industry interface through MOU.
- Disparity in salary of regular and ad-hoc employee be eliminated.
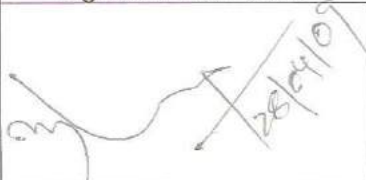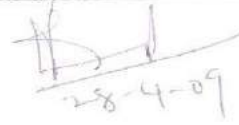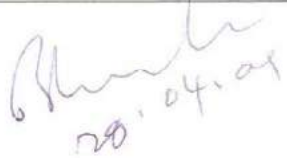
I agree with the Observations of the Peer Team as mentioned in this Report.

Place: Surat
Date: 28/04/2009

Signature of the Head of the Institution
Seal of the Institution
Principal
Surat People's Bank
English Medium College of Commerce

Signatures of the Peer Team Members:

Name and Designation		*Signature with date*
Dr.V.M. Chavan Ex-Pro-Vice Chancellor Shivaji University, Director, BVU Institute of Management, Kolhapur – 3.	Chairperson	
Dr. Tharsis Joseph Principal, Devmatha College, Kuruvilangad, Dist. Kottayam, Kerala.	Member Coordinator	
Dr. B.R. Ananthan Director, Department of Business Administration S.D.M. College of Engineering and Technology, Dharwad, Karnataka – 580002.	Member	
Dr. M.S. Shyamsundar Deputy Advisor, NAAC, Bangalore – 560072.	NAAC Officer	

Sarvajanik Education Society's

SPB
English Medium
College of Commerce
Surat

Accredited Grade 'B' by NAAC (UGC)

ANNEXURE III

Results of the College

F.Y.B.COM

Year	Pattern	University Result (In %)	Grant-Aid College Result (In %)	Self Finance Result (In %)
2009-10	Annual	51.26%	92.67%	-
2010-11	Annual	59.25%	88.59%	93.20%
2011-12	Sem-II	45.13%	95.78%	94.44%
2012-13	Sem-II	44.38%	94.08%	92.10%
2013-14	Sem-II	-	-	-

S.Y.B.COM

Year	Pattern	University Result (In %)	Grant-Aid College Result (In %)	Self Finance Result (In %)
2009-10	Annual	52.06%	82.60%	-
2010-11	Annual	50.35%	87.34%	-
2011-12	Annual	47.71%	89.17%	91.08%
2012-13	Sem-IV	57.65%	93.32%	96.25%
2013-14	Sem-IV	-	-	-

T.Y.B.COM

Year	Pattern	University Result (In %)	Grant-Aid College Result (In %)	Self Finance Result (In %)
2009-10	Annual	66.00%	82.79%	-
2010-11	Annual	57.60%	84.21%	-
2011-12	Annual	58.50%	81.92%	-
2012-13	Sem-VI	68.84%	84.56%	86.59%
2013-14	Sem-VI	-	-	-

M.COM

Year	Pattern	University Result (In %)	College Result (In %)
2009-10	Annual	81.25	85.89
2010-11	Annual	62.50	85.11
2011-12	Sem-IV	82.97	85.41
2012-13	Sem-IV	77.77	84.11
2013-14	Sem-IV	-	-

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ANNEXURE IV

Report on Academic Achievements

National Level Rankers
in Professional Examinations

Academic Year	Name of the Student	Achievement
2009-10	Nikhil Jalan Fulzar Vasani	• 4th in CA Final • 10th in CA Final
	Jaydayal Mundra Bhupesh Ajmera Swati Kochar Aditya Agarwal Nikhil Jain Ashok Baid Avinash Kothari Jenish Jain Sachin Kothari Ankit Moda Vipul Kothari	• 12th in CA IPCC • 24th in CA IPCC • 26th in CA IPCC • 27th in CA IPCC • 30th in CA IPCC • 32nd in CA IPCC • 33rd in CA IPCC • 38th in CA IPCC • 46th in CA IPCC • 48th in CA IPCC • 49th in CA IPCC
2010-11	Tarun Agarwal Saurabh More	• 14th in CA Final • 17th in CA Final

	Priyank Drolia	• 34th in CA Final
	Prithvi Kapadia	• 43rd in CA Final
	Ankit Somani	• 1st in CA IPCC
	Jimil Shah	• 7th in CA IPCC
	Heena Juneja	• 17th in CA CPT
	Yash Mittal	• 20th in CA CPT
2011-12	Yash Mittal	• 10th in CA IPCC
	Naman Agarwal	• 42nd in CA IPCC
2012-13	Ankit Somani	• 10th in CA Final
2013-14	Jimil Shah	• 9th in CA Final

University Awards/Prizes

Academic Year	Name of the Student	University Awards/Prizes
2009-10	Jain Ridhi Nihalchand	• Ashwin Mehta Prize and Mangalia Medal for highest marks at Univ. Exam. • C.S. Sopariwala Prize for highest marks in Auditing and Management Accounting.
	Jangid Manisha	• Nilkanth Babubhai Patolawala Prize for securing highest marks in Mercantile Law.
2010-11	Shah Pooja Sanjay	• Navnirman Samiti, Navsari & Dr. Ramaben Kapadia Arpit Vikram Mehta and Mohanbhai Patel Rotating Medal.
	Dhoka Khushbu	• Late Rati and Noshirvan Karanjia Gold Medal.
	Shah Siddhi	• Nilkanth Babubhai Patolawala Prize for securing highest marks in Mercantile Law.
2012-13	Juneja Heena	• Hemalben Sunderlal Desai Prize –VNSGU

COLLEGE RANKERS

Academic Year	Year	Rank	Name of Student	Percentage
2009-10	F.Y.B.Com.	I	Agrawal Vinita Dinesh	76.14%
		II	Shah Richa Paresh	75.71%
		III	Modi Manshi kishor	75.57%
	S.Y.B.Com.	I	Shah Pooja Sanjay	79.57%
		II	Gagani Jayshree Parsottambhai	76.86%
		III	Shah Jimil Sureshbhai	76.71%
	T.Y.B.Com.	I	Jain Ridhi Nihalchand	74.77%
		II	Agarwal Ankit Kamal	74.11%
		III	Sheth Bhavarth Urvishkumar	73.77%
	M.Com.	I	Mistry Vandana Kishorbhai	72.00%
		II	Gandhi Pinkiben Hasmukhbhai	67.83%
		III	Mistry Anishaben	67.33%
2010-11	F.Y.B.Com.	I	Patalwala Khushnam Afroze	79.57%
		II	Munyal Dimpal Dinesh	79%
		III	Nandwani Bindya Manohar	76.71%
	S.Y.B.Com.	I	Agrawal Ankita Ashokkumar	75.50%
		II	Kapadia Radha Prakashkumar	73.86%
		III	Gajjar Udeti Sunil	73.29%
	T.Y.B.Com.	I	Fulwala Priyanka Jitendrakumar	74.89%
		II	Shah Pooja Sanjay	73.67%
		III	Gagnani Jayshree Parshottambhai	73.56%
	M.Com.	I	Patel Kruti Ajaybhai	74.33%
		II	Gupta Simita Sunilkumar	70.42%
		III	Kahor Nikita Manilal	70.17%
2011-12	F.Y.B.Com.	I	Rahul Dhakad	79.28%
		II	Shreya Shah	74.14%
		III	Dhruv Patel	73.64%
	S.Y.B.Com.	I	Bindya Nandwani	79.14%
		II	Jyoti Rathi	76%
		III	Chandani Prajapati	75.71%

Academic Year	Year	Rank	Name of Student	Percentage
	T.Y.B.Com.	I	Kapadiya Radha Prakash	70.78%
		II	Modi Mansi Kishor	69.22%
		III	Agarwal Ankita Ashok	68.78%
	M.Com.	I	Bham Rabiya	4.93 (CGPA)
		II	Bharatiya Swati	4.86 (CGPA)
		III	Shah Shruti	4.73 (CGPA)
2012-13	F.Y.B.Com.	I	Sethi Shivanghi Kamidar	80.86%
		II	Bodiwala Riddhi Nilesh	74.79%
		III	Shah Jainil Chetan	73.51%
	F.Y.B.Com. (Taxation)	I	Chelaramari Jayesh Premchand	75.71%
		II	Shah Priyanka Ashok	75.14%
		III	Soni Jyoti Rakesh	73.57%
	S.Y.B.Com.	I	Lodha Priyanka Mithalal	79.14%
		II	Lakdawala Khushali Rajendra	76.29%
		III	Kapadia Pujan J.	75.29%
	S.Y.B.Com. (Taxation)	I	Shah Nikita Gautambhai	65.64%
		II	Gulani Chirag Maheshbhai	63.21%
		III	Patel Krishna Rajeshkumar	62.64%
	T.Y.B.Com.	I	Patalwala Khushman A	73.78%
		II	Nandwani Bindya M	71.89%
		III	Banswadawala Mustafa S.	71.00%
	T.Y.B.Com. (Taxation)	I	Bansal Diksha G	72.89%
		II	Munyal Dimple D	71.67%
		III	Chitre Charu S	71.56%
	M.Com.	I	Gangani Jayshree Parshottambhai	74.83%
		II	Bavadia Pooja Nareshbhai	70%
		III	Joshi Aartikumari Udayram	70.83%

Reports of Sports Achievements

Event	Year	Organiser	Achievement
Table Tennis (Women's)	2009-10	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik tournament	Champion
	2010-11	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik tournament	Champion
		Khel Maha Kumbh, (State Level)	Gold Medal
		Saptadhara	Champion
	2011-12	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik tournament	Champion
		Khel Maha Kumbh, (State Level)	Silver Medal
		Saptadhara	Champion
	2012-13	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik tournament	Champion
		Khel Maha Kumbh, (State Level)	Silver Medal
		Saptadhara	Champion
	2013-14	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik tournament	Champion
		Khel Maha Kumbh (State Level)	2 Players selected
Badminton (Women's)	2013-14	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		West Zone Inter University	2nd position
		Sarvajanik tournament	Champion
Football	2009-10	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik sports tournament	Champion
	2010-11	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik sports tournament	Champion
	2011-12	Veer Narmad South Gujarat Inter Collegiate tournament	Champion

Event	Year	Organiser	Achievement
		Sarvajanik sports tournament	Champion
	2012-13	Sarvajanik tournament	Champion
		Khel Mahakumbh	Gold Medal
	2013-14	Sarvajanik tournament	Champion
Basketball (Men's)	2009-10	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik sports tournament	Champion
	2010-11	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik sports tournament	Champion
	2011-12	Veer Narmad South Gujarat Inter Collegiate tournament	Champion
		Sarvajanik sports tournament	Runners up
	2012-13	Sarvajanik sports tournament	Runners up
Basketball (Women's)	2010-11	Sarvajanik sports tournament	Runners up
	2011-12	Sarvajanik sports tournament	Runners up
	2012-13	Sarvajanik sports tournament	Runners up
YOGA (Women's)	2012-13	Veer Narmad South Gujarat Inter Collegiate tournament	Silver medal
		Khel Mahakumbh, (State Level)	Bronze Medal
	2013-14	Veer Narmad South Gujarat Inter Collegiate tournament	Bronze medal
		State Level Representative	
Boxing	2009-10	Veer Narmad South Gujarat Inter Collegiate tournament	Gold medal
	2012-13	Veer Narmad South Gujarat Inter Collegiate tournament	Gold medal
	2013-14	Veer Narmad South Gujarat Inter Collegiate tournament	Gold medal
		Open Senior State tournament	Silver Medal
		Veer Narmad South Gujarat University Inter College tournament	Bronze Medal
Wrestling	2013-14	Veer Narmad South Gujarat Inter Collegiate tournament	Silver medal
		Khel Mahakumbh, (State Level)	Gold Medal

Event	Year	Organiser	Achievement
Volleyball (Women's)	2012-13	Sarvajanik sports tournament	Champion
Cricket (Men's)	2013-14	Sarvajanik sports tournament	Runners up
Table Tennis (Men's)	2009-10	Sarvajanik sports tournament	Runners up
	2012-13	Sarvajanik sports tournament	Runners up
Athletics	2011-12	100 mts (VNSGU) Inter College tournament	Silver Medal
		Long Jump (VNSGU) Inter College tournament	Silver Medal
		Triple Jump (VNSGU) Inter College tournament	Bronze Medal
	2012-13	Triple Jump (VNSGU) Inter College tournament	Silver Medal
		Long Jump (VNSGU) Inter College tournament	Silver Medal
		Triple Jump (VNSGU) Inter College tournament	Silver Medal
	2013-14	Triple Jump (VNSGU) Inter College tournament	Gold Medal
		Shotput in Sarvajanik	Bronze Medal
Power Lifting/ Weight Lifting/ Best Physique	2010-11	Weight Lifting (VNSGU) Inter College tournament	Bronze Medal
	2013-14	Best in Best Physique (VNSGU) Inter College tournament	Gold Medal
		Weight Lifting (VNSGU) Inter College tournament	Gold Medal
		Power lifting (VNSGU) Inter College tournament	Silver Medal
Swimming	2010-11	(VNSGU) Inter College tournament	1 Silver Medal
		Khel Mahakumbh	1 Gold Medal
	2011-12	(VNSGU) Inter College tournament	3 Gold Medal
		(VNSGU) Inter College tournament	1 Silver Medal
	2012-13	(VNSGU) Inter College tournament	5 Gold Medal
		(VNSGU) Inter College tournament	1 Silver Medal
Chess	2010-11	Inter College tournament (VNSGU)	Gold Medal
	2011-12	Sarvajanik Sports tournament	Gold Medal
		Inter College tournament (VNSGU)	Runners up

Reports of Cultural Achievements

Activity	Event	Year	Prize
Intellectual Activities:			
Elocution	Agrawal Samaj Trust	2009-10	Winner
	MHRD Department, VNSGU, Surat	2009-10	Winner
	Shah Narottamdas Harjivandas Commerce College, Valsad	2010-11	Winner
	Motaponda College	2011-12	First Runners up
	Z. F. Wadia Women's College	2011-12	Second Runners up
	M.T.B. Arts College	2012-13	First Runners up
	Rotary Club of Surat	2012-13	First Runners up Second Runners up
	Z. F. Wadia Women's College	2013-14	Winner, Rotating Trophy
Debate	M.T.B. Arts College	2012-13	Winner
Quiz	SMC Book Fair	2013-14	First Runners up
Group Discussion	SMC & Swami Vivekannd National Book Fair	2012-13	Winner
	Department of Mass Communication, V N S G Uni, Surat.	2013-14	Winner
	Vidhya 2014-SMC	2013-14	Winner
Entrepreneurship Activities			
Business Plan	S.R. Luthra Institution of Management & Rotary International District	2009-10	First Runners up
Project Presentation Competition	SMC - Book Fair	2013-14	Second Runners up
Creative Zone			
Essay Writing	Shir Ramchandra Mission & United Nations Information Centre for India & Bhutan	2009-10	Two Prizes
Book Review	Motaponda College	2011-12	Winner
Short Film making Competition	Auro University, Surat	2013-14	Winner
Slogan Writing	UN-International Day foe disaster Reduction.	2011-12	Winner
	Various College Surat	2013-14	Winner

Activity	Event	Year	Prize
Application Making	METAS of Seventh Day Adventist College	2013-14	Second Runners up
Poetry Recitation	Swarnim Gujarat Inter College Event	2009-10	Consolation Prize
Fine Arts:			
On the Spot Drawing	VNSGU Youth Festival	2010-11	First Runners up
	VNSGU Youth Festival	2012-13	Consolation
Painting	FX School of Animation	2013-14	Second Runners up
Poster Making Competition	NSS Committee- VNSGU	2013-14	Second Runners up
Rangoli	NSS Committee- VNSGU	2013-14	Winner
Performing Arts			
One Act Play	VNSGU Youth Festival	2009-10	First Runner up, Best Female Actor; Best Director (2nd Prize) Best Music
	VNSGU Youth Festival	2013-14	Winner; Best Actor Male (2nd Prize) Best Actor Female
Mono Acting	VNSGU Youth Festival	2013-14	First Runners up
Classical Dance	VNSGU Youth Festival	2010-11	Winner
Garba	VNSGU Youth Festival	2011-12	Second Runners up
	VNSGU Youth Festival	2013-14	Consolation Prize
Group Song	VNSGU Youth Festival	2009-10	Second Runners up
	VNSGU Youth Festival	2011-12	First Runners up
	Saptadhara Competition	2011-12	District level- First Zone Level- Third State - First
	VNSGU Youth Festival	2013-14	First Runners up
Group Dance	VNSGU Youth Festival	2012-13	First Runners up
Light Classical Vocal	VNSGU Youth Festival	2011-12	First Runners up
	Open Gujarat Youth Festival	2011-12	Winner
Classical Vocal	VNSGU Youth Festival	2011-12	Winner
	Saptadhara Competitions	2011-12	District level- First Zone Level- Second State - First
Personality & Talent			
United Minds	United World with IIM - Bangalore Vista	2011-12	Bronze Certificate
National Accounting Talent Search	Indian Accounting Association	2011-12	Outstanding Performance Award (National Level)

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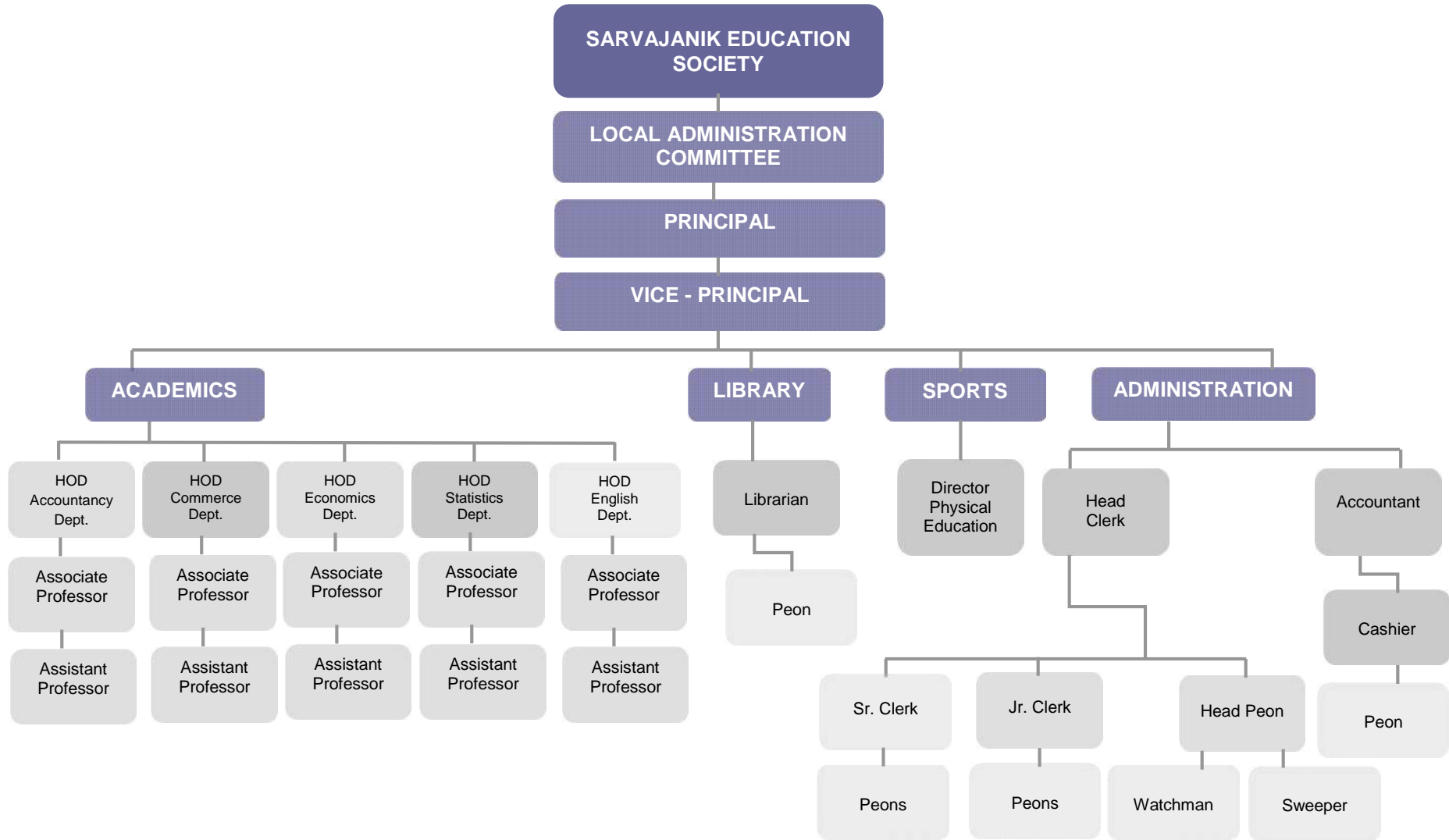# English Medium
College of Commerce
Surat

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ANNEXURE V

Organisational Structure

ORGANISATION CHART – SPB ENGLISH MEDIUM COLLEGE OF COMMERCE

SARVAJANIK EDUCATION SOCIETY

LOCAL ADMINISTRATION COMMITTEE

PRINCIPAL

VICE - PRINCIPAL

ACADEMICS

- HOD Accountancy Dept.
  - Associate Professor
    - Assistant Professor
- HOD Commerce Dept.
  - Associate Professor
    - Assistant Professor
- HOD Economics Dept.
  - Associate Professor
    - Assistant Professor
- HOD Statistics Dept.
  - Associate Professor
    - Assistant Professor
- HOD English Dept.
  - Associate Professor
    - Assistant Professor

LIBRARY

- Librarian
  - Peon

SPORTS

- Director Physical Education

ADMINISTRATION

- Head Clerk
  - Sr. Clerk
    - Peons
  - Jr. Clerk
    - Peons
  - Head Peon
    - Watchman
    - Sweeper
- Accountant
  - Cashier
    - Peon