



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	SPB ENGLISH MEDIUM COLLEGE OF COMMERCE
Name of the head of the Institution	Dr. Vipin D. Naik
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02612254051
Mobile no.	9879522614
Registered Email	iqac.spbemcc@gmail.com
Alternate Email	contact@spbcommerce.org
Address	V.T.Choksi Campus, Near Lal Bunglow, Athwa Lines,
City/Town	Surat
State/UT	Gujarat
Pincode	395007

<b>2. Institutional Status</b>																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Heena Sunil Oza																						
Phone no/Alternate Phone no.			02612254051																						
Mobile no.			9737114382																						
Registered Email			heenaoya@rediffmail.com																						
Alternate Email			heenaoy65@gmail.com																						
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)			<a href="http://spbemcc.com/?page_id=133">http://spbemcc.com/?page_id=133</a>																						
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://spbemcc.com/?page_id=2641">http://spbemcc.com/?page_id=2641</a>																						
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.53</td> <td>2009</td> <td>15-Jun-2009</td> <td>14-Jun-2014</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.80</td> <td>2014</td> <td>10-Dec-2014</td> <td>09-Dec-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.53	2009	15-Jun-2009	14-Jun-2014	2	B	2.80	2014	10-Dec-2014	09-Dec-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
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1	B	2.53	2009	15-Jun-2009	14-Jun-2014																				
2	B	2.80	2014	10-Dec-2014	09-Dec-2019																				
<b>6. Date of Establishment of IQAC</b>			01-Aug-2009																						
<b>7. Internal Quality Assurance System</b>																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Preparation of Academic</td> <td>12-Jun-2017</td> <td>1687</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Preparation of Academic	12-Jun-2017	1687											
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Preparation of Academic	12-Jun-2017	1687																							

Calendar and its implementation	365	
Development of Mechanism for Dissemination of knowledge through PO /PSO/ CO and unit wise CO.	12-Jun-2017 365	1687
Development of Strategy for quality improvement in teaching- learning and evaluation system	12-Jun-2017 365	1687
No Files Uploaded !!!		

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	Salary Grant	State Government	2017 365	23064312
College	Saptadhara	State Government State Government	2017 365	40000
College	Udisha	State Government	2017 365	5000
College	UGC 12th Plan	UGC	2014 1826	1103196
College	UGC CPE	UGC	2016 1826	1632000
Faculty	Major Research Project	UGC	2015 1095	560800
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities</b>	Yes

during the year?	
If yes, mention the amount	2780196
Year	2017

## 12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Plan for utilization of various grants for the strengthening of the College academic, physical, and ICT infrastructure has been made with the timeframe of 5 years.

- For this year the various initiatives includes: Launching of Tally Add on programme with revised MOU Purchase of e-books Renovation of Ladies Room Installation of Smart Boards in class rooms Purchase of laptops for faculties Upgradation of Computer lab Installation of language lab Library Automation Expansion of MIS Organising NFDP 2 Organising National conference Organising State Level drama workshop Organising State Level Mono Acting Competition Participation in National level Drama Competition

- The various committees of college were encouraged and supported to - Conduct various intra-college and intercollege activities like debate, elocution, quiz, cultural activities, NSS, sports, excursion for students Research and publication activities for teaching faculties were encouraged.

- National Faculty development program on Structure Equation Modelling with AMOS has been hosted.

- New Tally with GST Batch was initiated

[View File](#)

## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation of Academic Calendar and its implementation	Integration of curricular, cocurricular and extra curricular activities during the two semesters of the year.
Development of Mechanism for Dissemination of knowledge through PO /PSO/ CO and unit wise CO.	Lesson plan were prepared and followed all the years for effective implementation of syllabus in each course work.
Development of Strategy for quality improvement in teaching- learning and evaluation system	1. Improvemnet in Library, ICT and physical infrastructure. 2. Successfully conducted activities so as to integrate cocurricular and extra curricular activities with the curricular activities. 3. Started add on certificate courses. 4. Provided

	exposure to students to corporate world through expert lectures, study tour etc. and encourage them to view on business channels the interviews and panel discussion taking place on important happenings in the world of business and commerce. 5. Made he students aware about the changes taking place in examination and evaluation system of university.
Development of Strategy for teachers towards self-improvement.	Significant contributions in research and publication activities by teachers.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>				
<table> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>IQAC/Local Administrative Committee</td><td>24-Oct-2018</td></tr> </table>		Name of Statutory Body	Meeting Date	IQAC/Local Administrative Committee	24-Oct-2018
Name of Statutory Body	Meeting Date				
IQAC/Local Administrative Committee	24-Oct-2018				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	<b>No</b>				
<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>				
Year of Submission	2018				
Date of Submission	03-Jan-2018				
<b>17. Does the Institution have Management Information System ?</b>	<b>Yes</b>				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	College has implemented the following MIS modules during the year. Student Record Management Online Admission Form Class Management Fee Management ( Online Offline) Payment Collection Certificate and Forms Computer Based Test Timetable Management				

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College prepares Academic Calendar in line with the university to ensure effective and timely delivery of curriculum. From this year in line with our

teaching plan system we have been adopting, we have also developed PO, PSO, CO and unitwise CO to make our teaching plan more time and quality effective. In periodic IQAC meeting the progress in academic session is reviewed. Thus, the mechanism of academic calendar, CO and periodic review ensures effective and timely delivery of curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST Accounting Training		17/07/2017	6	Focus on employability	Practical knowledge in GST accounting
40 hours Tally with GST certificate course		08/02/2018	41	Focus on employability	Computer accounting

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy	15/06/2017
BCom	Taxation	15/06/2017
MCom	Financial and Management Accounting	15/06/2017

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	419	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
GST Accounting Training	13/07/2017	377
Tally Certificate Course	08/02/2018	42
No file uploaded.		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Taxation	125

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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

#### Feedback Obtained

The feedback from the teachers collected mainly on two aspects related to research and curriculum revision of various courses of B. Com and M. Com programmes and improvement in curriculum delivery. Then their feedback on curriculum revision are discussed in the respective departmental meetings and the respective HOD make appropriate representation on the curriculum revision of respective courses in the meetings of Board of Studies of respective subjects. Further so far as their feedback on the aspect of improvement in the delivery of curriculum is concerned, it is discussed in the staff meeting as well as meeting of respective department so that feedback on improvement in overall curriculum delivery in all the subjects as well as the various courses can be utilised. The feedback from the students as well as alumni are collected on cocurricular activities, The feedback from the teachers are collected mainly on two aspects related to research and curriculum revision of various courses of B. Com and M. Com programmes and improvement in curriculum delivery. Then their feedback on curriculum revision are discussed in the respective departmental meetings and the respective HOD make appropriate representation on the curriculum revision of respective courses in the meetings of Board of Studies of respective subjects. Further so far as their feedback on the aspect of improvement in the delivery of curriculum is concerned, it is discussed in the staff meetings as well as meetings of respective department so that feedback on improvement in overall curriculum delivery in all the subjects as well as the various courses can be utilised. The feedback from the students as well as alumni are collected on cocurricular activities, Extra curricular activities, infrastructural facilities, curriculum delivery etc. by the teachers and overall performance of the college. The feedback of these two stakeholders are shared with the staff of the college and the management from time to time for the followup measures.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy	390	8500	425
BCom	Taxation	130	6400	148
MCom	Financial and Management Accountancy	70	365	74

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1544	143	3	0	12

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	15	11	11	11	15

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes mentoring of the students is in place. It is in place for all students. However more emphasis is put on 1. Mentoring through remedial coaching of SC / ST/ OBC students and those students who have completed their schooling from Gujarati/ Hindi/Marathi Medium so as to help them to cope up with change in medium from vernacular language as medium of instruction to English as Medium of instruction and 2. Mentoring through cocurricular and extracurricular activities. For example during the current year allocation of about 190 students among the teachers for mentoring through remedial coaching and curricular activities and about 590 students for mentoring through cocurricular and extracurricular are given below in the format Name of Faculty : ( No. of students allocated for mentoring through remedial coaching and curricular activities, No. of students allocated for mentoring through cocurricular and extracurricular) Dr. V.D.Naik:(Nil,31) Dr. A.K. Saha: (Nil,45) Dr. P.K.Chakrabarty: (12,30) Ms. N. Padma:(12,20 ) Dr. P. P.Pradhan: (19, 30) Dr. H.S. Oza:(19,30) Dr. A. R. Kulkarni:(19,30) Dr. S. H. Rajani:(19 ,90) Dr. S. J. Sondhi:(19,70) Dr. A. N. Pandya:(19,30) Ms. H. A. Pandya: (19,30) Ms. F. R. Mandviwala:(5,120) Mr. R. I. Patel:(20, 10) Mr. S. A. Shah:(3,10) Ms. S. K. Shethi: (3,10) Total: (188,586). Thus, all the full time teachers serve as Mentors and help them in solving their difficulties, problems and issues related to academic and nonacademic matters. The average number of mentees per mentor are 52:1.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1687	15	52

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	13	2	2	9

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Mr. Ravi Ishvarbhai Patel	Assistant Professor	Received a letter of appreciation in recognition of



			involvement as a faculty in Certificate course on GST by Institute of Cost Accountants of India.
2017	Dr. Heena Sunil Oza	Assistant Professor	Awarded Sarvajanic Shikshan Ratna Award 2017 by Sarvajanic Education Society, Surat.
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Accountancy and Taxation	First Semester	24/11/2017	02/02/2018
BCom	Accountancy and Taxation	Second Semester	07/04/2018	28/05/2018
BCom	Accountancy and Taxation	Third Semester	27/11/2017	08/02/2018
BCom	Accountancy and Taxation	Fourth Semester	11/04/2018	04/06/2018
BCom	Accountancy and Taxation	Fifth Semester	27/11/2017	21/12/2017
BCom	Accountancy and Taxation	Sixth Semester	11/04/2018	05/05/2018
MCom	Financial and Management Accounting	First Semester	22/11/2017	23/01/2018
MCom	Financial and Management Accounting	Second Semester	12/04/2018	03/05/2018
MCom	Financial and Management Accounting	Third Semester	22/11/2017	24/01/2018
MCom	Financial and Management Accounting	Fourth Semester	12/04/2018	05/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A nonautonomous affiliated college does not have the autonomy for initiating reforms in evaluation system. As such, the Continuous Internal Evaluation (CIE) system is framed by the university and the college has to implement it. In the

present framework the proportion of Internal Evaluation is 30 (20 marks out of 70 marks for one course). The breakup of 20 marks for this year is as follows:

1. Attendance 5 marks. 2. Assignment 5 marks. 3. Internal Exams 10 marks. Passing standard in the internal evaluation is 36 i.e. 7 marks out of 20 marks for a course. For appearing in the semester examination of the university, the student has to pass atleast in 4 courses of the semester.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

We prepare academic calendar in the beginning of every academic year, which includes broad calendar for the conduct of Continuous Internal Evaluation, which is flexible for the individual teacher so far as it is concerned about giving assignments, conducting group discussions on casestudy, presentation, etc... The advantages of this practice are as follows: 1. Efficient Implementation of Continuous internal assessment Preparation and adherence to the annual academic calendar has helped in the implementation of Continuous internal assessment system which is implemented either through class tests, presentations, and assignments, nonformal assessment based on observation of individual student's participation in group work, classroom learning and initiatives. 2. Positive impact on integration of curricular, cocurricular and extracurricular activities With the implementation of Semester based CBCS in the B.Com. and M.Com. programmes, as compared to the Annual system, there is very little scope for scheduling and rescheduling of curricular, cocurricular and extracurricular activities in the Semester based CBCS. However, with the implementation of the practice of preparing and adhering to the annual academic calendar in tune with that of University, we have been able to integrate these activities very efficiently.

#### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://spbemcc.com/?page\\_id=2638](http://spbemcc.com/?page_id=2638)

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCom(Accountancy)	BCom	Accountancy	381	289	75.85
BCom(Taxation)	BCom	Taxation	125	92	73.60
MCom(FMAC)	MCom	Financial and Management Accountancy	74	45	60.81

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#### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://spbemcc.com/?page\\_id=2628#jp-carousel-3008](http://spbemcc.com/?page_id=2628#jp-carousel-3008)

#### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

#### 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1096	UGC	560800	0
No file uploaded.				

### 3.2 – Innovation Ecosystem

#### 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
GST Accounting Training (First Batch)	IQAC/Accountancy	13/07/2017
GST Accounting Training (Second Batch)	IQAC/Accountancy	13/07/2017
GST Accounting Training (Third Batch)	IQAC/Accountancy	17/07/2017
GST Accounting Training (Fourth Batch)	IQAC/Accountancy	17/07/2017
GST Accounting Training (Fifth Batch)	IQAC/Accountancy	12/09/2017
National Accounting Conference	IQAC/Accountancy	15/02/2018
Second One week Faculty Development Programme	IQAC/Accountancy/Commerce /Economics/Statistics	19/02/2018
Tally Certificate Course (First Batch)	IQAC/Accountancy	08/02/2018

#### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

#### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	2	

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	2

Economics	1
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### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Statistics	2	0
International	Accountancy	1	0
International	Economics	1	0
International	English	1	0
No file uploaded.			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
Accountancy	4
No file uploaded.	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	31	0	0
Presented papers	0	15	0	0
No file uploaded.				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Blood Donation Camp	N.S.S. Unit of the college and Surat Rakhtdan Kendra	2	66
Thalassemia Checkup Camp	N.S.S. Unit of the college and Surat Rakhtdan Kendra	2	467
Voter ID campaign	N.S.S Unit and Surat Election Commission	2	164
Swachch Bharat Abhiyan Campaign	N.S.S Unit of the college	2	72
Awareness programme on Importance of Breast Feeding	N.S.S. Unit and Sheth P.T. Mahila College	2	225
Aids Awareness Rally	N.S.S. Unit of the college	2	45
Medical Checkup camp (during seven days Residential Camp) at adopted Village, Kukni	N.S.S. Unit of the college and Adopted Village	2	50
Street Play on "Save Girl Child" (during seven days Residential Camp) at adopted Village, Kukni	N.S.S. Unit of the college and Adopted Village	2	50
Tree plantation	N.S.S Unit of the college	2	50
"Ek Muthhi Mulayavan" Surat Manav Seva Sangh (Chhaydo)	N.S.S Unit of the college	2	50
International Yoga day	N.S.S Unit of the college	15	75
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS related activities	Best NSS Volunteer	Veer Narmad South Gujarat University	10
NSS related activities	First Prize in Quiz Competition	Government of Gujarat	1
NSS related activities	First Prize in Quiz Competition	Government of Karnataka	1
NSS related activities	First Prize in Tug of War	Government of Karnataka	1
NCC	B Certificate	Ministry of defence, Government	3

		of India	
NCC	C Certificate	Ministry of defence, Government of India	3
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Service Scheme	N.S.S. Unit of the college and Surat Rakhtdan Kendra	Blood Donation Camp	2	66
National Service Scheme	N.S.S. Unit of the college and Surat Rakhtdan Kendra	Thalassemia Checkup Camp	2	467
National Service Scheme	N.S.S Unit and Surat Election Commission	Voter ID campaign	2	164
National Service Scheme	N.S.S. Unit of the college and Adopted Village (Kukni, Taluka Olpad, District Surat)	Swachh Bharat Abhiyan Campaign	2	72
National Service Scheme	N.S.S. Unit and Sheth P.T. Mahila College	Awareness programme on Importance of Breast Feeding	2	225
National Service Scheme	N.S.S. Unit of the college and Adopted Village (Kukni, Taluka Olpad, District Surat)	Medical Checkup camp (during seven days Residential Camp) at adopted Village, Kukni, Taluka Olpad, District Surat.	2	50
National Service Scheme	N.S.S. Unit of the college and Adopted Village (Kukni, Taluka Olpad, District Surat)	Street Play on "Save Girl Child" (during seven days Residential Camp) at adopted Village, Kukni, Taluka Olpad, District Surat.	2	50
National Service Scheme	N.S.S. Unit of the college	"Ek Muthhi Mulayavan" Surat Manav	2	50

		Seva Sangh (Chhaydo)		
National Service Scheme	N.S.S. Unit of the college	International Yoga day	15	75
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Guiding Research	15	Fees and Honarinium	365
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
CA Internship	Internship	Practicing Chartered Accountants	12/06/2017	11/06/2018	181
Project Work	Project Work	Veer Narmad South Gujarat University, Surat	12/06/2017	11/06/2018	117
Sharing Research Facilities	Sharing Research Facilities	Veer Narmad South Gujarat University, Surat	12/06/2017	11/06/2018	15
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Org Name: Rotray Club of Surat Roundtown, Gujarat, India (Rotaract Club of SPB College Roundtown)	29/03/2017	The purpose of the activities is to develop leadership and professional skills and build connection worldwide.	20
TOS Classes	01/02/2018	Train the students of T.Y.B.Com. for Tally Accounting	25
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1640000	2215170

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	78	5041	0	0	78	5041
Reference Books	23734	2582152	2332	421890	26066	3004042
e-Books	0	0	0	0	0	0
Journals	40	464394	40	84972	80	549366
e-Journals	13	1205020	13	32200	26	1237220
Digital Database	1	16400	0	5700	1	22100
CD & Video	0	0	37	31173	37	31173
Weeding (hard & soft)	1537	153700	0	0	1537	153700
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc



Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	57	1	4	7	0	1	1	25	134
Added	40	1	0	40	0	0	0	0	12
Total	97	2	4	47	0	1	1	25	146

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1557000	607914	593000	450919

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college utilizes UGC grants, state government funding and internal resources for the Procurement, maintenance and upkeep of the infrastructure, facilities and equipments of the college. UGC grants are received for the procurement as well as maintenance of equipments and other infrastructure development, remedial coaching, augmenting and promoting research activities etc. whereas state government grants are usually received towards salary of staff of grant in aid programme and maintenance. The UGC grants are utilised strictly in accordance with the allocations of grant received from the UGC. Whenever the internal funding is required for the above purposes, usually, appropriate budgetary allocations are made and they are always approved before its utilization and are audited internally and externally by CA regularly. This procedure is always followed scrupulously. Administrative staff as well as faculty members are watchful about the proper maintenance of college building and various equipments. Fire safety gadgets are maintained on a regular basis and care is taken to provide a safe and hygienic environment in the college campus. Annual maintenance contracts are given to different agencies for taking care of electrical and electronic gadgets like computer systems, air conditioners, RFID Security System, water purifiers etc. Wherever possible,

inhouse 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, wherever required. The institution ensures optimal utilization of the budget allocated for various activities by implementing the following measures: 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 setup 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.

<http://spbemcc.com/wp-content/uploads/2020/01/College-Policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Shree Adeshwar Jain foundation Trust 2. Shree Ramkrishna Welfare Trust 3. P.P.Savani Group 4. Scholarship by College 5. Shri Noshir Jamshedji Gajera Trsut 6. Sarvajanic Education Society 7. SPB from Students Welfare and Amenities Fun	21	74946
Financial Support from Other Sources			
a) National	1. Post Matrix Scholarship for SC students 2. Post Matrix scholarship for ST students 3. Post Matrix scholarship for SEBC students 4. National Merit Scholarship from Government of	464	3199140

	Gujaart		
b)International	Rashmi Kakkad Trust Foreign Scholarship	1	6000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	15/06/2017	188	Faculty members of college
Personal Counselling /Mentoring	15/06/2017	588	Faculty members of college
Yoga	21/06/2017	200	Faculty members of college and Alumni
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Campus Placement	105	105	0	23
2017	Career Counselling Lectures	192	192	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
South Indian Bank	50	4		0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	1
CAT	5
Any Other	181
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Drama Workshop	State	51
Mono Acting Competition	State	32
Hari Om Ashram Prerit Bhulabhai Smarak Elocution Competition as a part of Youth Festival of VNSGU	University Level (Inter Colleges)	26
Book Review Competition	University Level University Level (Inter Colleges) (Inter Colleges)	16
Patriotic Song Competition	Intra College	22
Mehendi Competition	Intra College	43
Best Personality Contest	Intra College	147
Essay competition	Intra college (selection for KCG Event)	23
Essay Competition	Intra college (selection for Ramchandra Mission Essay Competition)	19
Elocution competition	Intra college (selection for KCG Event)	11
Swimming	Intra College (Selection for Inter College Competition)	6
Loan Tennis	Intra College (Selection for Inter College Competition)	4
Foot ball	Intra College (Selection for Inter College Competition)	30

Cricket	Intra College (Selection for Inter College Competition)	70
Gymnastic	Intra College (Selection for Inter College Competition)	8
Table Tennis	Intra College (Selection for Inter College Competition)	25
Judo	Intra College (Selection for Inter College Competition)	7
Badminton	Intra College (Selection for Inter College Competition)	22
Basketball Men	Intra College (Selection for Inter College Competition)	22
Basketball Women	Intra College (Selection for Inter College Competition)	22
Yoga Boys	Intra College (Selection for Inter College Competition)	6
Yoga Girls	Intra College (Selection for Inter College Competition)	12
Volley Ball Boys	Intra College (Selection for Inter College Competition)	30
Volley Ball Girls	Intra College (Selection for Inter College Competition)	20
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	South Asian Roll Ball Championship at Nepal. Gold Medal	Internatio nal	1	0	0	Chetan Donda
2017	National Gymnastic Competitio n	National	2	0	0	Rajvi Mahale

2018	National Drama Competition	National	0	3	0	Suhani Jagirdar, Manav Joshi
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institute has the Students' Council which is constituted according to University's rules and regulation which includes elected and nominated members. The important features of the Students' Council are as follows: Election and Constitution: As per the constitution framed by the University all the students enrolled during the year at undergraduate or post graduate level automatically become the members of the Students' Union. The Students' Council is basically an elected body with few nominated members as stipulated in the constitution. The representatives are elected from each UG and PG class as per the rules and regulations of Veer Narmad South Gujarat University. For example, from each undergraduate division, 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 of representatives only. 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, ViceChair 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. Activities: 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. Funding: Resource: The University determines the Students' Council fee. At present Rs. 100/ is collected from each student as Students' Council fee per term. > 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.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

Yet not registered.

5.4.2 – No. of enrolled Alumni:

85

5.4.3 – Alumni contribution during the year (in Rupees) :

0

#### 5.4.4 – Meetings/activities organized by Alumni Association :

0

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has been following a decentralized and participative management through its five departments viz. Accountancy, Commerce, Economics, Statistics and English and through various committees such as Internal Quality Assurance Cell (IQAC), Time Table and Internal Evaluation Committee, Anti Ragging and Discipline and Grievance Redressal Committee, NSS / NCC and Related Activities Committee, Library Committee, Career Counselling and Placement Cell, Sexual Harassment Prevention Cell, Research Committee and SC/ST Cell etc. These departments and committees work for the smooth and effective working of the institution and promotes its development. For example, (i) Our college has been organizing Faculty Development Programme for last two year for updating knowledge in the area of research. In organization of such NFDP as part of our practice of decentralization and participative management various committees are formed and staff members are delegated responsibilities for the successful completion of the programme. The various committees such as hospitality and accommodation committee, registration committee, technical support committee, Refreshment committee etc. coordinate and help each other to carry out the task on hand and that reflects a good example of group work through decentralization participative management. (ii) Similarly, Annual Cultural event SPBFEST is organized to showcase the talent of the students through various performances in dance, music, drama, mono acting, drawing etc. In the management of this event through the decentralization and participative management, teachers and students put in joint efforts and share the responsibilities assigned to various committees formed for making the event successful.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	As on now library has approximately 78 books, 26,066 e books, 36 journals, 37 digital database including newspapers to enhance the knowledge of the students. ? Library is equipped with 20 computers for students and teachers. ? Teachers are provided with laptops to aid teaching. Each class room has LCD projectors and amplifiers installed.
Curriculum Development	The Principal of the college is in the university academic council which takes decisions related to quality. The Head of the departments of Economics, English, Accountancy, Commerce and Statistics of the college are the members of Board of studies at Veer Narmad South Gujarat University. These



	<p>teachers play a prominent role in framing of syllabi for different subjects at the university level. Many of the staff members are members of sub committees for restructuring of syllabi.</p>
Teaching and Learning	<p>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. Audiovisual 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.</p>
Examination and Evaluation	<p>Apart from regular university exams, the internal Examinations are conducted at the college level. The teachers constantly evaluate students performance by organising class presentations by the students in topic assigned to them.</p>
Research and Development	<p>Teachers who had registered for Ph. D. programme are given full support and guidance is provided to all faculty members to pursue their Doctoral study in form of infrastructure facilities. ? Four teachers are pursuing Ph.D. ? Major research project on "A study of performance of ISO 14001 Environmental Management System (EMS) in Indian Manufacturing Firms" has been sanctioned by University Grants Commission (UGC) for grant of Rs. Five lakh sixty thousand eight hundred and amount of Rs. 3,86,000 have been received. ? Duty Leave is sanctioned to teachers for attending seminars, workshops, faculty development programmes, orientation programmes, refresher courses etc.</p>
Human Resource Management	<p>Human resources are considered to be the core of any institution. In our organisation we value and care for human resources. Our HRM policy is inclusive, decentralized and has high level of participative management. One of the office staff passed away in service. All statutory and additional financial and nonfinancial support is been extended to the family to get stabilized after a loss of man in family.</p>
Industry Interaction / Collaboration	<p>The college organises number of visits to the industry to provide exposure to</p>



	the students to real life situation and industry environment. Various guest lectures of Alumni and other experts are regularly organized.
Admission of Students	Entire admission procedure is centralized, automated and online and students are given admission on basis of merit only

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Modules of EasyEdmin MIS system namely, 1. Student Record Management 2. Online Admission Form 3. Certificate and Forms 4. App Messaging are being used for this area of governance.
Examination	Exam Management module of EasyEdmin MIS system is being used for this area of management.
Examination	Exam Management module of EasyEdmin MIS system is being used for this area of management.
Planning and Development	1. Software for budget preparation provided by Sarvajanic Education Society and 2. Module for fees collection Are being used for this area of governance.
Administration	The modules of EasyEdmin MIS system namely, 1. Time Table management, 2. Class Management, 3. TV Display, 4. App Management, 5. GR Maintenance are being used for this area of governance.
Finance and Accounts	1. Tally Accounting software provided by sarvajanic education society and 2. Fees management module of EasyEdmin MIS system Are being used for this area of governance.
Planning and Development	1. Software for budget preparation provided by Sarvajanic Education Society and 2. Module for fees collection Are being used for this area of governance.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. V.D. Naik	2nd one week National Faculty	SPB College of commerce and Indian	2000

		Development Pro gramme	Accounting association South Gujarat Branch	
2017	Dr. P.K.Chakrab artty	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. Ms. P.P.Pradhan	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. Ms. H.S. Oza	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. Ms. A.R.Kulkarni	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Mr. S.H.Rajani	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. Ms. S.J.Sondhi	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. A.N.Pandya	2nd one week National Faculty Development Pro gramme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Ms. H.A.Pandya	2nd one week National	SPB College of commerce and	2000

		Faculty Development Programme	Indian Accounting association South Gujarat Branch	
2017	Dr. A.K.Saha	2nd one week National Faculty Development Programme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Ms. N.Padma	2nd one week National Faculty Development Programme	SPB College of commerce and Indian Accounting association South Gujarat Branch	2000
2017	Dr. Ms. H.S.Oza	National Workshop on New methodology of NAAC on 26th February, 2018	Z.F.Wadia Women's College N.K.Jhota College of Commerce, Surat	500
2017	Dr. Ms. S.J.Sondhi	National Workshop on New methodology of NAAC on 26th February, 2018	Z.F.Wadia Women's College N.K.Jhota College of Commerce, Surat	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	National Conference on Research in Accounting		15/02/2018	15/02/2018	15	0
2018	2nd one week National Faculty Development Programme		19/02/2018	25/02/2018	15	0
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
2nd one week National Faculty Development Programme on SEM with AMOS	15	19/02/2018	25/02/2018	7
National Conference on Research in Accounting	15	15/02/2018	15/02/2018	1
International Faculty Development Programme organised by UGC, Govt of Gujarat Phase 1	7	19/01/2018	20/01/2018	2
International Faculty Development Programme organised by UGC, Govt of Gujarat Phase 2	7	07/03/2018	07/03/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Membership of Sarvajani Education Society Employees Co.op. Credit Society Ltd. 2. Group Insurance Scheme	1. Membership of Sarvajani Education Society Employees Co.op. Credit Society Ltd. 2. Group Insurance Scheme. 3. Interest Free Festival Advance	1. Thalessimia Check up at nominal fee of Rs. 125 only

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

As a part of practice of transparent financial activity, college conducts internal and external financial audits regularly. The financial activities including internal and external financial audits take place in the following stages. 1. In the month of November/December, normally, the management (SES) directs all the institutions to prepare annual budget for the next financial

year. 2. The college prepares the budgets, discuss them in the meeting of the Local Administrative Committee and gets them approved. 3. The approved budgets are sent to the management (SES) and after getting the approval from SES they are implemented. 4. All the income - expenditure statements are recorded in the accounts and the accounts are audited internally, at the end of every quarter, by the CA appointed by SES, and also externally, at the end of the year, by another CA also appointed by the management (SES) 5. All the annual audited accounts are presented before the LAC and after the approval of LAC, they are sent to the management (SES) for approval and appropriated considerations. The minutes of the whole process mentioned above are recorded.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Endevour Coaching Institute	20000	Magazine Advertisement
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6.4.3 – Total corpus fund generated

11245147
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL
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6.5.3 – Development programmes for support staff (at least three)

NIL
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

As post accreditation initiatives, college added various activities which includes expansion and upgradation of: Library Increase in Library Book e books ejournals library automation Physical Infrastructure : Seminar Room Upgraded ladies Room ICT in Teaching/ Learning Smart board LCD projectors Computer lab Language lab Laptops Wifi Campus wifi Website Making website more user friendly Addon Courses Tally ERP Other students related activities : Participation of students in cultural activities at national level Research and Development Initiatives : NFDP 1 NFDP 2 NFDP 3 LDP National Conference encouraging teachers for research and publication MRP students for NET Others recognizing students in prize distribution Finishing School KCG – Government of Gujarat Initiative imparting the students add on 100 hours soft skill training covering 4 modules - life skills, interview skills, English communication skills component 3 and 4, each of 25 hours.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	36 hours Tally with GST certificate course	14/08/2017	08/02/2018	21/03/2018	42
2017	GST Accounting Training	16/06/2017	13/07/2017	16/07/2017	377
2018	National Accounting Conference	25/11/2017	15/02/2018	15/02/2018	136
2018	National Faculty Development Programme	25/11/2017	19/02/2018	19/02/2018	67
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Importance of Breast Feeding	06/08/2017	06/08/2017	350	0
Encouragement for participation in Inter College and Intra College Sports events without any gender bias	15/06/2017	15/04/2018	1096	591
Encouragement for participation in Inter College and Intra College Cultural Activities without any gender bias	15/06/2017	15/04/2018	1096	591

Encouragement for participation in activities carried out under Various student council committees without any gender bias.	15/06/2017	15/04/2018	1096	591
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The efforts for Reduction in Consumption of Electricity made by the college are as follows: • Classroom wise single on/off switch have been installed over and above unit wise switches. • The philosophy of sharing the equipment to reduce the load in office is followed as environment consciousness initiative. • All the ordinary bulbs and tube lights have been replaced with CFL bulbs throughout the college to save energy. • Classrooms have sufficient cross ventilation and light so that the use of electricity can be minimized. • Solar Energy Panels for Street Lighting on the Campus have been installed. • Printing on both the sides of the sheets are taken to control usage of paper

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Efficient functioning of the college	15/06/2017	Act, Statutes and Ordinances of VNSGU, GRS and circulars of State Government and UGC are followed scrupulously in Letter and Spirit
Terms and Conditions of Service for Teaching and NonTeaching Staff and the Code of Conduct	15/06/2017	UGC Guidelines, Government of Gujaart Guidelines and directives and Ordinance/ Guidelines/ Directives of

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	04/08/2018	04/08/2018	90
Blood Donation Camp	09/12/2018	09/12/2018	66
Aids Day Awareness Rally as a contribution of youth in HIV movement	01/12/2017	01/12/2017	48
Ek Muthhi Mulyavan Donation of Food Grains to Surat Manav Seva sangh (Chhaydo)	16/03/2018	16/03/2018	50

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Utilisation of Energy Saving and Renewable Energy System Only LED Bulbs and Tubes are used as energy saving and ecofriendly alternatives. Waste Management Dry waste and wet waste (storing and disposing through separate dust bins) and ewaste management through the sister college is adopted by the college Rain Water Harvesting Drilling of Bore Well and providing and installing perforated holes along with earth work for rainwater harvesting in the campus are developed. Tree Plantation Tree plantation is organised in college campus to make campus ecofriendly. 300 saplings were planted distributed by the NSS unit. Energy Saving • Facility and Use of single switch to switch off all lights of the classrooms • All the ordinary bulbs and tube lights have been replaced with CFL bulbs throughout the college to save energy. • Classrooms have sufficient cross ventilation and light so that the use of electricity can be minimized. • Solar Energy Panels for Street Lighting on the Campus have been installed. Campus Cleanliness Day Celebration as part of Swachha Bharat Abhiyan Cleanliness: Regular, twice a year cleanliness drive cum, "know the library" by NSS volunteers in library

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice 1 Making COs more precise by providing unit-wise objectives of each course of programs Objectives of the practice: The main objectives of this practice are (i) to impart unitwise precision to the objectives of each course (ii) to make staff and students aware about the importance of each unit of each course (iii) to help the teachers in rationalizing the timeallocation among units of the course etc. The Context: The Head of Departments of our college are exofficio members of various BOS of University. They realized that the syllabi of courses of B.Com and M.Com programs framed by Board of Studies (BOS) of the University provide only broad objectives of various courses. They do not contain unitwise objectives. Consequently, (i) the teachers and the students do get unitwise precision in the objectives of these courses, (ii) the teachers and the students do not realize the importance of each unit of a course, (iii) teachers find difficulties in rationalizing the timeallocation among units of the course etc. In order to overcome such issues we realized the importance of implementation of this practice. The Practice: This practice consists of two main aspects. (i) Specifying the objectives of each unit of each course of



B.Com and M.Com programs the college is offering and (ii) conveying them to the students and the teachers teaching the respective courses. For effective implementation of this practice on these two aspects, at beginning of each year, HODs of the college hold meeting of respective Department. In this meeting the allocation of courses / units of the courses, under that Department is carried out and the syllabi with unitwise objectives are provided to them in order to attain the objectives / goal. Evidence of Success: The evidences of success of practice of "Making COs more precise by providing unit-wise objectives of each course of programs" can be realised from the facts. The teachers are able to understand the importance of each unit and are able to allocate optimum time for teaching, including the revision and the time for unitwise CIE, to the units they have to teach within timeframe of the semester. The college is able to implement the annual calendar effectively by carrying out all the curricular, cocurricular and extracurricular activities in the stipulated timeframe. The college results are commendable results in CIE as well as the University examinations consistently. Best Practice 2 Promotion of Inclusive Practices Objectives of the practice: One of the most important objectives of this practice is to imbibe the feeling in every student of the college and staff that the college is truly "Sarvajanik" i.e. for each one of them and for all the castes and creeds of the society in its letter and spirit. The Context: This college is managed by Sarvajanik Education Society. Here, the word 'Savajanik' means 'public' or 'for the people of society in general' or 'for each person of the society' and has inherent connotations of 'inclusiveness'. Therefore, one of the aspects of our Vision is to be a leading participant in the "Sarvajanik" (i. e. public) process of grooming citizens who are competent for pursuing fulfilling careers and who have correctitude in their character. Hence the most important step towards this endeavor is that we must continuously strive to ensure that all the students and staff members have the feeling of being "included" and being a part of SPB Family. The Practice: As part of this practice, our college has evolved a decentralized and participative management system for the students and the staff. For ensuring the inclusiveness for students all the cocurricular and Extracurricular activities are carried out through various committees formed under student council, which itself is formed through the parliamentary elections system. In the election of student council, all the registered students of the respective year can take part. As part of promotion of inclusive policy for girl students, in each class, one of the two seats are reserved for girl candidates if the class has at least 30 girl students. Similarly for promoting inclusiveness through decentralized and participative management among the staff, all the activities including curricular, cocurricular and extracurricular activities of the college are carried out through various committees such as IQAC, TimeTable Committee, Committee for NSS/NCC related activities, Career Counseling and Placement Cell, Library Committee, Examination Committee, Sexual Harassment Prevention Cell, Research committee, etc. Evidence of Success: Evidence of success in our practice of "Promotion of Inclusive Practices" can be traced in the following: In the admission as well as in the recruitment of the staff, inclusive reservation policy of the university and the state government is followed scrupulously. This is reflected in the composition of teaching staff and the admitted students over the years. All the SC/ST/OBC eligible applicants have been first admitted on open category seats on general merit and then on the merit of respective category. Therefore, it can be easily verified that the parentage of students admitted in these categories is higher than 100 or all the applicants get admitted. All the practical measures for promoting gender equity are taken. In fact, a look at the trend of last fifteen years shows that girls outnumber the boys in the academic as well as in the various committees under student council. Not only that, the girls students have been outnumbering the boys in inter collegiate sport and cultural events. On average, every year at least 5 girls of our college have represented our

University at inter Universities events. Problems Encountered and Resources required: No extra resources are required and no major problem arises in the implementation of this policy. Best Practice 3 Well Planned and Documented System For Financial Activities Objectives of the practice: Being a GrantinAid college, dependent mostly on public funds, main goal of this practice is to maintain Accountability and Transparency in the Financial Activities. The Context: Being an institution offering programmes of commerce faculty and an institution managed by 107 years old public democratic trust in which leading citizens of Surat having only Philanthropic interest serve as trustees, it is one of the most important of duties of the college to have exemplary conduct in maintaining complete transparency in its financial functions. Over the years, the college has played pivotal role in establishing a system for financial activities in the institutions being managed by Sarvajanic Education Society. The Practice: Before the commencement of every financial year, in the in the month of Dec/Jan, our Management (SES) directs Heads of institutes to prepare the budgets in the prescribed formats and to get them approved from the local administrative committee (LAC) of the college which have at least one member who is qualified Chartered Accountant (CA). The college prepares the budgets, get them approved from the LAC and sends them to SES for approval. All the accounts are operated keeping in mind the budgetary provisions of respective accounts, accounts are maintained on Tally accounting software provided by the management and audited quarterly by the internal auditor appointed by the management. At the end of the year all the accounts are audited by the CA appointed by the management, audited accounts along with audit reports are presented before the LAC in its meeting. After the approval of LAC they are sent to the management for appropriate orders / directions and then the Income tax returns are filed on time. Evidence of Success: It is evident from the records that the college is able to prepare the accounts in time and always get them audited, internally and externally, in time and file the Income Tax returns in time. With almost no pressure on this aspect of functioning of the college, we are able to focus more on the curricular and students support oriented cocurricular and extracurricular activities and are able to focus on our drive for inculcation of, "StudyPerformBlossom" mantra for envisioned evolution in the career and character of students and staff of the college. Problems Encountered and Resources required: No extra resources are required and no major problem arises in the implementation of this policy.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://spbemcc.com/?page\\_id=2596](http://spbemcc.com/?page_id=2596)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Distinctiveness of our Vision, Priority and Thrust is reflected in the implementation of our DRIVE FOR INCULCATION OF 'STUDY - PERFORM - BLOSSOM' MANTRA. The Performances of the college on this front is evident in the following details: High Lights of Performances on curricular front: SPB College students, both GIA and selffinance batches, outperformed in results in 2018 when compared to Veer Narmad South Gujarat University results. (i) For F.Y. B.Com University result success rate was 72.76 while SPB students' success rate in regular batch was 89.52 and that in self finance batch was 82.75 . (ii) For S.Y. B.Com University result success rate was 73.81 while SPB students' success rate in regular batch was 87.70 and that in selffinance batch was 82.00 . (iii) For T.Y. B.Com University result success rate was 41,69 while SPB students' success rate in regular batch was 75.85 and that in self finance batch was 73.60 . (iv) For M.Com University result success rate was 53.27 while SPB

students' success rate in regular batch was 60.81. (v) 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. High Lights of Performances on the front of Cocurricular and Extracurricular activities: (i) College organises State Level Drama Workshop and State level Monoacting completion to train students. Ms. Suhani Jagirdar bagged first prize in MonoActing. (ii) Number of prizes/medals won in these intercollegiate cultural events at Youth Festival during last year is 7. (iii) "MudWalk" play performed by our students at the 63rd All India Drama and Dance Competition won 1st prize at National Level (iv) Numbers of student participants in inter college Debate, Elocution, Essay Writing and Presentation events is 46. College bagged 30 prizes in these events. (v) Number of students who took part at Inter College/ West Zone/State/National level competitions of sports and games is 120 and total 25 ranks, medals, prizes were bagged. Mr. Harshal Sarang bagged fifth position at All India Swimming Competition. (vi) 12 students represented VNSGU at University level in sports. (vii) 5 students participated at State Level in sports. Some Statistics highlighting the focus of teaching staff on their own professional development. i. Number of symposia / seminars / workshops / conferences of State / National / International levels attended by the faculties during last year is 22. ii. Number of papers presented by the faculties at symposia/ seminars/ workshops/conferences of state/national level during last year is 15. iii. Number of papers published / accepted for publication in journals of national/international repute during last year is 08.

Provide the weblink of the institution

[http://spbemcc.com/?page\\_id=2596](http://spbemcc.com/?page_id=2596)

## 8.Future Plans of Actions for Next Academic Year

? Strengthening further the overall performance ? Increasing elearning resources. ? Computarisation of library, MIS, ? Strengthening the physical infrastructure ? Introduction of online appraisal system ? National level conference in the subject of Commerce ? National level FDP ? State level competition in Cultural activities. ? Hosting 23 events at university level. ? Addon courses in ERP and Tally ? Language Lab ? Soft Skill development Program