

RE-ACCREDITATION REPORT

{ RAR }

SUBMITTED BY

**Smt. Savitaben Chunibhai Patel Fartikuiwala
Commerce College, Dabhoi, Gujarat**

NAAC Accredited "B" Grade

Phone No: 02663-255252

E-mail: commdabhoi@gmail.com

www.scpfcommercecollege.com

(Affiliated to Gujarat University - Ahmedabad)

(MANAGED BY)

The Baroda District Education Society



Co-ordinator

Mr. B. Z. Chaudhari

Department of Economics

Jt. Co-ordinator

Mr. S. G. Memoria

Department of Commerce

I/C Principal

Mrs. B. K. Purohit

Smt. S.C.P.F. Commerce
College, Dabhoi, 391110.
Gujarat.

SUBMITTED TO

National Assessment and Accreditation Council

Bangalore

April - 2014



Smt. S.C.P.F. Commerce College, Dabhoi.

Nr. Bus Depot, Dabhoi-391 110. District. Vadodara.. Gujarat.

Vadodara Jilla Kelavani Mandal, Dabhoi.
[The Baroda District Education Society]

Management Board

No.	Name	Designation	Photo
1	Shri Shashikant H. Patel	President	
2	Shri Dilipbhai N. Patel	Vice President	
3	Shri Chandrakant M. Patel	Secretary	
4	Shri Thakorbhai K. Patel	Jt. Secretary	

Teaching Staff

Name	Designation	Subject
1. Smt. B. K. Purohit	- I/C Principal	English
2. Shri N. R. Lalpuria	- Asso. Professor	Accountancy
3. Shri S. G. Memoria	- Asso. Professor	Commerce
4. Shri B. Z. Chaudhari	- Asso. Professor	Economics
5. Shri S. B. Desai	- Assi. Professor	Physical Director
6. Smt. N. D. Talati	- Part-Time	Statistics
7. Shri V. N. Pandya	- Part-Time	Accountancy
8. Shri Maheshbhai Patel	- [Mgt.Appointee]	Accountancy / Busi. Laws
9. Shri Dineshbhai Vaswani	- [Mgt.Appointee]	English

Administrative Staff

1. Shri B. R. Suthar	- Sr. Clerk	
2. Shri A. D. Patel	- Sr. Clerk	
3. Shri J. H. Pandya	- Jr. Clerk	
4. Shri G. M. Vasava	- Peon	
5. Shri M. B. Vasava	- Peon	
6. Shri S. J. Rana	- Peon	
7. Shri K. P. Patel	- Accountant	[Mgt. Appointee]
8. Shri J. T. Patel	- Computer Operator	[Mgt. Appointee]
9. Shri D. G. Sutaria	- Watchman	[Mgt. Appointee]
10. Shri J. F. Bhangi	- Sweeper	[Mgt. Appointee]

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From the Principal's Desk:

It is a matter of great pleasure to write about the institution as a Principal In-charge. Myself Smt. Bhagwatiben K. Purohit is proud of serving for about 40 years here.

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College, Dabhoi is managed by Vadodara Jilla Kelavani Mandal. The college is established in the year 1968. Since then all the principals have rendered their valuable services and contributed a lot in the progress and development of the institution. The management-Body of Vadodara Jilla Kelavni Mandal also takes keen interest in the smooth functioning of all the institutions in the campus. The commerce college is affiliated with the Gujarat University. It is a Grant-in-aid college. The college has been progressing day by day tuning with modern technology and science with the financial assistance of U.G.C., Management and guidance of the other stakeholders and well-wishers.

The institute gives admission to such students as would be unable to get admission elsewhere. The students come from rural area and agrarian families. They are tamed, trained and prepared for becoming responsible citizens of future. They are nurtured with good qualities like loyalty, sincerity, faithfulness, patriotism etc. They are also trained to face the challenges and develop their multi-dimensional personality and progress in all walks of life. Strict discipline is maintained in the institution. The hidden talents of the students are developed and the entrepreneurship is also encouraged in them.

All the above mentioned goals are fulfilled by implementing Sapatadhara, SCOPE, UDISHA, and by establishing NCC, NSS, Sports, CWDC etc. Units in the institution.

All the teaching faculties of the institution are learned and well-experienced. They have scholarly knowledge.

Though the Govt. recruitment has almost closed the door, the institute is progressing even under the scarcity of teaching as well as administrative staff.

I can write with pride that the institute is one of the best colleges in the whole district. *The Higher Education Commissioner Madam Jayanti Ravi has visited the college considering it one of the best commerce colleges of the district. Apart from*

teaching the institute has stood first in the whole Vadodara district in the Sapataadhara activities.

To sum up, the institute is an asset in the Vadodara district. The present RAR may give a detailed information about the institute and as a Principal in-charge, I am proud to put it for your kind consideration.

❖ **Executive Summary – The SWOC analysis of the institution :**

➤ **Strength:**

- Learned faculties.
- ‘A’ Grade received from KCG for Sapatadhara activities.
- Financial Support from Management.

➤ **Weaknesses:**

- Deficiency of Staff – teaching and non-teaching.
- Lack of ICT Facilities for teaching learning.
- Limited infrastructure facilities.

➤ **Opportunities:**

- Result Development.
- Opportunities for placement.
- Inspiration to the students for entrepreneurship, Self Employment and job work.

➤ **Challenges:**

- Limited Staff.
- Limited facility.
- To teach and train the students coming from agrarian families and rural area.

Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Smt. S.C.P.F. Commerce College, Dabhoi	
Address :	Near. S.T. Depot, Dabhoi	
City : Vadodara	Pin : 391110	State : Gujarat
Website :	www.scpfcommercecollegedabhoi.com	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
In charge Principal	Smt. B. K. Purohit	O:02663-255252 R:	9898064087	-	commdabhoi@gmail.com
Vice Principal	N.A	O: R:	N.A	N.A	N.A
Steering Committee coordinator	Shri B. Z. Chaudhari	O : R	9998054244	N.A	bakulbhaichaudhari@gmail.com

3. Status of the Institution:

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

4. Type of Institution:

a. By Gender

i. For Men	<input type="checkbox"/>
ii. For Women	<input type="checkbox"/>
iii Co-education	<input checked="" type="checkbox"/>

b. By Shift

i. Regular	<input checked="" type="checkbox"/>
ii. Day	<input type="checkbox"/>
iii. Evening	<input type="checkbox"/>

5. It is a recognized minority institution?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

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

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6. Sources of funding:

Government Grant-in-aid	✓
Self-financing	
Any other	

7. a. Date of establishment of the college: 15/06/1968 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Gujarat University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	19-06-1976	
ii. 12 (B)	NA (The institution was established before 1972)	

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

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

- Not Applicable

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

(Enclose the recognition/approval letter)

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

Yes No

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

Yes No

9. Is the college recognized?

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

Yes No

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

b. For its performance by any other governmental agency?

Yes No

If yes, Name of the agency and Date of recognition:
..... (dd/mm/yyyy)

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

Location *	Rural
Campus area in sq. mts.	43.74 Acres
Built up area in sq. mts.	1504.28 Sq. mts (16192 Sq. feet)

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

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

- Auditorium/seminar complex with infrastructural facilities ✓
 - Sports facilities ✓
 - Play ground ✓
 - Swimming pool
 - Gymnasium
 - **Hostel**
 - **Boys' hostel** ✓
 - i. Number of hostels 01
 - ii. Number of inmates 46
 - iii. Facilities (mention available facilities)
 - 24 Rooms

- **Girls' hostel** ✓
 - i. Number of hostels 01
 - ii. Number of inmates 18
 - iii. Facilities (mention available facilities)
 - 05 Rooms
- **Working women's hostel - No**
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- **Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) : 2 for Principal, 8 for teachers and 2 for peon**
- **Cafeteria — Yes**
- **Health centre — No**
- **First aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... Health centre staff – No**
 - Qualified doctor Full time Part-time
 - Qualified Nurse Full time Part-time
- **Facilities like banking, post office, book shops – No**
- **Transport facilities to cater to the needs of students and staff –No**
- **Animal house – NA**
- **Biological waste disposal – NA**
- **Generator or other facility for management/regulation of electricity and voltage – No**
- **Solid waste management facility – Yes**
- **Waste water management – Yes**
- **Water harvesting - No**

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

SR. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	B.Com	3 Years	12 th Pass	Gujarati	900	810
	Post-Graduate						

Integrated Programmes PG							
Ph.D.							
M.Phil.							
Ph.D							
Certificate courses							
UG Diploma							
PG Diploma							
Any Other (specify and provide details)							

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

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

Yes		No	✓	Number	
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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.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts				
Commerce	Commerce, Accountancy, English and Economics	✓		
Any Other (Specify)				

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

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

17. Number of Programmes with

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

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

Yes No

If yes,

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

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 or PG programme in Physical Education?

Yes No

If yes,

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

b. NCTE recognition details (if applicable) Notification No.:

..... Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education? Programme separately? Yes No

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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	-	-	03	01	02	01	03	-	-	-
<i>Yet to recruit</i>	-	-	04	-	-	-	07	-	-	-
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	-	-	-	-	03	-	04	-	-	-
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

*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.							
M.Phil.							
PG			03	01	01	-	05
Temporary teachers							
Ph.D.							
M.Phil.							
PG					02	-	02
Part-time teachers							
Ph.D.							
M.Phil.							
PG					01	01	02

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

02

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	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	36	13	30	15	34	17	25	19
ST	55	19	58	15	63	15	66	19
OBC	90	46	90	57	93	77	105	90
General	281	261	257	258	287	277	253	282
Others	-	-	-	-	-	-	-	-

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	100%	-	-	-	100%
Students from other states of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	100%	-	-	-	100%

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

UG PG

26. Unit Cost of Education

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

(a) Including the salary component

(b) Excluding the salary component

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

Yes No

If yes,

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

Yes No

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

c) Number of programmes offered

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

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered
– 1:172

29. Is the college applying for
Accreditation : Cycle 1 Cycle 2
Cycle 3 Cycle 4
Re-Assessment:

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

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

Cycle 1: 08/03/2009 Accreditation Outcome / Result B (2.12 CGPA)

Cycle 2: (dd/mm/yyyy) Accreditation Outcome /
Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome /
Result.....

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure - See ANNEXURE-II.*

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

217 Days

32. Number of teaching days during the last academic year

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

days)

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

11/03/2010 (dd/mm/yyyy)

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

AQAR (i) 08/04/2010 (dd/mm/yyyy)

AQAR (ii) 19/03/2012 (dd/mm/yyyy)

AQAR (iii) 04/05/2012 (dd/mm/yyyy)

Online copy on 20/12/2013

AQAR (iv) 07/11/2013 (dd/mm/yyyy)

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

- **Criteria wise analytical report - Post accreditation Initiatives:**
 - The NACC peer team visited the institution on Feb, 25,26-2009 and the institution was accredited on that day.
 - The institute has tried its level best to implement recommendations received from NAAC. The post accreditation activities of the institute are as under.

- **Curriculum Aspects:**
 - CBCS semester system introduced by the university has been accepted and implemented. As a result the whole structure of teaching has been changed.
 - As mentioned earlier the foundation courses and soft skill courses are selected in such a way as would be effective and beneficial to the students.
 - The feedback forms, College magazine “Nirantar”, the admission forms, The college annual reports, Answer books of the internal tests etc. are modified and revised.
 - More committees are formed for the smooth functioning and De-centralization in the institute.
 - The former Principal Shri. L. M. Patel was a member of the Board of Studies, S.P. University V.V. Nagar, Paper setter and examiner in P.G. in S.P. University and Gujarat University, Examiner in M.S. University, Examiner in institute of Company secretary of India. Member of LIC (Local inquiry committee) in S.P. University, HED and P.G. approval in Gujarat University. He had visited as member of this committee at Bodeli and Pavijetpur.
 - The in-charge principal of the institute has been selected as a member of the Board of studies, Gujarat University Ahmedabad. She is also a coordinator of the observer sub-centre Gujarat University, moderator and examiner in Gujarat University. She is also a member of the examination committee in D.D. University Nadiad, Paper setter and examiner at UG level.
 - Other faculty members are also examiners and moderators in Gujarat University.
 - There is a gradual growth in the number of minority students and girl students in the institution.

- **Teaching – Learning and evaluation:**
 - Teaching – learning through BISAG (A Govt. Initiative) is implemented in the institution. CDs of recorded lectures of experts from other colleges are available for teaching the students.
 - Teaching – learning has been upgraded through technological aids. Four Class rooms have been equipped with multimedia facility.
 - Students are given assignments on various topics of all the subjects.

- They are made to make presentation in the seminars of the various subjects.
 - As mentioned earlier One UGC Sponsored State level seminar, Two self funded state level seminars were organized both for faculties and students.
 - The industrial visits, Bank visits are arranged.
 - A case study on Smart Investment was conducted in the local branch of SBI Dabhoi by the faculty Shri S. G. Memoria accompanied by some students.
 - Socio economic survey was conducted during the NSS Camp in the nearby villages Mandala, Shirola and Dharmapuri by the in-charge programme officer NSS- Prof. B. Z. Chaudhari- accompanied by some students.
 - MCQs are added with the assignments.
- **Research, Consultancy and Extension:**
 - A three day workshop on “Promotion of Culture of Quality Through Research” sponsored by KCG Gandhinagar. 85 faculties of various colleges of the district participated and prepared minor research projects proposals. Some of them are accepted and sanctioned by UGC.
 - The faculties of the institute participated in KCG training for research projects.
 - The faculties of the institute have started working as co-authors with Gurg Publications. One faculty member Shri B. Z. Chaudhari has published a research paper on “Future of Humanities and Social Sciences in Globalized World”. Another faculty member Shri N. R. Lalpuria is a Co-author in B.S. shah Prakshan.
 - One day state level self funded students centric seminar was organized in the institute and about 32 papers were presented.
 - The participation of faculties and students in seminars and conferences has increased.
 - A training programme on “Basic concepts of research methodology” was arranged in the institute.
 - The faculty, Shri S. G. Memoria visited a local branch of SBI accompanied by some students and worked out a case study on “Bank Deposits- Smart investment” in which he has studied about the more interest income earned with the investment for less period.
 - **Infrastructure and Learning Resources:**
 - DELL/Computer lab with 36 Computers is established.
 - DISH TV Connection for conducting BISAG programme.

- Four Class rooms with multimedia teaching.
 - RCC road constructed.
 - A seminar hall with the capacity of 250+ is prepared.
 - Parking facility both for faculties and students is available.
 - Fire extinguisher is placed in the administrative staff office of the institution.
 - Electronic timing bell installed.
 - A wooden stage for indoor activities is installed.
- **Student Support and Progression:**
- Sapatadhara activities are arranged and organized in the institute with the academic schedule sent by the University.
 - More girl students are encouraged to participate in NCC / NSS and Sports.
 - SCOPE is introduced and DELL is established in the institute.
 - Extra coaching to the weaker students is given after time table.
 - UDISHA Club is formed and round-about 500 students are registered for job placement during the last four years.
 - Experts from various institutions and organizations are invited for carrier guidance and job placement.
 - Training programme / workshop was arranged for the skill development for self earning especially for girl students.
 - The faculty Shri S. G. Memoria has arranged an activity of a “Business Idea” under the “Rangkala Kaushlya Dhara” of a “Business Idea”- A new experiment. The students participated in it with a great zeal. It was about making wicks from cotton and sold. The idea is to earn profit by such domestic activity.
 - CWDC is formed in the institute and many activities and competitions are organized under it.
 - The aims and objectives of CWDC is to protect the girl students from sexual harassment, to empower the girl students and train them for their progress and development.
 - The experts are invited to train and guide the girl students for Example, an advocate was invited to create legal awareness among the girl students.
 - The sales representatives and officer from Hindustan Lever Ltd. Were invited to make the girl students beauty conscious. They demonstrated and explained the girl students by showing interesting video clips about “Be beautiful”.
 - ‘Praveshotsav’, celebrations of teachers’ day, Gurupurnima, Independence day, Republic day, Rakshabandhan etc. are arranged in the institution for the students’

multi-dimensional development and progress. Moreover experts from Gayatri Parivar, Brahmakumaris, BAPS, Ramkrishna Mission etc. are also invited for ethical development of the students. To make the students non-edicted the programme like “Vyasana Mukti Abhiyan” is arranged in the institution.

- Cash prizes, Trophies, Cups etc. are given to the winners of various activities.
- College scholarship is given to all first class holder students. A gold medal and the silver medal is awarded to the college first and second in the final examination.
- The institute tries to benefit the students by obtaining scholarship from some agencies like LIC and freeship from Jain Trust.
- Some faculty members also support the students by giving fees to the economically weaker students.

• **Governance-leadership and Management:**

- For the smooth functioning of the institute more committees have been framed and some members are added in some committees to strengthen them.
- The efforts of the institute have succeeded and the number of participants in various Sapatadhara activities have increased considerably.
- To strengthen the connectivity with the alumni, new president has been appointed.
- The former president Shri Dilipbhai Patel has become the vice-president of Vadodara Jilla Kelavni Mandal (Our management). So Shri Kintanbhai S. Patel, who is Young and enthusiastic, has been appointed as the president of alumni.
- Similarly Shri Hemantbhai Pathak has been appointed as a president of Parents-teachers association. Both of them are taking keen interest in the institute and have personally strengthened the connectivity by using personal influence. They have also given important suggestions for the growth and development of the institution and are ready to offer their helpful services whenever required.
- The website of the institute is upgraded and online registration facility for the alumni is uploaded and activated.
- The college campus is allowed to use for cultural, religious activities.
- The college is an examination centre for external U.G. and P.G. Exams.
- The college building is also used by Red Cross Society, Lions Club, BAPS, Gayatri Parivar, Brahmakumaris, Ramkrishna Mission, etc. for various activities like free checkup camps, blood donation camps etc. thus the promotion of participative culture in the college and campus is fulfilled.

- **Innovation and best practices:**

- Two best practices are mentioned in the criteria-VII.

1. Formation of Sapatadhara committees and its implementation.

It is a matter of great pleasure that the institute stood first in the Sapatadhara activities in the whole Vadodara district.

2. Placement and carrier counseling cell.

The detail is given in the respective criteria.

Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. **Name of the department** : Account / Commerce
2. **Year of Establishment** : 1968
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**
B.Com (Accountancy)
4. **Names of Interdisciplinary courses and the departments/units involved:**
NA
5. **Annual/ semester/choice based credit system (programme wise):** B.Com Semester CBCS
6. **Participation of the department in the courses offered by other departments :** NA
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
Accountancy students can opt for SCOPE at the same time affiliated to Cambridge university.
8. **Details of courses/programmes discontinued (if any) with reasons:** P.G. Programme-Scarcity of teaching faculties.
9. **Number of teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	04	04
Asst. Professors	02	00

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Smt. B. K. Purohit	M.A.	I/C Principal	English	39	-
N. R. Lalpuria	B.Com, F.CA	Asso. Prof.	Accountancy	33	-
S. G. Memoria	M.Com	Asso. Prof.	Commerce	22	-
B. Z. Chaudhari	M.A.	Asso. Prof.	Economics	21	-
Smt. N. D. Talati	M.Sc.	Part-Time	Statistics	21	-
V. N. Pandya	M.Com	Part-Time	Accountancy	20	-
S. B. Desai	M.P.E.	Adhyapak Sahayak	P.T.I	03	-

11. **List of senior visiting faculty:** Associate Prof. J. G. Patel (Retired) M.A. English
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** 26%
13. **Student -Teacher Ratio (programme wise):** 1:172
14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

Administrative staff	Sanctioned	Filled
Librarian	01	00
Head Clerk	01	00
Accountant	01	00
Sr .Clerk	02	02
Jr. Clerk	01	01
Peon	04	03
Watchman	02	00
Sweeper	01	00

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. :**
P.G-6, C.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: NA**
19. **Publications:**
- **Publication per faculty: NIL**
 - **Number of papers published in peer reviewed journals (national / international) by faculty and students: NIL**
 - **Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NIL**
 - **Monographs : NIL**
 - **Chapter in Books : NIL**
 - **Books Edited : NIL**
 - **Books with ISBN/ISSN numbers with details of publishers:
(See ANNEXURE-III)**
 - **Citation Index : NIL**
 - **SNIP : NIL**
 - **SJR : NIL**
 - **Impact factor : NIL**
 - **h-index : NIL**
20. **Areas of consultancy and income generated**
- One faculty members is consulting in a co-operative bank as director- meeting fees only- net income zero.
21. **Faculty as members in**
- a) National committees – 01
 - b) International Committees – 01
 - c) Editorial Boards – 01
22. **Student projects**
- a) **Percentage of students who have done in-house projects including inter departmental/programme**

- A topic of preparing financial project is compulsory for B.Com Sem-6 students. It is taught by the faculty Shri N. R. Lapuria.
- The faculty Shri S. G. Nensoria arranges industrial visits in surrounding factories – like soap, soda and soft drink factory, steel furniture, sankheda wooden art furniture, etc. for the students.

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 1

24. List of eminent academicians and scientists / visitors to the department

See Annexure-IV

25. Seminars / Conferences/Workshops organized & the source of funding

a) National : NIL

b) International : NIL

c) State : For Faculties (UGC funded)

No.	Topic of Seminar	Date of Seminar	Sponsor	Keynotes Speakers	Topic
1	Entrepreneurship Issues and Problems in Gujarat	30-August-2011	UGC State level Seminar	1. Dr. H.P. Trivedi	- Rural Entrepreneurship- The major constraints
				2. Dr. M. C. Patel	- Leading Entrepreneurs of Gujarat
				Chairpersons: 1.Dr. Maulik Desai 2. Prof. S. V. Patel	
2	Entrepreneurship challenges and prospects	06-February-2014	Self funded	1.Surendrabhai Patel 2.Dr. Maulik Desai	Entrepreneurship
				Chairpersons: 1. Prof. Hemant Thakkar 2. Prof. S. V. Patel	Entrepreneurship

26. Student profile programme /course wise:

Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com					
2009-10	341	341	177	119	73.64
2010-11	343	343	182	140	79.59
2011-12	320	320	163	148	31.73
2012-13	336	336	159	155	31.25

*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
B.Com	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Several students have appeared in such exams but data is not collected.

29. Student progression

Student progression	Against % enrolled
UG to PG	PG External student-data not available
PG to M.Phil.	Data not available
PG to Ph.D.	Data not available
Ph.D. to Post-Doctoral	-
Employed	
o Campus selection	4.04 %
o Other than campus recruitment	Data not available
Entrepreneurship/Self-employment	Exact data not available

30. Details of Infrastructural facilities

- a) **Library:** Yes
- b) **Internet facilities for Staff & Students:** Yes
- c) **Class rooms with ICT facility:** Yes
- d) **Laboratories:** DELL / Computer Lab

31. Number of students receiving financial assistance from college, university, Government or other agencies

Year	Student
2009-10	190
2010-11	142
2011-12	134
2012-13	212

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: 3 Seminar- students centric, 01 Case study on smart investment with Bank manager, SBI Dabhoi and Other external experts as mentioned in columns no.24 .

33. Teaching methods adopted to improve student learning

The department adopted following methods to improve student learning

- Interactive method
- Group Discussion
- Assignments
- Seminars
- Industrial Visits
- Bank Visit
- Direct Lectures
- ICT

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The activity of NSS, NCC, CWDC, Sapatadhara, Joy of Giving, Blood donation camp, Free checkup camp as listed earlier.

35. SWOC analysis of the department and Future plans

➤ **Strength:**

- Learned faculties.
- 'A' Grade received from KCG for Sapatadhara activities.
- Financial Support from Management.

➤ **Weaknesses:**

- Deficiency of Staff – teaching and non-teaching.
- Lack of ICT Facilities for teaching learning.
- Limited infrastructure facilities.

➤ **Opportunities:**

- Result Development.
- Opportunities for placement.
- Inspiration to the students for entrepreneurship, Self Employment and job work.

➤ **Challenges:**

- Limited Staff.
- Limited facility.
- To teach and train the students coming from agrarian families and rural area.

Criteria - wise Inputs

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.

(a) The vision:

In keeping with the present condition, the youth be cultivated on the real path of progress and development, so that they can advance on the pathway of progress and prosperity, they can be sensitive, enterprising and sensible human being and thus be the foundation of the society.

(b) Mission:

The youths of Dabhoi town and the rural area of Vadodara district can easily accomplish education of commerce at home and contribute in the progress of the nation with the help of human resources and development.

Goals and Objectives:

Our main goals are as follow

- To develop commercial and managerial aptitude and attitude among the youngsters of the surrounding areas.
- To motivate the spirit of entrepreneurship among the students of the same area.
- To acquire the selfless virtues in the students by creating sensible, enterprising and emotional youth by giving value based education.
- To evolve the sense of social integrity and nationalism.
- Our last but not least objective is to empower the students who are keen and enthusiastic to learn and develop their exposure. Not only to such students but to those who are differently able also.

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).

- Our Institution follows the academic calendar provided by the Gujarat University. Though we also prepare our own schedule for the implementation of curriculum.
- The Time table committee prepares the plan of actions for each department.
- Each faculty maintains the academic diary for daily and monthly planning.
- The feedback regarding the curriculum from the students is taken every year. The feedback of the performance of the teachers is also taken and analyzed and guided to the concern faculties.
- The faculties attended their subject association meetings from which they get valuable suggestions regarding the effective implementation of the curriculum, during the healthy discussion with the faculties of other institution present there. They try their level best to follow such suggestion in their actual classroom teachings.
- The IQAC of the institution takes special care for arranging various programmes and mentor to put the action plans in to practice.

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?

- Though the Gujarat University is quite positive about providing the syllabus on its website, all the details are made available to the faculties in hard copies. The faculties translate in to Gujarati and provide the students, with the help of computers and Xerox machines which are available in the institution.
- We Assist the students by providing study materials, reference books to prepare the assignments.
- For the improvement of best practices of teaching, DLs are granted to faculties to attend the seminars, conferences, workshops, FDPS etc. to update themselves.

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.

- Though the institution receive the curriculum online from the university, our Head of institution discusses the curriculum with the faculties.

Important suggestions given by the faculties regarding the effective implementation of the curriculum are received and listed and put in to practice in the actual classroom teachings.

- In our state the other statutory agencies like KCG had arranged training programmes for capability building of the faculties of various subjects from time to time and some of the faculties had attended.

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?

Ours is a commerce institution so we maintain close rapport with beneficiaries for the effective operationalisation of the curriculum.

- Several industrial visits have been arranged by the institution near by the small scale units GIDC, Steel furniture factories, Demonstrative farm visits etc.
- The faculty members participate in KCG Training course, Workshops, Seminars to maintain the quality teaching of the curriculum.
- All the meetings of IQAC organized by the institution were attended by the respective faculty members.

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

- The institution collects feedback from the students- teachers and valuable suggestions from the local body and stake holders. The feedback was analyzed by the members of IQAC and guided to the concern faculties.
- However no faculty was selected up till now in the board of studies of the Gujarat University. The faculties used to attend the meetings of their

subjects association. The valuable suggestions received there during the discussion regarding the curriculum of their respective subjects were put in to practice during the classroom teachings.

- It is a matter of pleasure that our In-charge Principal has been selected in the board of studies this year only.

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

The institution has not developed any sort of such course but in our institution the department of higher education has started SCOPE

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

- In the commencement of the academic year the institution celebrates 'PRAVESHOTSAV' of the students who get admission to the Institution after passing the Higher Secondary Examination and also for the students who get admission in the next semester.

During this programme the orientation of the vision-mission, objectives of the Institution, N.C.C., N.S.S., C.W.D.C., Saptadhara, Sports etc. are Introduced to the students and the students are made aware of the advantages of the curriculum in their life and carrier.

- The objectives of curriculum are put on the notice board and website of the institution.
- Expert Lectures are held for the benefit of student enrichment to achieve the objective of the curriculum.
- The students are taken to industrial visits, motivated to participate in Inter-college, Inter-zonal competitions for the effective implementation of the objectives of the curriculum. Such students are appreciated by the staff members.
- The Institution organizes seminars in which they actively participate and further they are allowed to participate in the seminars organized by the

other institutions for which the expense is borne by the institution.

- The students are also motivated to prepare projects.
- All the faculties keep on counseling the students regarding the utility of the curriculum in the beginning of the semester.
- The weaker students are given coaching and guidance by the faculties after the academic time-table.

1.2 Academic Flexibility

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

- An MOU has been done with the CDAC institution in the campus and for the commerce students various courses of computer are available as follows

No.	Course Name	Fees (Rs.)	Duration
1	Tally Expert	9500/-	6 Months
2	Certificate Course on Computer Concept (CCC)	3500/-	3 Months
3	Certificate In office Automation	1800/-	2 Months
4	Diploma in Office Automation and Financial Accounting	5500/-	6 Months
5	Advanced Diploma In computer Teacher	10000/-	1 Year
6	Post Graduate Diploma In Computer Application (PGDCA)	16500/-	1 Year

- The Institution has Introduced Foundation Courses and Soft-skill courses as per the University norms for the multi- dimensional development of the students as mentioned follows.

B.Com	Foundation Course	Soft-skill course
Sem-I	Yoga and meditation	Stress management
Sem-II	Leadership development	Environmental studies
Sem-III	Service management	Company secretary- duties and functions
Sem-IV	Right to Information	Legal Drafting
Sem-V	Disaster management	Market research
Sem-VI	Security Market	Business History

- Similarly SCOPE has been introduced for the benefits of the students and the DELL is established in the institution. The examination is held as per the announcement of the Higher Education Department of Gujarat Government.

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

- No, the institution does not offer any programme that would facilitate twinning / dual degree. However if the students would demand the Institution is ready to offer the subjects of foundation course and soft-skill course under the CBCS.
- The students are awarded certificates from the Cambridge University through SCOPE Examinations.

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. Issues may cover the following and beyond:

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

Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
<u>Core Compulsory</u>	<u>Core Compulsory</u>	<u>Core Compulsory</u>	<u>Core Compulsory</u>	<u>Core Compulsory</u>	<u>Core Compulsory</u>
Fundamentals of Business Economics-I	Fundamentals of Business Economics-II	Economics of Govt. Finance	Economics of Govt. Finance	Economics of International Trade	Indian Business and Economics Environment
Accountancy-I	Fundamentals of Marketing Management	Indian Financial System	Production Management	Marketing Management in Practice	Fundamental of Financial Management
Commercial Communication-I	Accountancy-II	Taxation-I	Taxation-II	Business Laws-I	Business Laws-II
General English	Commercial Communication-II	Commercial Communication-III	Commercial Communication-IV	Commercial Communication-V	Media & Public Relation Communication-VI
Human Resource Management	General English – Grammar and Composition	Fundamental Statistics-I	Fundamental Statistics-II	Fundamental Statistics-III	Fundamental Statistics-IV
<u>Core Elective</u>	<u>Core Elective</u>	<u>Core Elective</u>	<u>Core Elective</u>	<u>Core Elective</u>	<u>Core Elective</u>
Financial Accounts	Financial Accounting -I	Cost Accounting -I	Cost Accounting-II	Cost & Financial Accounting	Management Accounting
State / S.P.	<u>SE</u> - Operation Research / S.P.	Corporate Accounting	Auditing -I	Management Accounting-I	Auditing -II
<u>Soft Skill</u>	<u>Soft Skill</u>	<u>Soft Skill</u>	<u>Soft Skill</u>	<u>Soft Skill</u>	<u>Soft Skill</u>
Stress Management	Leadership Development	Company Secretary.- Duties and Function	Legal Drafting	Market Research	Security Market
<u>Foundation</u>	<u>Foundation</u>	<u>Foundation</u>	<u>Foundation</u>	<u>Foundation</u>	<u>Foundation</u>
Yoga and Meditation	Environmental Studies	Service Management	Right to information	Disaster Management	Business History

- **Choice Based Credit System and range of subject options** (See ANNEXURE-V)
- **Courses offered in modular form**
No such courses are offered in the institution.
- **Credit transfer and Accumulation facility :**
If the Learners are unable to obtain the required credits in any of the semester to be promoted to the next semester they are bound to clear all semesters by the end of the sixth semester.
- **Lateral and vertical mobility within and across programmes and courses**

As a part of CBCS within the curriculum there is a freedom of mobility only as per the university norms.

- **Enrichment courses**

The Institution has established DELL considering the present need and the serious English Lingual challenge for the students. The students are motivated to appear for SCOPE Examination.

The institution completely supports the students with the Gujarat Govt. Stated Programmes for the all-round development of the students like the 'Saptadhara', 'UDISHA', 'Chalo college Abhiyan', 'Sandhan', etc.

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.

- The Institution has done MOU with the CDAC Computer Centre established in the college campus which offers self finance computer courses as mentioned earlier. Otherwise the curriculum of the Programme is based on the CBCS defined and designed by the Gujarat University.

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.

- Several skill oriented courses, as mentioned earlier, as the foundation courses and soft-skill courses are selected by the institution like, Leadership Development, Environmental Studies, Disaster Management, Stress management, Yoga and meditation, Security Markets, etc. which prepare the students for regional and global employment markets.
- The institution organizes various workshops and training programmes under the saptadhara in which students get a chance to 'learn how to earn'.
- The Institution provides training to students for appearing in the SCOPE Examinations which offers a certificate by the Cambridge university and is organized by Gujarat Govt. for developing proficiency in English.

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?

- As there is CBCS it can be said that the university provides the facility of combining the conventional face to face and distance mode of education for students to choose the course / combination of their choice. Moreover there is a provision for the students to appear in the University Examinations as external students after studying and preparing for it on their own.

Besides the HED (Higher Education Department) has implemented a project of distance mode of education using the modern technology through SANDHAN. The CDs of BISAG programmes of various subjects are available in the institution there is also a facility to watch live programmes of BISAG in institution.

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?

- It is a matter of pleasure that the In-charge Principal of Institution is selected as a member of the board of studies of Gujarat University. She would actively participate in the meetings of the University when ever held.
- The institution makes all efforts and is eager to introduce all activities which help the students to make their overall development of students. It is made compulsory for the students to participate in at-least two of the activities of ‘Saptadhara’ introduced by the HED Gujarat Govt.
- The Students are motivated and encouraged to participate in these activities at the college level, Cluster Level, District Level, Zonal Level and State Level.
- The former Principal Shri L. M. Patel of the Institution was the district co-ordinator and Zonal co-ordinator of Saptadhara. The Institution had

organized the Saptadhara Programmes at District Level and Zonal Level in the Year 2010-11 and 2011-12 under the co-ordinatorship of Shri L. M. Patel.

- The students participate in various events of youth festival every year regularly.
- This year we organized a student Centric Seminar on “Entrepreneurship: challenges and Prospects” to motivate them for entrepreneurship after graduation for their better future Prospects.
- The industrial visits, Bank visits are arranged for the students by our faculty Prof. S. G. Memoria.
- There is a University Examination Centre for M.Com examinations (All Semesters) in the institution and the students of the surrounding areas and the whole district take advantage of it for appearing in the M.Com Examination and hence they do not have to go to Ahmedabad for the same. Especially the girls students and tribal students are happy because of this centre as they are permitted for studies by their parents. Such students are also guided by our faculties for their PG study and they can avail the facility of Institution’s library and the CDs of the BISAG programmes.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Regular feedback is taken from the students regarding the curriculum and performance of the faculties. The issues are discussed between the faculties and head of the institution and some measures are implemented to modify and enrich the teaching methods.
- Such issues are also discussed in the meeting of the student union (Meritorious students representing each class). They are a very good link between their class and the head of the institution. As a result programmes of skill development and art training programmes are held in the institution.
- There is a ‘study circle’ in the institution in which the students discuss about various topics of their curriculum.

- Valuable suggestions are received during the meetings with the alumni and the parent. And the guidance and important tips are also received by the students from the alumni who have their own experiences in the dynamic employment markets.
- At present a number of foundation courses and soft skill courses have been introduced to enrich the students with multi-talents which is required in today's world. The foundation courses and soft skill courses are mentioned earlier.

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?

- The institution has to follow the norms of Gujarat University regarding the curriculum and CWDC is formed in the institution directly connected with WDC of the Gujarat University because it is serious about the issues such as gender Sensitization.
- The institution is a member of WILPF (Women 's International League for peace and freedom) and the convener of CWDC attends the seminar, conferences, talks etc. on gender issues and human rights.
The In-charge Principal (Mrs. B. K. Purohit) of the institution is also a life time member of WILPF and takes care of the gender issues.
- The institution has introduced environmental studies under which students prepare charts 'Save water', 'Save trees' etc. for spreading environmental awareness.
- For ICT the Computer operator is appointed in the institution to train the students, administrative staff and faculties in the computer skill.
- Tally course is already in the curriculum of the subject of Accountancy.
- A visiting faculty to teach subject of Business Law is appointed in the institution by the management. Over and above this, experts are invited to deliver lectures on human rights and consumer care by which students are made aware of both.
- The institution has also introduced 'Right to information' (RTI) as a subject.

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

§ Moral and ethical values

- The institution has close contact with Gayatri Parivar, Brahmakumari Dabhoi, Swaminarayan Sampraday BAPS, Ramkrushna Mission, Vadodara etc. Member of these organizations are invited to address the faculty member and students to create awareness about moral and ethical values in them and Develop the same in them, The Institution had arranged 'Vyasan Mukti Programme' with the help of Gayatri Parivar Dabhoi, the Sister of Brahmakumari had celebrated 'Rakshabandhan Festival with students and the teachers. The sisters had asked for 'Vyasan Mukti' as a return gift from the brothers for their holy-thread of Raksha.
- Praveshotsav, Gurupurnima, Swamivivekanad Janm Jayanti, teacher's day are celebrated in the institution to develop moral and ethical values in the students. Books exhibition is held in the institution and in which books written by Swamivivekanand, Ramkrushna Paramhans, spiritual magazines etc. displayed. Such books are bought in the library and issued to the students to read. The students are motivated to participate in the essay competition, elocution, group discussion under the activities of Swami Vivekanand centre for counseling.
- The activities like "Tartu Pustak" is also arranged in the institution.
- The students are engaged to write articles and essay based on the life of "Swami Vivakanand" and such other topics of moral and ethical values. These articles and essays are published in the college magazine "Nirantar".
- The institution also celebrates the Independence Day, The Republic Day etc. at the Taluka and District level. Blood donation camps are arranged in the institution and the students participate and donate blood with a great zeal.
- The NSS Unit of the institution organizes the activities of "Vruksharopan" and also the Seven Days Shibir in the different

villages every year. As mentioned earlier the institute has introduced a course-environmental studies in the B.Com Sem-II as per the university curriculum.

- The institution stood first in the whole district of vadodara in the Sapatadhara activities in the year-2011-12.

§ Employable and life skills

- The institution arranges visits to specific industries- Local cottages and banks at times for the students which give them extensive life skill training.
- Under NSS and NCC Units of the institution traffic training programme is arranged in the town area which make them fully aware of the traffic sense.
- The institution arranged a life skill programme in which techniques of various arts like sowing, fashion designing, beauty parlor, tally course etc. The experts were invited to give guidance to the students for such courses.
- The institution has been encouraging students to appear in the SCOPE examination – HED Gujarat Govt. Project- To Develop Proficiency in English among the students. The Govt. has established DELL in the institution which has promising employability chances.
- The NSS and the NCC Units of the institute prepare the students in such a way that they can serve the society and nation.
- As mentioned earlier the institute has Introduced “Yoga and Meditation” as a subject in B.Com- Sem-I. The Physical Director of the institute – Shri S. B. Desai makes the students aware of the importance of the employability chances for the sports persons and health trainers.
- Our alumni Shree M. B. Patel who is an LIC agent guided the students about the employability as the LIC agents and earn money.

§ Better career options

- A faculty member personally contacts some nearby alumni and employers for better carrier option and recommends some of the eligible students for employment.
- Expert guests- Shree Minesh Mehta from “Frank finm network” Shree Alpesh Bhavshar from LIC, Nirav Pathak from Sikkim Manipal

University, Shree Ghanshyam Patel from Shreeji Edu.com Vadodara for Cyber Crime Training, Shree Devendrabhai from ICA, Shree Vivek Mehta from Global Institute, Shree Bhavesh Soni, from Tally champ Mumbai etc. have been invited to give useful guidance to the students for better carrier option.

§ **Community orientation**

- The NSS Unit of the institution arranged seven days camp on 8-2-2014 to 14-2-2014 at Dharpuri Village. The institution has adopted a nearby village Vega and the activities of Tree Plantation has been arranged there.
- The activity of “Joy of Giving” is arranged by the institution every year in which rice, wheat, pulse, Biscuits etc. are distributed to the slum dwellers.
- The education kits gifted by our students are distributed to the students of Govt. Primary school of the town. By such activities students are made aware of the ground rooted realities of the life.
- The institution also arranges the advocate’s lecture to create legal awareness in students towards the burning issues of the society and RTI, as mentioned earlier, has been introduced as a subject in B.Com Sem-IV

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

- The institution arranges meetings with the alumni and the parents of the students during which valuable suggestions are received. The institution puts all efforts to implement them. Accordingly the institution has successfully introduced foundation subjects, soft skill development subjects as mentioned earlier.
- The institution collects the opinion of the students regarding the curriculum through feedback forms to be filled by them. Their suggestions are discussed by the faculties with the head of the institution and the faculties try their level best to solve the difficulties of the students regarding the curriculum during their actual classroom teachings.
- The faculties attend the meetings of their subjects association in which they have a healthy discussion about the curriculum as a result they get fruitful suggestions which are implemented in the classroom teaching.

- The SCOPE and DELL in the institution are also the result of one of the valuable suggestions from the stake holders.

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

- The institution monitors and evaluates quality of its enrichment programme by collecting the feedback forms duly filled in by the students.
- The faculties orally collect the response of the students regarding the enrichment programmes like Tally, SCOPE, Soft Skill, Foundation Course etc.
- The faculties in-charge holding the enrichment programme maintain its records right from its planning to completion under the guidance of the IQAC.

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?

- The institution follows the curriculum prepared by the university. This year the head of the institution has been selected a member of Board of studies in Gujarat University and would play an active role in the design and development of the curriculum. However, the faculties try their level best to give justice to the curriculum prepared by the university.

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

Yes, there is a mechanism to obtain feedback from students on curriculum. The suggestions received from the students are discussed among the faculties and the head of the institution and some solutions of the difficulties of the students regarding the curriculum are sort out and implemented by the faculties during the classroom teaching. The faculties also modify their teaching methods taking in to consideration the difficulties of the students.

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 Gujarat University introduced CBCS Semester system for the last three years. The institution follows it strictly.
- The institution enrolls all the freshers in the SCOPE for the last three years to develop the proficiency in English language among the students.
- The institution has introduced new subjects of foundation course and soft skill course in all the six semesters.
- The University has listed many subjects for foundation and soft skill courses. However the institution has selected the subjects as mentioned earlier taking in to consideration the global demand and the prospects for good job.

Any other relevant information regarding curricular aspects which the college would like to include.

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 senior students and ex students are the true ambassadors, who publicize the reputation of our institution.
- The news and achievements of the institute are published in the local newspapers.
- The location advantages of the institute are published in the magazines & prospectus.
- Institutional website helps students in collecting the required information.
- Sincerities & compulsion of extra activities are mentioned along with the admission forms.
- Names displaying the scholar students of the institution are put up in the college building.
- Academic carrier & experience of the faculties are uploaded on the website and the list of the staff is displayed in Principal's office.
- Counseling of prospective students is done by the faculties during the admission period.
- The application forms filled by the admission seekers are scrutinized by the admission committee members. The admission process is executed in the transparent manner. The student who have passed H.S.C. with commerce subject are given admission on "first comes first admitted" basis. The admission is given without any distinction of class, colour and creed.

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.

- After scrutinizing the original certificates by the admission committee of the admission seekers, the institute gives admission to all those who have

cleared Higher Secondary Examination conducted by Gujarat Secondary Education Board with commerce subjects, the vocational stream with vocations group+2 or technical group or 2 years diploma examination conducted by the Gujarat State after 10th std. Any examination of the other examination body recognized as equivalent. The meritorious students having more than 60% marks in examination mentioned above and statistics/ mathematics at Higher Secondary level get statistics as one of their optional subjects.

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

- The minimum percentage of marks for admission of entry level for UG programme is 35%.The Maximum percentage of marks in the college is not specific during last 5 years.
- The colleges in the surrounding areas like Bodeli, Sankheda, karjan etc. also provide admission at 35%.
- The institution is considered one of the best commerce colleges in the district and the students of Bodeli, Sankheda, Rajpipla also seek admission in the institute, even though there are colleges in their own town.

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

- Yes, the Head of the Institution along with the admission committee reviews the admission process. A student’s profile is maintained by keeping a record of his attendance, performance in the examination, participation in curricular and co-curricular activities. For absenteeism parents are contacted.
- The activity in charge maintains records of the students.
- At the administrative level transcript records, as well as their profiles are maintained to call them for campus interviews. The academic records after

being scrutinized by the admission committee take various steps like extra coaching to weaker students, providing reading material to the students, assignments writing etc.

- The bright students are encouraged to participate in seminars, project works etc. The weaker ones, too are encouraged to study by practicing and rewriting assignments. The brighter ones teach in groups and thus help the academically weaker ones.
- As a result, the overall atmosphere is healthy for the well being of learners.

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.

As per the norms of the Gujarat University the prescribed admission process is followed to ensure equity:

a. Students from SC/ST/OBC community

- Gujarat University has announced and prescribed reservation of seats for students belonging to scheduled caste, scheduled tribes, socially and economically backward class and also for physically challenged students as follow:

Reserved Categories	% reserved per division
-SC/ST	7% & 14%
-OBC	27%
Women	No specific quota
Differently able	3%
Economically Weaker sections	As declared by the Govt.
Minority community	As declared by the Govt.
Any other	5%

- The social welfare department of the Govt. of Gujarat also gives scholarship. The institution takes care to inform the concerned students

about the schemes of scholarships by circulating notices in the classes. Central announcement is also made to increase the maximum number. The circulars are also displayed on the notice board of the institute.

- The admitted students are informed about the hostel facility provided by the Institution /other residential hostels in nearby areas. (Ambedkar hostel in the town of Dabhoi)
- The administrative staff and the faculty members extend all helps to guide and inform such students regarding relevant information about the scholarships

b. Women

- The girl students are also given equal preference and opportunity in the admission process. The admission committee guides and helps the students for filling up the admission forms and admission process.
- The Govt. of Gujarat has exempted tuition fees to motivate women for higher education w.e.f. first Sept.2007.
- Notices to this effect are displayed on the notice board by the Institution.
- Another liberal step taken by Gujarat Govt. is free state transport service both in Railways and Bus.
 - This is a boon to motivate them for higher education.
- The institution displays the notices on the notice board and announces about these facilities with the help of the mike system in the college.

c. Differently – abled

- Such students are also provided admission to the Institution as per the rules and regulations of Gujarat University. There is a ramp and the college staff extends all helps to such students.

d. Economically – weaker sections

- Relevant information regarding economic aid by the Govt. is put on the notice board and they are informed personally by the Institution.
- The institute puts its efforts to obtain scholarship for the economically weaker students under the Golden Jubilee Scholarship Scheme of LIC as mentioned in Criterion-5.

e. Minority community

- The minority community students are also provided all the facilities as per the Govt. rules.
- The students are kept informed about the notifications and benefits declared by the Govt.

f. Any Other

- After checking the admitted student's ability in the specific sports, the sports teacher forwards their names to the respective authority of the Gujarat University sports committee.
- Sports students and those who participate in the co-curricular activities can procure extra books from library.

2.1.6. Provides the following details for various programmes offered by the Institution during the last four years and comment on the trends i.e. reason for increase/decrease and action initiated for improvement

Programmes UG	Number of Applications	Number of students admitted	Demand Ratio
2009-10 (F.Y.B.Com)	341	341	-
2010-11	343	343	-
2011-12-Sem-1	320	320	-
2012-13	336	336	-

- The trend remains almost stable (Satisfactory). The institute has introduced the compulsory attendance and credits for the regular students. Strict discipline is also maintained in the institution. Hence, the image of the institution is good in the surrounding areas and the demand ratio for the admission to the institute remains not only stable but sometimes rises. The students of the towns like Sankheda, Bodeli, Rajpipla, having commerce colleges also prefer to get admission here as this is one of the best commerce colleges in the district.
- As the institute is in the rural area the admission is given to the students as per the policy "First come first admitted". The admission is closed after the required admission is over as per the Gujarat University rules.

2.2. Catering to Student Diversity:

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

- The Institution extends all possible help to the differently-able students specially in providing them with the government-aids.
- A ramp is available for such students in the institution. During examinations special provision is made for their comfortable sitting arrangement.
- Library books are easily made available for such students. Writer's assistance during examinations is permitted as per the requirement.
- Extra time is allotted to such students during examinations.
- Needless to say that the class mates are very co-operative and help the student without making him/her conscious of his disability.
- Such students who participate in any curricular/co-curricular/ sports activities are encouraged, supported and felicitated in functions.

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.

- Yes, in the admission form itself the Institution assesses the student's needs and interest in terms of knowledge and skills before the commencement of the programme. The students are required to opt for their favorite activity in the form which displays the different activities of SAPTDHARA initiated by the Govt. of Gujarat for the holistic development of learners which includes various activities like:

Gyandhara

Sarjnatmak Abhtivyakti Dhara

Khel Kud Yoga Dhara

Rang KalaKaushlaya Dhara

Geet-Sangeet, Nrutya Dhara

Samudaik Seva Dhara

Natya Dhara

- After scrutiny by the members of the admission committee the students finally choose the Principal and Subsidiary subjects.
- The Orientation programme “Praveshotsav” wherein each faculty in-charge gives an idea about the different activities running under him/her and the head of the institution. The in-charge faculty members try their level best to motivate and encourage them to participate in as many activities as possible.
- The first week of new academic year is focused on inter-actions with the learners for assessing their knowledge and skills.
- The introductory lectures are an attempt for them to comprehend the subject they have opted for, before enrollment they can finalize another subject under the guidance of a faculty.
- The in-charge librarian guides them about the facilities and books available.
- The sincere faculty makes all efforts to encourage and prepare the students to gear up with the studies for the year ahead.

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

- The student centric Institution allows students to offer the subject of their choice.
- The yoga classes begin an hour before the schedule time of the Institution.
- Extra lectures are arranged for the academically weaker ones. The faculty members and the class representatives also help them.
- Despite being a Gujarati Medium college, the Institution motivates students to learn English by appearing in SCOPE examination and a Digital English Learning Lab is also set up.
- The Computer Lab/DELL & multimedia classrooms provide full facility to the English learners.
- In Accounts and Commercial Communication, after lectures students are allowed to solve their problems and practice English on the black board

which is checked by the respective faculty. This is an unusual method but quite an effective one.

- The reading material, writing of assignments, arrangement of extra classes, lengthening of library timings, as per the requirement of the students are classic features of this Institution.

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

- Institution offers courses like 'Environment Studies 'Personality Development where class discussions are held on sensitive topics like gender inclusion, environment and other issues relating to males and females.
- The college holds Guest lectures, seminars, display posters, celebrate Days, takes part in rallies, shows videos and movies.
- Apart from such activities the different wings like NCC, NSS, CWDC, UDISHA the activities of Saptadharas help a great deal in creating such awareness.
- Activities are promoted where both boys and girls work in a team.
- Moreover the institution lends its hall for government programmes which help in creating awareness in such fields.

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

- The advanced learners are identified during admission time and in the classrooms. They are assisted by the faculty members (financially/academically).
- The classroom surprise tests, celebrations of days, different activities held by/in the Institution by other academic or social bodies spotlight the advanced learners.
- They are given extra benefits of the library, computer lab/DELL.
- They are advised to join the enriching courses.
- To add to their flair they are suggested to present PPTs.
- After teaching hours they are allowed to use the college stationary/ blackboards for their practice.

- In educational/academic competitions they are given first preference.
- Students who participate in any competition are invited in the staff room and classrooms to share their experience.
- They are honored by being given post in the Student Union.
- Above all, the Placement Cell takes full care in giving, them the first preference for placement registration under UDISHA.
- The faculty members also help and guide such students for their better performance and future progress.

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.)?

At the time of admission the students are categorized according to their performance in the last examination.

- In-class question - answer sessions also reveal the slow and advanced learners. The slow ones are encouraged to take the faculties' help. The whole class is directed to help such students.
- In the introductory classes of S.Y. / T.Y.B.Com. teachers take into account the students with A.T.K.T. and offer special guidance to such students. In the subject of Commercial Communication, the weaker students are provided with easier synonyms of words and simple sentences, while the advanced learners are trained at the same time in structuring the sentences in ornamental language.
- The medium of teaching has been kept flexible enough to include Gujarati along with English for those who are found wanting.
- The college exams as well as the oral test at the end of each lecture reflect the status of the students. By taking surprise test the teacher monitors and analyzes the groping power of every student. The slow learners are taught with more guidance, they are asked to participate more in the class question answer sessions. They are given a chance to improve their performance by rewriting the Assignment and answers from the given

reading material, solve workbooks supplied by the university. Particular and required attention is paid to them throughout the year. Absenteeism is taken note of. Students are specially counseled and their parents are called by the head of the Institution. At times if need arises the faculty members visit their homes to sort out their problems (emotional/other).

- The faculty doesn't hesitate to invite the learner to their residence for academic help.
- The Parent Teacher Meet proves quite fruitful at such times.

2.3 Teaching – Learning Process

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

- The IQAC plans the academic routine in advance. The teaching – learning and evaluation schedule is planned for the entire academic year to ensure that the syllabus is covered apart from the organization of the other events and evaluation of the learning process.
- The institute follows the schedule declared by the university for the academic year. It is divided into two terms. First term begins from 15th June to November and the second term begins from December to May.
- The process of preparing the academic calendar under the supervision of principal is mentioned below:
- The head of the Institution convenes meeting with the faculty members to plan and evaluate the requirement of extra teachers for completion of the syllabus as decided by the University.
- The principal distributes the work and finalizes the topic wise distribution amongst the faculty members.
- The principal with the help of the head of departments outlines the various cultural and academic activities thereby planning the teaching process accordingly.
- Dates for arranging the cultural events are planned in advance and displayed on the notice board of the staffroom.

- Apart from these, the regular meetings and discussion by the faculty in the staff room make it feasible to review and monitor the teaching – learning process.
- The teachers have freedom to organize their own lesson plans and methods required in the subject, topic and classes within the frame work decided by the principal.
- At the end of every term the faculty members inform the principal about the completion of the syllabus. Extra lectures, if required, are held to solve the difficulties of the students.
- Academic diary is maintained by each faculty member for efficiency. It is mandatory and signed by the principal.
- Internal test is conducted as per the University directives and the tentative dates are planned. Examination information is placed on the notice board.
- Subject wise statement of internal evaluation marks of tests are prepared and submitted to the office by the decided date. It is displayed on the notice board for the knowledge of the students.
- According to the requirement of the students the concern faculty members arrange guest lectures, so that the students may understand the topic thoroughly.

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

- IQAC find out the measures to update the Institution qualitatively by focusing on the weaknesses and challenges of the institution. Efforts are made to achieve good results.
- Though the institute is located in rural area and the learners are coming from agrarian background, they are introduced to the latest technology.
- The IQAC directs the faculty to use innovative methods of teaching and make it interactive as much as possible.
- It collects feedbacks from students and stakeholders to improve the quality.
- It guides faculty members to prepare study material and provide it to the students.

- It assists the faculty members in hosting seminars and motivates them to participate in workshops, conference, seminars and present papers.
- It directs the faculty to use innovative methods of teaching and make it interactive as much as possible.
- On recommendation of the IQAC the faculty members train its learners to appear in SCOPE (an initiative by Gujarat Government to strengthen English language learning.)

2.3.3. How is learning made more students – 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?

- The principal allows liberal use of computer lab/DELL to the students for learning.
- Groups of 15 students are formed for learning of power point presentations, opening of e-mail id, on line registration for jobs etc.
- A library is open for the group of students where students read, share and circulate magazines, which develop collaborative learning.
- Teaching by aids like Multimedia, Video/ Documentary followed by Interactive sessions prove quite advantageous.
- The circulation of reading material, pamphlets, assignments for the learners make teaching more effective.
- Participation in “Saptadhara” activities gives more exposure to the learners.
- Teachers arrange expert lectures, seminars, fieldwork, plan inter-institutional visits, encourage students to participate in different competitions outside the town.
- Students organize the different activities with local bodies like junior sports club etc. like General awareness test, inter- colleges sports, carrier development sessions, visit to slum area etc. to develop multi dimensional qualities of the participants. The institute allows full freedom and support the interested faculty to promote such leadership activities among the students.

- The principal of the college forwards all invitations to the faculty and students for academic seminars, workshops etc. The faculty members are encouraged to attend the KCG's capacity building programmes and to share their knowledge with the rest.
- The activities of NSS, NCC and CWDC help in contributing to acquisition of lifelong learning where students learn to work in groups.
- Faculty members are provided computer in the staffroom to prepare their lectures, and well-equipped room with computer & projector for interactive teaching-learning.
- Internet facility is available for all students.
- The collections of CDs of lectures in "Sandhan" (audio-visual integrated classroom) help students to learn on their own.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the student to transform them in to lifelong learners and innovators?

- Theoretical subjects in Commerce do help in stimulating critical thinking of students. Faculty prepares reading material which provides a mental training to students.
- In other subjects like Economics. Financial Management etc. field knowledge, industrial visits, community development programmes are arranged where learners get practical knowledge. In English subject extra exercises are given to students which make them more creative like story-writing from the given outlines etc.
- The Institution arranges book fairs, expert talks on diverse subjects focusing on different aspects of life, to nurture critical thinking among students. The students are sent to compete in quiz, debate, elocution, slogan writing etc. competitions. They share their oral and written views before students to motivate others.
- Students form voluntary groups to organize events like handling the book exhibition in the college, activities of the reading club, events of youth festival, activities of NCC, NSS, CWDC and annual function of the Institution etc.

- Although a Commerce college, the institution is eager to arrange seminars on sensitive issues like Environment, Women rights etc. to transform students into lifelong learners. In Cultural festivals the drama/skit are based on the burning topics like addiction of drugs, injustice to the female gender, child labour etc. where both boys and girls participate. Few students come up with their own scripts for plays and in programmes they get a chance to enact those with a group of boys and girls.
- The Sapatadhara coordinator arranges skill development classes which make the learners earners, too. Workshops are also conducted to hone the skill of learners and many start earning through the skills they learn in the Institution.

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

Following are the technologies and facilities available in the Institution:

- Photocopier in administrative office.
- Visualizer, LCD, Software
- Computer lab/DELL with internet facility
- SANDHAN programmers through BISAG
- College library& Central Library in the town of Dabhoi
- Updated website
- For effective teaching the faculty uses multimedia. Students are taken to the Computer lab to enhance their knowledge on different topics of subjects like Commercial Communication, Tally in the Accountancy etc.

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

- The Head of the Institution forwards all invitations via notices and encourages the faculty as well as the students to participate actively in lectures, seminars etc. The faculty members participate in different

academic activities or training, workshops organized by KCG. SCOPE etc. The IQAC members too guide and discuss with the newly appointed staff members to acquire knowledge through attending such workshops, seminars etc.

- The faculty is directed to deliver lectures at SANDHAN.
- Expert lectures are arranged to update the faculty and students in their respective subject.
- Skill development classes and workshops are arranged for the benefit of the students.
- Seminars are conducted by the Institution for students and faculty.
- Faculty delivers lectures in other Institutions and guide in course developments of different universities.
- Students are sent to other institutions and vice versa for blended-learning.
- The IQAC promotes research projects and Ph. D work.

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?

- In the Academic Field as per the suggestions received from Alumni and parents and students' demand, the Institution encouraged students to appear for SCOPE. The strength of the students rose from 60 to 310 plus in the current year. Looking to the demand of time the Institution has set up its DELL for the benefit of faculty and all learners.
- Library, computer lab/DELL timings are made more flexible for the benefit of students.
- Computer lab/DELL with free internet provided under strict monitoring to make the students tech and research savvy.
- Mentoring is done for students who appear for placements. Professional Counseling by Experts is provided to students for the betterment of their future.
- Those who get ATKTK are given proper guidance.

- Students learn leadership and life skills in outreach, curricular and co-curricular programs. “Leadership Development” is included in Sem-2 as a soft skill course.
- Economically weak students are assisted by the faculty members by paying fees, giving books / study materials.
- Skill development training programmes are held for them and many start earning by these developed skills.
- The institution believes in secularism. The emotional attachment among the students of different caste, class / religion is maintained harmoniously in the institution. No issue has arisen till date. Healthy atmosphere is maintained.
- Students with psychological disorders are dealt with understanding. If need arises their parents are called informed and counseled.
- During the medical checkup if it is found that some of the girl students are mal nourished, they are supplied supplements and specialists guide them in maintaining overall hygiene and good health.
- The addiction to tobacco is common in this area. Hence, “Vyasankmukti Programme” was arranged and a guest speaker from “Gayatri Parivar” was invited to deliver a lecture to prevent students from this addiction.

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?

- During the last 4 years plenty of innovative approaches in teaching methods have been adopted by the Institution.
- Encourage collaborative teaching to the students by taking them to other institutes and inviting their students to our campus.
- Increase in utilization of teaching aids like visualize, LCD, laptop, overhead projectors etc.
- To give them firsthand knowledge visits to banks, industries etc. are arranged.

- Lectures by experts too have enhanced their knowledge.
- Learning has become more interesting for them as it has become skill development learning also.
- Such practical teaching has made our students not only learners but earners, too.

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

- The library has one computer with internet facility and printer which can be accessed by the faculty and students during their free hours.
- The students are allowed to borrow more than two books for a fortnight. Which are renewed as and when required If not in demand by other students.
- The committee member/ad-hoc appointees, students have full freedom to provide their inputs regarding library which are taken into consideration for further improvement.
- The study circle encourages group discussion to encourage readership.
- The activity of “Know your Library” was arranged and several important reference books and magazines were displayed for the knowledge of the students.
- During lectures too the faculty informs students about the reference books available in the Institution.
- Study material, paper sets are made available in the library.
- The library committee invites publishers for giving information about contextual and reference books.
- The new arrivals are displayed for the knowledge of all.

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

Yes, the institution sometimes faces such challenges due to scarcity of staff and arrangement of extra-curricular activities as well as guest lectures but it is

overcome by arranging extra lectures after the timetable as per the requirement.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning? Feedbacks, suggestions, net.

- The atmosphere of the Institution is very conducive where students are always free to come forth with their valuable suggestions for effective teaching, Apart from this the Head of the Institution makes it a point to collect oral feedbacks at random from students.
- Written feedbacks from the students also make valuable inputs which are communicated to the teachers.
- At times the students drop their suggestions in the 'Suggestion Box'- which is opened in the presence of the principal at regular intervals and the given suggestions are evaluated by him.
- The Grievance Redressal Cell also helps in the quality management of teaching learning.
- During the meetings of student union, the class representatives and co-students are free to express their opinions and these, if feasible and practical, are implemented.
- Each faculty fills the Academic Daily Diary which reflects the planning and the course completed by each Department.
- Tests, Re-tests, Assignment submission, the attendance of students are some of the strategies to monitor the advancement of the learner.

2.4 Teacher Quality:

2.4.1. Provides 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

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teacher	-	-	-	-	-	-	-
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-	-
M. phil	-	-	-	-	-	-	-
PG	-	-	03	01	01	-	05
Temporary teachers	-	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-	-
M. phil	-	-	-	-	-	-	-
PG	-	-	-	-	02	-	02
Part-time teachers	-	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-	-
M. phil	-	-	-	-	-	-	-
PG	-	-	-	-	01	01	02

- One of our faculty members has cleared the required Ph.D. entrance examination from South Gujarat University and looking forward for these to be completed.
- NET has been cleared by one faculty.
- Faculty members are motivated to attend KCG Trainings and become more research oriented by sending MRPs during the three day workshop sponsored by KCG Gandhinagar.

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, I.T., Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The college has adopted the CBCS system which is more student centric and offering new subjects in the UG Program like foundation and soft skill.
- The reputed and experienced faculties are invited as guest speakers to address the students. Even the senior retired faculty, visiting faculties teach and guide the students and the management pays the salary.

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.

- To enhance the teacher quality the institute has provided internet in the staff room and C.D. of the various faculties and authors.
- Most of faculty members have completed the required Orientation & Refresher courses.
- All most all the faculty members have attended the staff training programmes organized by the various authorities like Academic Staff College, K.C.G. ,State Govt.etc.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	NIL
HRD programmes	NIL
Orientation programmes	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions /KCG	02
Summer/winter schools, workshops etc	02

- The institute also holds training programs for the benefit of teachers.
- The institute has introduced the teaching method mandatory like submission of assignments, students seminars, questionnaires in last five minutes of the lecture, surprise test etc.
- Modifications have been accepted in the Internal Examination like introduction of MCQS etc
- Faculty members have their own MCQS bank of their subjects.

b) Faculty training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- **Teaching learning methods/ approaches**
 - (i) Teachers attend training programmes held by the KCG.
 - (ii) The Institute has arranged a computer training programme for the benefit of teachers.
- **Handling new curriculum**
 - (i) The institute is benefited by the faculty members who are also co-authors of the text book.
 - (ii) Expert lectures are also proved helpful.
 - (iii) Library, internet facility provides relief.
- **Contents/ knowledge management**
 - (i) Enrichment of library and its resources.
 - (ii) Most of the faculties are co-authors and PG recognized also.
- **Selection, development and use of environment materials.**
 - (i) Study material is supplied to all students.
 - (ii) Submission of assignments, participate in students seminar, participate in questionnaires in the classroom are mandatory for all students.
 - (iii) Sets of University question papers are made available in the library.
- **Assessment.**
 - (i) Modifications have been accepted in the internal examination like introduction of MCQ's etc as per university guidelines.
- **Cross cutting issues:**
 - (i) In the academic field new course (Scope) is introduced.
 - (ii) Industrial visits, outdoor experiences are given to students and seminars are arranged to create awareness.
 - (iii) "Saptadhara" activities which involve team work.
 - (iv) Lectures are conducted addressing various issues.
 - (v) C.W.D.C, NSS and NCC organized the lectures for sensitive issues & celebrate the different days.
- **Audio Visual Aids/ multimedia.**
 - (i) Through projector, the faculty members use their recorded clips & materials for teaching – learning.
- **OER'S**
 - i. Students have easy access to all library resources.

- ii. Computer lab / DELL with internet facility.
- iii. Reading material, question paper sets etc. are available in library.
- iv. Sandhan Programmes are also useful.

- **Teaching learning material development, selection and use.**

The faculties prepare, reading material, C.D. & provide question sets.

c) Percentage of faculty.

- Invited as resource person in workshop/ seminars/ conferences organized by external professional agencies. - NIL
- Participated in external workshops/ seminars/ conferences recognized by national/ international professional bodies. -100%
- Presented papers in workshops/ seminars/ conferences conducted or recognized by professional agencies. -100%

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.)

- Faculty members attended the training program by KCG (6 days).
- The staff members attended three day KCG workshop on “Promotion of culture through quality research” organized in the institution.
- Permission to conduct live TV lectures on SANDHAN.
- In all these activities the institution supports the faculty by granting D.L.

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 former Principal Shri. L. M. Patel was a member of the Board of Studies, S.P. University V.V. Nagar, Paper setter and examiner in P.G. in S.P. University and Gujarat University, Examiner in M.S. University, Examiner in institute of Company secretary of India. Member of LIC (Local inquiry committee) in S.P. University, HED and P.G. approval in Gujarat University. He had visited as member of this committee at Bodeli and Pavijetpur.

- The In-charge principal of the institute is selected as a member of Board of Studies in the current year.

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?

- The prepared question bank encompasses all the key aspects regarding the teaching.
- Written feedbacks from the students are a valuable input which is communicated to the teachers. Clarity of subjects and courses taught etc. This assessment is done at three point scale ranging from good to excellent.
- The head of the Institution collects oral feedbacks at random from students.
- During the meetings of students union, the class representatives and co-students are free to express their opinions, and if feasible and practical, they are implemented.
- These strategies increase the confidence level of students in their capability and in institution's sincerity.

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?

- At the time of admission the committee members discuss and inform orally to the students
- The prospectus also provides information which can be referred by the stakeholders
- During the commencement of each academic year, the evaluation method is communicated to the students
- Information regarding tests, the distribution of marks in internal and external examinations, their probable dates, and distribution of each term is conveyed by the faculty to the students in class room and also by circulating the notice.

- The notices regarding the dates of examinations etc. after discussion with the academic and administrative staff are displayed on the notice board.
- The result is also prepared and displayed for the perusal of the students.
- Apart from this the question paper is then discussed by the respective faculty in the class room.
- The scheme of division of total 100 marks-70 marks for university exam and 30 internal marks of college exam, regularity, assignments and seminars as per the guidelines issued by the university.

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

- The institution has followed CBCS (Semester System) from 2011-12
- As per the university guideline the students are expected to submit Assignments for all the units of syllabus
- To arrange the students Seminars & Presentation
- To prepare the MCQS
- To submit the workbook (Before semester system)

Following are the reforms brought by the institution

- The internal mark sheets are prepared in such a manner by which the real performance of the students are recognized.
 - Like For submission of assignment 5 marks
 - For attendance 5 Marks
 - For presentation in seminars 5 Marks
 - For internal exam. 15 Marks
- Internal examination paper style is similar to the style of Guj. Uni. Examination paper.
- Additional test is held for those who fail to appear in the regular internal exam due to unavoidable circumstances.

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?

The ratio of 70:30 for external & internal examination along with style and marks allotment is set as per the university norms

- Internal marks are declared before university examination
- The administrative staff checks the internal marks before forwarding to the university
- Students are insisted to submit their assignments and seminar presentation before the internal mark sheet is prepared
- To point out the advantages of CBCS system to the students by the faculties during their classroom teaching.

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

- Following are the approaches adopted for the student achievement
- Regularity in attendance
- Submission of Assignments
- Participating in Seminars & Presentation
- Participating in co-curricular activities and extra- curricular activities
- Internal exam marks
- Thus the formative evaluation approach depends on the internal mark sheet prepared by combining all factors as mentioned above i.e. combining of internal exam marks, attendance, assignments, MCQ / Presentation / workbook / performance in seminars.
- Student's team work, leadership qualities and other skills are judged by their participation in N.S.S. programme & other co curricular activities, Sapatadhara activities and participation in teacher's day on 5th sept.
- Experts are invited for carrier guidance to achieve job placement.
- The result of the SCOPE examination also help to measure the students achievement.

2.5.5 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 skill etc.)

Following are the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weight-ages assigned for the overall development of students.

- Marks of the students are displayed on the notice board.
- Answer books are shown to the students on request.
- Answer books are kept in the store room for any query in future.
- Proper care is taken regarding typing error etc. in the internal marks sheet, before dispatching it to the university.
- Principal, faculty-in-charge and other committee members evaluate the overall presence and performance of the student.

2.5.6 What are the graduate attribute specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

- The graduates of our institution will be skilled and lit for professional fields due to their participation in different skill development training programmes and workshops held.
- During their studies they get both theoretical as well as practical knowledge in their respective subjects which help them in their placement.
- They do become assets to the society and nation at large by participating, the life skill development seminars like Personality Development, Leadership, Environment studies and other foundation and soft skill courses.
- NCC, NSS, CWDC handling of responsibilities during their academic tenure, their expeditions to the less privileged section of society, etc. make them more efficient, empathetic, socially and morally responsible and gender sensitized human beings.
- The “Saptdhara” is a blessing as those who do not get chance in the major wings can take advantage by joining any of the activities of the “DHARAS”.

2.5.7 What are the mechanisms for redress of grievances with reference to evolution both at the college and university level?

- The mechanism for redresser of grievances with reference to evaluation at the college level is simple. The student can discuss it with the faculty. If dissatisfied he has to write an application to the principal and get the answer book rechecked.
- For the University examination students can avail of the reassessment facility.

2.6 Student performance and learning outcomes:

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

'Yes' the college has clearly stated learning outcomes:

- The prospectus states these.
- The vision, mission & goals also reflect the learning outcome.
- Presentation is made in the student's orientation program, "Praveshotsav".

2.6.2 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 programme/courses offered.

University results for the Institution for last four years:

Year	F.Y./ Sem-I & II	S.Y. Sem-III & IV	T.Y.	M.Com-I	M.Com-II
2009-10	73.64	75.21	56.54	41.86	86.36
2010-11	79.59	88.34	62.74	-	-
2011-12	31.73 79.02	89.40	45.87	-	-
2012-13	31.25 60.06	35.94 53.77	38.90	-	-

- Carry forwarded system is implemented by the University up to Sixth semester.

- The Institution being student-centric pays much attention to the monitoring of the progress of the student, by the following:
 - Through the internal test
 - Through regular attendance
 - Through submission of assignment on regular basis
 - Through participation in seminar and other co-curricular activities & sports
 - During the discussion of papers and style of papers and previous papers
 - Sincerity in class room
 - Revision of syllabus is conducted and if student demands certain topics to be repeated they are satisfied by the respective faculty.
 - Each paper setter is careful enough to set such questions which are useful to the students and advise them to attempt all questions as required.
 - Reading material is provided
 - Students are advised to refer books from the library which can supplement their knowledge about the subject.
 - For the benefit of the students question paper sets of university exam & internal test are available to the students in the library and if required faculties are helping the same.
 - In case of absentee students the parents are informed by post, telephone and occasionally in person.
 - Notices displaying student marks for each class, division with subjects, roll no. are put up on the notice board.
 - The institute is given preference to collect the mark sheets for each semester from Gujarat University and students are requested to collect their mark sheet from the office and if necessary the faculties provide the guidance on unexpected result & marks.
 - The effect of mass promotion is reflected in the result of final year exam (T.Y.) for the year 2011-12 & 2012-13.
 - After adopting CBCS, the results of the students has declined in the year 2012-13 i.e. due to:
 - Non acceptance of semester system by the students

- Students are not habituated to appear in uni. exam in the month of December
- The institution has taken steps and highlights the advantages of CBCS by arranging the activities like elocution, essay writing, debate etc. related to CBCS.
- Finally the performance of the students are on right track from the year 2013-14 and achieved 90.19% result of Sem.-V. Which is more than the university result, itself.

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

- The IQAC pays prime importance to the teaching, learning and assessment strategies of the institution to facilitate the achievement of the intended learning courses.
- At the time of admission students are guided for such a combination of subjects (as per their last performance) which would enable them to get good marks and benefit them in pursuing better degree course.
- Community outreach programs by NSS, CWDC, industrial visit, bank visit etc. bring the students in touch with the society. So they can plan and decide how to fulfill the learning objectives.
- “Saptdhara” activities in the institution are also involving students and enhancing their creativity.
- Consulting the faculties on various issues like dissatisfaction in the marks obtained. The concerned faculty member rechecks the answer book. Then he / she discusses the mistakes committed by the students and guides him / her for further improvement.

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

- At the time of admission the faculty members explain the students and their parents the benefits of the subjects they opt for.
- Skill development workshops and visits are arranged.

- Seminars on various issues are held and student's participation is encouraged.
- All the advertisement pamphlets are displayed for their information to show the utility of their degree and their job prospects.
- They are prepared to appear for job interviews.
- To strengthen the prospects of the learners, soft skill courses, foundation courses are introduced in the institution.
- Seminars are arranged to make the students alert & sensitive.
- A special care is taken for the physically handicapped to get a chance to actively participate in all such activities actively.

2.6.5 How does the Institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

- As the faculties members spend last few minutes in question – answer session at the end of period where the faculty gets an idea about the level of students in class, and the grasping and expression power of the students.
- The result of the internal test is discussed in the staff room.
- The faculty members take special care for the academically weaker students. Extra coaching is provided to them after the time-table.
- BISAG, CDs. on the same topic might help the students to comprehend the topic thoroughly
- The students are allowed to use the Library, Computer lab/DELL etc. for their learning purpose.
- CDs are prepared by the faculty members to make the students learn easily.
- They are taken to Banks/ Industry to get practical knowledge.
- Parents of weak students whose performance remains poor are contacted to meet personally to the principal.

2.6.6 How does the Institution monitor and ensure the achievement of learning.

- At random the faculty members take a feedback from the students.
- The internal examination, the unit tests and the staff members help the head of the institution to monitor and ensure the achievement of learning.

- Assignments are evaluated properly, if found improper the students are asked to re-write.
- A continuous evaluation of students is done not only in the academic field but the institution evaluates its learners by their practice participation in “Saptdhara” activities, youth festival, sports, curricular and co-curricular activities.

2.6.7 Does the institution and individual teachers use assessment/ evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If ‘Yes’ provides details on the process and cite a few examples.

Yes, Institution and individual teachers use assessment/ evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning. The question papers are sets in such a fashion that the task becomes easier and their mental presence, memorizing power etc. are also tested. Students are invited to share their experience about their participation in the seminars/ competitions in other colleges, their industrial visits etc. which reflect their personality attributes, comprehensive capacity etc.

- **Any other relevant information regarding teaching – Learning and Evaluation which the college would like to include.**

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

Yes, the institution is affiliated to the Gujarat University and the research work can be carried out at the academic staff college of Gujarat university Ahmedabad. The KCG Gandhinagar also organizes Programmes for the faculties to train them for research work in various subjects.

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 institution has formed a research committee in the year 2012 when three day district level workshop on “Promotion of culture through quality research” was organized in the institution with the help of KCG Gandhinagar.

Recommendation

- To arrange seminars and workshops for research work both students – centric and faculty centric.
- To invite experts to guide the faculties and students for research work and for preparing good research proposals.
- Motivating the students and the faculties for research work.
- To send the faculties to attend the KCG training programmes and workshop on “Promotion of culture through quality research”

Impacts

- In July-2012 three days workshop on “Promotion of culture of quality through research” was organized in the institution at district level sponsored by KCG.
- There were 84 participants (faculties) from various colleges of the districts. They proposed 84 minor research proposals from which some were sanctioned by UGC e.g. two of our sister institution in the campus.
- The faculties attend seminar, workshops conferences regarding the

research work organized at various Institution in the state.

- Four faculty members co-authored books of Garg Prakashan this year.
- The faculty members have participated in KCG training programmes on research and enhancement.

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

As there is not sufficient teaching faculties they are not able to join as principal investigator in the interest of the students whose teaching may not suffer.

§ **Autonomy to the principal investigator**

As mentioned above

§ **Timely availability or release of resources**

As per the UGC norms there must be 8 full time permanent faculties in the institution for equipment grants to the institution. The institution has only 4 full time faculties including 1 in-charge Principal, Hence the institution has limited infrastructure facilities and equipments.

§ **Adequate infrastructure and human resources**

Not Applicable

§ **Time-off, reduced teaching load, special leave etc. to teachers**

D.L. is approved to the faculties to attend one or two days seminars and workshops.

§ **Support in terms of technology and information needs**

When the govt. will recruit the required staff in the institution it will have full support in terms of technology and information needs.

§ **Facilitate timely auditing and submission of utilization certificate to the funding authorities: NA**

§ **Any other**

Though the faculty members are enthusiastic and inserted in the smooth progress and implementation of research scheme/project they are not able to do it because of the limited staff and limited equipments.

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

- The research committee believes in monitoring and creating readiness in them for research work. For this purpose the institution had organized three days workshop on “promotion of culture of quality through research” sponsored by KCG for the faculties of the whole Vadodara district in 2012 as mentioned earlier. Some of the minor research projects proposed by various faculties were selected by UGC and the work is going on.
- A workshop on “Research Methodology” has been organized for the students by our institution. Approximately 100 students participated with a great interest in it.
- For the development of scientific temper among the students they are motivated to prepare charts on certain topics of commercial communication. The best charts are displayed on the walls of the classroom.
- The IQAC, economics and commerce departments have organized a self funding one day state level seminar on “Entrepreneurship challenges and Prospects” for the students. About 27 papers were presented in the seminar.
- In the year 2011 a one day state level seminar was organized for the faculties sponsored by UGC. About 35 papers were presented by the faculties.
- The well written articles of the students as well as faculties are published in the college magazine “Nirantar”
- Books on research methodology and journals are bought in the institution.

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 faculty members guide the students for paper presentation in the seminar.
- A programme related to the Govt. Project “Mission Balam sukham” was

organized by the institution in which a “Healthy child” Competition was arranged. The objective of this programme was to make a research on the health of the rural and backward Children’s of Dharmapuri Anganwadi. Some useful tips were suggested to improve the health of the hygienically weak children.

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.

- A state level three day workshop on “Promotion of culture of quality through research” was organized in the year-2012 sponsored by KCG as mentioned earlier.
- One training programme on “Basic concepts of research methodology” for the students and the faculty members was organized in this year.
- One day state level seminar was organized on “Entrepreneurship issues and problems in Gujarat” sponsored by UGC.

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

The experienced faculty members were invited to conduct lectures from other institutions.

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

- The institution has formed a research committee to organize seminars, workshops, training programme etc. on research.
- The library is enriched every year with subscription of reputed journals and reference books.
- The institution welcomes all researchers to interact with students to collect the data in a form of questionnaire.

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

Though the faculty members are enthusiastic and interested in the research work, they are not able to do it at the cost of the teaching work in the interest of the students as there is lack of required staff in the institution and there is no recruitment.

3.1.10 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)

- The institution celebrates different days like “Gurupurnima”, “Teachers Day”, “Environment Day”, Non-pollution day” etc. to create awareness among the students and stake holders.
- The institution organizes blood donation camp, tree plantation, visit to forest with demonstrative pharmaceutical plants, visit to in-organic fertilizers farm at ‘Segva’ Village.
- The industrial visit to factories of soap, soft drink, steel furniture, artistic wooden furniture at sankheda etc.
- To create health awareness among other stake holders the institution supports and give facilities by providing peons, rooms etc. for the free camps organized in the institution by Red Cross society, Lions club, blood banks and the religious organizations.

Advocacy

- The institution arranges the activities like “Joy of Giving” food kits, educational kits in the BPL (Below Poverty Lines) areas
- The activities like “Beti Bachavo- Beti Vadhavo” are organized under CWDC of the institution.
- Guest lecturers are arranged on HIV-AIDS awareness, female literacy, legal awareness etc. in the institution.

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 research committee and IQAC of the institution have decided to

earmark Rs.10000/- for research expenditure.

- The expenditure and utilization are as under

Expenditure on Books and Magazines in the last four years

Sr No.	Particular	2009-10	2010-11	2011-12	2012-13
1	Books	21585-00	819-00	35669-00	54570-00
2	Magazines	26387-00	22622-00	14843-00	22433-00

- Subscription fees for journals are paid.
- Some books on research methodology are purchased from the allotted budget.
- “Nirantar” (college magazine) is also published from the budget.

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

No, the institution does not provide such seed money as there is no demand.

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

Yes, the institution provide financial support to the students activities under the head of ‘Saptadhara’

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.

- One day state level seminar on “Entrepreneurship: issues and problems in Gujarat” was organized by the Economics and commerce departments of the institution in which the faculties in the subject of commerce, economics, education participated.
- One day state level students centric seminar on “Entrepreneurship challenges and prospects” was organized by the IQAC, economics and commerce departments of the institution. Here also the students of commerce, arts, economics and education participated.

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 timings of the library and computer lab are flexible as per the demand of the students and faculties.
- There is an easy access both for the students and faculty members in free hours.
- Special batches for the Tally course are arranged for the students of B.Com Sem-II; after the time-table hours.
- A training programme in the basic of computer software like word, excel, power point etc. is arranged for the faculties and students.

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.

- Yes, the institution has received a total amount of 30000/- granted for the one day state level seminar by the UGC.
- The KCG had sponsored three day state level work shop as mentioned earlier and aided Rs. 95155/- for the same.
- The faculty members and the institution jointly assisted finance for the student-centric one day state level seminar.

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.

- As mentioned in above 3.2.6

3.3 Research Facilities

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

- The institution has an enriched library with ample books. There are books on research methodology and research work and the institution subscribes for magazines on research and research methodology.
- The computer lab has 25 computers with internet facility. The learners may take advantage of the computer also and can get a lot of information and knowledge.

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

- The institution has introduced foundation course and soft skill course as mentioned earlier which motivate and encourage for research work.
- As stated earlier, the institution has arranged two seminars for students and one “Three days workshop” at district level for faculties, one training programme for both students and faculties.
- The institution sanctions D.L. for the faculties for attending one or two day seminars, workshops and conference to upgrade their knowledge.
- Exhibition of various books and journals including research methodology was arranged in the college library to create awareness for research among the students.

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.

- Yes, the UGC has benefited the institution for organizing one day state level seminar on “Entrepreneurship-issues and problems in Gujarat” for faculties of various colleges of the state.
- The KCG Gandhinagar has also sanctioned a considerable amount to the institution for organizing three days district level workshop for the faculties of various colleges of the Vadodara District.
- Self funded students centric seminar on “entrepreneurship: challenges and prospects” was organized in the institution.

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

- Outside the campus the students can use the library facilities of “Sayaji pustakalay” in the town of Dabhoi, the library of the sister institution of the campus.
- The Ph.D. Holder faculties of the other institutions of the districts are

invited for expert lectures on various subjects and research methodology. The students can contact them and take advantage of their scholarly knowledge.

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

- The library has a collection of 18851 Books, out of it textbooks 10481, reference books 8370, magazine 42, news papers 7 in Gujarati and English for the students and researchers.
- A computer is placed in the library with internet facility.
- Though the Govt. recruitment of a librarian has not been in the institution the library is enriched and a management appointee with help of an administrative staff of the institution tries his level best to fulfill the demand of the students.

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

- As mentioned earlier, outside the campus there is central library in Dabhoi town, library in the sister institution.
- The Ph.D. holder faculties of other institutions of the district are giving guidance as per the requirement and demand of the students.

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)**
NA
- **Original research contributing to product improvement**
NA
- **Research studies or surveys benefiting the community or improving the services**
 - An educational survey and socio-economic survey was conducted by the NSS unit of the institution at Mandala, Shirola, and Dharampuri

villages.

- The physical director Mr. Sagarbhai B. Desai has registered for Ph.D. His thesis is on “Comparison of attitude towards physical education and selected physical fitness components of national cadets corps and physical education college students” will be published in near future.
- The institution has arranged a visit to one of the branches of a bank for the B.Com students “Financial planning and future investment prospects” from which large benefit of return on investment may be received.
- **Research inputs contributing to new initiatives and social development.**

NA

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?

No, there is no faculty of our institution who is involved in editorial board, publications policies or any international publication.

3.4.3 Give details of publications by the faculty and students:

- **Publication per faculty**
(See ANNEXURE-III)
- **Number of papers published by faculty and students in peer reviewed journals (national / international)**
NIL
- **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**
- **Monographs** - NIL
- **Chapter in Books** - NIL
- **Books Edited** - NIL

- **Books with ISBN/ISSN numbers with details of publishers**

- (See ANNEXURE-IV)

- **Citation Index** - NIL
- **SNIP** - NIL
- **SJR** - NIL
- **Impact factor** - NIL
- **h-index** - NIL

The institution has not such faculties involved in international listed publications so far.

3.4.4 Provide details (if any) of

- **Research awards received by the faculty : NA**
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
One faculty member Prof. S. G. Memoria has received “Jyotish Ratna Award” and “Jyotish Bhushan Award” from New Delhi.
- **Incentives given to faculty for receiving state, national and international recognitions for research contributions. NIL**

3.5 Consultancy

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

- There are some industries of our alumni like “Santosh Rice mill”, “factory of Steel Furniture” and “Factory of Soap and soft drink” and these factories of soap and soda and soft drink of helps for the counseling of the students. The institution arranges industrial visits to these factories.
- The institution also arranged a visit to a bank as mentioned earlier.

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

- The experienced faculty members of the institution are invited in sister institutions and other institutions of the district to share their knowledge and deliver expertise lectures on various topics and subjects.

- The in-charge principal of the institution is selected as a member of the Board of studies in Gujarat university this year-2013-14
- The institution also imparts consultancy of Red Cross society, Lions club, IMA and also religious consultancy bodies like “Brahmakumaris”, “Gayatri Parivar”, “BAPS” (Bochasanvasi Aksharpursottam Swaminarayan Sansthan”).

Various programmes like free checkup camps blood donation, Vyasan mukti Programmes, Satsang Shikshan Exam, Save girl child, AIDS Awareness programmes etc. are organized in the institution with mutual understanding between the institution and above mentioned consultancy bodies.

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

- A duty leave is sanctioned to the faculty members when invited for delivering expertise lectures in other institution. Moreover duty leave is sanctioned for attending conferences, seminars and workshops organized by the other institutions.
- The management and the head of the institution appreciate such faculty members utilizing their expertise.
- The institution extends full supports to the faculty members in their consultancy service.

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 former principal of the institution Shree L. M. Patel was a District Coordinator and Zonal Coordinator of Saptadhara (one of the projects) of Gujarat Govt.
- A faculty member of the institution extends consultancy service for job placement to the students under the UDISHA, No revenue is granted during the last five years.
- A faculty member of the institution also extends his consultancy service for the examination of SCOPE. The certificate is issued from Cambridge University.

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?

All the consultancies provided by the staff as mentioned above are purely honorary.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- The institution – Neighborhood – community - network is promoted by NSS, NCC, CWDC, Sapatadhara, Sport etc. units of the Institution. The activities arranged by these units the students involve themselves with a great zeal. These activities are for social development and for making them good citizens. Activities like “Joy of Giving” , “Healthy Baby Child” competition, “Free checkup camps”, “De-Addiction” campaign, environmental awareness, AIDS Awareness, Tree plantation, Legal Awareness, celebration of days like Gurupurnima, Teachers Day, Vivekanand Jayanti, Independence day, Republic day, voters day, NSS day, sports week NCC cadets and NSS volunteers participate in state / national camps, the guest lecturers from Gayatri Parivar and Brahmakumaris, Ramkrushana Mission, are arranged in the institution to develop holistic attitude among the student.

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

- The institution has made it compulsory for each student to participate in at least two activities of sapatadhara, NCC, NSS, CWDC, Sports etc.
- The participants of all such activities are appreciated and the winners are

awarded and issued certificates on the annual day by the institution. Each faculty member is in-charge of such programme and unit and with permission of the head of the institution arranges various activities and competitions. The details of the activities, the names of participants, the names of the winners, are registered in a file by the faculty in-charge and the details are also uploaded on the college website for knowledge of the stake holders.

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

- The institution arranges regular meetings with the stake holders like alumni meeting, parent-teacher meeting, experts visit to the industries for delivering lectures on various topics for the overall performance and quality of the institution.
- The higher education commissioner, Gandhinagar (Gujarat) has considered the institution as one of the best commerce colleges of the district and visited the institution personally with this consideration and was very much impressed by the overall performance and quality of the institution.
- It is a matter of great pleasure that the institution stood first in the whole district in the performance of the saptadhara activities. Some of the winners reached up to state level and one participant won in the state level competition. One girl student was selected as a member in the Gujarat University Senate.

Both these students were appreciated and awarded by the institution and management. The institution has undergone Gujarat Govt. endeavor of assessment 'Chalo college Abhiyan' for overall performance and quality of institution.

- At times the percentage of result of the institution in the university exams is higher than the percentage of the overall university results. E.g. the university result of B.Com-5 2013 is 75.18% and the college result is 90.19%.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

- The extension and outreach programmes are planned according to the University Calendar. These programmes are planned under the NSS/NCC/Sapatadhara/CWDC etc. The NSS programme officer Plans the annual camp and the annual activities after discussing with the head of the institution. It held's a seven days annual camp as well as the annual activities in adopted village and Dabhoi town.

The associate NCC officer (ANO) runs its activities as per the guidelines from the head office-3rd Gujarat Battalion Baroda. The other activities under the CWDC and Sapatadhara are conducted by the concerning in-charge. These outreach programmes develop the students' skill in all spheres of life. These activities make the Students alert, active, patriotic, sympathetic and inculcate patience, sportsman sprit, self-discipline, tolerance etc. and make them ready to face all the challenges of life.

Year wise income and cost of last four years are as under:

Sr. No.	Activity/Unit	2009-10	2010-11	2011-12	2012-13
1	<u>NSS Camp</u>				
	Income	-	22500-00	22500-00	22500-00
	Cost	-	21941-00	22362-00	22500-00
2	<u>NSS Regular Activity</u>				
	Income	13500-00	22000-00	22000-00	22000-00
	Cost	17360-00	15865-00	21460-00	21389-00
3	<u>CWDC Activity</u>				
	Income	18350-00	15950-00	16410-00	16680-00
	Cost	3581-00	2420-00	7550-00	4025-00
4	<u>Saptadhara</u>				
	Income	60000-00	60000-00	60000-00	60000-00
	Cost	62578-00	53752-00	60659-00	60048-00

NCC: The central and state govt. allots Rs.60/- per cadet for the washing allowance. Rs.6/- per perard towards refreshment allowance.

UDISHA: In the year 09-10 the institution allotted Rs.5000/- for UDISHA Club.

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

- The Institution insists the students to join NCC/NSS Sapatadhara etc. at the time of admission. The students participation in the extension activities is specially considered in the internal evaluation.
- If the internal examination date clash with such activities' dates, an extra test is arranged for the students.
- Trophies, certificates, cash awards are given to the achievers on the annual day celebration.
- The transportation and refreshment charges are borne by the institution for all such activities.
- The institution sanctions D.L. to the in-charge faculty and extra points in his/her API are also considered for the faculty in-charge as per rules.

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?

- The institution undertakes extension work to ensure social justice and empower the under privileged and vulnerable sections of the society under the NSS unit in nearby villages like Mandala, Shirola, Dharmapuri and adopted village Vega.

The children of the under privileged section were distributed stationary items, biscuits food packets etc. were distributed by the institution.

- Blood donation camps and free checkup camp for various diseases are arranged with support of Lions Club and Red Cross Society in the institution.

- To empower the weaker students the faculty members give extra coaching to the under privileged and vulnerable students.

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

- All the various activities arranged by the institution under NSS/NCC/Saptadhara/CWDC etc. Units of the institution surely compliment students academic learning experience and inculcate many values and skills during their study for three years / Semester in the institution.

Some of the values and skills are as under

- Overall development of the students.
- Personality and exposure development.
- Empowerment for entrepreneurship, professional skills like Salesmanship etc.
- Sportsman spirit for the team work.
- Self discipline and patriotism.
- Leadership and skill for decision making.
- Ethical values.
- Sensitization towards society and surroundings.

All the above motioned values and skills are felt and experienced reflected in our alumni. We also feel that these values help in the building of healthy society.

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

- When the NSS camps were arranged in the nearby villages, the faculty members including the NSS programme officer had a very good opportunity to meet, to greet and to talk with members of the panchayat, the school authorities etc.

- The institution lands its' spacious ground, stage, building etc. for organizing various programmes to Gayatri Parivar, Brahmakumaris, BAPS, Navaratri Festival Celebrations, lions club, Red Cross Society etc. and encourages community participation.
- There are two members from the community in the IQAC of the institution.
- The community participation is encouraged by the institution in the alumni meeting, parents' meeting, celebration of Navratri Festival, Seminars, Workshops, exhibitions etc.

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.

- The institution has forged constructive relationship with LIC (Local Branch) from which the economically poor students get scholarships.
- Gayatri Parivar and Brahmakumaris arrange various programmes in the institution and some experts are invited for delivering lectures.
- The Red-cross society, Lions Club, Baroda Heart Institution, etc. arrange free-checkup camps, blood donation camps, regularly in the institution. Thus the institution creates health awareness.
- The NSS students arranged activities like tree plantation, Gram Safai, Joy of Giving stationary kits to the Govt. Primary school students in the adopted village Vega.
- The Institution has forged its constructive relationship with the doctors of the local medical association who help in health check-up of the Sem-I students.
- The institution forged its relationship with C-DAC computer centre so that the students can take advantage and can learn computer skills in the college campus only.

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.

- The institution has stood first in the whole district for the saptadhara activities and has obtained 85% percentage marks.
- The Higher Education Commissioner of Gujarat Govt. has visited the institution considering one of the best commerce colleges in the district and was very much impressed by the working of the institution.

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 scholarships etc.

- Three days state level workshop on “Promotion of culture of quality through research” was arranged in the institution with collaboration with KCG Gandhinagar.
- The institution has collaboration with C-DAC Computer centre in the college campus.

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.

- The institution has done MOU with the C-DAC Computer centre in campus.
- The collaboration with UDISHA has played an important role in the placement of students.
- The institution has arranged three days state level workshop on “promotion of culture of quality through research” with collaboration of KCG.
- The institution is a member of WILPF (Women’s International League for peace and freedom)
- The In-charge principal of the institution is selected as a member of the board of studies in Gujarat University and she is also a member of the examination panel D.D. University Nadiyad.

- Our former principal Mr. L. M. Patel was an expert in interview panel in S.P. University. He was member in selecting the P.G. Centre in Gujarat University. He was an examiner of CPT exam for two years.

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.

- The following agencies have contributed to the institution for above mentioned facilities.
- Our former Principal Shri. L. M. Patel was a District Coordinator of “Sapatadhara”. He had organized two days workshop on “Mission mode Implementation“ at Kelanpur in collaboration with the Principal of Arts, Science and Commerce College, Chhotaudepur by KCG.
- An audio-visual room with internet facility and BISAG programme watching facility is established in the institution.
- A UGC Sponsored one day state level seminar on “Entrepreneurship issues and problems in Gujarat” was organized by the institution.
- DELL / SCOPE has 25 computers with internet facility is established.
- An interesting interaction was done with the bank manager SBI, Dabhoi and a case study on Smart Investment in Fixed Deposit was arranged by a faculty member Shri S. G. Memoria.
- A self funded one day state level students centric seminar on “Entrepreneurship: Challenges and Prospects” was organized in the institution.
- Smt. Daminiben S. Patel has donated for two Smart class rooms as well as Smt. B. K. Purohit (I/C Principal Commerce College, Dabhoi) has donated for two Smart class rooms.

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.

The institution could organize seminar only state level the details are as under:
One day state level seminar for teachers on entrepreneurship issues and problems in Gujarat and one day students oriented seminar on entrepreneurship: Challenges and Prospects.

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

- The faculty member's participation in KCG Training and work -shops helps to guide the students for the comprehension of their curriculum.
- The In-charge principal of the institution is selected as a member of board of studies in Gujarat University.

b) Internship / On-the-job training

- From ICA Mr. Devendrabhai was invited and he delivered a lecture to 140 students and 110 students take part in computer training.
- Total placement of 6 students in the ICA Vadodara and 2 in L&T.
- T.Y. B.Com/ Sem-6 students are registered every year for the Job placement from which some of them are getting job.

c) Summer placement

NIL

d) Faculty exchange and professional development

The faculty exchanges are done within the sister institution and other institution. It helps in the enrichment of students' knowledge.

e) Research

Three days State Level Workshop sponsored by KCG was organized and 84 MRP (Minor research projects) were proposed and submitted from which some were sanctioned by UGC and the work is going on.

f) Consultancy

NA

g) Extension

The NSS unit of the institution conducted its extension activities in

Puniyad, Madala, Shirola, and Dharpuri nearby villages as well as in the adopted village Vega and in slum areas of Dabhoi town.

h) Publication

(See ANNUEXURE-IV)

i) Student Placement

Total placement of 8 students –out of which 6 students in the ICA Vadodara and 2 in L&T.

j) Twinning programmes

Three days State Level Workshop was organized in the institution on the “Promotion of culture of quality through research” with financial assistance from KCG.

k) Introduction of new courses

As per the CBCS Gujarat University two new courses are introduced in the institution. They are foundation course and soft skill courses. The institution has selected these subjects as mentioned earlier considering the vision and mission of the institution.

l) Student exchange

As per the Gujarat University rule students are exchanged with those of other institutions during the NSS annual camp.

m) Any other

Many activities like blood donation camps, free check up camps, Thalassaemia test, AIDS awareness etc. are arranged with the support of Lions Club, Red-Cross Society etc.

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

- The conveners of various committees schedule and arrange various activities as per the prior talks with the head of the institution.
- The institution supports many activities and programmes arranged by Govt., University like holding elections, conducting exams and other awareness programmes like voting awareness, health awareness, AIDS awareness etc. by lending its building with mutual understanding. The

institution plans its industrial visits in and around Dabhoi.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

For effective teaching and learning the institution believes in continuous enhancement of its infrastructure. Therefore, with the financial assistance of UGC, Govt. of Gujarat and with the help of funds generated by the college, the institution updates and expands its infrastructure to facilitate effective teaching and learning.

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.

- The institution is a 3 storied building. There are 23 rooms out of which 8 classrooms for teaching from which 5 classrooms with the capacity to accommodate 150 students, 2 classrooms with the capacity to accommodate 60 students, 1 classroom is facilitated with Audio-visual aids and ICT and BISAG programme facility.
- 4 classes are facilitated with audio-visual projector
- Each department is provided with a computer and laptop with a common printer facility.
- The computer lab / DELL is equipped with 36 computers with internet facility.
- The library has 1 computer with internet facility.
- The institution is proud of having seminar / conference hall with latest technology.
- RCC road has also been constructed.
- Parking facilities is behind the staff room.

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.

- There is a spacious ground for cricket, Volley-ball, basket ball, Kho-kho, Kabaddi etc. outdoor games.
- The college has facility for indoor games like Chess, Carrom, Table-Tennis etc.
- Digital English Learning Lab has been setup in the institution.
- Extra-curricular and cultural activities are held in a separate hall. There is a stage in the ground which can be used for various cultural activities.
- There are separate rooms for NSS / NCC / Sports / CWDC with common computer facility.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

- The institution runs as per the academic calendar and where needed the daily time table is altered to make the optimal use of its infrastructure.
- The institution remains open till 1-30 P.M. and the DELL / computer lab and the library timings are extended on demand for the benefit of students.

Amount spent during last four years

Heading	2009-10	2010-11	2011-12	2012-13
Building	-	-	-	
Furniture	5700-00	-	-	35500-00
Computer	-	-	-	
Printer	-	-	-	5950-00
LCD	30900-00	-	-	-
Audio – Video	-	3500-00	-	-
Projector	-	-	40000-00	-
Xerox Machine	-	53039-00		-

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

- For physically disabled students a ramp is available.
- A separate examination block is allotted to them.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
 - Hostel facility for both boys and girls is available
 - Boys : 46 Rooms : 24
 - Girls : 18 Rooms : 05
- **Recreational facilities, gymnasium, yoga center, etc.**
 - Yes, there is a common room with audio visual facility which can accommodate 150+ students.
 - A spacious ground for students for practicing for the sports activities.
 - A cricket pitch is there for to students to play cricket.
 - A Basket ball court, Volley-ball ground, Running track, Throwing Point.
 - Indoor games room.
 - Yoga classes are also run by the institution.
- **Computer facility including access to internet in hostel**

No.
- **Facilities for medical emergencies**

Doctors are available at a phone call. For medical emergency student can approach the Pramukh Swami Hospital near the college premises and 108 Ambulance van is available at a phone call.
- **Library facility in the hostels**

There is no separate library in the hostel but the faculty members have contributed for a student's book bank from which the hostel students can get books as per their requirement.
- **Internet and Wi-Fi facility**

NO
- **Recreational facility-common room with audio-visual**

equipments

Yes, there is a common room with the audio visual facility which can accommodate 150+ students.

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

There are staff quarters with over head water tank.

- **Security**

The institution has appointed 2 watchmen for day and night security.

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?

- The First-aid-box is available in the institution.
- Doctors are available on phone call.
- There is several hospitals surrounding the institution. 108 ambulance van available at a phone call.
- As per the requirement the students / administrative staff of the 4th class are guided and can obtain of the Mukhyamantri Maa Amrutam Yojana Card.

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, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- There are separate rooms for IQAC / NSS / NCC / Sports / CWDC, counseling and career guidance.
- Grievances redressal boxes are placed at important junction of the building.
- A canteen is there in the college campus.
- Enough recreational spaces are there for staff and students like hall, library facility with internet.
- Two water purifiers are installed for students and staff members.
- A conference hall with capacity to accommodate 250+ is available.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- Yes, the library has an advisory committee headed by the Head of the institution with the librarian (Management Appointee), three faculty members and one clerical staff.
- A library is well ventilated with ample chairs and large tables, fans and the books are kept subject wise in labelled cup-boards.
- A suggestion and grievances box is placed to collect the suggestion of the readers.
- Book exhibitions are held.
- Orientation lecture 'know your library' is arranged in the library.
- Library timing is extended according to the demand of students.
- Text books, reference books, journals, magazines, news papers are subscribed in consultation with the staff members and students.
- Scheme of poor students' 'Book Bank' is introduced to help maximum students.
- Separate display board for new latest magazines and journals are kept.

4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.):** 188.86 Sq.Mts
- **Total seating capacity:** 50
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
 - On working days Monday to Saturday 7-30 A.M. To 1-30 P.M.
 - Prior to examinations (Monday to Saturday) 7-30 A.M. To 4-30 P.M.
during examination days Monday to Saturday 7-30 A.M. to 4-00 P.M.
 - During vacation (Monday to Saturday) 7-30 A.M. To 1-30 P.M.
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

- The cupboards are arranged in the library in such a way as separate compartments can be framed.
- In the front area there is reading facility for the students.
- The first compartment is for the students to write peace fully.
- The second compartment is utilized for the carrier guidance and placement cell (UDISHA).
- The remaining compartments are for the faculty members.
- A computer is placed in one corner for making available the internet facility and watching educational CDs.

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 is informed about the latest title of the books by each department in its meetings. As per the budget allocation the books are procured.

Amount spent during last four years:

Library holdings	2009-10	2010-11	2011-12	2012-13
	Total Cost	Total Cost	Total Cost	Total Cost
Text books	21585-00	819-00	35669-00	54570-00
Journals/ Periodicals	26387-00	21592-00	14843-00	22433-00
e-resources				
Any other (specify)				

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

There is no regular librarian appointed as govt. has not recruited. However, the management has appointed one. This is our limitation

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

- **Federated searching tools to search articles in multiple databases**
-NIL-
- **Library Website**
-NIL-
- **In-house/remote access to e-publications**
-NIL-
- **Library automation**
The library is partially automated. The details of the books only are fed.
- **Total number of computers for public access**
One computer
- **Total numbers of printers for public access**
One Printer
- **Internet band width/ speed / 2mbps / 10 mbps /1 gb/ (GB)**
2 mbps
- **Institutional Repository**
-NIL-
- **Content management system for e-learning**
-NIL-
- **Participation in Resource sharing networks/consortia (like Inflibnet)**
-NIL-

4.2.5 Provide details on the following items:

- **Average number of walk-ins (Including reading rooms):** 50 per day
- **Average number of books issued/returned:** 20
- **Ratio of library books to students enrolled:** 22:1
- **Average number of books added during last three years:** 1060
- **Average number of login to opac (OPAC):** NIL
- **Average number of login to e-resources:** NIL
- **Average number of e-resources downloaded/printed:** NIL
- **Number of information literacy trainings organized:** 02per annum
- **Details of “weeding out” of books and other materials:**

Details of “weeding out” of books, magazine and other materials:

Year	No of Books / Magazine	Amount
2009-10		1785-00
2010-11		1776-00
2011-12		1940-00
2012-13		NIL

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts** - No
- **Reference** - Yes
- **Reprography** - NILL
- **ILL (Inter Library Loan Service)**
Access to libraries within the campus and outside the campus permissible
- **Information deployment and notification (Information Deployment and Notification)**
All articles, News items and advertisement regarding employment are displayed.
- **Download** - NIL
- **Printing** - Yes
- **Reading list/ Bibliography compilation** - Yes
- **In-house/remote access to e-resources** - NIL
- **User Orientation and awareness**
Orientation for all library services is conducted for the students and faculty.
- **Assistance in searching Databases**
Catalogue system in the computer. The library in-charge helps manually
- **INFLIBNET/IUC facilities** - NILL

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

- The institution has a vacant post of librarian. With support of the management a librarian has been appointed on the ad-hoc base.
As goes the practice orientation programme ‘know your library’ is held every year.
- Students from the weaker section receive 3 books under poor students’

book bank scheme the regular ones are issued 1 book fortnightly.

- Study material / question bank / syllabus are issued to the students and faculty members.
- The new arrivals are displayed.
- Book exhibitions are arranged.
- A reading club is run by library staff with the help of faculty members for all.
- It is equally helpful to all in providing internet access to students and staff for academic purpose.
- The library staff accepts the suggestions to make amendments, if any.

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

The library support staff deliver the books and magazines to the physically challenged students in the class room as per requirement.

4.2.9 Does the library get the 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?)

Yes, the library collects oral feedback from the students, from suggestion box, during book exhibition. The library committee analyses. Suggestions and recommendations are considered. Necessary steps are taken.

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)**

Number of Computers	Configuration
25	Dual Core 1 GB RAM, 160 GB HDD
01	Dual Core 2 GB RAM, 500 GB HDD
02	P4 3.0Ghz 256 MB RAM 80 GB HDD
04	P4 3.0Ghz 256 MB RAM 80 GB HDD
07	Core2Duo 2 GB RAM, 250 GB HDD
01	P4 3.0Ghz 1 GB RAM 80 GB HDD
01	Core2Duo 1 GB RAM, 160 GB HDD
01	Dual Core 1 GB RAM, 160 GB HDD
01 Laptop	Core I3 4 GB Ram, 500 GB HDD, 1 GB Graphics Card

- **Computer student ratio:**
- **Stand alone facility:**
- **LAN facility: Yes**
- **Wi-Fi facility: No**
- **Licensed software: No**
- **Number of nodes/ computers with Internet facility- All**
- **Any other**

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

- 36 computers have been installed in the DELL/ Computer lab with free internet facility.
- In the staff room 2 computers with a printer have been installed.
- One computer with internet facility is installed in the office of the head of the institute.
- One computer with internet facility and printer is installed in the library.
- Two computers with internet, printer, Xerox, and scanner facility in the administrative office.
- A dongle is available for the faculty for off campus internet facility.
- One Laptop is available for faculty and administrative staff.

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

At present there is no sufficient staff recruited by the Govt. However, the institution has been trying its level best for the recruitment from the Govt. by communicating for the same. Hence, whenever there will be recruitment from the Govt. the institution will receive the equipment grants (for which the institution has already applied). The institution plans to deploy and upgrade the IT infrastructure. Like smart classrooms, Computer lab, provision of more computers, Laptops both for the library and administrative office, Sport complex. (Indoor and outdoor games)

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Following is the annual budget for procurement upgradation, deployment and computer and their accessories.

Year	2009-10	2010-11	2011-12	2012-13
Amount	NIL	28600-00	5200-00	13500-00

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?

- The institution has 4 classrooms with ICT facility where lectures are delivered and students present their projects.
- Each department has computer, Laptop and common printer to prepare teaching learning materials.
- Many academic activities are done with the help of internet connection which helps in the overall development of the learners and teachers.
- The students watch many BISAG programmes of various subjects live and CDs as per the BISAG time-table.
- There is one movable projector for the use of the faculty members as per the requirement.

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 faculties have some CDs of the topics of independent learning. Some CDs are also in the library. A few interested students take the CDs for their independent learning. If they have some difficulties they contact the respective teacher and learn.
- ICT enabled classroom: As mentioned earlier 4 classrooms enable teachers to teach with multimedia aids.
- Learning Spaces: The institution has 4 smart class rooms, DELL library where students can access the web resource for their learning.
- On line teaching – learning resources for e-learning the Govt. Mission BISAG has been installed in the institution but practically on line teaching of topics is difficult in our schedule. So we opt showing the recorded CDs.

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?

- KCG has provided DELL where 25 computers are connected with internet facility.
- The Gujarat Govt. has provided 20 Broad Band connections which are utilized thus in DELL/Computer Lab 16, One in library, One in staff, One in administrative office, One in Audio-visual room.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

		2009-10	2010-11	2011-12	2012-13
a.	Building	28698-00	28698-00	28698-00	28698-00
b.	Furniture	3285-00	2625-00	15568-00	4915-00
c.	Equipment				
d.	Computers				
e.	Vehicles				
f.	Any other				

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- In case of damage to the infrastructure or equipment the management is approached and within short time, required action is taken.
- For the upkeep of the infrastructure the management provides support staff.

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

The institute has an understanding with a local technician for the repairing and maintenance of the equipments. The institute contacts him and when there is a requirement he is called.

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

- For sensitive equipment inverter and UPS have been installed for regularizing voltage fluctuation.
- For 24X7 water supply of the management maintains a huge water tank.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

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?

The institution publishes its prospectus, annual reports and college magazine every year.

- **Prospectus:**
 - Mission, Vision and objectives
 - History of the college with brief information about its doner.
 - Details of faculty members, administrative staff, including management appointees.
 - Available scholarships / freeships facility.
 - Information about the amenities.
 - List of medals awarded to the meritorious students.
 - List of co-curricular and extra -curricular activities.
 - Financial assistance provided to the poor students.
- **Annual Reports:**
 - The institution prepares its annual reports about all the activities conducted under NCC / NSS / Sports / Saptadhara, C.W.D.C. the Audited accounts reports etc. These reports are submitted to the management and the management publishes them with the sister institutions' reports.
- **NIRANTAR (College Magazine) :**
 - The institution publishes its magazine "Nirantar" every year in which the creative activities of the faculty members and students are published, apart from other information about the activities conducted in the institution with photographs

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

- Type of freeship / scholarship

Sr No.	Category	Years			
		2009-10	2010-11	2011-12	2012-13
1	S.T.	169624-00	111783-00	130680-00	235965-00
2	S.C.	131270-00	96385-00	134285-00	136150-00
3	Minority	-	-	-	-
4	EBC	19200-00	7200-00	1200-00	600-00
5	Baxipanch	46560-00	48510-00	31960-00	63260-00
6	Disable	-	-	-	-
7	College freeship	7020-00	5750-00	6950-00	13750-00
8	Other Agency (LIC)	-	-	30000-00	60000-00
	Total	373674-00	269628-00	335075-00	509725-00

- The amount is distributed to the students after receiving it from the agencies.
- The procedure for obtaining the scholarship for the minority students is done by the institution as per their demand and requirements but the amount is directly paid to them and the data is not collected.

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

Sr No.	Name of agency assist students	% of beneficiary
1	Central Government	-
2	State Government	93.57
3	University	-
4	Others	06.43
	Total	100.00

- The girls students are exempted from tuition fee and offered free transportation service as per the state Govt. rule.

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

- The following services are provided to different categories of the students as per Govt. rules (ST / SC/ OBC/ SEBC). The students (ST / SC/ OBC/

SEBC) are issued 3 books from the library as per their requirement.

- Such students are also given books under the “poor students book bank scheme” (Run by faculties)
- One faculty member pays fees of the economically backward students.
- **Students with physical disabilities**
 - There is a ramp in the institution for such students. Special seating arrangement is provided when and if needed. The writer facility is provided during the examinations.
 - When and if such students get admission in the college they would be encouraged to participate in competitions arranged by the institution.
- **Overseas students**

No, Overseas students
- **Students to participate in various competitions / National and International**
 - The institution bears the expenses of transportation, registration, representative fees and lodging and boarding for students who participate in various competitions. However participation in the international level has not been occurred till date
- **Medical assistance to students: health centre, health insurance etc.**
 - The institution arranges health checkup by various doctors of local hospitals as per the university rules.
 - There is a First-Aid-box in the institution for the primary treatment.
 - One local nearby doctor (Dr. Jitubhai Patel) offers his services in emergency.
- **Organizing coaching classes for competitive exams**
 - The faculty members provide guidance to the students who want to appear in the competitive exams such students may refer the books and magazines from the library as per the availability
- **Skill development (spoken English, computer literacy, etc.,)**
 - As per CBCS the institution has introduced soft skill and foundation courses for the skill development of the students.
 - There is a chapter of Tally in the syllabus of accountancy. Accordingly

the institution has appointed a computer operator who gives computer coaching to the students.

- There is a DELL established in the institution. SCOPE (Gujarat Government Initiative to increase job opportunity by English learning) is also useful to the learners for developing their proficiency in spoken English.
- **Support for “slow learners”**
 - Extra coaching is provided to the slow learners.
 - The faculty members help them by providing reading materials / books. The faculty members also guide them as per their requirement.
 - It is made compulsory for the slow learners to write assignment and get certified by the subject teacher.
 - The bright students are trained to take responsibility to teach the weaker ones during free lectures.
- **Exposures of students to other institution of higher learning/ corporate/business house etc.**
 - The students were taken to the SBI Branch of Dabhoi and a case study on “Financial planning: Variation in the Rate of Interest for Fixed Deposits, how to earn more interest” was arranged with the help of the Branch Manager.
 - The industrial visits, Bank visits are arranged by the institution to provide primary knowledge to students.
 - The institution encourages the students to participate in competitions and guides them by giving important and useful tips for appearing for interviews.
 - Some of the institutions of Higher Learning send their brochures to the institution to intimate the students regarding the courses, examinations etc. The institution exhibits them on notice board.
- **Publication of student magazines**
 - The institution publishes its magazine “Nirantar” every year. The articles of students are published in it.
 - The convener of Sapatadhara maintains the record of selected pictures, poems, posters, stories, essays, paintings etc.

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

- The Institution has organized one day UGC sponsored state level seminar for faculties on “Entrepreneurship-issues and problems in Gujarat” in which students also participated.
- One day student centric state level seminar on “Entrepreneurship challenges and prospects” was organized by the institution. The project director from CED (Centre for entrepreneurship development) Shree S. S. Patel was invited as a key note speaker who gave useful guidance and tips to the students for developing their entrepreneurial skills.
- The students get a chance to visit nearby industries, banks etc. and learn about the marketing strategy, production, the working of accounts etc.
- Sapatadhara activities have been introduced which facilitated the students for their multi faceted personality development. As a result they can learn how to earn.
- The institution organized an event of “Business Idea” in which the students prepared several domestic marketable items like wicks and earn money by selling them.

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.

The institution promotes participation of students in extra -curricular and co-curricular activities by implementing the following strategies.

- **Additional academic support, flexibility in examinations**
Such students are provided additional academic support by the faculty members and the institution co-operates with the flexibility in examinations.
- **Special dietary requirements, sports uniform and materials**
 - The participants are provided the materials like drawing sheets, colours for Rangoli, Mahendi-cones, pencils, brush, sharpeners, eraser etc.
 - Sports uniforms and equipments are provided to the students who participate in various sports activities.

- **Any other**
 - The institution bears expenses incurred for conveyance, registration, refreshment for the participants who participate in such activities in other institutions. The activity in-charge accompanies them to the place
 - The winners are awarded with cups, medals, trophies, cash prizes and certificates. Their achievements are appreciated by the institution and management.
 - Assignment submission and seminar presentation date is kept flexible for them.
 - Additional test is arranged for the students who participate in various activities.
 - Before the implementation of CBCS the institution had designed the gracing marks scheme specially for such students.
 - For the students who participate in the cultural activities the institution hires dresses as per the requirement.
 - NCC / NSS Units get the grants from the state government which is utilized appropriately and fully by the institution.

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.

- There was a faculty member in the institution who was an ex-IPS officer in central Govt. He was guiding the students for appearing in the competitive exams during the library hours.
- For the awareness and guidance for the competitive exams the Dabhoi Police Department and Vadodara Jilla Kelavani Mandal jointly organized a programme “Carrier guidance camp”.
- An education awareness programme was arranged in the institution and free demo lecture was given by the experts coming from (Havish International, Sayajigunj, Vadodara) in which useful guidance for the competitive exams was given to the students

- Some of the NCC cadets have been employed in defense services.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- The institution celebrates 'Praveshotsav' an orientation programme in which the students are informed about various activities, about college, Sapatadhara, NCC, NSS, Sports, CWDC, UDISHA, Sandhan and SCOPE.
- The faculty members guide the students about the preparation for the examination and also informs the students about the allotment of marks-topic wise and about the internal marking system.
- The administrative staff helps the students in filling the enrollment and examination forms. Each faculty member gives examination counseling during their classroom teaching and helps their students by solving their difficulties. More-over extra coaching is provided to the weaker students.
- The UDISHA club of the institution guides the students about their carrier and job placement.
- The institution arranges special guest-lectures from LIC, ICICI Bank and many other such agencies for final year students which give useful and fruitful guidance for the carrier oriented prospects.
- The institution has Ten Broad Band connections and the students are free to surf internet with the help of the computer operator appointed in the institution, through which they come to know about various other fields of their interest.
- The discipline committee of the institution is very active and the discipline is maintained strictly in the institution. However the faculty members are sympathetic with the girl students and if need arises they help them to solve their personal and psycho-social problems.
The parents are contacted and the problems are solved as per the requirement.
- The institution has formed anti-ragging committee, grievance-cell which take care of such problems.
- The CWDC can also help the girl students in solving their problems of harassment.

- The suggestion box is kept in the girl’s room to lodge the complaints of the girl students. Another suggestion box is kept in the passage area where all the students can lodge their complaints / suggestion.

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).

- There is a placement and carrier guidance cell under UDISHA in the institution.
- The students of final year are registered on line for job placement in UDISHA, Gandhinagar.
- All the information regarding placement is put on the notice board regularly by UDISHA club of the institution.
- Sometimes companies / offices directly contact the institution / faculty for vacancy in their offices.
- The expert guests’ lectures are arranged on carrier counseling in the institution. The students are trained and guided for appearing in the interviews.
- Though the institution is in rural area the expert guest speaker from ICA was invited and the following students were employed

Sr No.	Name of candidates	Name of company	Location	Salary
1	Janki Adhyaru	S. K. Enterprise	Vadodara	6000/-
2	Kamlesh Patel	Sereo global service	Vadodara	7500/-
3	Kaushik Parmar	Higot System Pvt. Ltd.	Vadodara	6000/-
4	Nail Desai	Baroda T Power	Halol	6500/-
5	Ashmita Patel	Sereo global service	Vadodara	7500/-
6	Faruk Lalwala	Sereo global service	Vadodara	7500/-
7	Jadav Tushar	L&T	Vadodara	10000/-
8	Thakar Dixit	L&T	Vadodara	10000/-

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.

- There is a grievance redressal cell in the institution for the student and the following complaints were redressed

Sr. No.	Complaints	Redressed
1	Fan repairing	Repairing work was got done by the electrician
2	Water Cooler	Necessary arrangement was done.
3	Regarding cleanliness of the wash room	The sweeper was instructed strictly to maintain cleanliness
4	Demand for IT facilities and computers	Proposed for equipment grants to UGC.
5	Complaints regarding the marks in internal test	The concerned faculty members re-check answer books and guide the students about their mistakes.

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

The following provisions are there for resolving issues pertaining to sexual harassment.

- The institution has established CWDC as a provision of sexual harassment mechanism. One of the aims and objectives of CWDC is to give protection against sexual harassment to the girl students and women employees in the institution.
- If required the students would be punished.
- The discipline committee is very strict and active for maintaining the discipline and keeping the environment safer.
- The management is also very strict about the discipline and prohibiting the students to use mobiles in the institution.
- The management has appointed a security to check the I-cards of the students so that no outsider may enter in the college premises.
- If required the town police may also be called to take necessary actions.
- However, no such incident has occurred till date.

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, there is anti-ragging committee in the institution.
- As mentioned earlier, the discipline is strictly maintained and no case of ragging reported up till now.

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

- The following arrangements are made available to the students by the institution as the welfare schemes.
- First-aid-box is kept in the institution for the emergency medical treatment. An understanding with local nearby doctor is made. He gives free service to the institution.
- The institution gives scholarships to the meritorious students.
- The institution makes all efforts to provide scholarships and freships (Under the Govt. Scheme) to the maximum students of ST / SC / OBC / SEBC etc.
- The faculties have contributed for poor students book bank. The students are given books from this book bank as per their requirements.
- There is a ramp for the physically disabled students.
- The students are issued more than two books (three or four) at a time from college library as per their requirement.
- The institution bears the expense of transportation, registration, lodging and boarding etc. for the students participating in youth festival and other extra-curricular and co-curricular activities like sports etc. in other institutions.
- The institution takes care for the concession passes (Both Railway and Bus) for the commuting students.
- Various units of the institution like NSS / NCC / Sports / CWDC / SCOPE are working effectively for the benefit of the students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional,

academic and infrastructure development?

- The institution has established an alumni association which is active and takes interest in the activities of the institution. However, it is yet to be registered.
- The institution has uploaded the membership form on the college website.
- Regular meetings are arranged with alumni. Their suggestions are most welcomed and the institution tries its level best to work accordingly.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

It is observed that the students join diverse fields after graduation as under:

- It is observed that the general trend of the students is to get employment after graduation. So they accept the job wherever, whenever and whichever salary they get.
- Some students go for post graduation / other PG diploma courses.
- A few students go to abroad.
- Some students are engaged in business. However the exact data and percentage is not available.

Student progression	%
UG to PG	PG External Exam Centre Data is Not Available
PG to M.Phil.	Data is Not Available
PG to Ph.D.	Data is Not Available
Employed <ul style="list-style-type: none"> ▪ Campus selection ▪ Other than campus recruitment 	4.04% 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.

Class	Year	Smt. S.C.P.F. Commerce College, Dabhoi – Result %	Arts and Commerce College, Karjan – Result %	Arts and Commerce College, Sankheda – Result %	Arts and Commerce College, Pipaliya – Result %	Gujarat University – Result %
F.Y.B.Com	2009-10	73.64	85.12	88.88	29.80	50.78
F.Y.B.Com	2010-11	79.59	76.22	81.18	26.56	48.65
B.Com-Sem-1	2011-12	31.73	56.42	25.22	41.96	48.84
B.Com-Sem-2	2011-12	79.02	87.50	62.37	75.00	79.91
B.Com-Sem-1	2012-13	31.25	51.94	44.29	28.32	49.66
B.Com-Sem-2	2012-13	60.06	75.65	75.00	38.82	61.01
S.Y.B.Com	2009-10	75.21	92.45	89.58	44.57	69.97
S.Y.B.Com	2010-11	88.34	76.72	61.76	34.35	68.87
S.Y. B.Com	2011-12	89.04	86.30	50.00	61.40	73.16
B.Com-Sem-3	2012-13	35.94	75.80	65.32	42.75	49.66
B.Com-Sem-4	2012-13	53.77	77.23	78.57	80.47	75.71
T.Y.B.Com	2009-10	56.54	81.25	94.44	27.27	69.37
T.Y.B.Com	2010-11	62.74	70.83	38.88	34.90	-
T.Y.B.Com	2011-12	45.87	66.95	100.00	58.06	68.09
T.Y.B.Com	2012-13	38.09	57.23	33.33	47.62	61.37

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

- The UDISHA Club of the institution invites experts to deliver lectures and give guidance for various courses and placement. (Especially for T.Y. B.Com and Sem-6 students)
- Posters of different institutions with new carrier building courses are displayed on the notice board.
- Faculty members guide the students to surf internet and learn about higher studies and job placements.
- The students can refer various journals, magazines, news papers and books which help them gain knowledge and information about job placement.

- The institution arranges workshops on skill development courses to train the students for earning.

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

The students who are at risk of failure and dropout are provided special support as under

- The faculty members and the head of the institution contact the parents of the students who remain absent for a long time. They are called to discuss and solve their problems.
- In case of girl students generally marriage is the reason for dropout. The institution's head and the faculty members try their level best to convince the husband and the In-laws to send them to complete their degree course.
- The assignments are given for each subject. The questions of the assignments are selected in such a way that if the students prepare those questions they would obtain at least minimum passing marks.
- The faculty members prepare question bank and help the students to prepare for the exam.
- Extra coaching is provided to the weaker students after time-table.
- The faculty members give class-notes in a very simple and understandable language.
- Reading materials is provided to the students.
- The institution arranges additional test for the students who could not appear in the regular internal test.

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.

- **Sports:** Sports activities like High Jump, Long Jump, Discus Throw, Javelin Throw, Shot-put, Volleyball, Cricket, Chess, Kabbadi, and Table-tennis.
- **Cultural activities:** Drama, Folk-song/ Group-song competition, Light vocal song competition, Drawing / Painting Competition, Mono acting,

Poster making, Extempore, Poetry recitation, Poetry Completion, Essay writing, Story writing, Translation, Mehndi competition, Debate, One act play, Skits, Mime, On the spot painting, Rangoli, Cartooning.

Training given in workshop how to earn by sewing, embroidery, making domestics items and sell to earn money.

- **NCC:** Tree plantation, Blood donation, Attending various camps organized by NCC, Traffic awareness programmes, Celebration of National festivals (Independence Day and Republic Day), National flag training programme, Motivation lecture to join NCC and Army (Guest speaker from 3rd Guj, Bn, NCC, Vadodara), Training programme for carrier guidance organized by Department of police, Dabhoi, Run for Unity, National Integration camp, Advance leadership Training camp, All India tracking camp, Army attachment camp, N.E.R. (North-East Region) Camp.
- **NSS:** Cleanliness programme in adopted village Vega, Tree Plantation, Seven Day annual Camp at nearby Villages, Awareness programme for voter / voting, Campus cleanliness programme, Run for Unity, Swami Vivekanand Yuva Saptah Rally, Participation in all Govt. / Local activities, Joy of giving, Vangi Competition, Socio-economic survey, Educational survey, Environmental awareness Rally, Teaching Training, Gram Safai.
- **C.W.D.C.:** Mahendi competition, Aarti Decoration competition, Kite flying festival, Guest speakers' lecture on women empowerment and legal awareness.
- **Sapatadhara:** Various activities are arranged under all the seven dharas
1. Gyandhara 2. Sarjanatmak Abhivyakti dhara, 3. Vyayam-yog khelkud dhara, 4. Natya dhara, 5. Geet-sangeet Nrutya Dhara 6. Rangkala Kaushalya dhara 7. Samudaik seva dhara.

Above mentioned all various activities under various units are arranged in the institution by the in-charge faculty members considering the academic calendar of the Gujarat University.

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.

Our former principal Shree L. M. Patel was The District Coordinator and Zonal Coordinator of Sapatadhara. Under his Coordinator-ship, various activities of Sapatadhara at district level and at zonal level were organized in the institution in the year 2009-10, 2010-11, 2011-12.

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?

- Feedback is collected every year from students, alumni about the performance and quality of the institutional provision.
- Suggestions are collected from the suggestion boxes.
- The management authority frequently visits the institution to have a report of the overall performance of the institution. The members of the body are enthusiastic and concerned about the overall progress and development of the institutions and the campus.
- The suggestions received are studied and implemented for the improvements in the institution. Thus, the institution has tried the level best to progress towards new technology.
- The invited guests are requested to give their suggestions and opinions in the visitors' book maintained in the institution.
- The IQAC of the institution is concerned for the improvement of the performance and quality of the institutional provisions. The committee collects the suggestions and information. The report is discussed with the head of the institution in the staff meeting and the proposal is sent to the management and UGC.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- College magazine 'Nirantar' is published every year. The students have

an opportunity to write story, essay, articles on various subjects and submit to the faculty in-charge. Such creations of the students are published in the college magazine.

- The students have an opportunity to write stories, Poems, and translating the given passage etc. in the competition organized under the Sarjanatmak Abhivyakti Dhara of Spatadhara. The winners' creations are appreciated, displayed on the notice board. Sometimes included in the college magazine.
- The institution encourages the students to present papers in seminars organized by the college or by other institutions which are published in the respective magazine.
- The students get opportunity to prepare posters, Paintings etc. under the activities arranged by CWDC and Rangkala kaushalya Dhara. Thus, there activity is encouraged and appreciated.

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 institution has a student counseling cell. It is a very good connecting link between the students and the college administration. It is also known as "Students Union".
- There is no election but the meritorious students are selected as per the norms of Gujarat University. 1:50 student per division is selected. One faculty member is the vice chairperson of the students union. The head of the institution is a chairperson of it.
- Thus the total members in the students' counsel / students' union is 13/14, as per the total number of students in each division.
- Accordingly the students are involved in all the planning and monitoring the co-curricular and extra- curricular activities.
- The union fee is collected with the fees at the time of admission as per the Gujarat University rules.
- Student scoring highest total marks is eligible to represent the class / division.
- The union fees is utilized for the welfare and development of the students by the institution.

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

- One student is selected for every 50 students on merit base and the list is sent to the Gujarat University for their representation as per the University rule. These students are sent for senate member of Gujarat University.
- Class representatives and the members of the counseling centre are involved in the administrative decision like planning for internal test, additional test, sapatadhara activities, NSS camp etc. They are a very good link between the students and the administrative staff and the head of the institution.
- One male and one female students are selected as members in each committee.
- The NSS, NCC and CWDC units of the institution have student representatives.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

There is a social network between the institution and the alumni. There is a strong social network with the former faculty members also. They are invited in many functions of the institution.

- **Any Other :** One former faculty member namely Shree L. T. Patel has donated Rs.1 lakh which is deposited in a bank. The interest amount is utilized to award the first ranking students in the final year with the Gold Medal.
- Another former faculty member namely Shree J. G. Patel gives a dictionary as a gift to the first ranking students in the final year.
- Our former Principal Shree L. M. Patel has donated Rs.51000/- for the books in the library.
- The institution gives cash prizes to the first class students every year.

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION - VI - Governance, leadership and management

6.1 Institutional vision and leadership

6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientations, vision for the future, etc.

Vision:

In keeping with the present condition, the youth be cultivated on the real path of progress and development, so that they can advance on the pathway of progress and prosperity, they can be sensitive, enterprising and sensible human being and thus be the foundation of the society.

Mission:

The youths of Dabhoi town and the rural area of Vadodara district can easily accomplish education of commerce at home and contribute in the progress of the nation with the help of human resources and development.

In the following manner the institution defines its distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientations, vision for the future, etc.

Our institution is situated in the rural area and the students come from remote villages and average economic backgrounds.

The role of our villages and its contribution to the well being of the society and state cannot be forgotten. The institutions are determined to fulfill the vision of its donor who years back dreamt of introducing and erecting the facility for education in commerce and business. The institution emphasizes in imparting value based, education based, on globally required communication skills, supported by computer applications and knowledge of academic subjects thereby promoting employment opportunities.

The institution tries its best to welcome and adopt newer concept in imparting education to the students. It has good blend of objectives and healthy practice. The objectives of the institution are supported by the following activities.

- NCC, NSS, CWDC etc. -all contribute to national development of the youth.
- Introduction of free internet facility and computer knowledge (skills) promote the use of technology.
- Introduction of leadership development programme and organizing guest lectures, add value of the system.
- Participation of students and the activities of SAPT-DHARA and Youth festivals help a lot in the development of their hidden skills.
- SCOPE (society for creation of opportunity through proficiency in English) also helps to develop the proficiency in English among the students.
- The use of library leads to update their knowledge. Thus, the vision and mission of the institution are in line with objectives of the higher education policies of the nation.
- Apart from that the poor students' book bank scheme of the institute helps the financially weaker section of students. Meritorious students are awarded gold and silver medals and College Scholarship.
- The experienced faculties imparts education impartially to all students without keeping distinction of any sort-caste, colour and creed.

6.1.2. What is the role of top management, principal and faculty in design and implementation of its quality policy and plans?

- Feedbacks are collected in the alumni and parents' meets. Their views and suggestions are collected and thus supporting design and implementation of its quality, policies and plans.
- The institution follows the academic calendar scheduled by the university as well as it maintains its own academic calendar.
- For proper monitoring meritorious students are selected in students union and the faculty members interact with the students and collect the feedback. This practice goes a long way in designing and implementing the institutional policies and plans.
- The IQAC includes members of management, the head of the institution and experienced faculty members which in its regular meeting redefine its quality policy and plans.

- In meeting with staff and head of the departments the issue of maintaining the quality and excellence in teaching and learning is discussed at length.
- Extra coaching is given to the academically weaker students after timetable as per requirement.

6.1.3. What is the involvement of the leadership in ensuring? The policy statements and action plans for fulfillment of the stated mission:

As said above the institution has learners coming from quite a poor academic background, but it is worth mentioning that the institute takes the risk of giving admission to such academically challenged students. And the success rate is measured in terms of the academic results. Nowhere these students are given admission and institution does a great service to these sections of society. To further the policy statements and action plans for fulfillment of the stated mission, the institution holds regular meeting with the management authorities, head of the department and senior faculty members.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategies plan:**

All institutional strategies are made under the effective mentoring and monitoring of the IQAC.

- **Interaction with stakeholders:**

The IQAC is careful enough to encompass all the stakeholders for the all-round development of the students. The freshers are socially addressed in the orientation programme and their representatives in the students union interact with the head of the institution. The IQAC interacts with other stakeholders in the alumni meet, parents meet, meeting with management authorities.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.**

- The IQAC as mentioned in the above bullets collects the opinion of all stakeholders to reframe its teaching, learning through need analysis and as a consequence the institution has succeeded in the field of teaching learning.

- The establishment of the DELL, Seminar hall, the distribution of computers, laptops at different centers like staffroom, administrative office, library, etc. reflect the sincere involvement of IQAC in ensuring the said-point.
- Looking to the time and demands the institution has introduced soft-skill, foundation and tally courses to enhance employability.
- As per the need analysis and consultation with the stakeholders to create awareness towards English language students are motivated to appear for SCOPE Exam.
- The institution participates in the SAPTADHARA activities meant for the holistic development of the students. For the convenience of the student the institutional website has become more active and students have easy access to the syllabus, important announcements etc.
- The faculty members distribute the study material, assignments, MCQ which has been sustained to maintain the quality of teaching and learning.
- For employability the placement cell has been strengthened by the institution and the institute has enrolled itself with UDISHA and has created online link with www.egyan.org.in.
- Lastly, each faculty is given orientation along with the students regarding CBCS and academic calendar.
- **Reinforcing the culture of excellence:**
 - The IQAC meets regularly to reinforce the culture of excellence. As a result there is an addition of new events in the institutional activities like holding of seminars, guest lectures, and celebration of days. The collection of feedbacks from students and parents as well as alumni reflect the inclination of the institution towards improvement. Meritorious students and those who excel in curricular and co-curricular activities are awarded on the annual day which does inspire the other students and thus, creates a sense of healthy competition amongst students.
 - To reinforce this culture of excellence the institution holds competitions, seminars, encourages students to prepare for seminar presentation at UG level.

- 'Nirantar' the college magazine plays a great role in enhancing the culture of excellence among students by encouraging them to publish their articles.
- The faculty members are also motivated by the IQAC to join the march of culture enhancement by participating in the trainings and workshops held by the KCG University.
- **Champion organizational change:**
 - As per the norms the organization of the students union changes yearly. The NSS, NCC, Sports and CWDC units of the institute accommodate the students representatives in their committee.
 - The different committees framed for the easy management are reframed and the members are changed as per need. All the faculty members are trained in each aspect of the institution.
 - The alumni association is also reorganized to accommodate other stakeholders.
 - The whole body of the management is renamed and reconstructed to include other beneficiaries from the society.

6.1.4. what are the procedures adopted by the institution to monitor and evaluate policies and plans of institution for effective implementation and improvement from time to time?

- All the policies are framed by the principal and IQAC in consultation with the head of the departments, committee members and different activity in charges. From time to time meetings of the staff and the activity in charge are held.
- Queries are solved, suggestions are considered and for effective implementation and improvement, the final decision is approved by the conveners and the head of the institution.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

- As mentioned above the management in its regular meetings with the head of the institution delegates autonomy to him/her to run the institution smoothly. The principal holds regular meetings with the head of the

departments who are responsible for the effective functioning of the department. The performance of each faculty is auto corrected by one's own self-appraisal through the maintenance of the academic diary. The faculty members have full freedom in delivering their lectures and the syllabus is handled as decided in the meeting of the head of the departments and the head of the institution.

- Coming to the management it is ever supportive to the institution and faculty members in holding seminars, conducting university examinations and instruct the head of the institution to support each faculty in his/her enhancement of knowledge and skill accordingly. The head of institution provides each opportunity and permits to examine the answer books of other universities like M.S. University, S.P. University etc.
- The faculty members are free to attend and participate in seminars/conferences, to hold seminars within the campus.
- Each faculty member is the convener of the 'SAPTADHARA' (as per their interest) and without disturbing the teaching schedule they are free to involve the students in the different activities.

6.1.6. How does the college groom leadership at various levels?

- Initially, in the orientation programme all the freshers are given the message that apart from being an academic institution they are fortunate to be in this campus as they are provided with several opportunities and skill development programmes are held for their benefits to groom them as future leaders of the society.
- The meritorious ones are selected in the student's union and they also serve as the class representatives-the mediators between the students and the head of the institution.
- The institution has a very good practice of involving students in the academic activities as well as institutional functions. All the extra-curricular and co-curricular activities are well monitored, under the different wings like NCC, NSS, CWDC and 'SAPTADHARA'. The institution get ample opportunities to groom future leaders of society.

- Expert lectures are held both for the students and the entire faculty to nurture leadership quality in them.
- In our institution each faculty involves himself/herself in one or the other activity. Even the ad-hocs are the members of some of the committees.
- In each function of the organization the administrative staff also offers their services.

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?

- The college operates in a decentralized manner after receiving the syllabus and academic calendar from the university and after the meeting with the head of the institution. The head of the department allots the topics to the faculty members. A copy of the work distribution is submitted to the principal. The head of the department has full freedom along with the faculty members to complete the course within and according to the academic calendar provided by the university.
- With the permission of the head of the institution the faculty members are free to visit other institutions for academic purpose.
- In the library, the librarian has equal freedom to purchase books after having discussion with the departmental heads in the presence of the head of the institution. The librarian is free to make his own schedule for the distribution of the books.
- Similarly, the computer operator is free to hold the lab sessions and even to extend the lab timings as per the need and demand of the students.

6.1.8. Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the institution firmly believes in promoting a culture of participative management. Pre-event meetings are arranged and concerned parties meet together and assistance at all level is sought, be it administrative or with staff/students/stakeholders. Sister institutions are also informed and involved, where need arises. The institution follows 'open door policy and

wherever and whenever necessary the concern party meets the head of the institution.

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?

- Yes, the institution has formally stated quality policies which are reflected in its mission, vision and objectives.
- The institution has established the IQAC and in its meetings the Head of the institution and Heads of each committee review the recommendations sent by the NAAC and as per the decision the whole institutional family sits in a multimedia room. With their active participation all inputs are listed and forwarded to the authority and thus for the past four years the institution has been developing and reviewing its stated policy.
- Placement and Counseling cell which was established in 2009-10 has strengthened after joining the UDISHA.
- With the introduction of the CBCS, new foundation and soft skill courses have helped in the overall quality development of the students and faculty members.
- The institution has got itself assessed in the 'Chalo College Abhiyan' by the state Govt. The 'Saptadhara' introduced by Gujarat Govt. has gone a long way in deploying the state quality policy of the institution.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- Yes, the institution does have a perspective plan for development. Being student centric it plans to make each student tech savvy.
- The institution wishes to strengthen its Alumni interaction.
- For the development of research work it wishes to develop the library. Strengthening its social network. Academic and cultural expansion is also its target.

- The institution absorbs students with poor academic and economic background coming from remote agrarian neighborhood. So the permanent agenda of the institution is to improve the academic result.

6.2.3 Describe the internal organizational structure and decision making processes.

The Head of the institution is the final authority. The Head of the departments serve as the intermediary between the faculty and the Head of the institution. For smooth functioning and for the holistic development of students different committees are set with responsible Head of the committees. All queries (Departmental/functional) are conveyed to the Head of the institute either directly or through proper channel.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

- **Teaching & Learning**
 - From chalk and duster the classroom teaching has partially moved to multimedia teaching.
 - Students are distributed assignments, reading material, MCQ practice, group discussion etc.
 - The computer lab/DELL, the library timings are extended and adjusted as per the need and demand of the students. seminars are held, presentation by students is compulsory.
- **Research and Development**
 - After Accreditation the college has framed its research committee to create research environment in the campus.
 - Three day workshop on “Promotion of Quality of Culture through Research” sponsored by KCG was organized.
 - Students are encouraged to participate in seminars and conferences.
 - A training programme on “Basic Concepts of Research Methodology” was arranged.
 - The faculty is motivated to participate in KCG trainings for quality improvement.

- **Community Engagement**
 - The institution involves itself with the community through the activities of the NSS, NCC and CWDC.
 - Its meetings with the stakeholders (Parents, Alumni etc.) prove quite helpful in improving its quality.
 - The active participation of the judges in ‘Saptadhara’ activities plays a great role in it.
- **Human Resource Management**
 - The ‘open door’ policy and the participative culture of the institution make it possible for the Head of the institution to positive use of the available human resource.
 - The formation of different committees which comprise of faculty members, administrative staff, students, the management members and stakeholders facilitate the human resource management.
 - Regular meetings, allotment of different portfolios, Class representatives help in the execution of multi functions with the available Human Resource.
- **Industry Interaction**

The institution arranges industrial visits in the nearby area which involves the industry interaction.

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?

- The Head of the institution is a member of the executive body of the management. He / She attends all the academic meetings of the Management.
- Unfailingly, in the different meetings with the Alumni, parents, other Expert visits, He / She does discusses about the received feedback and suggestions with them.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the Institutional processes?

- In different meetings and on the annual day of the institution the management appreciates the efforts of the staff members to improve the effectiveness and efficiency of the Institutional processes.
- To encourage the faculty members and to make the institution more efficient proposals offered by them (Academic, Curricular and Co-curricular) are welcomed by the management authorities. Striking achievements of the institution are appreciated in the meetings of the management, noted and the faculty members as well the principal is applauded by them.

6.2.7 Enumerate the resolutions made by the management council in the last year and the status of implementation of such resolutions.

In the last year the management council made the following resolutions which have been successfully implemented by now:

- The head of the institution was directed to gear up for re-accreditation.
- The institution was asked to co-operate with the Govt. of Gujarat to make all its efforts successful by participation of the faculty members in its training, workshops meant for excellence in higher studies.
- The Head of the institution was given autonomy to introduce the desired soft skill and foundation courses. Appointment of the staff (teaching and administrative) to run the institution could be done by the principal's direction.
- Last year a commendable resolution was made to raise the payment of ad-hoc staff members from Rs. 2000/- to Rs. 5000/-. As per their cadre.

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?

The institution has not yet made any efforts in this direction.

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 placed complaint and suggestion boxes in the ground floor lobby and in the girls room in the building of the institution.
- At regular intervals, the Head of the institution opens the boxes and goes through all the grievances.
- These grievances are immediately discussed with the senior faculties. Possible and reasonable solutions are brought to promote better stakeholder relationship.
- The grievances are analyzed by the Head of the institution and they are handled by different wing depending on the nature of grievance. If there is complaint from the administrative and academic faculty they are solved by the Head of the Institution.
- There is a provision to handle grievances pertaining to girl students by the CWDC.

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?

A Healthy and harmonious atmosphere is maintained in the institution. And no such instance is filed during the last four years.

6.2.11 Does the institution have a mechanism for analyzing student feedback on Institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- Yes the institution does have the mechanism for analyzing student feedback. Feedbacks regarding the performance of the faculties are kept secret and dealt by the principal only. The faculty is suggested to make improvement for better performance.
- Regarding Institutional provisions are discussed in the meetings with the relevant Departments. Things are altered and adjustments are made like extension in the timings of library, computer lab, etc.

- Moreover, the complaint and suggestion box is also another kind of mechanism of the feedback.
- They are solved as mentioned in 6.2.9.

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 institute has constructed the A.C. Conference hall and motivates its teaching & non-teaching staff to organize the workshop, conferences, seminars, etc.
- And also insist to participate in the training workshop of the KCG, conferences, seminars, etc. organized by other institutes.
- Faculty members are advised to conduct minor/major research projects and pursue further studies.

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 institution has provided computer with internet facility to the staff room for the faculty members.
- Encourages the faculty members to participate in the training programs held by the KCG and academic staff college.
- Faculty members are allowed to deliver the lectures in other colleges, to do consultancy or to attend seminars / conferences etc.
- DLs are sanctioned for attending one or two day seminar, conference, workshops training programmes etc.

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.

- The faculty members compulsorily maintain an academic diary and it is signed by the principal at some intervals.

- At the end of the academic year the students appraise the performance of the faculty by filling the feedback forms.
- The attendance in each subject reflects the teaching capability of the faculty.
- The suggestion Boxes, the union meeting also provides the appraisal of the faculty.
- The head of the institution confidentially discusses regarding the feedback given by the students with the concerned faculty and instructs for the improvement.

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?

- Overburdens of the faculty members is reduced by management appointees and try to complete the syllabus in time.
- The principal of the institute holds regular meetings with the management authority and staff members.

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 scheme in the last four years?

- The management provides residential quarters to the faculty members and administrative staff. The needed faculty members (outsiders) are benefited through the facility. Three faculty members have taken the advantage (i.e. 30% of total faculty members).
- There is a canteen facility in the campus.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

- Although the recruitments in the institution are done as per the Govt. norms the institute attracts eminent faculty by providing the residential accommodation in the staff quarters which is in the campus.
- The institute is connected with rail and road.

- Moreover, the children of faculty members can take the advantage of the school and colleges in the nearby area.

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?

Under the guidance of the management the annual budget is prepared. Quotations are invited and the most reasonable quotation is given the order after discussion with the secretary of the management.

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.

- As the post of Head-clerk and Accountant are not filled up by the Govt., the management appointee – Head-clerk –prepares the accounts of the institution and at regular interval the members of the management do the internal audit work of the institution.
- As per the public charitable trust act, the chartered accountant carries out the external audit work of the institution.
- Apart from above, as per the Govt. rule the account general and director of education also carry out the inspection of the accounts.
- The last audit was done on Dated 16-07-2013 by the chartered accountant, Dated 7-3-2014 by the account general and director of education.
- No audit objectives were found in the audited copy of the institution (See Annexure-V)

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 institution, if any.

- The institute receives salary grant, maintenance grant and fees collections.
- UGC provides the grants under various heads of five year plan scheme.
- Apart from that the management also contributes the fund if necessary.

- Audited balance sheet and income and expenditure account for last four years are attached herewith (See ANNEXURE-VI)

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 Institute secures the SCOPE Fees (Rs.200/- per students). It is utilized for the maintenance of DELL, salary of the support staff, stationary etc.

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?

- Though there is scarcity of staff (teaching and administrative) in the institute the IQAC has tried its level best to fulfill the recommendations suggested by the NAAC Peer Team Feb-2009.
- Yes, the institution has established an IQAC. The institution regularly holds its meetings twice / thrice a year.
- In the meetings the suggestions are considered and policies are framed and implemented by the principal.
- In different meetings of committees, the principal is the chairman of the meeting and takes care to promote quality maintenance.

The following are the major contributions of the IQAC in the institutionalizing the quality assurance processes:

- The linking of the career cell with UDISHA.
- DELL is established and SCOPE is introduced.
- Encouragement to student in appearing in SCOPE examination.
- Enrichment of library by addition of journals, magazines, books, etc.
- Provided computers in staff room.
- Upgradation of technological aids for quality teaching learning.

b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

- Decisions to appoint staff and faculty members have been approved and implemented. Though the Govt. has not recruited, the management has appointed the staff and pays the salary.
- Most of the other important decisions of the IQAC have been approved and implemented.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- Yes, the IQAC has external members from Alumni, external experts and community members. All are active for the development of the institution. The Alumni members help in the administrative works. The external experts also guide in efficient administrative working of the institution, organizing seminars/workshops, etc.
- There are two community members – A female representative and the other from the minority community. The female member addresses the students and staff on gender sensitizing issues while the other addresses the sensitive issues of the community. He takes special efforts in this field as we have great number of students from minority community.

d. How do students and alumni contribute to the effective functioning of the IQAC?

- The meritorious students are selected in the students union who is an effective medium in the well-functioning of the institution.
- The student representative of different wings of SAPTADHARA and units like NSS/NCC/CWDC also contributes to the effective functioning of the IQAC.
- The experienced Alumni support in different fields of the institution.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

After formulating each programme in its meetings the principal of the institution discusses each details with all the members of the staff

(academic and administrative), allots duties after considering and convincing all.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization?

- Yes, the institute has an integrated framework for quality assurance of the academic and administrative activities.
- Admissions, examinations and results are completed as per the schedule decided by university by mutual integration of the academic and administrative staff.
- For quality enhancement activities, the principal allots the specific work to each member of the staff.
- The internal & external auditing is carried out regularly.
- Different committees are framed for the smooth functioning of the institution. These committees have members from the administrative staff also. Like admission committee, examination committee, discipline committee, library committee etc.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact.

- Yes, the institute provides training to its staff members for effective implementation of the quality assurance procedures. The principal motivates the teaching and non-teaching staff members to participate in the KCG workshops / training programmes arranged for the quality enhancement.
- Special training for handling new technical aids/equipments are arranged for all staff.
- For the successful implementation of the CBCS and the examination procedures, all the staff members were oriented.
- The physical director of the institute has attended ANO training at Kamthee for 90 days

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?

- The institution has been reviewed by the state Govt. under 'Chalo College Abhiyan'.
- The institute has stood first in the Sapatadhara activities among all colleges of the whole vadodara district.
- The regular submission of AQAR also reflects the academic standard of the institute.
- The annual feedback forms are framed and duly filled up by the students on faculty members with all academic aspects.
- An academic diary is maintained by all the faculty members.
- The extension activities of the institute under different units like NSS, NCC, CWDC, Sapatadhara, Sports etc. also reflect external review of the academic aspects.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- The internal quality assurance mechanisms are updated as per the recommendations of the AQAR each year.
- The profiles of each faculty are being uploaded in the website of college.
- Workshops held by the KCG regarding the quality measures have been attended by the principal and faculty members of the college. They discuss in the IQAC meetings and necessary steps are taken where needed.

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 principal continuously reviews the teaching learning process. The regular meetings of the principal with the faculty members, the oral & written feedbacks collected, the inspection of the academic diary by the

principal to monitor the teaching learning process and ensures about the completion of syllabus within the stipulated time.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- The college magazine 'Nirantar' is distributed amongst the stakeholders.
- Annual report declared at annual day by the principal and by the management on annual general meeting of the V.J.K.M., Dabhoi for the respective stakeholders communicate its quality assurance policies to them.
- The achievements of institute/faculty member and students are published in the local news-papers.
- The principal appreciates the achievements of the faculty members, students and institute in his different meetings with the management university / Govt. officials, etc.
- All the details regarding its policies, mechanisms and outcomes are put on the institute's website.
- All the stakeholders are invited on various functions.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The institution does not conduct a green audit as it is a commerce college. However it is quite aware of the environment and takes care of the cleanliness under the NSS unit. The activities like Tree plantation, Campus cleanliness etc. are arranged. Students are also motivated for such activities. They participate joyfully in environmental activities during their seven day camp in the nearby village and in the adopted village also.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- **Energy conservation**
 - The students are trained to switch off the electric equipments before leaving the classroom, even though there is a central switch board in the institution.
 - The institution has introduced environmental studies as a foundation course in the CBCS system which makes the students aware of it.
 - The NSS unit of the institution arranges the activities like Tree plantation which helps to maintain greenery in the campus.
- **Use of renewable energy**
 - The students are motivated and made aware of the use of paper bags, the students are also involved in the activities like poster making, Paper bag making etc.
- **Water harvesting: No**
- **Check dam construction: No**
- **Efforts for Carbon neutrality**
 - Dustbins are placed on every floor of the college building and the students are instructed to use it strictly.
 - The students are also instructed not to use plastic bags.
 - No kind of refuse is burnt.
- **Plantation**

- As mentioned earlier the NSS unit arranges tree plantation activities which maintains the greenery in the campus. The students participate in it with a great zeal.

- **Hazardous waste management - No**

- **e-waste management**

The electronics waste of the computer lab. is stored as dead stock in a room.

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.

Year : 2009-10

- The institution has become quality conscious after NAAC accreditation. The head of the institution of the time has added and framed the Sapatadhara committee for the smooth functioning of the institution and the progress and development of the students.
- The former principal Shri L. M. Patel was the District and Zonal Coordinator of Sapatadhara. He has contributed a lot by arranging various activities of Sapatadhara at District and Zonal level under his coordinator ship.
- DELL was established and the SCOPE was introduced.

Year : 2010-11

- The administrative work in the institution was modified and made more computerized.
- The internet accessibility was also extended with the help of HED scheme NMEICT.
- The students can use these facilities for online job application, interviews etc. under guidance and help of computer operator.
- A mobile projector was purchased in the institution for teaching students by power point presentation

Year : 2011-12

- The CBCS was implemented at UG level in the institution as per the university norms.

- Two new courses- foundation and soft skill were introduced which benefited the students.
- Due to CBCS the entire system of the teaching learning process and the functioning of the institution took revolutionary change.
- The college magazine 'Nirantar' was revised and improved.
- The manual bell was replaced by the electric bell.
- The BISAG facility for SANDHAN programme was introduced.
- The use of OHP was introduced.

Year : 2012-13

- A wooden indoor stage was setup in the audio visual room for the cultural and sapatadhara activities.
- LCD T.V. Set was installed in the audio visual room.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

- **Title of the practice:**
 - **Formation of Sapatadhara committees and its implementations.**
- **Goal:**
 - Multi dimensional development and progress of the students.
 - To find out the hidden talents and develop them.
 - A genuine effort to develop the talent in the students in which they are interested and they are keen for.
 - To encourage the students to participate in the various activities and competition.
 - To guide and assist them for the development of their talent.
 - To invite experts to guide and train the students accordingly.
 - To invite experts for the skill development like sowing embroideries Mehendi, Beauty-parlor, Drawing, Painting, Tally, Skill of music etc.
 - To motivate the winners to participate further at cluster level, district

level, zonal and university level by bearing the expense of the transportation, registration and lodging-boarding.

- **Context:**

- The institution come across a challenging issues when some of the students participate in many activities and competition.
- The invited judges judged their talents at their level best. Many times it became a challenging task to declare the winners.
- To console the looser and to point out their weak points and to guide them how to improve in the next attempt.
- The institute has to face one more challenge to motivate the students coming from agrarian background and the families having less amenities.

However the institute could overcome this challenge and arrange various sapatadhara activities at the district level and zonal level under the coordinator ship of our former principal Shri L. M. Patel.

- A notable point is that the institute has to arrange all these activities with limited infrastructure and staff.

- **The Practice:**

- The institute implemented the practice thoroughly from the formation of the committee to the completion of the activities and competitions. Further the institute motivated and sent the winners to cluster level, district level, zonal level. The institute always bares the expense of the transportation, registration and lodging –boarding.
- The former principal Shri L. M. Patel was the district coordinator and zonal coordinator of Sapatadhara. Under his coordinatorship various competitions at the district and zonal level were organized in the institution in the year 2010-11 and 2011-12. It is a unique aspect of the institute.
- The winners were to be motivated and sent further at the state level competition. Two girl students were selected for the state level but due to social bondages they could not participate at the state level. Hence this can be considered a constraint or limitation in the smooth implementation of the practice.

- **Evidence of success:**
 - All the conveners of the Sapatadhara have maintained the record of the activities and competitions arranged year wise. A notable point is that the number of participants have been increasing.
 - The institute could provide a very good platform to the students to develop their hidden talents.
 - It is a pleasure to intimate that one student who was a winner in the elocution competition at the state level has joined a course in journalism.
 - Some of the winners at zonal level also have progressed in their field.
 - We are proud to mention here that the institute stood first in the whole district in the Sapatadhara activities in the year 2011-12 and obtained 85% marks.
- **Problems Encountered and resources Required:**
 - The institute has to encounter some problems in the implementation of the sapatadhara activities like finance and staff.
 - The fund received for the sapatadhara from the Govt. is not sufficient for thorough implementation. However the institute could manage it with economical expense.
 - As mentioned earlier the institute has to face problem of insufficient staff both teaching and administrative for the last few years. However the management has appointed the staff and helped a lot. Besides the alumni, Sapatadhara winners offered their services whenever required and invited as judges and trainers.
 - Another important problem before the institute is social bondage for the girl students. Due to this they hesitate to participate in the competitions arranged in remote colleges.
 - Moreover most of the students are coming from agrarian background and they also cannot participate in the activities due to the heavy load of agriculture work.
 - However the institute tries its level best to motivate and encourage them and make them participate by counseling with their parents and guardians.

❖ **Contact Details :**

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❖ **Title of the practice: ‘Placement and career counseling cell**

• **Goal :**

- To extend general knowledge and subject knowledge of the learners.
- To develop their job oriented skills hidden in them.
- To guide them to prepare their resume and apply for the appropriate post.
- To prepare and guide them for competitive exams.
- To prepare and guide them for presentations and seminars, attending the workshops and debates.
- To motivate the spirit of entrepreneurship among the students of the surrounding areas.
- To motivate and develop their self earning skills.

• **Context:**

Our learners come from rural area and agrarian families. The institute takes a great responsibility by giving admission to them who otherwise would not have been accepted else-where. The institute also motivates such students to dream for better future and helps them to realize the dream by empowering them to face modern challenges. The degree of B.Com itself provides the learners a very good platform for further studies in the related areas.

• **The Practice:**

- The institute has made its placement and counseling cell strong by joining the UDISHA club (Universal development of Integrated employability skill through higher education agencies) Govt. of Gujarat initiative to employ the graduates and post graduates where in, data of final year students have been uploaded for job opportunities under GSDM. 497 students have been registered under UDISHA till date.
- The institute has registered 299 students of the 3rd year in 2012-13 and 198 students in 2013-14 under the UDISHA club Gandhinagar. 8 first class students of the final year were registered in Carrier Net Technologies Pvt. Ltd. Bangalore.

- Moreover the placement cell has registered 299 students of T.Y. B.Com for recruitment in the L&T Company in the current year 2013-14.
- The placement cell also prepares a list of students of Third year B.Com first class students.
- The students who desire to go for further studies are counseled and guided by the faculties.
- The industrial visits are arranged by the institute to give a practical knowledge to the students.
- The institute has arranged a workshop to train the students for earning by developing the skill of sowing, embroidering, Tally course, a course of beautician etc.
- The institute has also tried to teach the students how to earn money by training them for making wicks from cotton and sell them.
- Experts are invited to deliver lectures to guide the students for their career development. The details are given below.

Sr. No.	Name of the expert	Organization / Institution	Subject / Topic
1	Gopalbhai Bhatt	UDISHA, Gandhinagar (Nodal officer, Gujarat University)	Carrier counseling
2	Mr. Mitesh Mehta and Mr. Rajivsinh	Frank Fin Network	Carrier counseling
3	Alpesh Bhavshar and Mehul Dave	Development officer of LIC	Guidance for becoming LIC Agent
4	Sachin	ICA	Carrier Guidance
5	Nirav Pathak	Skkim Manipal University	Carrier Guidance
6	Ghanshyam Patel	SCSI	Training for Security for Cyber crime
7	Devendra Rathod	ICA	Guidance for various courses and placement
8	Maheshbhai Patel	LIC Agent (Alumni)	Guidance for becoming LIC Agent
9	Sachin and Dipak	Havish International Sayajijunj Vadodara	Education Awareness programme

10	Mr. Bhupendra Mahida and Harish Mahant	ICICI Bank	Banking Services and carrier guidance
11	Mr. Vivek Mehta	Global Investment of Professional accounting	Carrier Guidance prospects in commerce stream
12	Ghanshyam Patel and Divyesh Patel	Shreeji Edu.com	Cyber Suraksha
13	Devendra Rathod and Hiten Tilani	Karelibaug Vadodara	- Practical Accountancy - Spoken English and communication
14	Deep Varia	GKS Gandhinagar	“Introduction of various courses introduced by GKS”
15	Aashish Shah	MISB Boconi Global	Management Competition
16	Bhavesh Soni	Tally Champs Technology services Pvt. Ltd.	“Presentation of Carrier with Tally”
17	Roshan Panchal Jignesh Parmar K. L. Rana	Skill foundation Dabhoi	Training programme for skill development specially for women
18	Prof. H. G. Vora	I. V. Patel Nadiad College	Youth leadership

- Over and above these the institute has arranged One UGC Sponsored State level seminar for the faculties and students on “Entrepreneurship: Issues and problems in Gujarat”
Self funded one day state level seminar on “Entrepreneurship: prospects and challenges” for students only.
- The details of experts, key note speakers in the above mentioned seminars is as under

Sr. No.	Name	Organization / Institution	Subject / Topic
1	Dr. H. P. Trivedi	S. P. University, V.V. Nagar	Rural Entrepreneurship: The Major Constraints
2	Dr. Mohanbhai Patel	N. S. Patel Arts college Anand.	Leading Entrepreneurs of

			Gujarat
3	Mr. S. S. Patel	CED, Ahmedabad	Entrepreneurship practical aspect
4	Prin. Hemant Thakar	Arts and Commerce College, Sankheda	Entrepreneurship
5	Prof. S. V. Patel	Arts and Science college, Dabhoi	Entrepreneurship

- The efforts of all the above mentioned experts and the institute are to make the learners aware of the entrepreneurship and to motivate them for entrepreneurship.
- The efforts of the institution is to develop their hidden talents and make them aware of the opportunities and techniques available in the present time and to develop their carrier.
- The faculty in-charge has attended a seminar organized under UDISHA, KCG Gandhinagar on How to be helpful to the job seekers with former principal Shri L. M. Patel accompanied by some students.
- **Evidence of Success:**

It can be observed from the above mentioned details that the institution has made great efforts for the carrier guidance and placement of the students. Many students have obtained placements in local branches of the Banks, LIC, Schools, Govt. Offices, nearby factories etc. However the systematic record could not be obtained and maintained as the students do not care to inform about their placements to the institute. Even though the following details can be given as the evidence of success.

Sr No.	Name of candidates	Name of company	Location	Salary
1	Janki Adhyaru	S. K. Enterprise	Vadodara	6000/-
2	Kamlesh Patel	Sereo global service	Vadodara	7500/-
3	Kaushik Parmar	Higot System Pvt. Ltd.	Vadodara	6000/-
4	Nail Desai	Baroda T Power	Halol	6500/-
5	Ashmita Patel	Sereo global	Vadodara	7500/-

		service		
6	Faruk Lalwala	Sereo global service	Vadodara	7500/-
7	Jadav Tushar	L&T	Vadodara	10000/-
8	Thakor Dixit	L&T	Vadodara	10000/-

- **Problems encountered and Resources required**

- As mentioned in the beginning most of the students come from agrarian / occupational families and rural area. So, the institution is helpless in having academically and economically disadvantaged students. However the institute makes great efforts to make them innovative, creative and entrepreneurial in their approach.
- The institute has selected leadership development, legal drafting, market research, stress management, company secretary-duties and functions, as soft skill development courses and service management, environmental studies, right to information, disaster management, Security market, yoga and meditation as foundation courses to meet the demands of the companies requiring better qualified / trained job seekers.
- Proficiency in English is another challenge for our students. The English faculty guides the students individually as per their requirement.
- SCOPE examinations have been introduced to increase their job opportunities by knowledge of English language. DELL has been established in the institute.
- DELL in-charge guides the students for filling online job application forms and creating email ID etc.
- It is a matter of great pleasure that the institute had bright girl students in the past and has at present but either due to the social barriers or they are not allowed by the family members to pursue higher studies or to appear for the interview. However the institute tries to counsel and convince their family members for the same.

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(MANAGED BY THE BARODA DIST. EDU. SOCIETY)

**SMT. SAVITABEN CHUNIBHAI PATEL FARTIKUIWALA
COMMERCE COLLEGE, DABHOI.**

I/C. Principal
Smt. B. K. PUROHIT
M.A.

DIST. BARODA, GUJARAT STATE, (INDIA)
DABHOI-391 110.

Date :

Declaration by the Head of the Institution

I certify that the data included in this Re-accreditation Report (RAR) are true to the best of my knowledge.

This RAR 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 RAR during the peer team visit.

Place : Dabhoi

Signature of the Head of the Institution

Date : 24-4-2014

With seal



B.K. Purohit
I/C. PRINCIPAL
Smt. S. C. Patel Fartikuiwala
Commerce College, DABHOI.