Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SMT. S.C.P.F. COMMERCE COLLEGE, DABHOI**
Name of the head of the Institution	**Dr. Keyurkumar K. Parekh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06351689394**
Mobile no.	**9426486592**
Registered Email	**commdabhoi@gmail.com**
Alternate Email	**kkparekh_78@yahoo.co.in**
Address	**COLLEGE CAMPUS**
City/Town	**DABHOI**
State/UT	**Gujarat**
Pincode	**391110**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. DILIP R. THAKOR**
Phone no/Alternate Phone no.	**06351689394**
Mobile no.	**9879968358**
Registered Email	**dilipsinh.thakor@gmail.com**
Alternate Email	**commdabhoi@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://dabhoicommercecollege.com/uploads/files/aqar/AQAR-report-2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.dabhoicommercecollege.com/uploads/files/academic-calendar/aca_cal1.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.12**	**2009**	**08-Mar-2009**	**07-Mar-2014**

6. Date of Establishment of IQAC	**11-Mar-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Orientation Programme Career and Counselling Examination Reform Publication Study Circle Guest Lecture

View File

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC Committee	**14-Sep-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**26-Feb-2015**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**09-Jul-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College has the Management Information System in the form of SMS, CCTV, and one to one relationship with students. So far as the study is concerned, the students are informed with the notice on the notice board regarding the Question Bank, Assignments, Guest Lectures etc. Different types of Curricular and Extra Curricular activities are also conducted in the college for the betterment of the students. The information regarding the Administrative office is displayed on the notice board. Regular attendance of the students are taken in the class room in the each lecture. Continuous assessment of the students is done not only in the class rooms but also in the campus in order to develop their overall personality. The efforts are put in the special manner to make our students the best citizens of country. So that they can contribute to the society for making the most developing nation of the world.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College is established in the year 1968 it is a single faculty teaching the commerce discipline a round 950 students are studying in the institution. We follow the UGC pattern so far as the curriculum planning and implementation is

concerned. We have to follow the pattern of UGC because we are affiliated to The State University and the university is further approved by the UGC. So far as syllabus designing is concerned, the university deputes the expert professors to designing the syllabus and all the affiliated colleges have to observe the same pattern. In all the colleges, the working hours are same, the papers taught are the same and even the examination system is the same. The Administrative office using the office software for the smooth functioning of the clerical work. The fee receipt is generated through the software for the notice, the notice board is regularly updated. The college is regularly conducting the guest lectures for the overall development of the students. The learned professors are regularly taking the lectures sincerely they are regularly visiting the libraries for updating their knowledge for their subjects. They are taking personal interest in lives of the students for redressing even their personal problems. A number of co curricular and extra-curricular activities are conducted during the course of the year. The management is taking special interest by continues observation on the entire institution. It is very much keen for the overall development of the campus. Many sports and cultural activities are done in the college the participants if this activities give credit to the institution immense way. Most of the professors are involved in activities of research by publishing the articles in books and journals. They are also engaged in writing the books. The examination is given very sincerely in the college. No unfair means are permitted to be operated upon.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
			No Data Entered/Not Applicable !!!		

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	COMMERCE	15/06/2012
MCom	COMERCE	15/06/2018
BBA	BBA	15/06/2018
BCA	BCA	15/06/2018

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

	Certificate	Diploma Course
	No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled

No Data Entered/Not Applicable !!!

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
The feedback forms of both students and teachers are printed in the format of UGC. The forms are distributed to the students and duly filled and signed by them the data are collected and analyzed by the expert professors. The students give their opinion about the total education system conducted in the intuition, teaching works, administration etc. The evaluation has always been fair and effective. No bias evaluation is ever done so far as this institution is concerned. All the stake holders actively participate in the fair and effective feedback system.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	907	55	5	5	5

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring is a mechanism of problem solving and guiding students in addition to transferring knowledge and Guidelines of IQAC and submission of AQAR for Affiliated/Constituent College offers experienced teachers to students for their overall development by providing all sorts of facilities available with them. As Education sector has found mentoring quite effective tool, the college has established 'Mentoring System' in each division. Every division is allotted one teacher as a mentor. The system is adapted for the value additions to the students like – bridging the gap between the teachers and students. Students can approach teachers for academic and career guidance, personal counselling, advice and support for improvement in academic performance. Mentor continuously monitors, counsels, guides and motivates the students in all academic matters. Teachers are available to solve the queries of students outside the classroom as well. Teachers guide the students and clear the doubts of subject related topic. This way the institution tries to maintain the rapport between students and mentors. The following teachers are the mentors of the following classes : B.Com. Semester-I to VI Dr. Keyur K. Parekh B.Com. Semester-I to VI Prof. S. G. Memoria B.Com. Semester-I to VI N. D. Talati B.Com. Semester-I to VI Dr. D. R. Thakor B.Com. Semester-I to VI Dr. S. B. Desai M.Com. Semester- I to II Prof. B. Z. Chaudhari M.Com. Semester- I to IV Dr. G. M. Purani BBA Shri Chirag Patel BCA Smt. Hemaxi Chavda

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1055	7	1:151

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
7	5	2	Nill	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation is followed by the prescribed pattern by Shri Govind Guru University, Godhra. On the completion of teaching sessions internal tests are conducted at institutional level and papers are assessed by teachers. Students are given full understanding of the paper style, examination method, weightage of marks, etc. by the faculties in the beginning of the academic year. Total weightage of marks consists of 70 for external and 30 for internal. The total weightage of internal marks is 30, out of each 15 is for internal test while 10 is for assignment and 5 is for attendance of students. Continuous evaluation of students through regular Internal Tests and assignments strengthen learning. Students' progress is tracked through semester wise analysis of result. The participation of teachers in internal exam paper framing, doing supervisions and assessing the papers plays an important role. Additional exams are taken for those students who could not appear in internal exam. ATKT exams are conducted by the University for the students who are not able to appear or pass in the first attempt. All staff member are kept informed about any amendments in evaluation methods done by the university by written staff notices and the university circulars which we receive time to time.

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

Academic Calendar lay down a very strong foundation of academic delivery. It further propagates institutions vision and mission. The institute has built in mechanisms to ensure syllabus completion in time frame. The college is affiliated to Shri Govind Guru Univeristy,Godhra and follows all rules and regulations of the university pertaining to continuous internal evaluations. In the beginning of the academic year the university prepares and publishes academic calendar which comprises of time frame of semesters exams and other activities. On the basis of this calendar the college prepares its own academic calendar comprises of enrolment of students. College and University exams, planning of various curricular, co-curricular and extracurricular activities are conducted by various committees. To maintain the quality and standard of teaching, regular meetings of different departments are held. Proper distribution of teaching work is done among teachers and departmental heads take care to see that their respective department work efficiently. According to allotted teaching work, every teacher prepare teaching plan and devise their class work so that syllabus is completed within the given time frame. Subject teachers also distribute assignment work and assessment work among teachers of their department so that internal evaluation mark sheets are prepared efficiently and in time.

2.6 – Student Performance and Learning Outcomes

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

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)
https://old.sggu.ac.in/syllabus-semester-5-6-b-com/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
"Educational Research in the 21st Century: Challenges and Opportunities"	**Department of English**	**10/08/2018**

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

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

Name of the Department	Number of PhD's Awarded
0	**0**

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.9	**1.9**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Tech Lab	**Partially**	**2.0**	**2014**

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	28	1	3	0	1	1	1	40	0
Added	0	0	0	0	0	0	0	0	0
Total	28	1	3	0	1	1	1	40	0

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3.36	3.36	Nill	Nill

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

laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) Many activities, procedures and policies of all the colleges on college campus are framed by Vadodara Jilla Kelavani Mandal, dabhoi centrally. The Management Executive Committee along with the Local Administrative committee office bearers conducts meetings to take decisions regarding requirements of each colleges on the campus. A special Estate department is run to implement the decisions taken in regards to create new facilities as well as maintenance and repair on the campus. At local level the principal co-ordinates with Local Administrative Committee and Estate department and implements the decision taken at college level. In line with the academic calendar prepared by the University, the college prepares its academic calendar specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation. The Time Table committee designs the timetable which is

displayed on the college notice board and college application. At the beginning of the year, department meeting is held to discuss the course contents and distributes the syllabus. The teachers prepare lesson plans to make teaching process effective. Such a practice not only ensures planned delivery of curriculum but also reflects the use of innovative teaching methods such as ICT and participative teaching. The college library provides teachers and students with necessary learning resources. Also, in tune with the changes of syllabi made by the university, the college procures number of books and research journals in the library. At the end of each academic session the students appear for the semester examination. The college follows the curriculum prescribed by the respective Syllabus Committee of Studies and makes its representative through the teachers who become members of the Syllabus Committee. Different committee are formed to conduct co-curricular and extracurricular activities. Equipment of Sports are regularly maintained. ICT tools maintained are given. Furniture of classrooms are repaired immediately as and when required by the by the trust or the college. Service of Electrician, Carpenters is provided by the by the trust or the college. The IQAC committee is very active. It looks after the maintenance and development of the infrastructure. At the same time, it also look after curricular, co curricular and extra-curricular activities of the college along with all academic activities.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the university rule, our college has Students' Council under different heads. The Students' Council comprises of Principal, teachers and Selected students. Who get the highest marks in the class. The Selected students are the representative of each class and division. The General Secretary and Cultural Secretary discuss with the Selected student for representation in different

committees and nominate them. The meeting is held with chairpersons and selected students. The Principal gives all the information regarding the activities of the students' council. • Sports Committee encourages students to participate in various sports events. Gymkhana is equipped with latest sports equipment and facilities. The committee also organizes various interclass/ Inter college sports events. It also trains and motivates students to participate in State/ National/International events. • The Cultural committee of the college works with the objective of developing the cultural talents of the students, improving their capabilities to work as a team and raising their level of self-confidence. The committee conducts various programmes at Inter class/ Inter college competitions like Patriotic songs competition, Karaoke competition, Mehndi competition, Handicraft competition, Drawing competition, Talent Hunt and Poem recitation. Our student also outshined at State level competition. Students also participate at the Shri Govind Guru University, Godhra. Youth festival and bring laurels to the institution. Our trust is conducting annual day every year where our students are performing at best of the their ability. • Saptadhara Committee works for personality development of the students and develops among the students public speaking skills and ability of critical thinking. Different programmes like Elocution, Essay, Debate, Quiz Competitions are organised. • The College magazine Nirantar has been published by our college since 2008. Magazine Committee provides platform to the students for self-expression in written form and to cultivate the literary taste and reading habits in students. It also highlights the activities organised in the college through the reports of various committees. The magazine is one of the way to motivate students as we publish the photographs of students who outshined at College, University, State, National and International level. • Planning Board: It organises various guest lectures on different issues related to economic, social , political and environmental situation prevailing at global level. • Educational Tour committee it organises different study tours at different places such as banks, industries, corporate offices, etc. Every year two visits are conducted. This year the college students visited Baroda dairy and The soap factory of GIDC Dabhoi. • The Finance committee plans the Budget of Students' Council and the funds are used to undertake various activities of Students' Council committee during the year. • In all the above committees, students representatives participate in the meetings and their opinion are considered. IQAC of the college also comprises students as members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

165

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

33000

5.4.4 – Meetings/activities organized by Alumni Association :

The first meeting of alumni association of our college was held on 15th September, 2018. 63 students attended the meeting. The second meeting of alumni association of our college was held on 15th March, 2019. 81 students attended the meeting.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Mission: TAMASO MA JYOTIRGAMAY Vision: 1. To repulse darkness in any form and to motivate the students to look at the brighter side of life. 2. To build up and develop the personality and Strong National Character of the Students. 3. To motivate the girls with rural and Tribal Background to go for higher Education. 4. To inculcate Life Oriented Education along with bread - Oriented education. 5. To Explore creativity and create conducive climate for it to blossom with its Originality. 1. Local Administrative Committee : The LAC comprises of Management representatives, Principal, Teaching and Non-teaching staff, Representatives of the guardian of students etc. They take collective decisions in the benefit of the institution. This committee believes in managerial concepts, like strategic planning, teamwork, and decision making. The Management, the Principal and faculties work in tune for implementing the policies and plans. The administrative powers and responsibilities are delegated to the faculties on the basis of their experience, competence, commitment and attitude to meet the institutional goals and objectives. The list of Local Administrative Committee for 2017-18 is as under : Shri Shashikant H. Patel (President) Shri Dilipbhai N. Patel (Vice-President) Shri Thakorbhai K. Patel (Secretary) Shri Mukeshbhai V. Vasaiwala (Joint Secretary) Dr. Keyur K. Parekh (Principal) Shri B. Z. Chaudhari (Teaching Staff) Shri J. H. Pandya (Non teaching) Mr. M. B. Patel (Representative of the guardian) 2. Students council The students' council consists of seven committees. However, to assist the smooth functioning of the college, 23 internal administration committees are formed to support the holistic development of students, which are headed by faculty members. The institution provides opportunity to the teaching and non-teaching staff by appointing them on various committees of students' council to monitor the functioning of different activities. All committees are constituted with a judicious combination of experience and youth. 1. Sports Committee. 2. Cultural activities committee. 3. Saptadhara Committee. 4. Planning Board. 5. Educational Tour Committee. 6. Finance Committee. 7. Magazine Committee. 8. IQAC Committee. Internal Administration Committees: 1. Admission Committee 2. Time Table Committee 3. Planning Committee 4. Tour Committee 5. Media Committee 6. Alumni Association 7. Saptadhara Committee 8. Extra-curricular activities Committee 9. Discipline Committee 10. Sports Committee 11. Library Committee 12. Anti raging Committee 13. Grievance redressal cell 14. Cultural activities Committee 15. Research Committee 16. Udisha Placement Cell 17. Swami Vivekanand Centre for Counseling 18. N.S.S. Committee 19. CWDC Committee 20. IQAC Committee 21. NAAC Committee 22. Exam Committee 23. SC/ST Cell

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college follows the syllabus prescribed by Shri Govind Guru University, Godhra which is structured by the Board of Studies. Constructive feedback and suggestions for improving syllabus are invited by Heads of Departments from faculties and in this way all teachers are involved in the process of finalising the suggestions

	to be made to the board. The syllabus of each subject is upgraded every 3 years by the University. The selected faculties are invited to design the syllabus of the university.
Teaching and Learning	Four class rooms are equipped with LED projectors. The students are taught through the PPT and they are also evaluated by submitting their assignments in the assignment book offer by the college. They are given ten marks for submitting their assignments. 5 marks are given for the attendance. The format is given by the University itself.
Examination and Evaluation	The examination taken by the students are mostly followed according to the University calendar. The State Government has also recommended the continues evaluation system where more than four exams are conducted during the semester. The question papers are circulated by the university and the examination is conducted in the distant affiliated centres of the university. More than One Lakh students are enrolled in our University.
Research and Development	The half of the staff is Ph. D. degree holder. Two faculties including the Principal are the Ph. D. supervisors. The Principal is the Research supervisors in five different universities. He guided eight Ph. D. research scholars for their Ph. D. degree and eight are in row. He has been appointed as an External referee for three Research scholars in different universities. The college encourages the faculties for contributing in the research works. The Principal insists them to actively participate in the Faculty Development Programme by presenting papers in seminars, workshops and conferences across the country. The College also encourages the students to contribute in the College Magazine named Nirantar. The Principal of the College is running an International Multidisciplinary Referred Journal named PERCEPTION. He is also having his own publishing house named KESHAV PUBLICATION.
Library, ICT and Physical Infrastructure / Instrumentation	In library, the College has more than fifteen thousand two hundred text books, more than four thousand reference books, twenty eight magazines

	and journals and twenty four e learning material. The College has a separate reading room as per the UGC guidelines. The library has been using Tech Lab 2.0 Soft ware. Every year new books are regularly purchased. The issue register is also maintained on a regular basis. The library has a strong room from where the books are issued to the students. There is a provision of news paper reading in the form of four stands where the students can read and update themselves about current affairs. The College has: 1. LCD Projectors in four class rooms 2. A V Room 3. Seminar Hall 4. Digital English Language Laboratory 5. Laptop to Faculties 6. Office Soft ware Physical Infrastucture: 1. Lush Green Garden 2. Big Play ground 3. Nine Class Rooms 4. Staff Room 5. Principal's Office 6. Administative Office (02) 7. Girls Room 8. Boys Room 9. Language Laboratory 10. Water Room 11. IQAC Office 12. NCC / Sports Office 13. CWDC Office 14. Strong Room 15. Store Room (02) 16. Seminar Room 17. Reading Room 18. Library 19. NSS Office 20. Parking Zone Campus Facilities: 1. Lush Green Campus 2. Canteen 3. General Library 4. Play ground (04) 5. Stage
Human Resource Management	The institution is managed by a very progressive and supportive management body named Vadodara Jilla Kelavani Mandal, Dabhoi. All the teachers are appointed as per the norms of the State Government and UGC. The Trust has appointed many Management Appointees in both teaching and non-teaching staff on vacant posts. The attendance of both students and staff is regularly taken. Regular notification and circulars are displayed on the College notice board and the website. The students and the staff are also informed by sending SMS and whatsapp group. Meetings of various committees for academic and administrative purpose are conducted. Feedback forms are filled by the students annually. The entered system is monitor both by the Management and the University.
Industry Interaction / Collaboration	A number of students are placed in various industries in both Waghodiya and Vadodara G.I.D.C. Many companies are directly contact the College for the Job placement. The Mega Job Fair

	has also been arranged by the State Government on every district place of the State. The College has undertaken an MoU with Industrial Development Incorporation SIRD Pvt. Ltd. (Guj-Ind). And placed 42 candidate in the job placement.
Admission of Students	The College gives the admission on the basis of merit only. The University is sent the merit list and the University sanctions the admissions of the students. Then after they are confirmed.

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

E-governace area	Details
Planning and Development	Academic calendar is prepared by both the College and the University in the beginning of the year. It deals with the curricular, co-curricular and extra-curricular activities so as to cover all the activities in time. Each teacher prepares the Academic Planner for each semester in their respective subject. These guidelines help teachers to organize better and the students to cope up with teaching techniques and styles for the semester. Each teacher prepares his /her own daily planning for the syllabus and the new techniques like group discussion, question answer session and several local techniques is been discussed by the teacher.
Administration	The Administrative office handles the operation and communication with university and students through use of ICT. The College website shows all important information along with the notices such as fees, exam forms, exam dates, time table, upcoming events, holidays and information. All the dealings related to the students, Trust, Income Tax Department, Banking, Univerity, KCG, Higher Education etc. are dealt with by the Administrative office.
Finance and Accounts	Total financial dealings are done through Tally Software. The scholarships given by the State Government under different heads are processed in the College itself. It is transferred in the accounts of the students through direct transfer. The transactions of the College is mostly done through cheques, RTGS, NEFT. A minimum dealing is done through cash

Student Admission and Support	Each student is timely upraised with all activities, events, notices and important academic schedules through the website and notice boards. SMS system and Whatsapp groups are also actively utilized for the circulation of the details. The admission is done according to the norms of the UGC and Shri Govind Guru University, Godhra. The University syllabus and previous years question papers are also uploaded on the University website. Virtual classes are also displayed on the website of Teamlease University with which the College has an MOU and more than 350 students are enrolled.
Examination	The exam time tables of both Internal and External are displayed on the notice board. The marks of Internal Test are entered online by the College. The final Internal result is displayed on the notice board. The result of the final exams are displayed on the University website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	2	Nill	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	1. Uniform for Peons 2. Raincoat	1. Scholarship given by MLA 2. Scholarship given by Government 3. Poor Boys' Library 4. Educational help given to the students by an NGO named 'Laagani:Ek pyarasa Bandhan'

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: The accountant in the College under the guidance of the Principal, records day to day financial transactions. Internal Auditor Amin Patikh Sons audits the accounts of the College. External Audit: Auditors from Government verify books of accounts of the College every two years. The management also looks into the books of account in a regular interval.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

NIL

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

1. A two weeks training programme for computer literacy is given to the support staff in the first term. 2. Spoken English classes for four weeks are conducted for the support staff in order to strengthen their English language. 3. A three

days training programme is organized for the support staff related to the software operation. 4. A three days training programme for tally and accounting for non teaching staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)
No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
[View File](#)					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Legal Aid for the women in contemporary	**15/09/2018**	**15/09/2018**	**82**	**22**
Heath Awareness, People Awareness Programme, Cleanliness Drive in the adopted village named Dharmpuri	**20/09/2018**	**20/09/2018**	**53**	**23**
Mehndi and Rangoli competition	**07/01/2019**	**09/01/2019**	**34**	**13**
About Positive attitude guidance	**22/08/2019**	**22/08/2019**	**80**	**92**
International Women's Day" Celebration	**08/03/2019**	**08/03/2019**	**135**	**10**

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the University met by the renewable energy sources

1.Gandhi a conceptual Manager (Management Training) - Smt. S.C.P.F. Commerce College, Dabhoi with Anuj Thakar 2. Tree Plantation - Smt. S.C.P.F. Commerce College, Dabhoi in collaboration with Lions' Club, Dabhoi 3. Cleanliness Drive - Smt. S.C.P.F. Commerce College, Dabhoi in collaboration with Gram Panchayat Nada village 4. Tree Plantation and Environment awareness rally at Simaliya Village

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1000
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	Nill

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Teaching, Non -teaching staff and Students	15/06/2018	All the stakeholders follow the Code of Conduct prescribed by the college. No case of misbehaviour has been reported. The link is provided on the Website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

In the entry of the town itself, the college has a wide spread and well maintained campus of 42 acres, the biggest of its kind in the entire University affiliated colleges as well as the surrounding areas of the town. Enormous efforts are put in to develop this campus as an eco-friendly one. • A lush green garden is created to increase the beauty of the campus along with its necessity to fulfil the requirement of making the town green Dabhoi. • A beautiful cricket ground is created in collaboration with Baroda Cricket Association, Vadodara. • An enormous efforts are put to level the ground. • Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus. • A small pond is created to make Rain Water Harvesting System which help us to maintain the garden in summer. • A great amount of plantation helps to create a good amount of pure oxygen for the Campus in particular and the town in general. • A regular effort is put to inculcate the habit of conserving and preserving the environment is done each year by conducting tree plantation in the campus at regular intervals • Wet and dry dustbins are located at vital junctures throughout the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

In the entry of the town itself, the college has a wide spread and well maintained campus of 42 acres, the biggest of its kind in the entire University affiliated colleges as well as the surrounding areas of the town. Enormous efforts are put in to develop this campus as an eco-friendly one. • A lush green garden is created to increase the beauty of the campus along with its necessity to fulfil the requirement of making the town green Dabhoi. • A beautiful cricket ground is created in collaboration with Baroda Cricket Association, Vadodara. • An enormous efforts are put to level the ground. • Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus. • A small pond is created to make Rain Water Harvesting System which help us to maintain the garden in summer. • A great amount of plantation helps to create a good amount of pure oxygen for the Campus in particular and the town in general. • A regular effort is put to inculcate the habit of conserving and preserving the environment is done each year by conducting tree plantation in the campus at regular intervals • Wet and dry dustbins are located at vital junctures throughout the college.

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

7.3 – Institutional Distinctiveness

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

About Us Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College is popularly known as Smt. S.C.P.F. Commerce College, Dabhoi was established in the year 1968-69 with a gracious donation from Smt. Savitaben Chunibhai Patel, Fartikuiwala, a social worker from Fartikui. The Commerce College began with 170 students with Preparatory Class. It is a grant- in- aid co-education college situated at Dabhoi (Vadodara District). The institution is one of the 7 institutions managed by Vadodara Jilla Kelavani Mandal, Dabhoi which has been playing a vital role in paving the path for the education in the surrounding areas of Dabhoi. Dabhoi has become vibrant center for education. Vadodara Jilla Kelavani Mandal, Dabhoi manages followings colleges: 1. Shri C.N.P.F. Arts and D.N. Science College, Dabhoi 2. Smt. S.C.P.F. Commerce College, Dabhoi 3. Sheth M.N.C. college of Education, Dabhoi 4. Technical institute 5. Self Finance Science College, Dabhoi 6. Late Madhavlal Fulshankar Vaidhya Self Finance Law

College, Dabhoi 7. Junior Science College, Dabhoi 8. M.Com. (S.F.) 9. M.Sc. 10. Dr. Baba Saheb Ambedkar Open Univesity Centre, Dabhoi The various social, educational, religious and business institutes contribute a lot in the development of Dabhoi. The results of the University examinations of the college are always higher than the university results. Every year the results are getting higher and higher. The institution offers B.com degree programme. The medium of instruction at U.G. levels is Gujarati. The institution offers Ad. Accountancy Auditing as the Principal subject and Ad. Statistics and Secretarial Practice as subsidiary subjects. Along with the academic activities, the College also undertakes various co- curricular and extra curricular activities. As a part of Curricular aspects, each year, the Vision and the Mission of the college are effectively communicated to all the concerned committees through publishing separate prospectus for B.com programmes containing all the information. The syllabi are framed and revised by the Board of Studies of each faculty of the University on need basis. The Guest Lectures of eminent scholars are arranged for the benefit of the students as well as faculties. The members of faculty also participate in Refresher courses, Orientation Programmes, Seminars, workshops, training programmes etc. to update their subject knowledge and thereby to impart latest knowledge to the students. The admissions process of U.G. and P. G. levels is followed as per the norms laid down by Shri Govind Guru University and the institution. In order to ensure equity, admissions are given to the reserve category students as per the policy of State Government. For Teaching Learning and Evaluation Programmes, teaching plans are prepared on the basis of academic calendar of the institution. A regular feed- back is obtained from the students for improving the teaching- learning process. Modern gadgets of teaching learning process are in use. The institution has adopted different policies of evaluating the achievement level of students. This includes a internal tests for B.com and M. Com. students. The institution has taken initiative to promote Extension activities. The institution has 09 permanent employees and 03 Management appointees. The N.C.C.,

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The College shall plan and execute all the curricular, co-curricular and extra-cur ricular activities along with extension activities as conducted each year. As a unique plan of action for the upcoming year, the college shall conduct the following activities: (1) A Workshop / Conference / Panel Discussion on GST Financial Services to enhance the knowledge of all faculties and students regarding the contemporary economical situation. (2) Computer literacy programme for the employees. (3) A grand University Sports Event will be hosted by our College during the Academic year. (4) More batches of TALLY accounting class shall be conducted this year to equip the student with latest accounting packages. (5) MoU is going to be done with Tata Institute of Social Sciences, Mumbai for skill-based courses. (6) The College is trying to bring more and more under-graduate as well as post-graduate courses in collaboration with Dr. Babasaheb Ambedkar Open University, Ahmedabad. (7) The College is also trying to bring some under-graduate courses in collaboration with Teamlease University. (8) The College is going to focus on the placement of the College students through UDISHA. (9) The College is also going to focus more and more on the students' participation in all the curricular, co-curricular and extra-curricular activities along with extension activities conducted in the College during the coming academic year.