



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC: 2013-14

**SIR K. P. COLLEGE OF COMMERCE, ATHWALINES,
SURAT**

MANAGED BY SARVAJANIK EDUCATION SOCIETY

**AFFILIATED TO VEER NARMAD SOUTH GUJARAT UNIVERSITY,
SURAT**

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self-learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

1. Kindly provide the details of the institution

Name of the institution:	Sir K. P. College of Commerce
Year of establishment of the institution:	1946
Address Line 1:	Jawaharlal Nehru Marg,
Address Line 2:	Athwalines
City/Town:	Surat
State:	Gujarat
Postal Code:	395001
Email Address:	principalskpsc@gmail.com

2. NAAC Accreditation / Reaccreditation Details

Year of Accreditation/ Reaccreditation:	2005
Current Grade:	B++
CGPA:	

3. Institutional Status

Affiliated permanent

4. Contact Person Details

Name of Head of Institute:	Dr. Mrs.P.P.Jariwala
Contact Phone:	0261-2240057
Email:	principalskpsc@gmail.com
Website URL:	www.kpcommerce.org

Name of IQAC Co-ordinator:

Prof. U.M.Patel

Email:

_principalskpc@gmail.com

Section I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institutional building.

5. Number of Academic Programmes Existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	02
Post Graduate (MA/M.Sc./M.Com etc.)	02
Research Programs (M.Phil./Ph.D.)	0
Certificate Programs:	0
Professional programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/ Pharmacy/Paramedical/Nursing etc.)	0
Other Value Added Programmes	00
Any Other Programme Offered (specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	1
New programmed designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	0
Inter-institutional collaborative programmes	0
Number of review committee recommendations implemented (total)	10
Number of NAAC Peer Team recommendations implemented	0

Number of UGC / any other expert committee recommendations implemented

Number of review committee recommendations under implementations

Number of NAAC Peer Team recommendations under implementation

Number of UGC / any other expert committee recommendations under implementation

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

8. Qualification of Faculty

Ph.D and above

M.Phil

Masters

Any other (specify)

9. Faculty qualification improvement

Ph.D. awarded to existing faculty	<input type="text" value="0"/>
M.Phil awarded to existing faculty	<input type="text" value="0"/>
Any other degree awarded to existing faculty	<input type="text" value="0"/>

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	<input type="text" value="11"/>
Administrative staff (Actual strength)	<input type="text" value="07"/>
Added during the year of reporting	<input type="text" value="0"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="04"/>

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical support staff (total strength sanctioned)	<input type="text" value="0"/>
Technical support staff (Actual strength)	<input type="text" value="0"/>
Added during the year of reporting	<input type="text" value="0"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="0"/>

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, vision and goals of the institution.

12. Establishment details

Year of establishment of IQAC DD MM YYYY
 18 / 01 / 2006

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	08
Number of Alumni in IQAC	00
Number of Students in IQAC	01
Number of Faculty in IQAC	05
Number of Administrative staff in IQAC	01
Number of Technical staff in IQAC	0
Number of Management Representatives	01
Number of External experts in IQAC	0
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year	2
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15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed

10

Number of value added programmes proposed

01

Number of skill oriented programmes proposed

18

Number of faculty competency and development programmes proposed

00

Number of other staff development programmes proposed

00

Number of student mentoring programmes proposed

02

Number of co-curricular activities proposed

05

Number of inter departmental cooperative schemes proposed

00

Number of community extension programmes proposed

08

Any other programmes proposed (Specify)

00

17. IQAC Plans for Development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented

00

Number of value added programmes implemented

01

Number of skill oriented programmes implemented	18
Number of faculty competency and development programmes implemented	00
Number of other staff development programmes implemented	00
Number of student mentoring programmes implemented	02
Number of co-curricular activities implemented	05
Number of inter departmental cooperative programmes implemented	00
Number of community extension programmes implemented	08
Any other programmes suggested that are implemented (Specify)	00

18. IQAC Seminars & Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/workshops organized by IQAC within the institution	09
Number of participants from the institution	700
Number of participants from outside	00
Number of external experts invited	09
Number of external conferences/ seminars/ workshops on institutional quality attended	00
Number of events conducted with IQACs of other institutions as collaborative programmes	32

19. Did IQAC receive any funding from UGC during the year?

Yes

No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC – (Input 0 – if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount received from UGC

Amount Received from any other source including the college management

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

Started M.Com. (honours) Programme

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of New academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/ revision/ syllabus development	05
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	162
Average percentage of attendance of students	80%
Percentage of classes engaged by guest faculty and temporary teachers	27.50%
Number of self financed programmes offered	02
Number of aided programmes offered	0
Number of programmes discontinued during the year	02

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken

25. Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year

Number of minor research projects undertaken during the year

Number of major ongoing projects

Number of minor ongoing projects

Number of major projects completed

Number of minor projects completed

Number of major project proposals submitted for external funding

Number of minor project proposals submitted for external funding

Number of research publications in peer reviewed journals

Number of research publications in international peer reviewed journals

Number of research publications in national peer reviewed journals

Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	0
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (co-authored) published	0
Number of conferences attended by faculty	34
Number of international conferences attended	0
Number of national conferences attended	15
Number of papers presented in conferences	11
Number of papers presented in international conferences	0
Number of papers presented in national conferences	11
Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons – international	0
Number of faculty acted as experts resource persons –national	0

Number of collaborations with international institutions	<input type="text" value="0"/>
Number of collaborations with national institutions	<input type="text" value="0"/>
Number of linkages created during the year	<input type="text" value="0"/>
Total budget for research for current year as a percentage of total institution budget	<input type="text" value="0"/>
Amount of external research funding received in the year	<input type="text" value="0"/>
Number of patents received in the year	<input type="text" value="0"/>
Number of patents applied for in the year	<input type="text" value="0"/>
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	<input type="text" value="0"/>
Number of PhDs awarded during the year	<input type="text" value="0"/>
Percentage of faculty members invited as external experts/ resource persons/ reviewers/ referees or any other significant research activities	<input type="text" value="0"/>

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (sanctioned)	3024
Actual enrolment during the year	2869
Student dropout percentage during the year	0.35%
Success percentage in the final examination across the courses	T.Y.B.Com. – 90.71% M.Com. II – 96.00%
Number of academic distinction in the final examination and percentage	T.Y.B.Com. – 60 – 8.30% M.Com. II – 31 – 48.40%
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET / SET	0
Number of students qualified GATE / CAT / other examination (specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn. 27

Number of students participated

0

30. Does student counselling and guidance service exists?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated

800

32. Career Guidance

Number of career guidance programmes organized

23

Percentage of students participated in career guidance programmes

30%

33. Is there provision for campus placement?

No

34. If yes to Qn. 32

Number of students participated in campus selection programmes

164

Number of students selected for placement during the year

58

35. Does gender sensitization program exist?

No

36. If answer is yes to Qn. 34

Number of programmes organized

00

37. Student activities

Number of students participated in external cultural events

26

Number of prizes won by students in external cultural events

09

Number of cultural events conducted by the institute for the students

14

Number of students participated in international sports and games events

01

Number of students participated in national level sports and games events

09

Number of students participated in state level sports and games events

07

Number of students participated in university level sports and games events

21

Number of prizes won by students in international sports and games events

01

Number of prizes won by students in national level sports and games events

09

Number of prizes won by students in state level sports and games events

0

Number of prizes won by students in university level sports and games events

0

Number of sports and games events conducted by the institute for the students

0

38. Composition of students

Percentage of Scheduled Caste	6.66%
Percentage of Scheduled Tribe	11.44%
Percentage of other backward community	38.70%
Percentage of women students	59.14%
Percentage of physically challenged	0.15%
Percentage of rural students	00
Percentage of urban students	100%

39. Scholarship and Financial Support

Number of students availing financial support from the institution	67
Amount disbursed as financial support from the institution	33,400/-
Number of students awarded scholarship from the institution	0
Number of students received notable national / international achievements/ recognition	0

40. Student Initiatives

Number of community upliftment programmes initiated by students	02
Number of literary programmes initiated by students	0
Number of social action initiatives based on science / environment initiated by students	01
Number of student research initiatives	00

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

Yes

No

42. if answer for Qn. 40 is Yes, is the plan implemented and monitored?

Yes

No

43. Whether benchmarking is created for institutional quality management efforts?

Yes

No

44. If answer to Qn. 42 is Yes, please list the benchmarking in various areas of development in bullet format

0

45. Is a Management Information System (MIS) in place?

Yes

No

46. If answer to Qn. 44 is Yes, please provide details of MIS applied to

- 1. Administrative procedures including finance**
- 2. Student admission**
- 3. Student records**
- 4. Evaluation and examination procedures**
- 5. Research administration**
- 6. Others**

(enter the respective details corresponding to the serial numbers)

1. All important issues including budget are taken up at the LAC meeting and minutes books are maintain accordingly.
2. Students are admitted at F.Y. & M.Com. level by the University Centralized Committee and data are maintained manually.
3. Students records are maintained and information is furnished as and when required evaluation of the students and information regarding evaluation of the students is maintained as per University norms.

47. Existence of Learning Resource Management

	Yes	No
E-database in library	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICT and smart class room	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E-learning sources (e-books, e-journals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of teaching modules	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interactive learning facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>

48. Internal Resource Mobilization : Kindly provide the amount contributed

Research

Consultancy and training

Student contribution

Alumni contribution

Well-wishers

49. Infrastructure and welfare spending : Please specify the amount

Amount spend for infrastructure development

Amount spend for student welfare

Amount spend for staff welfare

50. Is delegation of authority practice?

Yes

No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received

0

Number of grievances resolved

0

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received

0

Number of grievances resolved

0

55. Has the institution conducted any SWOT analysis during the year?

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strength from SWOT analysis (in bullet format)

• 00

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- 00

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- 00

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- 00

61. Identify any significant progress made by institution towards achieving the goals and objectives during the year (list below in bullet format)

- Started M.Com Honours
- 3 Medals are Obtained at university level by our students
- 4 Students awarded M.Phil degree

62. How do you perceive the role of NAAC in the quality development in your institution (Suggestions in bullet format to be given below)

NAAC Peer team recommendation have helped us to improve overall institutional quality sustain in our college.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analyzed to get a cumulative index for the period of accreditation and re-accreditation. Any substantial changes / initiatives in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvements.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation