

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)

<u>Part – A</u>	
<u>Data of the Institution</u>	
1. Name of the Institution	SIR K. P. COLLEGE OF COMMERCE
Name of the Head of the Institution	I/C PRIN.DR. Purnima P. Jariwala
Designation	I/C PRINCIPAL
Does the institution function from own campus	YES
Phone no./Alternate phone no.	0261-2240057
Mobile no.	9925707793
Registered e-mail	principalskpcc@gmail.com
Alternate e-mail	jariwalapurnima@gmail.com
Address	JAWAHARLAL NEHRU MARG, ATHWALINES, SURAT
City/Town	SURAT
State/UT	GUJARAT
Pin Code	395001
2. Institutional status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Grants-in aid/ UGC 2f and 12 (B)/ Self finance (Honors Programme)

Name of the Affiliating University	VEER NARMAD SOUTH GUJARAT UNIVERSITY
Name of the IQAC Co-ordinator	PROF. Ajit N. Naik
Phone no.	97249993125
Alternate phone no.	9925707793
IQAC e-mail address	principalskpcc@gmail.com
Alternate Email address	jariwalapurnima@gmail.com
3. Website address	kpcommerce.org
Web-link of the AQAR: (Previous Academic Year):	http://www.kpcommerce.org/pages/aqar/
4. Whether Academic Calendar prepared during the year?	YES
If yes, whether it is uploaded in the Institutional website:	YES
Web link	http://www.kpcommerce.org/pages/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B++	83.80%	2005	from: 2005 to 2010
2 nd	A	3.02	2014	from: 2014 to: Sept.2019
6. Date of Establishment of IQAC				18-01-2006

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date	Number of participants/beneficiaries
Meeting of IQAC	24-06-2015	09
Meeting of IQAC	28-10-2015	09
Meeting of IQAC	01-02-2016	09
Meeting of IQAC	12-03-2016	09
Students' Feedback	08-02-2016	100

Teachers' Feedback	08-02-2016	31		
Alumni Feedback	---	---		
Parents Feedback	---	---		
8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/WorldBank/CPE of UGC etc.				
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount (Rs.)
Sir K. P. College of Commerce	UGC 12 th Plan Grant	UGC	2012-2017	Rs.26,88,324/-
“	Saptdhara	Government of Gujarat	2015-16	Rs.60,000/-
“	UDISHA	Government of Gujarat	2015-16	Rs. 5,000/-
9. Whether composition of IQAC as per latest NAAC guidelines				YES
Weblink	http://www.kpcommerce.org/pages/iqac-minutes/			
10. No. of IQAC meetings held during the year				04
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....				YES
Weblink	http://www.kpcommerce.org/pages/iqac-minutes/			
11. Whether IQAC received funding from any of the funding agency to support its Activities during the year?				Yes
If yes, mention the amount				Rs. 3,00,000/- Year: 2012-2017 (12 th Plan)
12. Significant contributions made by IQAC during the current year (maximum five bullets)				
* 80 hours Training on “Campus to Corporate” to the T.Y.B.Com. Students from Tata Consultancy Services.				
* Lectures on “Online Trading in Share Market” for M.Com. Students and “E-Waste and Its Effects on Environment” for under graduate students.				
* Organised classes for M.Com. Students for preparing them for UGC NET/SLET examinations.				
* Organised remedial classes for slow learners from reserved categories.				
* Organised lecture on “Domestic Violence” for under graduate students by NSS.				
13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year				
Plan of Action 2015-16			Achievements/Outcomes	
The POA was designed in the beginning of the year with the coordination from various committee viz. curricular, co curricular, extra co curricular and research committee.			As per the structured plan all the committees carried out the activities with at most dedication and enthusiasm invoicing maximum students in each activity. The details of each activities documented in 'SAHASAM' annual college	

	magazine and on institutional website..
14. Whether the AQAR was placed before statutory body?	YES
Name of the statutory body	Local Administrative Committee.
Date of meeting(s)	1) 10-07-2015 2) 10-08-2015 3) 02-11-2015 4) 10-02-2016 5) 10-03-2016 6) 23-05-2016
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?	NO Date: ---
16. Whether institutional data submitted to AISHE	YES
Year	2015-16
Date of Submission	21-01-2016
17. Does the Institution have Management Information System?	YES
<p>If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)</p> <p>The management, Local Administrative Committee, Principal, teachers and administrative staff are involved in exchanging and sharing of vital information in execution of duties, policy direction and in decision making. This is done through collaborative efforts of the management and the stakeholders with the help of electronic network. The college is unique in its way as we have Executive committee of Sarvajanic Education Society who appoints the Local Administrative Committee which comprises representative of management, Principal, teaching and administrative staff.</p> <p>The Local Administrative Committee (LAC) looks after the overall functioning of the college. The LAC meets regularly to discuss the plans and development and progress and policy matters of the Institution. The Principal, one teacher and one administrative staff are members of the LAC so the information is transferred from academic staff to management or vice versa. Apart from that there is a Local Staff Association which works as a bridge between the principal and staff.</p> <p>The IQAC is formed according to the guidelines of the NAAC. The IQAC plays important role in quality improvement of education in college. Every year the Cell outlines the goals and sets targets regarding the overall quality of the institution which includes the plan of action for the next year and taking feedback from the stakeholders. The meetings of IQAC are held regularly wherein all the concerned issues regarding quality improvement are discussed and solutions are implemented. The AQAR is posted on our college website.</p> <p>Apart from that the college uses technology to do administrative as well as record academic progress. All the routine operations of the administrative office as students' admission, students' records, examination procedure, reports and financial records are computerized. Bonafide certificate, Transfer certificate, Migration certificate, transcript are provided in computerized format. Camera is installed in each classrooms and campus to keep vigil of the activities happening in the class rooms and on campus and any complaints are immediately addressed.</p>	

The admission procedure in the first year is centralized and done by VNSGU. The application form for admission is uploaded on the university website. The admission is based on the students' preference for the college on merit basis and keeping in mind the reservation policy of the Government. The college is the help centre appointed by the university to help students to verify their admission forms. After verification the students who have given preference to the college is sent message by the college to report at college. The guidance is given to them to choose the elective subjects.

Students evaluate institution and teachers on line and outcomes are evaluated and analysed. Information regarding college, notices and announcements are uploaded on the website. All fees are paid on-line by students. Messages to staff are circulated through SMS and verbally through meetings. The institution also uploads college magazine Sahsam on its website.

The class rooms are equipped with LCD Projectors and faculties are provided laptops for effective delivery of lectures and thus educative and informative lessons are imparted to students. To be clearly audible to the students in the class, each faculty uses microphone provided by the institution. The public address system is used to make announcement.

The bio- metric is installed for noting presence of all staff members in the college.

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

Sir K. P. College of Commerce is affiliated to Veer Narmad South Gujarat University. The college operates at both UG and PG level, keeping in mind the goal of transforming lives through learning and nurturing an environment of intellectual excellence, inculcating values, identifying talents and above all making good human beings.

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 timetable committee designs the timetable which is displayed on the college notice board and college website.

At the beginning of the year, departmental meeting is held to discuss the course contents and the syllabus is distributed. 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 required 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 Board of Studies and makes its representation through the heads of departments who become members of the Board of Studies. Constructive feedback and suggestions for improving syllabus are invited by Head of the department from respective members teaching the subject and in this way all teachers are involved in the process of finalising the suggestions to be made to the Board.

There is an Internal Quality Assurance Cell in the college for overall academic guidance. The IQAC monitors the overall process by collecting feedback from teachers and students regarding the curriculum.

The results of the feedback are evaluated and reported to the authority for corrective actions.

There is a regular up-gradation of teachers' knowledge-base by participation in Orientation Programmes, Refresher Courses, other short time courses, seminars and workshops. As many as 10 teachers have received their doctorate degree, while six teachers are pursuing their Ph.D. A considerable number of our teachers have published their papers in peer- reviewed journals of National and International repute and also in book chapters. Some of them have sole books and edited books to their credit.

The social impact of the College can be assessed with the activities of NSS and NCC. Students are exposed to the latest developments in their respective fields through Guest Lectures and Seminars. Feedback is collected from students and teachers for getting response on Curriculum. Thus, the college provides ample encouragement and opportunity for the overall development of the students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

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	UG PG	Date of implementation of CBCS / Elective Course System	UG PG
1) B.Com with Accountancy - 1946	UG	Academic year 2011-12 onwards	UG
2) B.Com with Statistics - 1948			
3) B.Com. with Banking - 1978			
4) M.Com. with Accountancy-1977-78	PG	Academic Year 2011-12 Onwards	PG
5) M.Com. with Statistics -1977-78			
6) B. Com (Honors)	UG	Academic year 2011-12 onwards	UG
7) M.Com (Honors)	PG	Academic year 2011-12 onwards	PG

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year				
	Certificate			Diploma Courses
No of Students	---			---
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	
Post graduate Diploma in Tax management (PGDTM)	2004-05		---	
Post Graduate Diploma in Banking (PGDIB)	1998-99		26	
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
Field Research Project (HONORS)		35		
Summer Training at Bank/Stock Broking/ C.A. Firms/Company for 45 Days		05		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	No
1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)				
<p>Feedback from students: The College has a clearly set mechanism of obtaining the feedback from the students to improve the performance of the institution. The teaching – learning outcome is evaluated by providing the feedback form. Accordingly the students record their responses. The students’ responses are evaluated and analysed using SPSS. The forms and the analysis is converted into a report with a chart. Feedback on students and teachers were taken. The analysis and interpretation of the data is as follows...</p> <p>Students Feedback Student Feedback on courses attributes such as applicability of the courses to real life situations, extent of coverage of course, clarity and relevance of reading material, depth of course content, learning value (in terms of skills, concepts, knowledge, analytical abilities) were considered for student feedback on courses. As per the response of the students, majority of the students were satisfied with the course, the teachers and teaching evaluation of the college. This shows that they have trust in the teaching learning process that aims at their growth and are hopeful that it will help them reap rich dividends.</p> <p>Teacher’s Feedback Teacher Feedback on curriculum attributes such as “Aims and objectives of the syllabi are well defined and clear to teachers and students, Sufficient number of prescribed books are available in the Library, The course/syllabus has good balance between theory and application, Syllabus stimulates innovativeness in the students for life skills, Usefulness of syllabus in the employment & Entrepreneurship, Tests and examinations are conducted well in time with proper coverage of all units in the syllabus” were considered for teacher feedback on curriculum. By the observation it was found that the all teachers opined that sufficient number of prescribed books were available in the Library and aims and objectives of the syllabi were well defined and clear to teachers and students. The examinations were conducted well in time with proper coverage of all units in the syllabus.</p>				

CRITERION II -TEACHING-LEARNING AND EVALUATION						
2.1 Student Enrolment and Profile						
2.1. 1 Demand Ratio during the year						
Name of the Programme		Number of seats available(Intake)	Number of applications received	Students Enrolled		
1) B.Com with Accountancy- 1946		956	F.Y. Admission process is centralised so college does not receive application.	958		
2) B.Com with Statistics - 1948		20		19		
3) B.Com. with Banking - 1978		15		15		
4) M.Com. with Accountancy- 1977-78		75	Centralised admission in Semester 1.	75		
5) M.Com. with Statistics - 1977-78		35		35		
Five Years Integrated Honors Programme UG		60	F.Y. Admission process is centralised so college does not receive application, instead it is forwarded by VNSG University only.	49		
Five Years Integrated Honors Programme PG		60		19		
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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses	
2015-16	2489(GIA) 151(HONORS)	193(GIA) 52(HONORS)	25 Full Time Teachers (GIA) 06 (03Full Time Teachers+03 Filled by Management) (Honors)	---	22 Teachers (GIA) 6 Teachers (Honors)	

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
31 + 02 Adhoc Part time	17	Laptops, Projector, Audio - Video System, Research laboratory	16	---	Power-Point Presentation, Showing Video, N-List Programme of Inflightnet.

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 skills from experienced teachers to students. 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 List of mentors :

M.COM.-I	Prof. U. N. Patel
M.COM.-II	Dr. P. P. Jariwala
T.Y.B.COM.-DIV.-1	Prof. B. A. Kasliwala
T.Y.B.COM.-DIV.-2	Prof. S. R. Vasave
T.Y.B.COM.-DIV.-3	Capt.Prof. A. S. Gamit
T.Y.B.COM.-DIV.-4	Dr. B. V. Gheewala
T.Y.B.COM.-DIV.-5	Dr. B. J. Baldaniya
T.Y.B.COM.-DIV.-6	Prof. M. T. Solanki
S.Y.B.COM.-DIV.-1	Prof. A. C. Vakharia
S.Y.B.COM.-DIV.-2	Prof. S. P. Desai
S.Y.B.COM.-DIV.-3	Prof. B. P. Patel
S.Y.B.COM.-DIV.-4	Prof. D. D. Chauhan

	S.Y.B.COM.-DIV.-5	Dr. M. B. Patel
	S.Y.B.COM.-DIV.-6	Prof. A. Y. Sidat
	F.Y.B.COM.-DIV.-1	Dr. S. O. Desai
	F.Y.B.COM.-DIV.-2	Dr. S. M. Soni
	F.Y.B.COM.-DIV.-3	Dr. H. A. Desai
	F.Y.B.COM.-DIV.-4	Dr. M. R. Desai
	F.Y.B.COM.-DIV.-5	Dr. R. R. Patel
	F.Y.B.COM.-DIV.-6	Dr. M. N. Mane
	F.Y.B.COM.-DIV.-7	Dr. P. U. Mehta
	F.Y.B.Com. (HON)	Prof. H.Y. Deboo
	S.Y.B.Com. (HON)	Prof. G. K. Joshi
	T.Y.B.Com. (HON)	Dr. P. K. Kothari
	M.Com.-1 (HON)	Prof. G. K. Joshi
	M.Com.-2 (HON)	Dr. P. K. Kothari

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2885	33	1.87

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
GIA - 25 SFI - 06	GIA - 25 SFI - 06 (03 Permanent Fulltime +03 Adhoc)	GIA - NIL SFI - NIL	GIA - 04 SFI - NIL	GIA - 09 SFI - 01 = 10

2.4.2 Honours and Recognitions received by Teachers

(received awards and recognition, fellowship at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of fulltime teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship receive from Government or recognised bodies
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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
B. Com Accountancy Statistics Banking	08	B. Com :Sem-VI	B.Com.& B.Com. (Honors) 2-05-2016	B.Com.& B.Com.(Honors) 20-05-2016
M. Com Accountancy Statistics	08	M Com : Sem-IV	M.Com.& M.Com. (Honors) 02-05-2016	M.Com.& M.Com.(Honors) 9-06-2016
B.Com. Honors	08	B. Com.(Honors) :Sem-VI		
M.Com.Honors	08	M Com.(Honors) : Sem-X		

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 Veer Narmad South Gujarat University. 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 50 marks for external and 20 marks for internal. The total weightage of internal marks is 20 marks, out of each 10 marks for internal test while 5 marks for assignment and 5 marks 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.

A committee of college teachers evaluates the final results of college students. We are proud to state that the percentage of successful candidates in examinations at all levels has always remain more than 80%. Not only the percentage of successful candidates at various university examination has been higher than the university percentage but also our students have topped the lists at various university exams.

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 institution's vision and mission. The institute has built in mechanisms to ensure syllabus completion in time frame. The college is affiliated to the Veer Narmad South Gujarat University 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 UG and PG students, college and University exams, planning of various curricular, co-curricular and extracurricular activities 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. Heads of departments also distribute assignment work and assessment work among teachers of their department so that internal evaluation mark sheets are prepared efficiently and on 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)

<http://www.vnsgu.ac.in/AutoIndex-2.2.4/index.php?dir=Syllabus%20%282015-2016%29/Syllabus%20%282015-16%29/Commerce/>

2.6.2 Pass percentage of students

Programme code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
08 T.Y. B. Com Sem VI	Accountancy	621	508	81.80%
	Statistics	08	07	87.5%
	Banking	18	15	83.33%
08 M. Com Sem IV	Accountancy	63	62	98.41%
	Statistics	18	17	94.44%
08 T.Y. B. Com Sem VI	B.Com Honors	46	38	82.61%
08 M. Com Sem X	M.Com. Honors	33	31	93.94%

2.7 Student Satisfaction Survey

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

<http://www.kpcommerce.org/upload/ssss%202015-16.pdf>

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 Academic year
Major projects	---	---	---	---

Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects (other than compulsory by the College)	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	05 Years(JRF)	Ministry of Minority Affairs	Rs.1,20,000/-	Rs.1,20,000/-
Total	---	---	Rs.1,20,000/-	Rs.1,20,000/-

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(s)
Seminar on 'Right to Information Act,2005'	UDISHA CLUB	29-07-2015
SEMINAR ON 'Career in Aviation, Hospitality, Travel and Customer'	UDISHA CLUB	28-08-2015
Seminar on 'Opportunities in Financial Markets'	UDISHA CLUB	03-09-2015
Seminar on Career Opportunities in Export & Import'	UDISHA CLUB	08-01-2016
Seminar on 'Career Opportunities in Banking Industry'	UDISHA CLUB	08-01-2016
'Campus to Corporate' 80 Hours Training	UDISHA CLUB	17-03-2016 to 31-03-2016

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
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Name of the Start-up	Nature of Start-up	Date of commencement
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3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
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3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*)

Name of the Department	No. of Ph. Ds Awarded
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3.3.3 Research Publications in the Journals notified on UGC website during the year

Department	National	International	Average Impact Factor, if any
Accountancy	01	01	---
Commerce	-	01	---
Statistics	01	03	---
Honors	01	04	---

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International

Conference Proceedings per Teacher during the year	
Department	No. of publication
Commerce	03
Statistics	03
Physical Education	01

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self - citations
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3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self- citations	Institutional affiliation as mentioned in the publication
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3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	04	29	02	20
Presented papers	03	13	01	---
Resource Persons	---	---	---	02

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 co-ordinated such activities	Number of students participated in such activities
NCC Activities			

Combine Annual Training Camp	5-GUJ BN NCC Rajpipla	01	10
Army Attachment Camp	Military area, Jamnagar	01	05
Special National Integration Camp	Kakinada, Andhra Pradesh	01	05
Annual Training Camp	5-GUJ BN NCC , Vadodara	01	15
National Integration Camp	Indore, Madhya Pradesh	01	05
Republic Day Camp	Delhi	01	01
Celebration of Yoga day	5-GUJ BN NCC Surat	01	75
Celebration of NCC Day, Tree Plantation and Blood Donation	CAT Camp, Rajpipala	01	70
NSS Activities			
Demonstration Programme on BISAG	Multimedia Hall, Sir K.P. College of Commerce , Surat	04	143
Seminar on Women Empowerment	Veer Narmad South Gujarat University, Surat	04	32
International Yoga day Celebration	Sarvajanik Education Society	04	109
Training for Self Defence for Girls	Daliya High School, Surat	04	200
Seminar on “Women and Child Development”	Sheth P.T. Mahila College of Arts and Home science, Surat	04	140
Seminar on “Health Care and Doctor Free World”	Dr. Rathi	04	179
Blood Donation Camp (75 units blood collected)	Blood Bank, Surat	04	221
Raksha Bandhan Programme for Differently abled school children	“Mamta” Maansik Swasthya Kendra (School for differently abled Children) Surat	04	40
Eye Check Up Camp	Vasan Eye Hospital, Surat	04	100
Seminar and Oath Taking on “Beti Bachavo”	Dr.Jain	04	235
Form Filling For Election Card for Students	Election Commission of India	04	319
NSS Annual Camp	Talaad Vilege	04	49
Cleanliness Drive by NSS Students	Dumas Beach, Surat	04	45
Celebration of Voluntary Donation Day	“Mamta” Maansik Swasthya Kendra (School for differently abled Children) Surat	04	Rs. 8000/- collected and Given to “Mamta” Maansik Swasthya Kendra (School for differently

			abled Children) Surat
Seminar on “Domestic Violence”	Mr. Rupilbhai S. Trivedi	04	189

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	No. of Students benefited
Garba Competition	First Prize	CAT Camp, Rajpipla	10
Group Dance Competition	Second Prize	CAT Camp, Rajpipla	08

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	Name of the activity	Organising unit/ agency/ collaborating agency	Number of teachers coordinated such activities	Number of students participated in such activities
NSS	Seminar on Women Empowerment	Veer Narmad South Gujarat University, Surat	04	32
NSS	Training for Self Defence for Girls	Daliya High School, Surat	04	200
NSS	Training For Rifle Shooting for Girls	Capt. A.S. Gamit and Mr. Sumit B. Dhawala	04	120
NSS	Seminar on “Women and Child Development”	Sheth P.T. Mahila College of Arts and Home science, Surat	04	140
NSS	Seminar on “Health Care and Doctor Free World”	Dr. Rathi	04	179
NSS	Blood Donation Camp (75 units blood collected)	Blood Bank Surat	04	221
NSS	Eye Check Up Camp	Vasan Eye Hospital, Surat	04	100
NSS	Seminar and Oath Taking on “Beti Bachavo”	Dr.Jain	04	235
NSS	Cleanliness Drive by NSS Students	Dumas Beach, Surat	04	45

NSS	Seminar on “Domestic Violence”	Mr. Rupilbhai S. Trivedi	04	189
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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
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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-To)	Participant
		Name of The Company	No. of Students		
--	Summer Training/Internship	Shiv Products	1	45 Days	05
		Serix Specialities	2		
		Aishani Dye Chem.	2		

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 and Activities	Number of students/teachers participated under MoUs
---	---	---	---

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
Rs.50,000/-	Rs. 16,438/-

4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	1633614 Sq. Mt.	---
Class rooms	21	---
Laboratories	03	---
Seminar Halls (Auditorium & Conference Room)	02	---
Classrooms with LCD facilities	18	---
Classrooms with Wi-Fi/ LAN	00	---
Seminar halls with ICT facilities	02	---
Video Centre	---	---
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	122	05 (UGC & College Fund)
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.17,72,130/-	Rs.7,05,186/- (UGC & College Fund)
Others	---	---

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 partially)	Version	Year of automation
SOUL	Partially	2.0	2005-06

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1375	64875/-	35	3500/-	1410	68375/-
Reference Books	46632	58,19,382/-	543	2,98,429/-	47175	61,17,811/-

e-Books	---	---	---	---	---	---
Journals	3869	2,33,105/-	50	37,495/-	3919	2,70,600/-
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	59	---	---	---	59	---
Library automation	02	27,500/-	---	---	02	27,500/-
Weeding (Hard & Soft)	13,200	4,50,000/-	---	---	13,200	4,50,000/-
Others-Newspaper and Magazine	51	43,936/-	57	52,172/-	108	96,108/-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (Staff Rooms)	Available bandwidth (MGBPS)	Others
Existing	58	2	3	10	1 (BAOU)	3	2	3 connections of 5 MBPS each	---
Added	---	---	---	---	---	---	--	---	---
Total	58	2	3	10	1(BAOU)	3	2	3 connections of 5 MBPS each	---

4.3.2 Bandwidth available of internet connection in the Institution (Leased line) MBPS /GBPS

3 connections of 5 MBPS each

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
---	---

4.3.4 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
---	---	---	---

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.19,37,000/-	Rs. 11,55,000/-/(excluding Adhoc staff salary	Rs. 13,40,000/-	Rs.5,68,866/-

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)

Weblink-

<https://www.ses-surat.org/pages/sir-kpcollege-of-commerce/>
<https://www.ses-surat.org>

Procedures and policies of all the colleges on college campus are framed by Sarvajanic Education Society 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 Board of Studies and makes its representative through the teachers who become members of the Board of Studies.

Different committee are formed to conduct co-curricular and extracurricular activities.

Equipment of Sports Complex are regularly maintained. ICT tools maintenance Contracts are given. Furniture of classrooms are repaired immediately as and when required by the Estate Department. Service

of Electrician, Carpenters is provided by the Estate Department.

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	-P. P. Savani Group Scholarship for girls without father	15	Rs.47,350/-
Financial support from other sources			
a) National	Government Scholarship to Reserved Category Students	1061	Rs.37,22,570/-
b) International	---	---	---

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 implementation	Number of students enrolled	Agencies involved
Remedial Coaching classes for Reserved Category Students	25-01-2016 (2015-16)	99	UGC Grant, Sir K.P.College of Commerce
NET Coaching Classes for Reserved Category Students	07-02-2016 (2015-16)	56	UGC Grant, Sir K.P.College of Commerce
Celebration of International Yoga Day	21/06/2015	109	Sarvajanik Education Society
Seminar on 'Prime Minister's Kaushal Vikas Yojna'	21-07-2015	225	Mr. Saurabh Dixit, Addsun Technology
Seminar on 'Civil Service as a Career Option'	28-07-2015	250	Mr. Nitin Parmar , Ms. Khushboo Mehta
CHM 'O' Level Hardware programme for SC & St Students	01-08-2015 & 03-08-2015	800	Ms. Hetal Desai, National Group, Surat
Seminar on 'Importance About Skill Education'	24-08-2015	280	Mr. Hardik Bhatt, SCIT, Surat
Seminar on 'How to Face Interview'	25-08-2015	230	Ms. Hetal Desai, National Group, Surat
Counselling Session on Cost and Management Accountants(CMA)	25-01-2016	800	Ms. Nitaben Desai, ICAI, South Guj. Chapter
Counselling Session on 'Hardware	09-02-2016	500	Mr. Abhishek

and Networking'			Kumar, Jetking, Surat
80 Hours Training to T.Y.B.Com. Students	17-03-2016 To 31-03-2016	51	Mr. Laxman Murti & Ms. Komal Rana, Trainer, Tata Consultancy Services

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2015-16	UDISHA CLUB Seminar on 'Civil Services as a Career Option'	250	---	---	84 (Short listed)
	Seminar on 'CHM'O' Level Hardware Programme for ST and SC Students'	---	800		
	Seminar on 'Motivation and Career Development, Chartered Financial Analyst'	---	350		
	Seminar on 'Importance about Skill Education'	---	280		
	Seminar on 'An Opportunity in Financial Market'	---	200		
	Seminar on 'An Opportunity in Export and	---	200		

	Import Management'				
	Seminar on 'An Opportunity in Banking Sector'	---	600		
	Counselling Session on Cost and Management Accountants Sector	---	800		
	Seminar on 'Career in Aviation, Hospitality and Travel Sector'	---	150		
	Seminar on 'Career Counselling'	---	50		
	Counselling Session on Hardware and Networking	---	500		
	80 Hours Training to T.Y.B.Com. Students from Tata Consultancy Services	---	51		

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	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	---

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
TRIPTA Innovations Pvt.Ltd.	18	02 (Short Listed)	---	---	---
Prashal IT Academy	55	06	---	---	---

		(Short Listed)			
Yellow Tele Network (IDEA)	60	20 (Short Listed)	---	---	---
Vasan Eye Care Hospital	15	06 (Short Listed)	---	---	---
Indian Business Pages (Ameya Information Ltd.)	34	05 (Short Listed)	---	---	---
Star Health and Allied Insurance Ltd.	41	19 (Short Listed)	---	---	---
First ERP Tele Solution Pvt.Ltd.	56	--	---	---	---
Ventura Securities Ltd.	31	19 (Short Listed)	---	---	---

5.2.2 Student progression to higher education in percentage during the year : 47.56%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2015-16	01	Sir K.P. College of Commerce	---	Smt. TSK commerce college (HNG University)	M.Com.
	62	Sir K.P. College of Commerce	---	V.T. Choksi Law college , Surat	L.L.B
	02	Sir K.P. College of Commerce	---	Dinshah Dabu Law College, Surat	L.L.B.
	82	Sir K.P. College of Commerce	---	VNSGU External	M.Com.
	21	Sir K.P. College of Commerce	---	Z.F. Wadia College, Surat	M.Com.
	24	Sir K.P. College of Commerce	---	Nvayug Commerce College, Surat	M.Com.
	11	Sir K.P. College of Commerce	---	C.D. Barfiwala College, Surat	M.Com.
	02	Sir K.P. College of	---	Shree Sarvodaya	B.Ed.

		Commerce		B.Ed. college	
	05	Sir K.P. College of Commerce	---	J. Z. Shah Arts and H. P. Desai Commerce College, Amroli, Surat.	M.Com.
	03	Sir K.P. College of Commerce	---	VNSGU, Surat	DHRD
	04	Sir K.P. College of Commerce	---	Sidhharth Law college	L.L.B.
	01	Sir K.P. College of Commerce	---	SPB English Medium College	M.Com.
	03	Sir K.P. College of Commerce	---	Sarvajani Law college	L.L.B.
	01	Sir K.P. College of Commerce	---	Shree Sarvayi Girgadhda college, Narsingh Mehta Uni., junagadh	L.L.B.
	01	Sir K.P. College of Commerce	---	Sardar Patel University	M.B.A.
	01	Sir K.P. College of Commerce	---	S.R.Luthra College	M.B.A.
	01	Sir K.P. College of Commerce	---	Shri Murlidhar B.Ed. college, Saurashtra University	B.Ed.
	03	Sir K.P. College of Commerce	---	Srimad Rajchandra School of Sport, UKA Tarsadiya University	Physical Education
	01	Sir K.P. College of Commerce	---	Maliba College, UKA Tarsadiya University	M.B.A.
	03	Sir K.P. College of Commerce	---	VNSGU, Surat	PGD in Journalism
	01	Sir K.P. College of Commerce	---	S.R Patel B.Ed. college	B.Ed.
	01	Sir K.P. College of Commerce	---	Arts and Commerce College, Olpad	M.Com.

	01	Sir K.P. College of Commerce	---	Bhagwan Mahavir B.Ed College	B.Ed.
	01	Sir K.P. College of Commerce	---	District Institute of Education and Training, VNSGU Surat	B.Ed
	01	Sir K.P. College of Commerce	---	Statistic Department, VNSGU	M.Sc. in Applied Statistics
	01	Sir K.P. College of Commerce	---	Narmada College Of Management, GTU	M.B.A.
	01	Sir K.P. College of Commerce	---	V T Patel College , Gandhinagar	B.P.Ed.
	66	Sir K.P. College of Commerce	---	Sir K.P. College of Commerce	M.Com.
	08	Sir K.P. College of Commerce	---	Issued Transcript to Study Abroad	Higher Studies
Total	313	---	---	--	--

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	---	---
SET	---	---
SLET	---	---
Any Other	---	---

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

SPORTS ACTIVITIES

Activity	Level	Participants
Gujrat State College South Zone Basketball (Women) League 2015-16	State	8 Team (80 participant)
Gujrat State College South Zone Basketball (Men) League 2015-16	State	12 Team (144 participant)
Gujrat State College Inter zone 2 nd Round Basketball (Women) League- 2015-16	State	8 Team (96 participant)

9 th Sarvajanic Cup Inter college Badminton Tournament (Men and Women)	Intercollege	21 Team (87 participant)
9 th Sarvajanic Cup Intercollege Handball (Men & Women)	Intercollege	21 Team (150 participant)
Inter class Chess Tournament(Men & Women)	Interclass	23
Interclass Table Tennis Tournament (Men)	Interclass	14
Interclass Badminton Tournament (Women)	Interclass	13

CULTURAL ACTIVITIES

Activity	Level	Participants
Patriotic Song Competition	Inter Class	43
Garba Competition	Inter Class	100
Mehndi Competition	Inter Class & Inter College	325
Ex Tempore Drawing Competition	Inter Class & Inter College	220
Poetry Recitation	Inter Class & Inter College	60
Handicraft Competition	Inter Class & Inter College	50

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/ International	Sports	Cultural	Student ID number	Name of the student
2015-16	---	---	---	---	---	---

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

Our college has Students' Council under seven different heads. The Students' Council comprises of Principal, teachers and elected students. The elected students are the representative of each class and division elected democratically. The General Secretary and Cultural Secretary discuss with the elected student for representation in different committees and nominate them. The meeting is held with chairpersons and elected students. The Principal gives all the information regarding the activities of the students' council.

- 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. Audited report of the Students' Council is published every year in college magazine.

- Gymkhana 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, National and International level competition. Students also participate at the Veer Narmad South Gujarat University Youth festival and bring laurels to the institution.

- Debate and Elocution 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 Sahsam has been published since its inception viz 1947. 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 forum Committee organises various guest lectures on different issues related to economic, social , political and environmental situation prevailing at global level.

- Education excursion committee arranges visits to local banks to acquaint the students with the working of such banks and to learn the different activities of the bank. It also arranges visits to various business concerns which provide them the practical knowledge of business.

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.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes but Not Registered

5.3.2 No. of registered enrolled Alumni:	81
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5.3.3 Alumni contribution during the year (in Rupees) :

1. Mr. Vipul Dalal : Rs. 2,000/- (Prize Money to Scholar Students)
 2. Prof. Suryakant Shah : Rs. 8,455/- (Interest on the fund Of Rs. 1,00,000/- contributed by him.)
 3. Prof. Suryakant Shah : Rs. 502/- (Prize Money to Students)
- Total : Rs.10,957/-**

5.3.4 Meetings/activities organized by Alumni Association :

Alumni Association of our college has been started from 2013-14. Meetings of Alumni are held occasionally. The alumni association of Sir K. P. College of Commerce promotes interaction and networking among alumni of the college. This association is always ready to contribute support as and when college requires. This association also extends monetary help to organize Seminars, workshops and other activities in the college.

Alumni of our college contribute in different ways. The Commerce Bhavan is the result of their donation. Shree Suryakantbhai Shah alumni and retired professor of the college donated the amount he received at the time of his retirement to the college and from this fund every year the college organizes two activities for the students. In the first term we organize essay competition on 5th September and in second term the college organises seminar/ workshop/ expert lecture for the P.G. students open for all students of VNSGU. Our alumni also extend their hands as resource person, subject expert, key note speaker etc., as and when required and devote their valuable time for their alma mater. Mr. Jay Chhaira Delivered a Lecture on 'Union Budget and Indian Economy'. Alumni and retired Professor Shri Suryakant Shah has also declared

Shri Suryakant Shah Nivruti fund Prize for highest marks in Business Administration. Mr. Vipul Dalal gives prize for highest marks in the Accountancy and Taxation.

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)

Vision :

The vision of our Institution envisages :

- Transforming lives through learning
- Nurturing an environment of intellectual excellence, inculcate values, identify talents and above all make good human beings

The Colleges practices various decentralisation and participative management operations as methods

1. Local Administrative Committee :

The LAC comprises of management representatives, principal, teaching and non-teaching staff, representatives of the guardian of students all together 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 2015-16 is as under :

- (1) Shri M.C.Dalal (Chairman) - Management representative
- (2) Shri S.N.Tamakuwala - Management representative
- (3) Shri N. S. Bachkaniwala - Management representative
- (4) Shri A.F.Baxi - Management representative
- (5) Shri G.B.Shah - Management representative
- (6) Shri B.T.Sheth - Nominated by executive committee
- (7) Dr. P.P.Jariwala - I/C Principal
- (8) Prof. S. K. Mehta - Teaching Staff representative
- (9) Shri N.K.Madrasi - Member
- (10) Shri P.K.Shroff - Member
- (11) Shri M.Y.Desai - Member
- (12) Shri P. K. Purohit - Non-teaching staff representative

2. Students council

The students' council consists of seven committees. However, to assist the smooth functioning of the college, 17 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.

Students' council committees

- (1) Finance and student welfare committee
- (2) Gymkhana Committee
- (3) Cultural and Social activities committee
- (4) Debate and elocution committee
- (5) Educational excursion committee
- (6) Planning forum committee
- (7) Magazine committee

Internal Administration Committees

- (1) IQAC committee

- (2)N.S.S. committee
- (3)N.C.C. committee
- (4)Sexual harassment committee
- (5)Discipline & grievance committee
- (6)Career Counselling / Udisha committee
- (7)Research committee
- (8)Time table committee
- (9)Internal evaluation committee
- (10)Library committee
- (11)Campus development committee
- (12)Anti-ragging committee
- (13)SC/ST cell committee
- (14)Saptadhara committee
- (15)Alumni Association committee
- (16)Prof. Suryakant Shah Nivrutti Pravrutti Bhandol committee
- (17)Wall magazine committee

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

Yes/No/Partial:

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):

❖ **Curriculum Development** :

- ❖ The college follows the syllabus prescribed by VN SGU 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.

❖ **Teaching and Learning** :

- ❖ ICT oriented teaching and learning in every class room
- ❖ Teachers schedule their lectures and distribute their syllabus in accordance with college and university academic calendar
- ❖ Arranged Guest lectures by learned and experienced professors of other colleges
- ❖ Seminars, workshop and guest lectures are arranged for students in which professionals of the respective fields are invited
- ❖ The College library is updated every year with required books and publication. Infibnet facility is provided to each teacher

❖ **Examination and Evaluation** :

- ❖ The details of Semester Test, weightage of marks for Internal and External Exams are fixed by the Veer Narmad South Gujarat University at UG and PG level, which are promptly provided to students in case of change and are incorporated in the college prospectus and website.
- ❖ Students are given full understanding of paper style, examination methods, weightage of marks, etc. by the faculties in the classrooms.
- ❖ All faculty members are regularly updated with any amendments made in exam or evaluation method done by the University.

- ❖ The evaluation process of the students is fair and transparent with no malpractices. CCTV cameras are constantly monitored through Principal's office. Faculties vigilantly keep an eye in the examination hall to avoid cases of copy and cheating.
- ❖ Question papers are kept confidential and answer books of Internal test are checked meticulously and results are displayed on the notice boards. Students are allowed to view their answer books on demand which shows high level of transparency.
- ❖ Assignment, attendance and Internal marks are allotted as per University rules and displayed on notice board. In case, a student needs help, they can approach a mentor.
- ❖ The final exam answer books are blinded and allotted dummy numbers and checking of papers is looked into by the University.

❖ **Research and Development :**

- ❖ The college has a team of 10 faculties qualified as Ph.D & 10 as M.Phil degree holders, who constantly work towards scheduling programs and workshops.
- ❖ Ms. Gamit Binduben and Ms. Bagada Gita completed M.Phil successfully from the college centre
- ❖ One research Scholar has been registered as Junior Research Fellow under Maulana Aazad National Fellowship under the guidance of Dr. P.P.Jariwala
- ❖ Organised NET/SLET coaching classes for P.G. students
- ❖ One-Day faculty development programme was organised in two sessions viz. "Union Budget and Indian Economy" and "Tolerance and Management"
- ❖ Prof. Binita Gheewala invited as a Resource person at J.Z.Shah Arts and H.P.Desai Commerce College Amroli, Surat on "Resume Writing: Strategies and Techniques" held under the aegis of KCG
- ❖ 05 Research Papers in National Non-Peer Review Journal and 04 Research Papers in International Non-Peer Review Journal and 01 Research Paper in State Level published during the year
- ❖ College faculties regularly participate in conferences and workshops.
- ❖ This year 4 teachers completed Orientation Programme and 4 teachers attended One Day Faculty Development Programme on "Road map for Ph.D."

❖ **Library, ICT and Physical Infrastructure / Instrumentation :**

The college has a rich collection of books, magazines, journals. In addition the library facilitates...

- Books for competitive exams
- Book Bank facility
- (SOUL) software for Library Management
- Access to N-list Programme through INFLIBNET
- Wi-Fi facility in Library
- 32 reading cubicles.

ICT

- LCD Projectors in 21 classrooms
- CCTV camera in classrooms and campus
- Smart boards in 3 classrooms
- Separate microphone to faculties
- Auditorium
- Conference Room
- Language lab
- Commerce Lab
- Research Lab
- Laptop to faculties

Physical Infrastructure

- Vast lush green campus with 21 class rooms and staffrooms
- Principal office
- Vice-principal office / IQAC room
- Ladies room
- Administrative office
- Commerce Bhavan
- Office for NCC
- NSS office
- Gymkhana
- Basketball ground
- Separate parking zone for boys, girls and staff
- Career counselling office
- Students Co-operative store
- Canteen
- Lift in Commerce Bhavan

❖ **Human Resource Management** :

- ❖ The institution can boast of a very progressive and supportive management body. Required number of qualified and expert teachers are appointed as and when need arises. Visiting faculties, Adhoc teachers and administrative staff are appointed in case of urgency or vacant post.
- ❖ Leave record and attendance record of staff is monitored and maintained. Attendance records of teaching and non-teaching staff is regularly updated.
- ❖ Regular notification and circulars of varied activities are displayed on college notice board and on website.
- ❖ Meetings of various committee for academic and administrative purposes are scheduled periodically.
- ❖ Feedback forms from students are taken annually and analysed.

❖ **Industry Interaction / Collaboration** :

- ❖ Students of HONORS section each year visit BSE, RBI and Monetary museum for practical session with Chief Operating Economist.
- ❖ As a part of curriculum, S.Y.B.Com Honors and M.Com-1 Honors students undergo Summer Training for 4 and 6 weeks in financial sector to get a preview of the corporate world.

❖ **Admission of Students** :

- ❖ Admission process is centralized under Veer Narmad South Gujarat University.
- ❖ The College website and prospectus contains information about the institution and the programmes offered.
- ❖ The prospectus is prepared every year prior to the commencement of admissions.
- ❖ The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.
- ❖ Proper counselling is done by the Admission Committee of the college to the students regarding selection of subjects at the time of admission.

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

❖ **Planning and Development** :

- ❖ Planning for each academic year begins with preparation of Academic Calendar which covers schedules for teaching, extracurricular, co-curricular and extension activities, so as to cover all the activities on time as well as make timely preparation for events.
- ❖ Each faculty prepares academic teaching plans for all semesters in their respective subject. This guideline helps teachers to organise better and the students to cope up with teaching techniques

and styles for the semester.

❖ **Administration :**

- ❖ The Administrative office handles the operation and communication with university and students through use of ICT.
- ❖ The Sir K. P. College of Commerce application is used by the students which is regularly upgraded with important notices as fees, exam forms, exam dates, time table, upcoming events, holidays and information.
- ❖ The service book of the staff is digitally maintained.
- ❖ The fees of all the students are collected online.

❖ **Finance and Accounts :**

- ❖ The total accounts of the institution are maintained through TALLY software.
- ❖ Scholarship to deserving and needy students is given through cheque.
- ❖ Payment of the institution are made through cheque, RTGS and NEFT

❖ **Student Admission and Support :**

- ❖ Each student is timely upraised with all activities, events, notices and important academic schedules through SKPCC application.
- ❖ The college syllabus and set of past question papers are also uploaded for students' reference.
- ❖ E-classroom application is used to connect students with individual faculty where important notes, project, videos and information links are shared.
- ❖ Projects and research work of students are collected in soft copy to save paper and maintain permanent record.

❖ **Examination :**

- ❖ The result of final exam is displayed online by the University.
- ❖ F.Y and M.Com. I marks of university examination are entered online by the faculties.
- ❖ Internal marks are also submitted to the University before each semester online.
- ❖ The exam time table for Internal and Final exams are displayed on the website for the students.

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 : NO

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
	---	---	---	---

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
		-----NIL----			

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	Date and Duration (from – to)
Orientation Programme	04	18 /11/2015 to 15/12/2015

		28 Days
Faculty Development Programmes	25	29/03/2016
Faculty Development Programmes	04	19/03/2016

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

Teaching		Non-teaching	
Permanent Fulltime	Temporary Fulltime	Permanent	Fulltime/tempe rate
04	03	---	01

6.3.5 Welfare schemes for

Teaching :	The co-operative society loan facility is available to teachers on demand
Non-teaching :	<ul style="list-style-type: none"> -Loans are provided to non-teaching staff. - Credit society functions promptly - Tuition fees concession to children of staff - Rain coats to peons -Uniforms and washing allowance to support staff
Students :	<ul style="list-style-type: none"> - Book bank facility -Students Aid fund -Scholarship schemes to needy students.

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 Sanghvi & Sons audits the accounts of the college.

External Audit: - All the financial documents are then submitted to external auditor, Dalal & Sons for external audit.

Specific Development grant received from UGC and all the files in relation to grant are verified by external auditor Natvarlal Vepari & Co. and audit certificate is issued.

Auditors from Government verify books of accounts of the college every two years.

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/ Grants received in Rs.	Purpose
(1) Prin. G. B. Shah (Ex. Principal)	500/-	Highest marks in Special Statistics
(2) Dr. Artiben Rajyaguru (Ex. Prof.)	1,000/-	Highest marks in Statistics
(3) Vipulbhai Dalal (Alumnus)	2000/-	Highest marks in Adv. Accounting, Auditing & Taxation.

(4) Suryakantbhai Shah (Retd. Prof. & Alumnus)	501/-	Highest marks in Business Administration.		
(5) Prin. J. B. Shah	302/-	M. Com. University Exam with highest CGPA		
(6) Mrs. P. A. Joshipura (Retd. Prof)	600/-	Highest marks in Organised Markets		
Total corpus fund generated = Rs.1,05,903-				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? NO				
Audit Type	External	Internal		
	Yes/No	Agency Yes/No Authority		
Academic	No	--- No ---		
Administrative	No	--- No ---		
6.5.2 Activities and support from the Parent – Teacher Association (at least three) - NIL				
6.5.3 Development programmes for support staff (at least three)				
(1) Tuition fees concession to the children of staff.				
(2) 50% of total fees provided by the institution to support staff members for further studies.				
(3) Bicycle to peons.				
(4) Financial help for medical treatment.				
(5) Loan facilities from co-operative society.				
(6) They are sent for computer training if required.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
❖ Conducted remedial classes for UG students				
❖ NET classes for M.Com students				
❖ Organised one-day faculty development programme in two sessions(1) Union Budget and Indian Economy (2) Tolerance and Management				
❖ Organised lecture on “Online Trading in Share Market” for M.Com students				
❖ Organised lecture on ‘E-waste and its Effect on Environment’				
❖ Three Group Study Project by Honors Students				
❖ 80 hours training for T.Y.B.Com students by Tata Consultancy Services.				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) - YES				
b. Participation in NIRF : (Yes /No) - NO				
c. ISO Certification : (Yes /No) - NO				
d. NBA or any other quality audit : (Yes /No) - NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to----- -)	Number of participants
2015-16	80 Hours Training to T.Y.B.Com. Students from Tata Consultancy	17-03-2016 to 31-03-2016	80 Hours	51

	Services			
	Seminar on 1) 'Union Budget and Indian Economy' and, 2) 'Tolerance and Management'	29-03-2016	01 Day	45
	Remedial Coaching classes for Reserved Category Students	25-01-2016 (2015-16)	2015-16	99
	NET Coaching Classes for Reserved Category Students	07-02-2016 (2015-16)	2015-16	56
	Project by Honors Student	August-2015 to February-16	7 months	20-25
	Lecture on 'online Trading in Share market' for M.Com. Students	25-08-2015	01 Day	50

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-to)	Participants	
		Female	Male
Training Programme on 'Self Defence for Girls'	03-06-2015	200	--
Training on 'Rifle Shooting for Girls'	06-08-2015	120	--
Seminar on 'Importance of Yoga in Health'	13-08-2015	96	--
Lecture on 'Career for Women'	07-08-2015	100	--
Guidelines Given about Breast Feeding under 'Women and Child Development'	11-08-2015	140	--
Lecture on 'Beti Bachavo, Beti Padhavo'	25-08-2015	110	--
Lecture on 'Domestic Violence' (Save & Care Women)	06-02-2016	130	--
State level Basket Ball League(Women)	23-10-2015 to 24-10-2015	80	--

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

To support environment and create awareness amidst the students, the college undertakes the following measures:

- A compost pit is dug in the college to produce manure for trees and plants within the campus.
- Two Solar Panels are installed in the campus.
- Separate dustbins for dry and wet wastage are kept in the campus.
- Dustbins are provided in each class rooms.
- Medicinal plants are planted in the garden to educate students about medicinal plants.
- Students participated in cleanliness drive organised on 2nd October.
- To save paper, the office uses apps for online fees, notices.
- Lectures are organised on environment/cleanliness awareness frequently.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	Yes	for all
Ramp/ Rails	Yes	For handicapped
Braille Software/facilities	No	---
Rest Rooms	Yes	for girls
Scribes for examination	Yes	As & when required
Special skill development for differently abled students	No	---
Any other similar facility	Yes Yes	<ul style="list-style-type: none"> ▪ Wheel Chair ▪ Special arrangement is given to students who fall sick or in case of accident during examination.

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	---	01	18-12-2015 to 24-12-2015	Special Camp – Talad Village	social service	53+04 Faculties
	01	---	21-07-2015	Bharatiya Sanskruti Gyan Exam	Promotion of Indian culture	05+ 02 Faculties
	01	---	01-08-2015	FM Radio Programme 'Bindas Bol'	Cultural Promotion	80+02 Faculties
	---	01	14-08-2015	Programme on World Preventive Health Care Day	Health Awareness	150+04 Faculties
	---	01	25-08-2015	Lecture on 'Beti Bachavo, Beti Padhavo'	Social Awareness	110+04 Faculties
	---	01	28-08-2015	Rakshabandhan at Mamta Mansik Kendra	social values	60+04 Faculties
	---	01	02-09-2015	Filling up Form For Voter Card Programme	social awareness	319+04 Faculties
	01	---	02-10-2015	Cleanliness Drive	cleanliness drive	40+34 Faculties
	01	---	26-01-2016	Cleanliness Drive at Dumas Beach	Cleanliness Drive	40+04 Faculties

2015-16	---	01	27-01-2016	Blood donation camp	social service	75+04 Faculties
Total	04	07	---	---	---	---

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of conduct for Teaching, Non-teaching staff and Students	12-06-15	All the stakeholders follow the Code of Conduct prescribed by the college. No case of misbehaviour has been reported.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Yoga Day	21-06-2015	30
Bharatiya Sanskruti Gyan Exam	21-07-2015	05
Lecture and Training on 'Self Defence'	03-08-2015	200
Seminar on 'Importance of Yoga for Health'	13-08-2015	96
Patriotic song competition	13-8-2015	43
15th August - Independence Day celebration	15-08-2015	50
Lecture on 'Beti Bachavo, Beti Padhavo'	25-08-2015	110
Celebration Rakshabandhan with differently abled children	28-08-2015	60
Cleanliness Drive at College	02-10-2015	40
NSS Annual Camp – Balkas	18-12-2015	53
Cleanliness Drive at Dumas Beach	26-01-2016	40
Blood donation camp	27-01-2016	75
Lecture on 'Domestic Violence'	06-02-2016	130
Lecture on 'E-waste and its Effects on Environment'	17-02-2016	180

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

Though in the heart of the city, the college has a vast spread and well maintained campus. Enormous efforts are put in to develop this campus in an eco-friendly manner.

- Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus
- Solar panels are installed within the campus as a drive towards generating and using natural power.
- Medicinal garden constitutes of plants and herbs which serves the purpose of beautification as well as educates the students with its benefits.
- A regular affair to inculcate the habit of conserving and preserving the environment is done each year by conducting tree plantation and cleanliness drive in the campus at regular intervals.
- Wet and dry dust bins are located at vital junctures throughout the college.
- Dustbins are provided in each class room.

7.2 Best Practices

Describe at least two institutional best practices

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

<http://www.kpcommerce.org/pages/best-practice/>

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

<http://www.kpcommerce.org/pages/institutional-distinctiveness/>

<http://www.kpcommerce.org/pages/prospectus/>

8. Future Plans of action for next academic year (500 words)

- The college will organise National Conference in Commerce the next academic year
- We will try to improve library facilities and purchase books for enhancing knowledge
- We shall arrange various activities under committees as –Cultural Committee, Debate and Elocution Committee and Saptadhara Committees which is a common practice of the college since its inception
- We shall organise a workshop on Research and Methodology with special reference to tools and techniques
- We shall initiate practical training for TALLY Accounting System for T.Y.B.Com. students
- We shall initiate Remedial Coaching Class for Under Graduate students and NET/SLET classes for post graduate students to prepare them for competitive examinations.
- We plan to buy computers and hard disk for updating office from UGC XII plan Grant
- Cultural Committee will organize State Level inter Collegiate Group Song Competition
- We shall plan various seminars and career guidance programme, skill oriented soft skills programmes and conduct various campus interviews and job fair under Udisha Club
- NCC unit will arrange Parades and annual camp for cadets in also conduct different awareness programmes to cater to social service, discipline and awareness for one's rights and duties
- NSS coordinators will arrange different programmes and activities through which they strive to bring about awareness in the students' regarding social issues
- NSS programme officers will arrange for annual camp of one week at adopted village
- We will celebrate and felicitate our students and faculties e achievements in various academic, co-curricular and extracurricular activities in our Prize Distribution function
- Planning forum will arrange guest lectures to enlighten students during next academic year
- We shall coach, motivate and encourage our sport students to participate in various State, National and International Level competitions
- We shall arrange interaction with industries for students to give them practical knowledge
- We will arrange voluntary internship for students at various institution and banks
- We plan to start Digital Education and Learning Laboratory initiative of Government of Gujarat to make students proficient in communicative skills

Name Prof. Ajitbhai N. Naik

Name I/C Prin. Dr. Purnima P. Jariwala

Amit

Signature of the Coordinator, IQAC

IQAC
Co-ordinator
Sir K. P. College of Commerce
Jawaharlal Nehru Marge,
Athwalines, Surat.



P. Jariwala

Signature of the Chairperson, IQAC

In. Charge Principal
Sir K. P. College of Commerce
SURAT

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in