

## The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

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.

<b><u>Part – A</u></b>	
<b><u>Data of the Institution</u></b>	
1. Name of the Institution	SIR K. P. COLLEGE OF COMMERCE
Name of the Head of the Institution	PRIN. DR. MARTINA NORONHA
Designation	PRINCIPAL
Does the institution function from own campus	YES
Phone no./Alternate phone no.	0261-2240057
Mobile no.	9998221321
Registered e-mail	<a href="mailto:principalskpsc@gmail.com">principalskpsc@gmail.com</a>
Alternate e-mail	<a href="mailto:principalskpsc@gmail.com">principalskpsc@gmail.com</a>
Address	JAWAHARLAL NEHRU MARG, ATHWALINES, SURAT
City/Town	SURAT
State/UT	GUJARAT
Pin Code	395001
<b>2. Institutional status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Grants-in aid/ UGC 2f and 12 (B)/ Self finance (Honors Programme)</b>
Name of the Affiliating University	VEER NARMAD SOUTH GUJARAT UNIVERSITY
Name of the IQAC Co-ordinator	PROF. Ajitbhai N. Naik

Phone no.	9724993125			
Alternate phone no.	9925707793			
IQAC e-mail address	<a href="mailto:principalskpcc@gmail.com">principalskpcc@gmail.com</a>			
Alternate Email address	<a href="mailto:jariwalapurnima@gmail.com">jariwalapurnima@gmail.com</a>			
3. Website address	<b>kpcommerce.org</b>			
Web-link of the AQAR: (Previous Academic Year):	<a href="http://www.kpcommerce.org/pages/aqar/">http://www.kpcommerce.org/pages/aqar/</a>			
4. Whether Academic Calendar prepared during the year?	<b>YES</b>			
If yes, whether it is uploaded in the Institutional website:	<b>YES</b>			
Web link	<a href="http://www.kpcommerce.org/pages/academic-calendar/">http://www.kpcommerce.org/pages/academic-calendar/</a>			
<b>5. Accreditation Details</b>				
Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B++	83.80%	2005	from: 2005 to 2010
2 <sup>nd</sup>	A	3.02	2014	from: 2014 to: Sept.2019
6. Date of Establishment of IQAC				<b>18-01-2006</b>
7. Internal Quality Assurance System				
<b>7.1 Quality initiatives by IQAC during the year for promoting quality culture</b>				
Item /Title of the quality initiative by IQAC	Date	Number of participants/beneficiaries		
Meeting of IQAC	19-6-2017	14		
Meeting of IQAC	07-12-2017	14		
Meeting of IQAC	12-04-2018	15		
Students' Feedback	12-02-2018	100		
Teachers' Feedback	12-02-2018	31		
Alumni Feedback	---	---		
Parents Feedback	---	---		

<b>8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/WorldBank/CPE of UGC etc.</b>				
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount (Rs.)
Sir K. P. College of Commerce, Surat	Saptdhara	Government of Gujarat	2017-18	Rs.40,000/-
“	UDISHA	Government of Gujarat	2017-18	Rs. 5,000/-
<b>9. Whether composition of IQAC as per latest NAAC guidelines</b>				<b>YES</b>
<b>Weblink</b>		<a href="http://www.kpcommerce.org/pages/iqac-minutes/">http://www.kpcommerce.org/pages/iqac-minutes/</a>		
<b>10. No. of IQAC meetings held during the year</b>				03
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....				<b>YES</b>
<b>Weblink</b>		<a href="http://www.kpcommerce.org/pages/iqac-minutes/">http://www.kpcommerce.org/pages/iqac-minutes/</a>		
<b>11. Whether IQAC received funding from any of the funding agency to support its Activities during the year?</b>				<b>No</b>
If yes, mention the amount				Year:---
<b>12. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
* Organised of National Seminar on Statistics “Recent Innovations and Future Challenges” on 28 January 2018				
* Seven Day Workshop on research Methodology in Social Sciences organised for Faculty Members and Students from 23 September to 29 September 2017				
* Short term course on TALLY Accounting with GST Compliance for Third Year students				
* 100 hour training on GST Assistant from 28 December				
* Scholarship to students belonging to economically weaker sections in the Open Category was given during the year. 88 students were extended financial aid worth Rs. 97,500/-				
<b>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</b>				
<b>Plan of Action</b>			<b>Achievements/Outcomes</b>	
The POA was designed in the beginning of the year with the coordination from various committee viz. curricular, co-curricular, and 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 as well as displayed on college website.	
<b>14. Whether the AQAR was placed before statutory body?</b>				<b>YES</b>
Name of the statutory body			Local Administrative Committee.	
Date of meeting(s)			1) 13-07-2017 2) 23-11-2017 3) 24-01-2018 4) 16-04-2018	

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?</b>	<b>NO</b>
<b>16. Whether institutional data submitted to AISHE</b>	<b>YES</b>
Year	2017-18
Date of Submission	11-01-2018
<b>17. Does the Institution have Management Information System?</b>	<b>YES</b>
<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 Sarvajanik 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> <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.</p> <p>Students evaluate institution and teachers on line and outcomes are evaluated and analysed. Information</p>	

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, WhatsApp group and verbally through meetings. The institution also uploads college magazine *Sahsam* on its website.

The class rooms are equipped with LCD Projectors and Smart boards and faculties are provided laptops for effective delivery of lectures and thus educative and informative lessons are imparted to students. E-classroom app. connects the class with the faculty where individual queries, study notes, videos, links are uploaded. 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 15 teachers have received their doctorate degree, while five 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**

<b>Name of the Certificate Course</b>	<b>Name of the Diploma Course s</b>	<b>Date of introduction and duration</b>	<b>focus on employability/ entrepreneurship</b>	<b>Skill development</b>
Certificate course in Tally ACE	---	16-08-2017 40 Hours	Focus on employability	Training in latest version of TALLY with GST

				software for commerce students
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## 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 2) B.Com with Statistics -1948 3) B.Com. with Banking -1978	UG	Academic year 2011-12 onwards	UG
4) M.Com. with Accountancy-1977-78 5) M.Com. with Statistics -1977-78	PG	Academic year 2011-12 onwards	PG
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 Batch-1 : 55 Batch-2 : 06 Batch-3 : 114 <b>Total : 175</b>	Certificate course in TallyACE	---

## 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
Certificate course in TallyACE	16-08-2017	175
DELL	01-07-2017	20
Free of Cost 100 hours training As GST assistant at ITI	28-12-2017	83
Post graduate Diploma in Tax management(PGD TM)	2004-05	20
Post Graduate Diploma in Banking(PGDIB)	1998-99	16

### 1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
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Banking Internship for 3 Months	06
Field Research Project (HONORS)	30
Summer Training at Bank/ Stock Broking/ C.A. firms for 45 days (HONORS)	53

#### 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 analyzed and utilized for overall development of the institution? (maximum 500 words)

###### 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...

###### 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.

###### 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.

#### 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	1000	F.Y. Admission process is centralised so college does not receive application.	965
2) B.Com with Statistics - 1948	20		20
3) B.Com. with Banking - 1978	15		8
4) M.Com. with Accountancy-1977-78	67	Centralised admission	78

5) M.Com. with Statistics -1977-78	25	in Semester 1.	25
6) B.Com. Honors	60	F.Y. Admission process is centralised so college does not receive application, instead it is forwarded by VNSG University only.	58
7) M.Com Honors	60	---	31

## 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
2017-18	2689(GIA) 124(HONORS)	158(GIA) 51(HONORS)	25 Full Time Teachers (GIA)+ 01 filled by Management  6 Full Time Teachers (Honors)	---	23 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
32	22	Laptops, Projector, Audio - Video System, Smart Boards, Digital Education and Learning Laboratory(DELL), Research laboratory	20	3	Power-Point Presentations, Showing Video, N-List Programme of Infilbnet.

### 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.

List of Mentors:

<b>M.COM.-I</b>	Prof. U. N. Patel
M.COM.-II	Dr. P. P. Jariwala
<b>T.Y.B.COM.-DIV.-1</b>	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
<b>S.Y.B.COM.-DIV.-1</b>	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
<b>F.Y.B.COM.-DIV.-1</b>	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
<b>F.Y.B.Com. (HON)</b>	Dr. S. N. Khawani
S.Y.B.Com. (HON)	Prof. A. K. Gandhi

	T.Y.B.Com. (HON)	Prof. H.Y. Deboo		
	M.Com.-1 (HON)	Prof. G. K. Joshi		
	M.Com.-2 (HON)	Dr. P. K. Kothari		
<b>Number of students enrolled in the institution</b>		<b>Number of fulltime teachers</b>		<b>Mentor: Mentee Ratio</b>
3022		33		1:92
<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
<b>No. of sanctioned positions</b>	<b>No. of filled positions</b>	<b>Vacant positions</b>	<b>Positions filled during the current year</b>	<b>No. of faculty with Ph.D</b>
<b>GIA-25 SFI-6</b>	<b>GIA-25 + 01 Filled by Management SFI-06 Permanent Fulltime</b>	<b>GIA-NIL SFI-NIL</b>	<b>GIA -NIL SFI- 03</b>	<b>GIA-13 SFI-02 = 15</b>
<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
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<b>2.5 Evaluation Process and Reforms</b>				
<b>2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year</b>				
<b>Programme Name</b>	<b>Programme Code</b>	<b>Semester/ year</b>	<b>Last date of the last semester-end/ year- end examination</b>	<b>Date of declaration of results of semester-end/ year- end examination</b>
B.Com & B.Com Honors	8	I	15-10-2017	02-02-2018 & 02-02-2018
B.Com & B.Com Honors	8	II	20-04-2018	25-06-2018 & 19-05-2018
B.Com & B.Com Honors	8	III	15-10-2017	08-02-2018 & 08-02-2018
B.Com & B.Com Honors	8	IV	20-04-2018	04-06-2018 & 04-06-2018
B.Com & B.Com Honors	8	V	15-10-2017	21-12-2017 & 21-12-2017

B.Com & B.Com Honors	8	VI	20-04-2018	05-05-2018 & 05-05-2018
M.Com & M.Com Honors	8	I & VII	15-10-2017	23-01-2018 & 14-02-2018
M.Com & M.Com Honors	8	II & VIII	20-04-2018	03-05-2018 & 07-05-2018
M.Com & M.Com Honors	8	III & IX	15-10-2017	24-01-2018 & 14-02-2018
M.Com & M.Com Honors	8	IV & X	20-04-2018	05-05-2018 & 07-05-2018

### **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%282017-2018%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	713	475	66.62%
	Statistics	19	14	73.68%
	Banking	21	13	61.90%
08 M. Com Sem IV	Accountancy	66	57	86.36%
	Statistics	34	32	94.12 %
08 T.Y. B. Com Sem VI	B.Com Honors	39	26	66.67%
08 M. Com Sem X	M.Com Honors	24	22	91.67%

### 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/sss%202017-18.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	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects (other than compulsory by the College)	1 Year (Honors)	Sir K.P. College of Commerce	Rs,3,407/-	3,407
International Projects				
Any other(Specify)	05 Years(JRF)	Ministry of Minority Affairs	Rs.3,70,000/-	Rs.3,70,000/-
Total	---	---	Rs.3,73,407/-	Rs.3,73,407/--

### 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)
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A Seminar on “career guidance and Counselling - Life Insurance”	UDISHA Club	20-07-2017
A Seminar on “ Finance and Investment as a Career Option”	UDISHA Club	19-08-2017
A Seminar on “ Career in Aviation, Hospitality, Travel and Customer”	UDISHA Club	21-12-2017
A Seminar on “Personality Development”	UDISHA Club	10-01-2018
A Seminar on “ UPSC, GPSC and IAS Exams”	UDISHA Club	11-01-2018
A Seminar on “ Career in Banking” and Campus Interview	UDISHA Club	19-01-2018

### 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
--	--	--	--	--

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

Incubation Centre	Name	Sponsored by
---	---	---
Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

### 3.3 Research Publications and Awards

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

State	National	International
---	---	---

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

Name of the Department	No. of Ph. Ds Awarded
Statistics	02 (Faculty)
English	01 (Faculty)
Physical Education	01 (Faculty)
Account/Commence (HONORS)	01 (FaCulty)
<b>Total</b>	<b>05</b>

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

Department	National	International	Average Impact Factor, if any
Accountancy	05	02	---
Commerce	03	01	---
Statistics	04	07	5.27 & 2.021(International Level)
English	---	04	---
Physical education	02	---	2.03, 6.177( National Level)
Honors	03	03	2.3, 2.3 (National Level)

#### 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in

<b>National/International Conference Proceedings per Teacher during the year</b>	
<b>Department</b>	<b>No. of publication</b>
Accountancy	02
Commerce	01
Statistics	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

<b>Title of the paper</b>	<b>Name of the author</b>	<b>Title of the journal</b>	<b>Year of publication</b>	<b>Citation Index</b>	<b>Institutional affiliation as mentioned in the publication</b>	<b>Number of citations excluding self citations</b>
---	---	---	---	---	---	---

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

<b>Title of the paper</b>	<b>Name of the author</b>	<b>Title of the journal</b>	<b>Year of publication</b>	<b>h-index</b>	<b>Number of citations excluding self citations</b>	<b>Institutional affiliation as mentioned in the publication</b>
---	---	---	---	---	---	---

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

<b>No. of Faculty</b>	<b>International level</b>	<b>National level</b>	<b>State level</b>	<b>Local level</b>
Attended Seminars/ Workshops	--	57	06	15
Presented papers	04	21	01	--
Resource Persons	--	02	01	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

<b>Title of the Activities</b>	<b>Organising unit/ agency/ collaborating</b>	<b>Number of teachers co-ordinated such activities</b>	<b>Number of students participated in such activities</b>

	<b>agency</b>		
<b>NCC Activities</b>			
Army Attachment Camp	5-GUJ BN NCC Jamnagar	01	10
National Integration Camp	Kerala	01	03
Tracking Camp	Karnatak a	01	03
Republic Day Camp	Rajpipala Ahemeda bad	01 01	08 02
Combined Annual Training Camp	Rajpipala Rajpipala Rajpipala	01 01 01	10 17 28
<b>NSS Activities</b>			
Voters Awareness Programme	Govt. of India	04	350
Raksha Bandhan Programme for Differently abled school children	“Mamta” Maansik Swasthya Kendra (School for differently abled Children) Surat	04	100
Blood Donation Camp	Surat Raktadan Kendra and Research centre	04	96
Special Annual Camp	Balkas Village	04	75
Aids Awareness Programme	Surat Municipa l Corporati on	04	200
Thyroid and Haemoglobin Check up Programme	Bombay Multi Specialit y Hospital, Surat	04	169
Medical Check up Programme	Bombay Multi Specialit y Hospital, Surat	04	289

Mock Parliament Programme	K.C.G., Ahmedabad	04	02
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### 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NCC	First Prize in Tug of War	5-GUJ BN NCC, Rajpipala	10
NCC	First Prize in Debate	5-GUJ BN NCC, Rajpipala	02

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS	Blood Donation Camp	Surat Raktadan Kendra and Research centre	04	96
NSS	Aids Awareness Programme	Surat Municipal Corporation	04	200
NSS	Swachhata Abhiyan Awareness Programme	Surat Municipal Corporation	04	800
Women Empowerment Cell	Medical Check-up for Girls	Bombay Multi Speciality Hospital, Surat	04	458
Women Empowerment Cell	Lecture on "Women Safety and Law"	Adv. Shobhanaben Chaapiya	04	200
Women Empowerment Cell	Yoga Session and Health Awareness Programme for Girls	Mr. Parth Virani National Level Yoga Competition Winner	04	250
Women Empowerment Cell	Self Defence Awareness and Training for Girls	Ms. Rupali Nagarkar and Ms. Nikki Sapariya	04	35
Women Empowerment Cell	Mehndi Training Programme	Ms. Tasnim Khadki	04	40

### 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																																											
--	--	--	--																																											
<b>3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year</b>																																														
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant																																										
Curricular	Summer Training/Internship	<table border="1"> <thead> <tr> <th>Name of the Company</th> <th>No. of Students</th> </tr> </thead> <tbody> <tr> <td>IDFC Asset Management Co Ltd</td> <td>2</td> </tr> <tr> <td>The Surat Distirct co-op bank ltd</td> <td>2</td> </tr> <tr> <td>RID &amp; Co Chartered Accountant</td> <td>2</td> </tr> <tr> <td>Sohil Patel Chartered Accountant</td> <td>2</td> </tr> <tr> <td>M/S Deswal &amp; Co Chartered Accountant</td> <td>1</td> </tr> <tr> <td>Abbas Hussain &amp; Co Chartered Accountant</td> <td>1</td> </tr> <tr> <td>Monu Saree</td> <td>1</td> </tr> <tr> <td>The Varachha Co-operative Bank LTD</td> <td>1</td> </tr> <tr> <td>Agrawal Kailash &amp; Associates Chartered Accountant</td> <td>1</td> </tr> <tr> <td>SGK &amp; Co Chartered Accountant</td> <td>1</td> </tr> <tr> <td>Foxtan Travel world travel org</td> <td>1</td> </tr> <tr> <td>Pushpak Creation</td> <td>1</td> </tr> <tr> <td>Ajay B. Patel</td> <td>1</td> </tr> <tr> <td>Krishnakant N. Sutarwala</td> <td>1</td> </tr> <tr> <td>Kunal Agrawal Co. Chartered Accountant</td> <td>1</td> </tr> <tr> <td>Ashok Morad &amp; co Chartered Accountant</td> <td>1</td> </tr> <tr> <td>R &amp; R Associates</td> <td>1</td> </tr> <tr> <td>Navinchanhra R. Changani</td> <td>1</td> </tr> <tr> <td>Jain Khaitan &amp; co Chartered Accountant</td> <td>1</td> </tr> <tr> <td>The Sarvodaya Sahakari Bank LTD</td> <td>1</td> </tr> </tbody> </table>	Name of the Company	No. of Students	IDFC Asset Management Co Ltd	2	The Surat Distirct co-op bank ltd	2	RID & Co Chartered Accountant	2	Sohil Patel Chartered Accountant	2	M/S Deswal & Co Chartered Accountant	1	Abbas Hussain & Co Chartered Accountant	1	Monu Saree	1	The Varachha Co-operative Bank LTD	1	Agrawal Kailash & Associates Chartered Accountant	1	SGK & Co Chartered Accountant	1	Foxtan Travel world travel org	1	Pushpak Creation	1	Ajay B. Patel	1	Krishnakant N. Sutarwala	1	Kunal Agrawal Co. Chartered Accountant	1	Ashok Morad & co Chartered Accountant	1	R & R Associates	1	Navinchanhra R. Changani	1	Jain Khaitan & co Chartered Accountant	1	The Sarvodaya Sahakari Bank LTD	1	45 Days	53
		Name of the Company	No. of Students																																											
		IDFC Asset Management Co Ltd	2																																											
		The Surat Distirct co-op bank ltd	2																																											
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	Kashyap Sheth & Co	1		
	3 Sixty IT Solutions	1		
	Hiral K. Patwa	1		
	Bhavesh Saraiya & Co Chartered Accountant	1		
	Rahul & Rajesh Chartered Accountant	1		
	Equitas Small Finance Bank	1		
	Yash Finance Services	1		
	S G Kagzi & CO Chartered Accountant	1		
	Velocis Education Mall	1		
	Industries LTD	1		
	Dipan M Desai & Co Chartered Accountant	1		
	Gautam Textile Agency	2		
	IVPANAN Digital	1		
	Knowledge World	1		
	Durshit Modi & Associates Chartered Accountant	1		
	Y.K. Traders	1		
	Krupa Gems	1		
	Leo Institute of Education PVT LTD	1		
	Geera Medical Agencies	1		
	Saurabh Bothra & Co	1		
	Rajvi Enterprises	1		
	Shiv Products	2		
	Serix Specialities	3		
	Krishna Sales	1		
	Thakor Reductants Pvt. Ltd.	1		
	<b>Total</b>	<b>53</b>		

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Curricular	Project Work	Name of the project : “A gender based study of consumption of Beauty and cosmetics products in Surat City in 2017-18”	12-06-2017 to 26-04-2018	14
		Name of the project : “Market survey of Textile market in Surat city (Impact and Repercussions of GST in 2017-18”	12-06-2017 to 26-04-2018	16
Curricular	Internship	Prime Co-Operative Bank Ltd. Surat	14-7 -17 to 14-10-17	1
		Prime Co-Operative Bank Ltd. Surat	14-7 -17 to 14-10-17	1
		Varachha Co-operative Bank Ltd. Surat	20-07-2017 to 19-10-2017	1
		Varachha Co-operative Bank Ltd. Surat	20-07-2017 to 19-10-2017	1
		Varachha Co-operative Bank Ltd. Surat	20-07-2017 to 19-10-2017	1
		Varachha Co-operative Bank Ltd. Surat	04-12-2017 to 03 -03-2018	1

**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
First ERP Software Solution	16/08/2017	Training for TALLY ACE 6.0 TALLY ERP 9.0 Course of 60 hours	175

**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. 1,50,000/-	Rs. 5,16,797/-

**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	19	2 Smart Board
Classrooms with Wi-Fi/ LAN	21	
Seminar halls with ICT facilities	02	
Video Centre	--	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	132	16 (College Fund)
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.26,41,016 /-	Rs.9,74,632 /-(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	1500	Rs.76,925/-	--	--	1500	76,925/-
Reference Books	47,752	63,67,776/-	655	4,28,231/-	48,407	67,96,007/-
e-Books	--	--	--	--	--	--
Journals	3962	3,05,505/-	57	34,495/-	4019	3,40,000/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	---	--
CD & Video	59	--	--	--	59	--
Library automation	02	27,500/-	--	--	02	27500/-
Weeding (Hard & Soft)	16,677	6,07,048/-	--	--	16,677	6,07,048/-
Others Newspapers and Magazines	168	1,58,399/-	55	58,566/-	223	2,16,965/-

## 4.3 IT Infrastructure

### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	60	02	03	10	01	03	00	3 connections of 25 MBPS each	--

Added	08	--	01	18	--	--	--	100 MBPS	01(Fire Wall)
Total	68	02	04	28	01	03	00	3 connections of 25 MBPS each + 1 connection of 100 MBPS	01

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

3 connections of 25 MBPS each + 1 connection of 100 MBPS

#### 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
--	--

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#### 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.19,57,750/-	Rs.3,80,546/-/- (excluding Adhoc staff salary	Rs. 13,62,500/-	Rs.11,75,953/-

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- <http://www.kpcommerce.org/pages/procedures-and-policies/>

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**

	<b>Name /Title of the scheme</b>	<b>Number of students</b>	<b>Amount in Rupees</b>
Financial support from institution	-Students Aid Fund	88	Rs. 97,500/-
	-P. P. Savani Group sponsored Scholarship for girls without father	54	Rs. 1,89,100/-

##### **Financial support from other sources**

a) National	Government Scholarship to Reserved Category Students	922	Rs. 43,97,887/-
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.,**

<b>Name of the capability enhancement scheme</b>	<b>Date of implementation</b>	<b>Number of students enrolled</b>	<b>Agencies involved</b>
Celebration of International Yoga Day	21/06/2017	147	Sarvajanic Education Society
Seminar on 'Digital	03-07-2017	90	Mrs. Nikita Samatani and Mr. Girish Patel

Marketing- The New Era'			
Seminar on 'Career Guidance and Counselling in Field of Life Insurance'	20-07-2017	180	Mr. Nirav Desai, Asso. Circle Head, HDFC Standard Life Insurance
Training on GST	29-07-2017	306	NGO- Rashtriya Asha Munch and Employment Department, Surat
Course on 'TALLY with GST'	September Batch January Batch April Batch	55 06 114	Mr. Amresh Upadhyay, Trainer, First ERP Solutions PVT. LTD.
100 Hours Training As GST Assistant	28-12-2017 to 06-01-2018	83	ITI, Surat
Seminar on 'Personality Development'	10-01-2018	208	Ms. Akita Mehta, Aura Acedemy
Demo Classes for Competitive Exam in Field of Mathematics, Reasoning and English language	05-02-2018 to 07-02-2018	130	Mr. Harendrasingh Tomar, Mr. Priyavrat Tripathi and Mr. Ashish Singh Mahendra Educational Private Trust Ltd.
Yoga Session and Health Awareness programme	16-02-2018	250	Mr. Parthkumar Virani, National Level Yoga Performer
Awareness Programme and Training on 'Self Defence'	17-02-2018	35	Trainers From Rama Martial Art Academy
Mehndi Training Programme	13-03-2018	40	Ms. Tasnim Khadki, Mehndi Artist

**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
------	--------------------	--	---	--	---------------------------

	Seminar on 'UPSC,GPSC and IAS Exam'	271	--	05	16
	Seminar on 'Non Net Junior Research Fellowship for M.Phil. & Ph.D.'  Ministry of Minority Affairs	127	--		
2017- 18	UDISHA CLUB  Seminar on 'Digital Marketing-The New Era'	--	90		
	Seminar on 'Career Options After B.Com.'	--	169		
	Seminar on 'Career Guidance & Counselling- Life Insurance'	--	180		
	Visit to Mehta Fincon Ltd. And Session on 'Online Trading and Mutual Fund'	--	36		
	Seminar on 'Finance and Investment as a Career Option'	--	96		
	Seminar on 'Career in Aviation, Hospitality Travel and Customer'	--	180		
	Seminar on 'MBA as a	--	118		

	Career Option'				
	Seminar on 'Career in Banking Sector'	--	80		
	Seminar on 'Career in Govt. & Banking Sector'	--	154		
	Seminar on 'Career Opportunities in CS Course'	--	46		
	Demo Classes for Competitive Exam in Field of Mathematics, Reasoning and English Language'	130	--		

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

<b>Total grievances received</b>	<b>No. of grievances redressed</b>	<b>Average number of days for grievance redressal</b>
4	4	2

**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
TJSB Sahakari Bank Ltd.	33	08-Short Listed <b>02-Placed</b>			
ICICI Bank Surat	53	03-Short Listed			
Maks Staffing SolutionsLtd.	80	36-Short Listed			
N.N.Shah & Co.	01	<b>01-Placed</b>			
1) IFFCo	31	1) 15-Short			

Tokio General Insurance Co. Ltd.		Listed			
2) Wishbook	23	2)12-Short Listed <b>01 Placed</b>			
3) Jainam Share Consultant Pvt.Ltd.	37	3)16-Short Listed <b>01 Placed</b>			
4) DRC Techno	23	4)06 – Short Listed			
5) First ERP Software Solutions Pvt.Ltd.	49	5)25- Short Listed			
6) Arham Share Consultants Pvt.Ltd.	25	6)07-Short Listed			
7) K.Sharda & Co.	35	37)16-Short Listed			
8) HDFC Bank, HDB Finance Service Ltd.	59	8)42-Short Listed			
9) ICICI Bank	31	9)21-Short Listed <b>09-Placed</b>			
10) Gruham Developers	40	10)25-Short Listed			
1) Sakhiya Skin Clinic	26	03-Short Listed			
2) Pyramid Wealth Advisor	18	11			
3) More Green Energy	12	04			
4) Apple Premium Reseller & Authorised Service Provider	33	20			
5) Sumilon Industries Ltd.	27	06			

1) SGK & Co. Chartered Accountants	26	13-Short Listed <b>02 Placed</b>			
2) Kataria Automobiles Pvt.Ltd.	17	12			
3) Punj Advisors Pvt.Ltd.	09	05			
<b>Total</b>		<b>16-Placed</b>			

**5.2.2 Student progression to higher education in percentage during the year : 31.28%**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	26	Sir K.P. College of Commerce	--	Navyug Commerce College, Surat	M.Com.
	33	Sir K.P. College of Commerce	--	VNSGU External	M.Com.
	13	Sir K.P. College of Commerce	--	C. D. Barfiwala, Surat	M.Com.
	03	Sir K.P. College of Commerce	--	VNSGU Department	M.H.R.D.
	01	Sir K.P. College of Commerce	--	Sarvoday B. Ed. College, Gujarat University	B.Ed.
	18	Sir K.P. College of Commerce	--	Z. F. Wadia Womens College, Surat	M.Com.
	37	Sir K.P. College of Commerce	--	V. T. Choksi Law College	L.L.B

	02	Sir K.P. College of Commerce	--	S. R. Luthra Institute of Management	M.B.A.
	03	Sir K.P. College of Commerce	--	Sarvajanik College of Law, Surat	L.L.B.
	05	Sir K.P. College of Commerce	--	Dinsha Dabu Law College, Navsari	L.L.B.
	02	Sir K.P. College of Commerce	--	Sharda Adhyapan Mandir, Gujarat University	B.Ed.
	01	Sir K.P. College of Commerce	--	Sardar B. ED. College	B.Ed.
	01	Sir K.P. College of Commerce	--	D. R.B. Com. College, Surat	M.Com.
	01	Sir K.P. College of Commerce	--	Sarvoday Shikshan Mandal	B.Ed.
	01	Sir K.P. College of Commerce	--	SPB English Medium College, College	M.Com.
	02	Sir K.P. College of Commerce	--	Z. F. Shah College, Amroli	M.Com.
	01	Sir K.P. College of Commerce	--	M. R. Desai Arts and Commerce College, Chikhli	M.Com.
	01	Sir K.P. College of Commerce	--	Department of Statistics VNSGU	M.Sc. Applied Statistics
	01	Sir K.P. College of Commerce	--	Gandhinagar, Gujarat University	Physical Education
	01	Sir K.P. College of Commerce	--	Sardar Patel University	M.Com.

	01	Sir K.P. College of Commerce	--	Amravati	B.Ed.
	01	Sir K.P. College of Commerce	--	C J Patel Variyav Law College	L.L.B.
	01	Sir K.P. College of Commerce	--	Patan	M.Com.
	01	Sir K.P. College of Commerce	--	Bhagvaan Mahavir College	M.B.A.
	01	Sir K.P. College of Commerce	--	S. G. S. University	Physical Education
	01	Sir K.P. College of Commerce	--	S. G. S. University	B.Ed.
	67	Sir K.P. College of Commerce	--	Sir K.P. College of Commerce	M.Com.
	13	Sir K.P. College of Commerce	--	Issued Transcript to Study Abroad	Higher Studies
<b>Total</b>	<b>239</b>	--	--	--	--

**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	1)Ngarana Roshni Polly 2)Patel Ashvinkumar	Roll No.:2002390 Roll No.:20000354
SET	1)Ngarana Roshni Polly 2)Patel Ashvinkumar 3)Patel Faisal Farooq	Roll No.: 16675 Roll No.: 17785 Roll No.: 17869
Any Other		
	Total=05	

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

**SPORTS ACTIVITIES**

Activity	Level	Participants
VNSGU Inter college Handball	University	7 Team (84 Participant)
Sarvajanik Cup	Inter college	21 Team (83 Participants)

Inter college Badminton Tournament(Men & Women)		
Sarvajanik Cup Inter college Handball Tournament (Men & Women)	Inter college	17 Team (204 Participants)
Interclass Chess (Men and Women) Tournament	Inter class	15
Inter class Table-Tennis Tournament(Men)	Inter class	20

### CULTURAL ACTIVITIES

Activity	Level	Participants
Patriotic Song Competition	Inter Class	18
Talent Hunt	Inter Class	32
Mehndi Competition	Inter Class & Inter College	300
Ex Tempore Drawing Competition	Inter Class & Inter College	200
Poetry Recitation Competition	Inter Class & Inter College	70
Handicraft Competition	Inter Class & Inter College	130

## 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
2017-18	<b>Selected in Indian Team</b> Asian Power Lifting Championship	International	Sports	--	Sem-3, Roll No. 666	Sangle Anjali P.
	<b>Silver Medal-</b> West Zone Senior National Power Lifting	National-Goa	Sports	--	Sem-3, Roll No. 666	Sangle Anjali P.
	<b>Bronze Medal-</b>	National-Raipur	Sports	--	Sem-1, Roll No.	Virani Parth S.

	4 <sup>th</sup> National Yoga Championship				912	
	<b>Silver Medal-</b> Open National Taekwondo Championship	National-Delhi	Sports	--	Sem-1, Roll No. 518	Parki Paresh
	<b>The Only Film 'Desire' Selected from India in International Film Festival Under Feature Film Category, Produced &amp; Directed By Kanirkar Monaksh N.</b>	International- Los Angeles	--	Cultural	Sem-3, Roll No. 886	Kanirkar Monaksh N.

### **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 student's 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. Students attended the Investors Global Summit organized on global trends in financial markets and growing importance of mutual funds. The trip to the Bombay Stock Exchange enriched their knowledge about the working of the stock markets. The visit to RBI monetary museum was equally learning.

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 <del>registered</del> enrolled Alumni:	<b>122</b>
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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 contributes 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 namely, Shree Suryakantbhai Shah Alumni and retired Professor, Mr. Aditya Srinivasan the chief economist at BSE, Mumbai, Ms Hemali Shah a professor at Gujarat College, Ahmedabad and devote their valuable time for their alma mater. 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 2017-18 is as under :

- (1) Shri A. F. Baxi (Chairman) - Management representative
- (2) Shri K. K. Dalal - Management representative
- (3) Shri Sanjiv N. Tamakuwala - Management representative
- (4) Shri S.A.Raval - Management representative
- (5) Shri Pratik K. Shroff - Management representative
- (6) Shri Mayank Y. Desai - Nominated by executive committee
- (7) Dr. Marina R. Noronha - Principal
- (8) Prof. S. R. Vasave - Teaching Staff representative
- (9) Shri R.M.Desai - Member
- (10) Shri D. D. Tamakuwala - Member
- (11) Shri R. N. Desai - Member
- (12) Prof. H.D. Jariwala - Member
- (13) Smt. M. Z. Chichgar- Member
- (14) Shri P. K. Purohit - Non-teaching staff representative

**Students council**

The students' council consists of seven committees. However, to assist the smooth functioning of the college, 18 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)Woman empowerment Cell committee
- (18)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 VNSGU 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 :**

- ❖ 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
- ❖ The whole campus is covered with Wi-Fi and students are provided access to secret password.
- ❖ 18 class rooms are equipped with LCD projectors and 03 class rooms are equipped with smart boards.
- ❖ Use of applications as e-classroom not only saves time and paper but regularly updates the students with developments in their subjects.

#### **❖ 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 15 faculties qualified as Ph.D & 13 as M.Phil degree holders, who constantly work towards scheduling programs and workshops.
- ❖ One research Scholar registered as Junior Research Fellow under Maulana Aazad National Fellowship under the guidance of Dr. P.P.Jariwala awarded M.Phil
- ❖ Five faculties completed Ph.D.
- ❖ Pro. Smita Khawani completed Ph.D. and Shree Nilesh Barot completed M.Phil under the guidance of Pri.Dr. M.R. Noronha
- ❖ 02 P.G. students qualified NET and 02 students qualified GSET
- ❖ The college organised one week UGC sponsored workshop on "Research Methodology in Social Science". 12 resource persons invited
- ❖ All faculties and all P.G. students participated in the workshop organised by the college on "Research Methodology in Social Science"
- ❖ The college organised a National Seminar on "Statistics: Recent Innovations and Future Challenges" 159 delegates participated and 61 papers presented in the Seminar
- ❖ The IQAC organised one day seminar on "Research Methodology" for P.G. students of Surat city
- ❖ 05 Research Papers in National Non-Peer Review Journal and 16 Research Papers in International Non-Peer Review Journal and 16 Research Papers in e-journal and 03 Chapters/article/paper in book published during the year
- ❖ Pri. Dr. M. R. Noronha appointed as Guest Editor of an International refereed Journal "Aayudh"
- ❖ Pri. Dr. M. R. Noronha chaired technical session in the National Seminar at D.R.Patel and R.B.patel Commerce College, Surat
- ❖ Pri. Dr. M. R. Noronha chaired technical session in the National Seminar at Shree J.B.Dharukawala Arts and J. D. Gabani Commerce College, Surat
- ❖ Pri. Dr. M. R. Noronha invited as Resource Person at Z.F.Wadia Women's College and N.K.Jhota College of Commerce, Surat
- ❖ College faculties regularly participate in conferences and workshops.
- ❖ Two faculties attended Faculty Improvement Programme on "Excellence in Teaching Learning Process"
- ❖ Four faculties participated in National Workshop on "New Methodology of NAAC" , one

faculty participated in Faculty Development in Commerce and one faculty participated in five day National Orientation Programme on “Youth Development”

- ❖ 1 Faculty attended one week Faculty Development Programme at KCG
- ❖ 2 faculties participated in one week faculty improvement programme at Saurashtra University , Rajkot organised by RUSA
- ❖ Honors students completed 02 Research Projects

❖ **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
- 2 offices 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 :**

- ❖ During the year, 06 students successfully completed the Bank training programme.
- ❖ Students of HONORS section each year visit BSE, RBI and Monetary museum for practical session with Chief Operating Economist.
- ❖ Students attended the Global investors Summit to gain insights of Mutual Fund Industry.
- ❖ 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					
❖ <b><u>Student Admission and Support</u></b> :					
❖ 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.					
❖ <b><u>Examination</u></b> :					
❖ 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.					
<b>6.3 Faculty Empowerment Strategies</b>					
<b>6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : Yes</b>					
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	
	(1) Prof. S. P. Desai Dr. S. O. Desai Prof. B. V. Gheewala Dr. R.R. Patel	(1)National Workshop on New Methodology of NAAC	(1) Z.F. Wadia Women's College & N.K. Jhota College of Commerce,Surat.	(1) Rs. 2000/-	
	(2) All Teaching Faculties	(2) Workshop on "Research Methodology in Social Sciences"	(2) UGC	(2) 2000 *31= Rs. 62,000/-	
	(3) All Teaching Faculties	(3) A National Seminar on "Statistics: Recent Innovations and Future Challenges"	(3) Sir K.P. College of Commerce ,Surat	(3)800*3 1=Rs. 24,800/-	
<b>6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year :</b>					
Year	Title of the professional development programme organised for teaching staff	Title of the administrativ e training programme organised for non-teaching staff	Dates (from-to)	No. of partic ipants (Teac hing staff)	No. of particip ants (Non- teaching staff)
2017-18	Workshop on "Research Methodology in Social Sciences"	---	23-09-2017 to 29-9- 2017	31	---
	A National Seminar on "Statistics: Recent Innovations and Future Challenges"	---	28-01-2018	34	---

<b>6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year</b>			
<b>Title of the professional development programme</b>		<b>Number of teachers who attended</b>	<b>Date and Duration (from – to)</b>
Faculty Improvement Programme on “Excellence in Teaching Learning Process” sponsored by RUSA		02	15-05-2017 to 21-05-2017
National Workshop on “ Open Source Software Using Spoken Tutorial” at J.Z. Shah Arts and H.P. Desai Commerce College, Amroli, Surat		01	28-06-2017
Training for NSS Programme Officers Organised by GOVT. of India, Ministry of Youth Affairs and Sports, National Service Scheme, Gujarat Vidyapith, Ahmedabad		01	28-06-2017 to 04-07-2017
One Week Faculty Development Programme in Commerce held at KCG, Ahmedabad		01	10-07-2017 to 15-07-2017
Workshop on “Research Methodology in Social Sciences”		31	23-09-2017 to 29-09-2017
National Workshop on New Methodology of NAAC		04	26-02-2018
Five Day National Orientation Programme on “Youth Development” for NSS Programme Officers at M.S. University , Vadodara		01	06-03-2018 to 10-03-2018
<b>6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):</b>			
<b>Teaching</b>		<b>Non-teaching</b>	
<b>Permanent Fulltime</b>	<b>Temporary Fulltime</b>	<b>Permanent</b>	<b>Fulltime /temporary</b>
--	03 (SFI)	--	--
<b>6.3.5 Welfare schemes for</b>			
Teaching :		The co-operative society loan facility is available to teachers on demand	
Non-teaching :		<ul style="list-style-type: none"> <li>-Loans are provided to non-teaching staff.</li> <li>- Credit society functions promptly</li> <li>- Tuition fees concession to children of staff</li> <li>- Rain coats to peons</li> <li>-Uniforms and washing allowance to support staff</li> </ul>	

Students :	- Book bank facility -Students Aid fund -Scholarship schemes to needy students.	
<b>6.4 Financial Management and Resource Mobilization</b>		
<b>6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)</b>		
<b>Internal Audit:</b> - 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.		
<b>External Audit:</b> - 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.		
<b>6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)</b>		
<b>Name of the non-government funding agencies/ individuals</b>	<b>Funds/ Grants received in Rs.</b>	<b>Purpose</b>
(1) Bepsiben Modi (Retd. Prof.)	1000/-	Highest marks in English
(2) Dr. Swatiben Mehta (Retd. Prof)	3003/-	Highest marks in English
(3) Ajitbhai Naik (Retd. Prof.)	2000/-	Highest marks in Sp. Statistics
(4) Prin. G. B. Shah (Ex. Principal)	500/-	Highest marks in Special Statistics
(5) Dr. Artiben Rajyaguru (Ex. Prof.)	1,000/-	Highest marks in Statistics
(6) Vipulbhai Dalal (Alumnus)	2000/-	Highest marks in Adv. Accounting, Auditing & Taxation.
(7) Suryakantbhai Shah (Retd. Prof. & Alumnus)	(1) 1,00,000/ (2) 501/-	(1) Fixed Deposit  (2) Highest marks in Business Administration.
(8) Prin. J. B. Shah	302/-	M. Com. University Exam with highest CGPA
(9) Mrs. P. A. Joshipura (Retd. Prof)	600/-	Highest marks in Organised

		Markets
(10) P.P.Savani Group	1,89,100/-	Scholarship for Girls without father
<b>6.4.2 Total corpus fund generated = Rs.19,09,006/ -</b>		
<b>6.5 Internal Quality Assurance System</b>		
<b>6.5.1 Whether Academic and Administrative Audit (AAA) has been done? NO</b>		
Audit Type	External	Internal
	Yes/No	Agency
Academic	No	Yes/No
Administrative	No	Authority
<b>6.5.2 Activities and support from the Parent – Teacher Association (at least three) NIL</b>		
<b>6.5.3 Development programmes for support staff (at least three)</b>		
<p>(1) Tuition fees concession to the children of staff.</p> <p>(2) 50% of total fees provided by the institution to support staff members for further studies.</p> <p>(3) Bicycle to peons.</p> <p>(4) Financial help for medical treatment.</p> <p>(5) Loan facilities from co-operative society.</p> <p>(6) They are sent for computer training if required.</p>		
<b>6.5.4 Post Accreditation initiative(s) (mention at least three)</b>		
<ul style="list-style-type: none"> <li>❖ Organised National Seminar on Statistics” Recent Innovations and Future Challenges”</li> <li>❖ Organised 7 day workshop on “Research Methodology in Social Sciences” for faculties and P.G. students</li> <li>❖ Conducted NET/SLET classes for P.G.Students</li> <li>❖ Organised lectures/Seminar on <ul style="list-style-type: none"> <li>➤ “NPA in Banks”</li> <li>➤ Share Market and Bitcoin for M.Com. students of various P.G. centre</li> <li>➤ Research Methodology for P.G. students</li> <li>➤ Women Safety and Law</li> <li>➤ Statistics as a Career Option</li> </ul> </li> <li>❖ Thyroid and Haemoglobin check-up for students</li> <li>❖ Organised Self Defence training for girl students</li> <li>❖ Medical camp was organised</li> <li>❖ Free of cost 100 hours training as GST Assistant given</li> <li>❖ TALLY with GST course started for T.Y.B.Com students</li> <li>❖ Organised Inter college Handball competition</li> <li>❖ Organised Coaching camp for Inter University Badminton, Basketball, Handball, Yoga for boys and girls</li> </ul>		
<b>6.5.5</b>		
a. Submission of Data for AISHE portal : (Yes /No) - <b>YES</b>		
b. Participation in NIRF : (Yes /No) - <b>NO</b>		

c. ISO Certification		: (Yes /No) - <b>NO</b>		
d. NBA or any other quality audit		: (Yes /No) - <b>NO</b>		
<b>6.5.6 Number of Quality Initiatives undertaken during the year</b>				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-- ---to-----)	Number of participants
2017-18	02 Projects by Honors Student	August-17 to February-18	7 months	30
	UGC Sponsored Workshop on 'Research methodology'	23-09-2017 to 29-09-2017	07 Days	32 Faculties 23PG Students
	National seminar on 'Statistics: Recent Innovations and Future Challenges'	28-01-2018	01 Day	159
	TALLY Batch-1	1-09-17 to 30-10-17	2 Months	55
	Batch-2	1-01-18 to 28-02-2-18	2 Months	06
	Batch-3	01-04-18 to 31-05-18	2 Months	114
	Bank Internship	July-17 to March -18	3 months	06
	Summer Training by HONS. Students	01-05-2018 to 15-06-2018	45 days	46
	Seminar on 1) 'NPAs in Banks' and 2) 'Share Market & Bit Coin' for M.Com. Students'	14-02-2018	01 Day	50
	Seminar on 'research Methodology' for M.Com. Students	09-02-2018	01 Day	75

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
<b>7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)</b>			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Young Women Cooperative Training programme	31-07-2017 to 05-08-2017	68	--
Medical Camp	04-01-2018 & 05-01-2018	342	116
Guest Lecture on 'Women and Safety'	14-02-2018	200	--
Yoga Session and Health Awareness Programme	16-02-2018	250	--
Inter College Badminton Tournament(Women)	16-02-2018 to 17-02-2018	33	--
Self Defence Awareness and Training	17-02-2018	35	--
Mehndi Training Programme	13-03-2018	40	--

**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 2<sup>nd</sup> October.
- To save paper, the office uses apps for online fees, notices.
- Teachers use E-Classrooms to provide study material.
- Lectures are organised on environment/cleanliness awareness frequently.

**7.1.3 Differently abled (Divyangjan) friendliness**

Items Facilities	Yes/No	No. of Beneficiaries
<b>Physical facilities</b>		
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"> <li>▪ Wheel Chair</li> <li>▪ Special arrangement is given to students who fall sick or in case of accident during examination.</li> </ul>

**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	23-07-2017	Voter Awareness Programme	social awareness	350+04 Faculties
	-	01	27-07-2017	Tree Plantation	save environment	134+04 Faculties
	-	01	04-08-2017	Rakshabandhan at Mamta Mansik Kendra	social values	100+04 Faculties

2017-18	-	01	10-08-2017	Blood donation camp	social service	200+04 Faculties
	--	01	12-08-17	No Tobacco Oath	Health awareness	400+04 Faculties
	01	--	09-09-2017	Bharatiya Sanskruti Gyan Exam	Promotion of Indian culture	39+02 Faculties
	-	01	06-10-2017 to 12-10-2017	NSS Annual Camp at Balkas Village	social service	75+04 Faculties
	--	01	01-12-2017	AIDS Awareness Programme in Collaboration With Surat Municipal Corporation	Social Service	200+04 Faculties
	01	--	24-01-2018 to 26-01-2018	Swachhata Abhiyan Awareness Programme in Collaboration with Surat Municipal Corporation	Health and Hygiene	800+04 Faculties
	01	--	03-02-2018	Seminar on NPA in Banks and Present Share Market and BITCOIN	Commercial Awareness	42+35 Faculties
	01	--	01-03-2018	Distribution of Cloths to Needy People	Social Service	50+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	14-06-17	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	21/6/2017	134
Voter Awareness Programme	23-07-2017	350
Tree Plantation	27-07-2017	134
Celebration Rakshabandhan with differently abled children	04-08-2017	100
Blood donation camp	10-08-2017	200
15th August - Independence Day celebration	15/08/2017	210
Patriotic song competition	24-08-2017	18
Bharatiya Sanskruti Gyan Exam	09-09-2017	39

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

- We will apply for RUSA .2 Component.9 Grant for Infrastructural development
- We will organise Seminar/conference in Economics
- We will try to improve library facilities and purchase books for enhancing knowledge
- We will arrange a seminar on current topic under Prof. Suryakant Shah Nivrutti Pravrutti Bhandol”
- 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 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 needs
- 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

Name: Prof. Ajitbhai N. Naik

Name: Prin. Dr. Martina N. Noronha



Signature of the Coordinator, IQAC

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



\*\*\*



Signature of the Chairperson, IQAC

Principal  
Sir K. P. College of Commerce  
SURAT

## Annexure I

### 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

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

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