

**The Annual Quality Assurance Report (AQAR) of the IQAC 2018-19**  
(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)*

<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:principalskpcc@gmail.com">principalskpcc@gmail.com</a>
Alternate e-mail	<a href="mailto:principalskpcc@gmail.com">principalskpcc@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. SMRUTI DESAI

Phone no.	9825191769			
Alternate phone no.	---			
IQAC e-mail address	<a href="mailto:principalskpsc@gmail.com">principalskpsc@gmail.com</a>			
Alternate Email address	<a href="mailto:smrutidesai24@gmail.com">smrutidesai24@gmail.com</a>			
<b>3. Website address</b>	<b>kpcommerce.org</b>			
Web-link of the AQAR: (Previous Academic Year):	<a href="http://www.kpcommerce.org/upload/aqar%202017-18_2.pdf">http://www.kpcommerce.org/upload/aqar%202017-18_2.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year?</b>	<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	15/06/18	14		
Meeting of IQAC	19/11/18	14		
Meeting of IQAC	19/03/19	15		
Students' Feedback	6/09/18	100		
Teachers' Feedback	14/12/18	34		
Alumni Feedback	18/6/18	54		
Parents Feedback	10/1/19	50		

<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	RUSA 2.0 component 9 Infrastructure grant	UGC/KCG	April-18	Rs.2 crore
“	Saptdhara	Government of Gujarat	2018-19	Rs.20,000/-
“	UDISHA	Government of Gujarat	2018-19	Rs. 20,000/-
“	Finishing School	Government of Gujarat	2018-19	Rs. 5,00,000/-
<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>				<b>03</b>
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>				
* Organization of Seminar/Workshop/Conference/ Panel Discussion				
* Guidance to students for competitive exams, job fairs, seminars etc. under UDISHA Club.				
* Scholarship to students belonging to economically weaker sections in the Open Category was given during the year. 301 students were extended financial aid worth Rs.3, 28,500/-				
* To develop the overall personality of students, Finishing School certified course was conducted.				
* Students were sent for internship and B.Com and M.Com HONORS students were sent for Summer Training.				
<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.
<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) 16-04-2018 2) 14-08-2018 3) 03-04-2019
<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	2018-19
Date of Submission	02-01-2019
<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 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, 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

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Finishing School	NIL	10 -10-18  Duration of the course	Focus on employability	Resume Writing, Grooming & Personal Hygiene, Body Language, Time Management & Punctuality, Presentation Skills, Professional Goal Setting,

		100 hour		Interview Skills, Group Discussions, Efficient planning & organizational Skills, Professional Ethics, Leadership Skills
--	--	----------	--	---

## 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
B. Com (Honors)	UG	Academic year 2011-12 onwards	UG
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 : 52	Finishing School	NIL

## 1.3 Curriculum Enrichment

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

**Finishing School:**

**Skills :**

**Self-Awareness, SWOT Analysis, Self Esteem, Self Confidence, Empathy, Team Work, Life Goal Setting, Observation & Concentration Skills, Self-Discipline, Critical thinking, Stress Management, Problem Solving & Decision Making, Interpersonal Skills, Negotiation Skills**

Value added courses	Date of introduction	Number of students enrolled
Post graduate Diploma in Tax management(PGD TM)	2004-05	18
Post Graduate Diploma in Banking(PGDIB)	1998-99	15
Finishing School	10 October 2018	52

1.3.2 Field Projects / Internships under taken during the year				
<b>Project/Programme Title</b>		<b>No. of students enrolled for Field Projects / Internships</b>		
Banking Internship for 3 Months		19 Students		
Field Research Project (HONORS)		35 Students		
Summer Training at Bank/ Stock Broking/ C.A. firms for 45 days (HONORS)		65 Students		
<b>1.4 Feedback System</b>				
<b>1.4.1 Whether structured feedback received from all the stakeholders.</b>				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	-	Yes	Yes
<b>1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)</b>				
<p><b>Feedback from students:</b></p> <p>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.</p> <p>Feedback on students, teachers, alumni and parents were taken. The analysis and interpretation of the data is as follows...</p> <p><b>Students Feedback</b></p> <p>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><b>Teacher’s Feedback</b></p> <p>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 &amp; 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.</p> <p>By the observation it was found that the all teachers opined that sufficient number of prescribed</p>				

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.

### Alumni Feedback

As per the analysis of alumni feedback, the college played very important role in developing their personality and they were satisfied with the facilities available in the college. The overall results show that the Alumni are optimistic. Majority of alumni believed that institute has enough infrastructures for dissemination of knowledge.

### Parents Feedback

The observation of parent feedback indicates, that they were having full information about the college before admission. Regarding the parents feedback about the administrative functioning of the office, majority of the parents were found satisfied. The question on need to meet the principal of the college, parents gave positive response. Most of the parents were aware with the activities conducted in the college. Parents were satisfied with the physical facilities available on the college campus and also satisfied with the behaviour and co-operation of faculties with the students.

The analysis indicates that parents were satisfied with the overall facilities and functioning of the college.

## 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.	971
2) B.Com with Statistics - 1948	20		26
3) B.Com. with Banking - 1978	15		16
4) M.Com. with Accountancy-1977-78	65	Centralised admission in Semester 1.	73
5) M.Com. with Statistics -1977-78	35		31
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.	73
7) M.Com. Honors	60	---	25

### 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	Number of full time teachers available in the institution	Number of teachers teaching both UG and PG courses

			<b>instituti on teaching only UG courses</b>	<b>teaching only PG courses</b>	
2018-19	2741(GIA)	182(GIA)	23 Full Time Teachers (GIA) + 02 (Filled by Manage ment) = <b>25</b>	---	21 Teachers (GIA)
	160(HONORS)	45(HONORS)	06 Full Time Teachers (Honors)	---	06 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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
31 + 02 Adhoc Part time	23	Laptops, Projector, Audio - Video System, Smart Boards, Digital Education and Learning Laborator y(DELL), Research laboratory	20	03	Power-Point Presentations, Sho wing Video, Google Classroom, N- List Programme of Inflibnet.

#### 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 :

<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
<b>M.Com.-1 (HON)</b>	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
--	-----------------------------	----------------------

3128	33	01 : 95
------	----	---------

## 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 - 24 + 03 Filled by Management SFI - 06 Permanent Fulltime	GIA-NIL SFI-NIL	GIA-NIL SFI- NIL	GIA-13 SFI-02 = 15

### 2.4.2 Honours and recognitions received by teachers

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL	NIL	NIL	NIL

## 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 & B.Com Honors	8	I	4-11-2018	9-3-2019 & 5-2-2019
B.Com & B.Com Honors	8	II	23-4-2019	5-7-2019 & 28-6-2019
B.Com & B.Com Honors	8	III	4-11-2018	13-2-2019 & 7-2-2019
B.Com & B.Com Honors	8	IV	23-4-2019	27-6-2019 & 28-6-2019
B.Com & B.Com Honors	8	V	4-11-2018	1-1-2019 & 4-1-2019

B.Com & B.Com Honors	8	VI	23-4-2019	20-5-2019 & 21-5-2019
M.Com & M.Com Honors	8	I & VII	4-11-2018	8-2-2019 & 16-2-2019
M.Com & M.Com Honors	8	II & VIII	23-4-2019	29-5-2019 & 11-6-2019
M.Com & M.Com Honors	8	III & IX	4-11-2018	10-2-2019 & 16-2-2019
M.Com & M.Com Honors	8	IV & X	23-4-2019	10-6-2019 & 19-6-2019

### **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 20marks, out of each 10 marks is for internal test while 5 marks is for assignment and 5 marks is for attendance of students. Continuous evaluation of students through regular Internal Tests and assignments strengthen learning. Students' progress is tracked through semester wise analysis of result. The participation of teachers in internal exam paper framing, doing supervisions and assessing the papers plays an important role. Additional exams are taken for those students who could not appear in internal exam. ATKT exams are conducted by the University for the students who are not able to appear or pass in the first attempt. All staff member are kept informed about any amendments in evaluation methods done by the university by written staff notices and the university circulars which we receive time to time.

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)**

Weblink: <http://www.vnsgu.ac.in/AutoIndex-2.2.4/index.php?dir=Syllabus%20%282018-2019%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 Statistics Banking	755 26 39	545 25 30	72.19% 96.15% 76.92%
08 M. Com Sem IV	Accountancy Statistics	65 16	63 13	96.92% 81.25%
08 T.Y. B. Com Sem VI	B.Com Honors	39	23	58.97%
08 M. Com Sem X	M.Com Honors	20	16	80.00%

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (results and details be provided as weblink)

[https://docs.google.com/forms/d/1b\\_V7hvlGxmtBPQD6fGrILzX2dq71-kFZ\\_-PSb7pREiE/viewanalytics](https://docs.google.com/forms/d/1b_V7hvlGxmtBPQD6fGrILzX2dq71-kFZ_-PSb7pREiE/viewanalytics)

## 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)	1year	Sir K. P. College of Commerce	Rs. 4,008/-	Rs. 4,008/-

International Projects	---	---	---	---
Any other(Specify)	05 Years(JRF )	Ministry of Minority Affairs	Rs. 4,26,000/-	Rs.4,26,000/-
Total	---	---	Rs.4,30,00 8/-	Rs. 4,30,008/-

### 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)
Awareness programme on Commodity Derivatives for M.Com Students	Economics Department	2/8/2018
Career In Govt. and Banking Sector and its examination	UDISHA Club	30/8/18
Summer Internship with HDFC bank for Surat Branches	UDISHA Club	10/12/18
A Detail view of the future trends in Capital Market and Global Financial Projections	UDISHA Club	11/1/19
Panel Discussion on Surat Vision 2035: A Way Ahead	Economics Department	1/3/2019

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

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 NIL

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
---	---

#### 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	03	6.261 (International Level)

Commerce	04	04	--
Honors	--	05	2.3, 5.5, 5.5, 5.5, 5.5 (International Level)

**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
Accountancy	02
Commerce	01
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 NIL**

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
-	-	-	-	-	-	-

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

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

**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	18	03	29
Presented papers	03	07	02	--
Resource Persons	01	01	--	02

**3.4 Extension Activities**

**3.4.1 Number of extension and outreach programmes conducted in collaboration with industry,**

<b>community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year</b>			
<b>Title of the Activities</b>	<b>Organising unit/ agency/ collaborating agency</b>	<b>Number of teachers co-ordinated such activities</b>	<b>Number of students participated in such activities</b>
<b>NCC ACTIVITIES</b>			
Ek Bharat Shreshta Bharat Camp	NCC – Jammu Kashmir	01	05
Combine Annual Training Camp	5-GUJ BN NCC Rajpipla	01	24
	Vallabh Vidya Nagar	01	10
	Rajpipala	01	10
	Rajpipala	01	10
Army Attachment Camp	Military area ,Bhuj	01	06
Inter Group Camp	NCC Ahmedabad	01	02
LRNE phase –II WEF	NCC- Kachchh Bhuj	01	05
Republic Day Camp	Delhi	01	01
<b>NSS ACTIVITIES</b>			
Gramya Jivan Darshan Anubhuti Programme -2018	Shah N. H. Commerce College Valsad	01	05
University level Zonal Workshop	J.P. Pardiwala Arts and Commerce College Killa Pardi	04	09
Breast Feeding Awareness : World Breast Feeding Week Celebration 2018	Department of Food Science and Nutrition Sheth P.T.Mahila College of Home Science.	04	260
Kidney Awareness Programme	Civil Hospital, Surat	04	202
Guest Lecture on “Art of Living”	Art of Living, Surat	04	200
Blood Donation Camp	Blood Bank, Surat	04	91
Raksha Bandhan Programme for Differently abled school children	“Mamta” Maansik Swasthya Kendra (School for differently abled Children) Surat	04	55

Kerala Flood Relief Collection	Kerala Samaaj of Surat	04	400
Clothes Distribution Programme for Poor Community	Kumbharia, Devadh and Sedhav villages	02	50
Pratibha Foundation Programme for opening account at zero balance for students	SBI bank at Indoor Stadium	02	150
Quiz Competition Organised by KCG	KCG, AHMEDABAD	01	35
Janjaati Yuva Naad Programme	VNSGU Surat	01	10
Seven Day Special Camp	Balkas Village Sarpanch, Taluka Olpad	04	85
Sardar Vallabhbhai Patel Birth Anniversary – Oath Programme	VNSGU Surat	04	900
National Integration Camp	NSS Unit Kerala	01	02
Voter Awareness Programme	Election Department, Mamlatdar office, Surat	04	1000
Pariksha Pe Charcha	Government of India	02	180
Traffic Awareness Rally	Police Department, Surat	04	200
Health Check-up Programme	Bombay Multi Speciality Hospital, Surat	04	84
Sankalpa Patra for Voters	Election Department, Mamlatdar office, Surat	04	205

### 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	Selected in Republic Day Parade	5-GUJ BN NCC Surat	01
NCC	First Prize in Group Dance(Garba)	NCC- Jammu Kashmir	08
NCC	Second Prize in Singing	NCC- Jammu Kashmir	01-Patel

			Sanskriti
NCC	First Prize in Drill Competition	CAT Camp	06
NCC	First Prize in Tug of War	NCC- Jammu Kashmir	10
NCC	First Prize in Firing	CAT Camp	01-Kachariya Rahul
NCC	Second Prize in Painting Competition	CAT Camp	01-Yadav Sunil
NCC	Second Prize in Group Dance	CAT Camp	07

**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
National Cadet Corps- NCC	CATC	Tree Plantation in CATC at Rajpipla.	01	54
	CATC	Blood Donation Camp	01	54
National Service Scheme – NSS	Surat Municipal Corporation	Awareness for cleanliness in Surat City and Complain Application	04	400
	Department of Food Science and Nutrition, Sheth P.T.Mahila College of Home Science.	Breast Feeding Awareness : World Breast Feeding Week Celebration 2018	04	260
	Sir K.P.College of Commerce, Surat	Celebration of Swachhata Fortnight	04	110
	Sir K.P.College of Commerce, Surat	Celebration of 150 <sup>th</sup> Birth Anniversary of Mahatma Gandhiji - SarvaDharm Prayer, Bhajans, Rally Cleanliness drive	04	225
	Sir K.P.College of Commerce, Surat	Rally for awareness of Brother-hood	04	300
	Sir K.P.College of Commerce, Surat	Cleanliness Drive	04	100

Women Empowerment Cell	Dr. Hetal Desai	“Breast Feeding Awareness Programme” -World Breast feeding week 2018 Celebration	4	156	
	“Shakti Manch” All Gujarat Women’s Organization Ahmedabad	Beauty Parlour certificate classes	4	390	
	“Shakti Manch” All Gujarat Women’s Organization Ahmedabad	Chocolate making certificate classes	4	390	
	Motivational Speaker Sandhya Nayar	Motivational Speech “Law of Success”	4	200	
	Dr. Chintan Pathak Advocate, Attorney & Cyber Security Consultant. Surat	Guest Lecture on “Cyber Crime	4	174	
	1. Mr. Nilesh M. Patel Member, Surat Karate Association Surat 2. Mr. Sanjay V. Patel Member, Surat Karate Association Umrigar School Surat	“Self Defence”	4	63	

	3. Ms. Muskan A. Parekh(Black Belt) M.T.B. Arts College Surat 4. Ms. Aashka K. Patel.(Black Belt) N.G.Patel Polytechnic College Surat			
	Dr. Sonia Chandnani Bombay Maternity And Surgical Hospital Surat	Guest Lecture and Counselling on “Female And Health”	4	249

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

#### 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
Curricular	Training Programme in Banks for Special Banking Students	1. The Sutex Co-op Bank Ltd.  2. The Varachha Co-op Bank Ltd.  3. The Surat District Co-	1. 16-7-18 to 14-9-18  2. 22-7-18 to 21-10-18 24-7-18 to 23-10-18 13-8-18 to 16-10-18 14-8-18 to 14-10-18 5-1-19 to 5-3-19  3. 16-7-18 to 15-9-18 1-1-19 to 28-2-19	19 students completed the training.

		op Bank			
Curricular	Summer Training/Internship	Name of the Company	No. of Students	45 Days	65
		The Varachha Co-op Bank Ltd, Surat	6		
		Monika Jain & Co. Chartered Accountants	3		
		Sujit Chakravorti & Associates Chartered Accountants	2		
		FCN Training Academy	2		
		Bank of Baroda	2		
		Hardik V. Devani Advocate	2		
		DSI & Co. Chartered Accountants	2		
		Jitesh Chandubhai Lad Account Consultant	1		
		The Traveller Café	1		
		Kashish Chhabda.com	1		
		Soni Jhavar & Co	1		
		Citizen Welfare Trust	1		
		Unisafe	1		
		G.S Fab. Pvt. Ltd	1		
Credent Professional Studies	1				
J P M Chartered Accountants	1				
The Sutex Co-op Bank Ltd	1				
Sahara India Pariwar	1				

		Sunrise Classes	1		
		Jay Khodiyar sarees	1		
		Bhavani Shipping Services Pvt. Ltd	1		
		Foxton Travel World Travel Organizer	1		
		Suhail H. Memon & Associates	1		
		Varun Tutorials	1		
		Akhand Anand Co-op Bank Ltd	1		
		Maya P. Panwala	1		
		Capital First	1		
		H P A & Associates Chartered Accountant	1		
		H T Abhangi And Co Chartered Accountants	1		
		B. S. Talati & Associates	1		
		Jitendra K. Chakrani Advocate	1		
		Kalamandir Jewellers Ltd.	1		
		GRR & Co. Chartered Accountants	1		
		A D S M & Co Chartered accountant	1		
		Manoj Textiles	3		
		The Surat People's co-op Bank	2		
		Larsen & Toubro	2		
		Pillai Tutorials	2		

		Vivera Fashion	1		
		Sahara Coaching classes	1		
		ANS IT India Pvt. Ltd	1		
		Dzire Lifecare Pvt. Ltd	1		
		Plus Tech Engineering Pvt. Ltd	1		
		SSM Infotech Solutions Pvt. Ltd	1		
		Serix Specialities	2		
		Shiv Products	1		
		Krishna sales	1		
		<b>Total</b>	<b>65</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 study of Impact of ICT on education in Surat city in 2018-19 "	12-06-2018 to 22-04-2019	16
		Name of the project : "Impact and Execution of social Programme – A study of 'Beti Bachav Abhiyan' "	12-06-2018 to 22-04-2019	19

### 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	16/2/18	Training for TALLY ACE 6.0 TALLY ERP 9.0 Course of 60 hours	37+3
Shakti Manch Women Empowerment Cell	09/07/2018	Training to girl students for Beauty care, Chocolate Making and Cake Making	390+4

<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
<b>4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year</b>						
<b>Budget allocated for infrastructure augmentation</b>		<b>Budget utilized for infrastructure development</b>				
Rs.1,50,000/-		Rs. 29,950/-				
<b>4.1.2 Details of augmentation in infrastructure facilities during the year</b>						
Facilities	Existing		Newly added			
Campus area	1633614 Sq. Mt.		---			
Class rooms	21		---			
Laboratories	03		---			
Seminar Halls(Auditorium & Conference Room)	02		---			
Classrooms with LCD facilities	21		---			
Classrooms with Wi-Fi/ LAN	21		---			
Seminar halls with ICT facilities	02		---			
Video Centre	01BISAG		---			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	148		New equipment received through donation 10 computers , 04 projectors, 04 printers, 02 scanners			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 36,15,648 /-		Rs. 10,23,800/- (Donations) Rs. 3,00,000/- Jalaram Seva			
Others	---		---			
<b>4.2 Library as a Learning Resource</b>						
<b>4.2.1 Library is automated {Integrated Library Management System -ILMS}</b>						
Name of the ILMS software	Nature of automation (fully or partially)		Version	Year of automation		
SOUL	Partially		2.0	2005-06		
<b>4.2.1 Library Services:</b>						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,500	76,925/-	00	00	1,500	76,925/-
Reference Books	48,407	67,96,007/-	1,017	4,71,784/-	49,424	72,67,791/-
e-Books	---	---	---	---	---	---
Journals	4019	3,40,000/-	55	37,430/-	4074	3,77,430/-
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	59	---	---	---	59	---
Library	02	27,500/-	---	---	02	27,500/-

automation						
Weeding (Hard & Soft)	16,677	6,07,048/-	---	---	16,677	6,07,048/-
Others – Newspaper and Magazines	223	2,16,965/-	53	57,522/-	276	2,74,487/-

### 4.3 IT Infrastructure

#### 4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (BAOU)	Office	Department (Staff-Room)	Available band width (MGBPS)	Others
Existing	68	02	04	28	01	03	02	3 connections of 25 MBPS each +1 connection of 250 MBPS	01(Fire Wall)
Added	10	-	01	-	-	-	-	1 connection of upto 5 MBPS	--
Total	78	02	05	28	01	03	02	3 connections of 25 MBPS each + 1 connection of 250 MBPS + 1 connection of upto 5	01(FireWall)

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

3 connections of 25 MBPS each + 1 connection of 250 MBPS + 1 connection Of upto 5 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

---

---

**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.21,07,750/-	Rs.7,79,335/-/(excluding Adhoc staff salary	Rs.21,97,000/-	Rs.21,84,986

**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)**

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**

	<b>Name /Title of the scheme</b>	<b>Number of students</b>	<b>Amount in Rupees</b>
Financial support from institution	-Students Aid Fund	301	3,28,500/-
	-P. P. Savani Group Scholarship for girls without father	55	1,96,880/-

**Financial support from other sources**

a) National	Government Scholarship to reserved category students	1977	As amount of scholarship is deposited directly in student's account under the Direct Benefit Transfer Scheme of Government of India, the college does not have information about total amount.
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	21/06/2018	150	Sarvajanik Education Society
Seminar on "Soft Skill and Spoken English"	25/8/2018	160	Mr. Jimmy Parekh, Centre Head, Adani Skill Development Centre, Surat.
Seminar on 'How to face Interview'	31/8/2018	202	Ms. Pragya Nagar, Trainer and Placement coordinator of FIRST ERP SOFTWARE SOLUTIONS PVT. LTD.
Seminar on 'Motivational Successful	1/9/2018	115	Mr.Rajesh Yadav, A Speaker

Story'			
Seminar on Motivational Speech 'Law of Success'	05/09/2018	200	Ms. Sandhya Nayar
Finishing School	Batch-1:10/10/18 to 21/10/18  Batch-2: 22/10/18 to 3/11/18	35  35	Ms. Aishwarya Rajan Ms. Poonam Soni, Knowledge Consortium of Gujarat
Seminar on 'How to face Interview and Basic English and Reading Skill'	2/1/2019	208	Ms. Pragya Nagar, Trainer and Placement coordinator of FIRST ERP SOFTWARE SOLUTIONS PVT. LTD.
Seminar on 'Positive Attitude and Interpersonal Skill'	9\1\2019	155	Ms. Pragya Nagar, Trainer and Placement coordinator of FIRST ERP SOFTWARE SOLUTIONS PVT. LTD.
Demo classes for competitive exam in the field of mathematics, reasoning and English language	8\1\2019 to 10\1\2019	150	Mr. Roshan Singh, Mr.Latesh Kapadia, Mr.Aakash Darji,Mr.Jay Sharma , LK Academy 156 +249+180
A Seminar on Resume and CV Writing	28\1\2019	15	Mr. Kunjan Rangatiya

**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	Number of benefited students	Number of students who have passed in the competitive exam	Number of students placed
------	--------------------	--	------------------------------	--	---------------------------

		<b>examination</b>	<b>by Career Counsell ing activitie s</b>		
2018-19	UDISHA CLUB: A Seminar on 'Career in Govt. & Banking Sector and its examination '	280	280	08	14
	A Seminar on 'UGC Net & Junior Research Fellowship for M.Com.Part 2 students.	33	33		
	A seminar on Preparation for NET & SLET Exam for M.Com.Part 2	33	33		
	A seminar on 'MBA as a Career Option' for F.Y.& S.Y.B.Com.	298	298		
	A Seminar on 'Summer Internship with HDFC BANK for Surat Branches'	306	306		
	A Seminar on 'A Detail view of the future trends in Capital Market and Global Financial Projections'	150	150		
	A Seminar on UPSC& GPSC Exam IAS	152	152		
	A Seminar on Placement Training Programme (Two hours)	210	210		

	A Seminar on 'Career opportunities in CS course'	147	147		
<b>5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year</b>					
<b>Total grievances received</b>	<b>No. of grievances redressed</b>	<b>Average number of days for grievance redressal</b>			
02	02	02			
<b>5.2 Student Progression</b>					
<b>5.2.1 Details of campus placement during the year</b>					
<b>On campus</b>			<b>Off Campus</b>		
<b>Name of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Name of Organizations Visited Job Fair Organised by VNSGU</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>
1st Job Fair 7/9/18	150	22	Sai Kiran Digital Scale (86455) Kadodara	136	02
ABOUND ERP PVT LTD.		Shortlisted	Mohini Fashions Textile, Ring road, Surat		
JAYESH NANAVATI AND ASSOCIATES			Shree Zaasmart Haripura		
K.P.GROUP			Siddhart Creation, Ghoddod Road		
SHRIRANG SALES			Equity Pandit Financial Services Pvt Ltd, Surat		
MANISH BINANI & ASSOCIATES			Import-Export Management, Surat		
FIRST ERP SOFTWARE SOLUTIONS PVT. LTD.			Bijal(Aditya Intellectual) Surat		
AVINASHI VENTURE PVT LTD.			Indiamart, Branch office, Adajan		
TRANSFORM SOLUTION PVT LTD.			Ezee Technosus pvt ltd,		
EON MEDITECH PVT LTD.			Global Hospitality software company		
SAKHIYA SKIN CLINIC			Rushabh Chemicals Manufacturer		
JLN US & CO			R.J.Invest Company		
ICICI BANK SALES ACADEMY			Package Industries pvt ltd		
2nd Job Fair 7/3/19	200	98	Vodafone Induman Telecom		
PUNJ ADVISORS		Shortlisted	Excellence IT, Surat		
DRC TECHNO			Excellence IT, Surat		
FIRST ERP SOFTWARE SOLUTIONS PVT. LTD.		11 Placed	Edword Edu. Pvt Ltd		
ICICI BANK OFF ROLL			Yew technologies, Nanpura		
STAR BAZAAR			Megha Marriage & Party Hall		
COMPUTER ACCOUNTS			PSP corporation		
APOLLO HOSPITAL ENTERPRISE LTD.			Ganges Informetics		
			Madyam Group		
			Jalaram Steel Furniture Pvt.		

SAKHIYA SKIN CLINIC PVT LTD			Ltd.		
ADANI SKILL DEVELOPMENT CENTRE			IT Futruz Company		
WISHBOOK INFOSERVICESPVT LTD			Better career Management		
N. M. Shah & Co.(Notice B & Whatsapp)			XCELLENCE-IT		
VENUS DATA PRODUCTS			Precision Telecom		
			M.D. Hygiene Pvt. Ltd		
CAMPUS INTERVIEW					
18/04/19	44	03			
26/04/19	05	Shortlisted			
		01 placed			
Total		12			02

#### 5.2.2 Student progression to higher education in percentage during the year : 17.73%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	08	Sir K. P. College of Commerce	--	Luthra Institute of Management, Surat	M.B.A.
	06	Sir K. P. College of Commerce	--	D. R. Patel Commerce College, Surat	M. Com.
	20	Sir K. P. College of Commerce	--	Navyug Commerce College	M. Com.
	03	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	--	Arts and Commerce College Olpad	M. Com.
	02	Sir K. P. College of Commerce	--	Shree V. J. Patel College of Physical Education Ghandinagar	B. P. Ed.
	01	Sir K. P. College of Commerce	--	Dinshah Dabu Law College, Navsari	LLB
	04	Sir K. P. College of Commerce	--	Guruvandan a Law College, Saurashtra University	LLB
	03	Sir K. P. College of Commerce	--	Sharda Adhyapan Mandir. Gujarat University	B. Ed.
	01	Sir K. P. College of Commerce	--	JivanJyot College of Education, H. N. ,Gujarat University	B. Ed.
	01	Sir K. P. College of Commerce	--	P. K. Inamdar College of Education, S. P. University	B.Ed.
	01	Sir K. P. College of Commerce	--	R. H. Patel English Medium, Kadi Sarva Vishva	B. Ed.

				Vidhayalay	
	01	Sir K. P. College of Commerce	--	Smt K. B. Dave College, H. N. G. University.	M. Com
	01	Sir K. P. College of Commerce	--	Z. S. Patel B. Ed. College, S. N. D. T. Mumbai	B. Ed.
	01	Sir K. P. College of Commerce	--	Shree Saraswati College of education, Bhakta Kavi Narshih Mehta University	B. Ed.
	01	Sir K. P. College of Commerce	--	Anand College of Legal Study Anand, S. P. University	Law
	01	Sir K. P. College of Commerce	--	S L U College, Ahmedabad, Gujarat University	M. Com.
	01	Sir K. P. College of Commerce	--	Sardar B. Ed. College, H. N. G. University.	B. Ed.
	01	Sir K. P. College of Commerce	--	Veer Narmad South Gujarat University	M. R. S.
	01	Sir K. P. College of Commerce	--	M. S. University,	--

				Baroda	
	01	Sir K. P. College of Commerce	--	Swarnim Gujarat Sports University.	Diploma in Sports Coaching
	01	Sir K. P. College of Commerce	--	Jay Jalaram Talimi Snatak Mahavidyalay	B. Ed.
	64	Sir K. P. College of Commerce	--	Sir K. P. College of Commerce	M.Com.
	17	Sir K. P. College of Commerce	--	Issued Transcript to Study Abroad	Higher Studies
<b>Total</b>	<b>144</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	Pawar Niki	Registration number 180520572094 Roll number: 20002985
	Kabrajee Aavan Peston	Registration number :180520292501 Roll number: GJ1101502690
SET	Kabrajee Aavan Peston	Registration number :42078 Roll number: 25109
	Paghadal Bhargav Rameshbhai	Registration number :52881 Roll number: 25605
	Gamit Daudbhai Balabhai	Registration number :59163 Roll number: 24761
	Sukhyaji Riya	Registration number : 40671 Roll number: 26625
	Yash Chapadiya	Registration number : 21377 Roll number: 27033
	Pastagiya Pratik	Registration number :44341 Roll number: 25697
	<b>TOTAL: 08</b>	

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

<b>SPORTS ACTIVITIES</b>						
--------------------------	--	--	--	--	--	--

Activity	Level	Participants
Sarvajanik Cup Inter College Badminton Tournament (Men & Women)	Inter College	12 Team (55 participants)
Sarvajanik Cup Inter College Handball Tournament ( Men & Women)	Inter College	12 Team(144 participants)
Inter class Chess Tournament (Men & Women)	Inter Class	15
Inter class Table Tennis Tournament (Men)	Inter Class	09
Inter class Carom Tournament (Men & Women)	Inter Class	33

<b>CULTURAL ACTIVITIES</b>						
----------------------------	--	--	--	--	--	--

Activity	Level	Participants
Patriotic Song Competition	Inter Class	44
Singing competition on Karaoke tracks	Inter Class	24
Mehndi Competition	Inter Class & Inter college	300
Poetry Recitation Competition	Inter Class & Inter college	90
Ex tempore Drawing Competition	Inter Class & Inter college	200

**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
2018-19	<b>Selected in Indian Team-Asian Equipped Powerlifting Championship 2019</b>	International – Hong Kong	Sports	-	E1603116 0311059	Sangle Anjali P.
	<b>Selected in Indian Women Netball Team-BRICS Game – 2018</b>	International- Johannesburg	Sports	-	E1703116 0310312	Gandhi Ferry H.
	<b>Gold Medal-National Junior</b>	National - Pune	Sports	-	E1603116 0311059	Sangle Anjali P.

	Women Equipped Bench Press Championship (47 Kg.)					
	<b>Silver Medal-</b> West India Senior Power Lifting Championship (47 Kg.)	National - Indore	Sports	-	E1603116 0311059	Sangle Anjali P.
	<b>Silver Medal-</b> 7 <sup>th</sup> Senior Mini Golf National Championship	National – Rajasthan	Sports	-	E 11803116 0310	Raviya Kirti
	<b>Silver Medal-</b> 5 <sup>th</sup> National Yoga Championship	National - Ujjain	Sports	-	E1603116 0311055	Randholiya Divyesh K.
	<b>5<sup>th</sup> Rank-</b> National Cycling Championship	National – Kurukshetra	Sports	-	E1403116 0310907	Sharma Sachin 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 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. 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.

#### 5.4 Alumni Engagement

**5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):** Yes But Not Registered

**5.4.2 No. of ~~registered~~ enrolled Alumni:** 328

#### 5.3.3 Alumni contribution during the year (in Rupees) :

1. Mrs. Darshana Jardosh (Member of Parliament)- Rs. 10,23,800/-
2. (Colourtex Foundation Trust) – Rs. 8,50,000 donated on 4/7/18
3. Mr. Vipul Dalal : Rs. 2,000/- (Prize Money to Scholar Students)
4. Mr. Asim Baxi : Rs 5,000/-
5. Prof. Suryakant Shah : Rs. 9,000/ (Interest on the fund Of Rs. 1,00,000/- contributed by him.)
6. Prof. Suryakant Shah : Rs. 502/- (Prize Money to Students)

#### 5.4.4 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 5<sup>th</sup> 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. Ms. Darshana Jardosh, present member of Lok Sabha also donated from District Education Grant. Mr. Vipul Dalal gives prize for highest marks in the Accountancy and Taxation. Mr Asimbhai Baxi who is also alumni of this college donated handsome amount for sports activities. Mr A.M. Vakharwala also donated amount for the development of the college.

## 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 2018-19 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 N. S. Bachkaniwala - 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 Shailesh Jhaveri - Representative of the guardian of students
- (10) Shri D. D. Tamakuwala - Representative of the guardian of student
- (11) Shri Ratinn Desai - Residing in the vicinity of the college
- (12) Prof. Heena Jariwala - Residing in the vicinity of the college
- (13) 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, 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:**

❖ 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

❖ 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.
- ❖ Two students successfully completed M.Phil during the year under the able guidance of Dr. M. R. Noronha.
- ❖ A seminar on "Me too and Beyond" was organised with address by eminent speakers as Dr Sharifa Vijliwala, Ms. Amrapali Desai and Ms. Maharuk Chichgar.
- ❖ A pannel discussion on " Surat Vision 2035: A Way Ahead" was organised. Dr. S. Srinivasa Rao, Shri Anil Saraogi, Mr. Girish Luthra, Mr. Dinesh Navadia and Dr. Jatin Naik addressed the participants. All faculty members and students took advantage of this enriching sessions.
- ❖ College faculties regularly participate in conferences and workshops. This year 4 teachers completed Refresher Course and 3 teachers attended Faculty Development Programme.
- ❖ 12 Research papers were presented and 15 published in reputed journal during the year.
- ❖ Pri. Dr. M. R. Noronha invited as Resource Person at Z.F.Wadia Women's College and N.K.Jhota College of Commerce, Surat
- ❖ Dr. Purvi Kothari invited as Key-Note speaker at national Seminar organised by NSS and S.V. Vanijya Mahavidhyalay , Ahmedabad
- ❖ Prof. Abhishek Gandhi invited as guest speaker at R.V. Patel Institute of Commerce, Uka Tarsadia University, Bardoli
- ❖ Students of M.Com attended the seminar on 'Research Methodology' to understand the growing importance of Research.
- ❖ S.Y.B.Com Honors students submitted 2 Group Research Projects using SPSS to have an insight of Research work.

❖ **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

Awarded as an 'A' grade college it has earned the RUSA 2.0 grant under which the funds obtained shall be deployed to upgrade library with RFID, all classes with smart boards, podium with inbuilt laptops, lift in main building, 2 water purifiers, LED lights, Water harvesting and Solar panels.

Apart from that renovation of Auditorium, Ladies room, computer lab, NCC NSS offices and colour work of all the three buildings will also be done under RUSA grant.

#### **❖ 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.

<ul style="list-style-type: none"> <li>❖ Regular notification and circulars of varied activities are displayed on college notice board and on website.</li> <li>❖ Meetings of various committee for academic and administrative purposes are scheduled periodically.</li> <li>❖ Feedback forms from students are taken annually and analysed.</li> </ul>
<p>❖ <b><u>Industry Interaction / Collaboration</u></b> :</p> <ul style="list-style-type: none"> <li>❖ During the year, 21 students successfully completed the Bank training programme.</li> <li>❖ Students of HONORS section each year visit BSE, RBI and Monetary museum for practical session with Chief Operating Economist.</li> <li>❖ Students each year attend the Global investors Summit to gain insights of Mutual Fund Industry.</li> <li>❖ 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.</li> </ul>
<p>❖ <b><u>Admission of Students</u></b> :</p> <ul style="list-style-type: none"> <li>❖ Admission process is centralized under Veer Narmad South Gujarat University.</li> <li>❖ The College website and prospectus contains information about the institution and the programmes offered.</li> <li>❖ The prospectus is prepared every year prior to the commencement of admissions.</li> <li>❖ The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.</li> <li>❖ Proper counselling is done by the Admission Committee of the college to the students regarding selection of subjects at the time of admission.</li> </ul>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ <b><u>Planning and Development</u></b> :</p> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ 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.</li> </ul>
<p>❖ <b><u>Administration</u></b> :</p> <ul style="list-style-type: none"> <li>❖ The Administrative office handles the operation and communication with university and students through use of ICT.</li> <li>❖ 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.</li> <li>❖ The service book of the staff is digitally maintained.</li> <li>❖ The fees of all the students are collected online.</li> </ul>
<p>❖ <b><u>Finance and Accounts</u></b> :</p> <ul style="list-style-type: none"> <li>❖ The total accounts of the institution are maintained through TALLY software.</li> <li>❖ Scholarship to deserving and needy students is given through cheque.</li> <li>❖ Payment of the institution are made through cheque, RTGS and NEFT</li> </ul>
<p>❖ <b><u>Student Admission and Support</u></b> :</p> <ul style="list-style-type: none"> <li>❖ Each student is timely upraised with all activities, events, notices and important academic schedules through SKPCC application.</li> <li>❖ The college syllabus and set of past question papers are also uploaded for students' reference.</li> </ul>

- ❖ 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)
Refresher Course	3	18-6-2018 to 8-7-2018
"	1	9-7-2018 to 29-7-2018
Faculty Development Programmes	3	14-3-2019 to 20-3-2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
-----NIL-----			

<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>- 50 % Fees of two support staff paid by the institution for further study.</li> <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 :	<ul style="list-style-type: none"> <li>- Book bank facility</li> <li>-Students Aid fund</li> <li>-Scholarship schemes to needy students.</li> </ul>

#### **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)**

<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)	3000/-	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.)	11,000/-	Highest marks in Statistics
(6) Vipulbhai Dalal (Alumnus)	2000/-	Highest marks in Adv. Accounting, Auditing & Taxation.
(7) Suryakantbhai Shah (Retd. Prof. & Alumnus)	501/-	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) Shri A. F. Baxi (Alumnus)	10,000/-	Achievers in sports

(11) Colourtex Foundation	8,50,000/-	For computers
(12) Mrs. Darshnaben Jardosh (Alumna & M.L.A)	10,23,800/-	For computer Lab
(13) Mr. A.M.Vakharwala	10,000/-	Donation to college
<b>Total corpus fund generated = Rs.19,15,407/-</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	<b>External</b>	<b>Internal</b>
	Yes/No	Agency
Academic	---	---
Administrative	---	---
<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) 50% of total fees paid by the institution to two support staff members Roshan Jadhav and Vipul Tandlekar who are pursuing B.A. degree through Babasaheb Ambedkar Open University</p> <p>(2) Diwali bonus is given to all support staff by the teaching staff.</p> <p>(3) As a human gesture, one support staff, Kishorbhai Patel was given financial aid during medical crisis, collectively by all staff members.</p>		
<b>6.5.4 Post Accreditation initiative(s) (mention at least three)</b>		
<p>(1) The women empowerment cell is formed which regularly conducts programmes for growth, awareness, empowerment thereby enhancing the employability of girl students.</p> <p>(2) A compost pit is dug in the backyard of the college which is well supervised by the faculty and gardener. The manure produced is used for plants within the campus.</p> <p>(3) A medicinal garden is made with rare herbs. Each plant carries a tag with name and description to educate the students.</p> <p>(4) At present three classrooms are equipped with smart boards. Under the RUSA 2.0 grant, the amount to be received shall be used to buy 15 smart boards and podium with inbuilt laptop facilities in all classes.</p> <p>(5) NCC 6 Guj. Girls BN with 18 vacancies was allotted to the college under the supervision of caretaker officer, Dr. Surbhi M. Soni.</p> <p>(6) Finishing School with 50 hours training for Final year B.com students was successfully completed with 35 students securing certificates. The classes were conducted by the expert appointment by Knowledge Consortium of Gujarat.</p> <p>(7) TALLY accounting course successfully runs in the college. 37 students completed the course.</p>		
<b>6.5.5</b>		
<p>a. Submission of Data for AISHE portal : (Yes /No) - <b>YES</b></p> <p>b. Participation in NIRF : (Yes /No) - <b>NO</b></p> <p>c. ISO Certification : (Yes /No) - <b>NO</b></p> <p>d. NBA or any other quality audit : (Yes /No) - <b>NO</b></p>		

<b>6.5.6 Number of Quality Initiatives undertaken during the year</b>				
<b>Year</b>	<b>Name of quality initiative by IQAC</b>	<b>Date of conducting activity</b>	<b>Durati on (from- ----to-- ----)</b>	<b>Number of participants</b>
2018-19	Finishing School - Batch – I	10-10-18 to 21-10-18	11 days	35
	Batch-II	22-10-18 to 03-09-18	11 days	35
	TALLY Batch-1 Batch-2	1-10-18 to 30-11-18 1-04-19 to 30-05-19	2 Months 2 Months	14 23
	Bank Internship	July-18 to Sept.-18	2 months	21
	Summer Training by HONS. Students	01-04-18 to 15-05-18	45 days	72
	CCC under BAOU	01-08-18 to 31-04-19	1 year.	169
	Project by Honors Student	Sept.-18 to Feb.-19	7 months	30
	<b><u>Suryakantbhai Shah Activities</u></b>		01 days	
	▪ Essay Competition	19-01-19	01 days	26
	▪ Seminar on 'Me too and beyond'	28-02-19	01 days	35
	<b><u>Planning Forum</u></b>		01 days	
	▪ Inter college lecture series	02-08-18	01 days	150
		06-09-18	01 days	250
		31-10-19	01 days	252
		25-01-19	01 days	248
	Inter College Poetry Recitation competition	08-09-18	01 days	90
	<b><u>Udisha :</u></b>	25-08-18	01 days	160
	▪ Soft Skill Training	02-01-19	01 days	208
		09-01-19	01 days	155
		30-08-18	01 days	280
	▪ Seminar	31-08-18	01 days	202
		01-09-18	01 days	115
		04-09-18	01 days	33



## 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
Breast feeding awareness programme under World Breast feeding week 2018 celebration.	02-08-2018	156	-
Inter Class Carom Competition (Men)	16-08-2018	--	18
Beauty Parlour Certificate Classes	27-08-2018 to 31-8-2018	390	-
Orientation Programme for F.Y.B.Com students, members of women empowerment cell	28-08-2018	300	-
Chocolate making certificate classes 'Shakti Manch- All Gujarat women's organization Ahmedbad.	30-08-2018 to 31-08-2018	390	-
Motivational Speech "Law of Success"	05-09-2018	117	83
Inter Class Carom Competition (Women)	18-12-2018 to 19-12-2018	15	--
Guest Lecture on "Cyber Crime"	29-12-2018	149	15
Self Defence programme	23-01-2019 to 24-01-2019	63	-
Guest Lecture and counselling on 'Female and Health'	04-02-2019	249	-
Health check-up programme	05-02-2019	504	336

### 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 in Commerce Bhavan	Yes	10
Ramp/ Rails	Yes	10
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
2018-19	---	01	02/8/2018	Blood donation camp	social service	252+04 Faculties
	---	01	20/8/2018	Tree Plantation	save environment	50+04 Faculties
	---	01	25/8/2018	Rakshabandhan at Mamta Mansik Kendra	social values	55+04 Faculties
	01	---	1/9/2018	Kerala relief fund	social service	40+04 Faculties 0
	01	---	29/9/2018	Bharatiya Sanskruti Gyan Exam	Promotion of Indian culture	72+02 Faculties
	01	---	2/10/2018	Rally for Awareness of Brotherhood	Community service	300+04 Faculties
	01	---	2/10/2018	Cleanliness Drive at Dumas	cleanliness drive	100+04 Faculties
	01	---	6/10/2018	Janjaati Yuva Naad Programme	socially backward community	10+04 Faculties
	---	01	25/10/2018	Special Camp – Balkas Village	social service	85+04 Faculties
	---	01	9/1/2019	Voter Awareness Oath Programme	social awareness	1000+04 Faculties
	---	01	4/2/2019	Traffic Awareness Rally	traffic problem	200+04 Faculties
	---	01	8/2/2019	Me too and beyond	social awareness	40+34 Faculties
<b>Total</b>	<b>05</b>	<b>07</b>				

<b>7.1.5 Human Values and Professional Ethics</b>		
<b>Code of conduct (handbooks) for various stakeholders</b>		
<b>Title</b>	<b>Date of Publication</b>	<b>Follow up (maximum 100 words each)</b>
Code of conduct for Teaching, Non –teaching staff and Students	13-06-18	All the stakeholders follow the Code of Conduct prescribed by the college. No case of misbehaviour has been reported.
<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>		
<b>Activity</b>	<b>Duration (from-----to-----)</b>	<b>Number of participants</b>
Yoga Day	21/6/2018	150
Blood donation camp	02/8/2018	252
Guest Lect. - Art of living	09/08/2018	200
Patriotic song competition	14/08/2018	54
15th August - Independence Day celebration	15/08/2018	220
Tree Plantation	20/8/2018	50
Celebration Rakshabandhan with differently abled children	25/8/2018	55
Soft Skill cum Spoken English	25/08/2018	160
Kerala relief fund	1/9/2018	400
Essay writing competition on National Unity by SKPCC	18/09/2018	35
Bharatiya Sanskruti Gyan Exam	29/09/2018	72
Rally for Awareness of Brotherhood	2/10/2018	300
Cleanliness Drive at Dumas	2/10/2018	100
Celebration of 150th Birth Anniversary of Mahatma Gandhiji, Sarva Dharm Prayer, Bhajans, Rally Cleanliness drive	2/10/2018	225
Finishing School - Training (KCG)	10/10/2018 to 21/10/2018	52
NSS Annual Camp – Balkas	25/10/2018	85
Sardar Vallabhbhai Patel Birth Anniversary - Oath Programme	31/10/2018	900
Guest lecture on Cyber Crime	29/12/2018	174
Voter Awareness Oath Programme	09/01/2019	1000
70th Republic Day celebration	26/01/2019	400
Traffic Awareness Rally	4/2/2019	200
Me too Beyond	28/02/2019	40
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
<p>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.</p> <ul style="list-style-type: none"> <li>▪ Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus</li> <li>▪ Solar panels are installed within the campus as a drive towards generating and using natural power.</li> </ul>		

- 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/>

### Title of Practice –

#### 1. SPORTS

#### 2. Scholarship to Economically weak students in open category

## 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

- A Workshop / Conference / Panel Discussion on English Language/ English Literature to enhance the knowledge of all faculties and students.
- To understand the implications and repercussions of Budget discussion on "Budget Series" shall be arranged after the Budget is announced.
- Eminent speaker shall be invited and faculties as well as students shall be allowed to participate.
- Looking to the enthusiasm of the students and their increasing interest in the "Finishing School Programme, the college wishes to conduct the programme in 3 batches with 40 students each during the year.
- More batches of TALLY accounting class shall be conducted this year to equip the student with latest accounting packages.
- 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. Smruti P Desai

Name:- Prin. Dr.Martina R Noronha

*Smruti P Desai*

*Martina R Noronha*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**IQAC**  
Co-ordinator  
**Sir K. P. College of Commerce**  
Jawahar Marg,  
Aminabad, Surat.



**Principal**  
**Sir K. P. College of Commerce**  
**SURAT**