

## **The Annual Quality Assurance Report (AQAR) of the IQAC 2019-20**

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.

| <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                      | Affiliated   |
| Type of Institution                           | Co-education   |
| Location                                      | Urban  |
| Financial Status                              | Grants-in aid/ UGC 2f and 12 (B)/ Self finance (Honors Programme)      |
| Name of the Affiliating University            | VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT                            |
| Name of the IQAC Co-ordinator                 | Dr. Purnima Jariwala   |
| Phone no.                                     | 9925707793   |

|  |   |        |                                      |                          |
|--|---|--------|--------------------------------------|--------------------------|
| Alternate phone no.  | 0261-2240057  |        |                                      |                          |
| IQAC e-mail address  | jariwalapurnima@gmail.com   |        |                                      |                          |
| Alternate Email address  | principalskpcc@gmail.com  |        |                                      |                          |
| 3. Website address   | <a href="https://www.kpcccommerce.ac.in/">https://www.kpcccommerce.ac.in/</a>   |        |                                      |                          |
| Web-link of the AQAR: (Previous Academic Year):                                      | <a href="https://www.kpcccommerce.ac.in/upload/aqar%202018-19_1.pdf">https://www.kpcccommerce.ac.in/upload/aqar%202018-19_1.pdf</a>                               |        |                                      |                          |
| 4. Whether Academic Calendar prepared during the year?                               | <b>YES</b>  |        |                                      |                          |
| If yes, whether it is uploaded in the Institutional website:                         | <b>YES</b>  |        |                                      |                          |
| Web link   | <a href="https://www.kpcccommerce.ac.in/upload/academic%20calendar%202019-20_1.pdf">https://www.kpcccommerce.ac.in/upload/academic%20calendar%202019-20_1.pdf</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  | 15/6/2019   |        | 16                                   |                          |
| Meeting of IQAC  | 28/11/2019  |        | 16                                   |                          |
| Meeting of IQAC  | 05/02/2020  |        | 16                                   |                          |
| Meeting of IQAC  | 04/05/2020  |        | 17                                   |                          |
| Students' Feedback   | 30/07/2020  |        | 594                                  |                          |
| Teachers' Feedback   | 02/08/2020  |        | 36                                   |                          |
| Alumni Feedback  | 30/07/2020  |        | 34                                   |                          |
| Parents Feedback   | 30/07/2020  |        | 288                                  |                          |

|   |  |   |  |                     |
|---|--|---|--|---------------------|
| <b>8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.</b>   |  |   |  |                     |
| <b>Institution/<br/>Department/Facult<br/>y</b>   | <b>Scheme</b>                                      | <b>Funding agency</b>   | <b>Year of award<br/>with duration</b> | <b>Amount (Rs.)</b> |
| Sir K. P. College<br>of Commerce  | RUSA 2.0<br>component 9<br>Infrastructure<br>grant | UGC/KCG   | April-2018<br>4 years                  | 2 crore             |
| “   | Finishing School                                   | Government of<br>Gujarat  | 2019-20                                | 4,25,000/-          |
| <b>9. Whether composition of IQAC as per latest NAAC guidelines</b>   |  |   | <b>YES</b>                             |                     |
| <b>Weblink</b>  |  | <a href="https://kpcommerce.org/upload/minutes%202019-20_2.pdf">https://kpcommerce.org/upload/minutes%202019-20_2.pdf</a> |  |                     |
| <b>10. No. of IQAC meetings held during the year</b>  |  |   | <b>04</b>                              |                     |
| The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....  |  |   | <b>YE S</b>                            |                     |
| <b>Weblink</b>  |  | <a href="https://kpcommerce.org/upload/minutes%202019-20_2.pdf">https://kpcommerce.org/upload/minutes%202019-20_2.pdf</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>  |  |   |  |                     |
| <ul style="list-style-type: none"> <li>❖ Guidance was given to students for competitive exams, seminars etc. under UDISHA Club. To develop the overall personality of students, Finishing School certified course was conducted.</li> <li>❖ Remedial coaching was conducted and 767 students benefited.</li> <li>❖ Scholarship to 366 students belonging to economically weaker sections in the Open Category were extended financial aid worth Rs.4,02,000 /-</li> <li>❖ National Level webinar was organised on Library development programme on “Re-engineering College libraries: issues and Challenges for 2020”.</li> <li>❖ Lectures on “Mercantile Law and Intellectual Property Right” and “Importance of Intellectual Property Right for New India” were organised.</li> <li>❖ One Week State Level Webinar Series on “UGC NTA NET/SET in Commerce subject was organised for students. Online Covid-19 Awareness Quiz and Environmental Conservation Awareness quiz were organised.</li> </ul> |  |   |  |                     |
| <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 utmost dedication and enthusiasm invoicing maximum students in each activity. The details of each activities documented in 'SAHASAM' annual college magazine as well as displayed on college website. |                |
| <b>14. Whether the AQAR was placed before statutory body?</b>  |   | <b>YES</b>     |
| Name of the statutory body   | Local Administrative Committee.   |                |
| Date of meeting(s)   | 1) 03/04/2019<br>2) 09/09/2019<br>3) 27/01/2020<br>4) 11/06/2020  |                |
| <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   |   | <b>2019-20</b> |
| Date of Submission   |   | 27-01-2020     |
| <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.<br/>(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. We have standard operating procedure for administrative activities. All the routine operations of the</p> |   |                |

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.

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**

| <b>CRITERION I – CURRICULAR ASPECTS</b>   |                             |                                   |  |                   |
|---|-----------------------------|-----------------------------------|--|-------------------|
| <b>1.1 Curriculum Planning and Implementation</b>   |                             |                                   |  |                   |
| <b>1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words</b>   |                             |                                   |  |                   |
| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 18 teachers have received their doctorate degree, while two 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.</p> <p>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.</p> |                             |                                   |  |                   |
| <b>1.1.2 Certificate/ Diploma Courses introduced during the Academic year</b>   |                             |                                   |  |                   |
| Name of the Certificate Course  | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
| NIL   | NIL                         | --                                | --                                       | --                |
| <b>1.2 Academic Flexibility</b>   |                             |                                   |  |                   |
| <b>1.2.1 New programmes/courses introduced during the Academic year</b>   |                             |                                   |  |                   |
| Programme with Code   | Date of Introduction        | Course with                       | Date of Introduction                     |                   |

|   |                      |   |       |
|---|----------------------|---|-------|
|   |                      | Code  |       |
| 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<br>2) B.Com with Statistics - 1948<br>3) B.Com. with Banking - 1978   | UG                   | Academic year 2011-12 onwards 12-06-2019                | UG    |
| 4) M.Com. with Accountancy-1977-78<br>5) M.Com. with Statistics -1977-78  | PG                   | Academic year 2011-12 onwards 12-06-2019                | PG    |
| B. Com (Honors)   | UG                   | Academic year 2011-12 onwards 12-06-2019                | UG    |
| M.Com (Honors)  | PG                   | Academic year 2011-12 onwards 12-06-2019                | PG    |
|   |                      |   |       |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |                      |   |       |
| Certificate   |                      | Diploma Courses   |       |
| NIL   | NIL                  | NIL   |       |
|   |                      |   |       |
| 1.3 Curriculum Enrichment   |                      |   |       |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year  |                      |   |       |
| Value added courses   | Date of introduction | Number of students enrolled                             |       |
| Post graduate Diploma in Tax management(PGDTM)  | 02-08-2019           | 18  |       |
| Post Graduate Diploma in Banking(PGDIB)   | 11-07-2019           | 17  |       |

|                  |            |     |
|------------------|------------|-----|
| Tally            | 02-08-2019 | 34  |
| Finishing School | 13-06-2019 | 128 |
| DELL/SCOPE       | 13-08-2019 | 28  |
|                  |            |     |

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

| Project/Programme Title   | No. of students enrolled for Field Projects / Internships                |
|---|--|
| Banking Internship for 3 Months   | 04   |
| Field Research Project (HONORS)   | 35   |
| Summer Training at Bank/ Stock Broking/ C.A. firms for 45 days (HONORS) | 24<br>Due to COVID situation, students could not go for summer training. |

#### 1.4 Feedback System

##### 1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|-------------|-------------|--------------|-----------|------------|
| Yes         | Yes         | -            | Yes       | Yes        |

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

The College has a clearly set mechanism of obtaining the feedback from the students, the teachers, the alumni and the parents to improve the performance of the institution. The teaching – learning outcome is evaluated by providing the feedback form. The responses are evaluated and analysed through SPSS. The forms and the analysis is converted into a report with a chart.

Feedback on students, teachers, alumni and parents were taken. The analysis and interpretation of the data is as follows...

##### Students' Feedback

Student Feedback on courses attributes such as applicability of the courses to real life situations, extent of coverage of course, clarity and relevance of reading material, depth of course content, learning value (in terms of skills, concepts, knowledge, analytical abilities) were considered for student feedback on courses. As per the response of the students, majority of the students were satisfied with the course, the teachers and teaching evaluation of the college. This shows that they have trust in the teaching learning process that aims at their growth and are hopeful that it will help them reap rich dividends.

##### Teacher's Feedback

Teacher Feedback on curriculum attributes such as "Aims and objectives of the syllabi are well defined and clear to teachers and students, Sufficient number of prescribed books are available in the Library, The course/syllabus has good balance between theory and application, Syllabus stimulates innovativeness in the students for life skills, Usefulness of syllabus in the employment & Entrepreneurship, Tests and examinations are conducted well in time with proper coverage of all units in the syllabus" were considered for teacher feedback on curriculum.

By the observation it was found that the all teachers opined that sufficient number of prescribed books were available in the Library and aims and objectives of the syllabi were well defined and clear to teachers and students. The examinations were conducted well in time with proper coverage of all



units in the syllabus.

### 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(In take) | Number of applications received  | Students Enrolled |
|------------------------------------|------------------------------------|--|-------------------|
| 1) B.Com with Accountancy- 1946    | 1000                               | 11867  | 1035              |
| 2) B.Com with Statistics - 1948    | 20                                 | F.Y. Admission process is centralised so college does not receive application. | 15                |
| 3) B.Com. with Banking - 1978      | 15                                 |  | 06                |
| 4) M.Com. with Accountancy-1977-78 | 65                                 | Centralised admission in Semester 1.   | 74                |
| 5) M.Com. with Statistics -1977-78 | 35                                 |  | 42                |
| 6) B.Com. Honors                   | 250                                | 4620   | 222               |

### 2.2 Catering to Student Diversity

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

| Year    | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---------|---|---|--|--|--|
| 2019-20 | 2805(GIA)   | 200(GIA)  | 22 Full Time Teachers (GIA) + 04 (Filled by  | ---  | 20 Teachers (GIA)                                  |

|  |             |            |  |     |                      |
|--|-------------|------------|--|-----|----------------------|
|  | 333(HONORS) | 20(HONORS) | Management) =<br><u>26</u><br><br>06 Full Time Teachers (Honors) +01 (Filled by Management)1 | --- | 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  |
|----------------------------|--|---|----------------------------------|----------------------------|--|
| 33 + 03<br>Adhoc Part time | 24   | Laptops, Projector, Audio - Video System, Smart Boards, Digital Education and Learning Laboratory( DELL), Research laboratory | 20                               | 03                         | Power-Point Presentations, Showing Video, Google classroom, N-List Programme of Infilbnet. |

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

Mentoring is a mechanism of problem solving and guiding students in addition to transferring knowledge and skills from experienced teachers to students. As Education sector has found mentoring quite effective tool, the college has established 'Mentoring System' in each division. Every division is allotted one teacher as a mentor. The system is adapted for the value additions to the students like – bridging the gap between the teachers and students. Students can approach teachers for academic and career guidance, personal counselling, advice and support for improvement in academic performance. Mentor Continuously monitors, counsels, guides and motivates the students in all academic matters. Teachers are available to solve the queries of students outside the classroom as well. Teachers guide the students and clear the doubts of subject related topic. This way the institution tries to maintain the rapport between students and mentors.

### 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/Dr. P.P.jariwala |
| 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 |
| 3358   | 33                          | 01 : 101.75          |

## **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<br><br>SFI – 06    | GIA – 22<br>+ 04 Filled by Management<br>SFI - 06 Permanent Fulltime + 01 Filled by Management | GIA-NIL<br><br>SFI-NIL | GIA-NIL<br><br>SFI- NIL                  | GIA-14<br><br>SFI-04 = 18 |

**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 |
|---------------|---|---------------------|--|
| 2019-20       | 03  | Assistant Professor | Best Paper Award   |

**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.         | 8              | I              | 24-10-2019   | 10-02-2020  |
| B.Com Honors   | 8              | I              | 24-10-2019   | 29-01-2020  |
| B.Com.         | 8              | II             | 24-04-2020   | 09-06-2020  |
| B.Com Honors   | 8              | II             | 24-04-2020   | 06-07-2020  |

|              |   |     |            |  |
|--------------|---|-----|------------|--|
| B.Com.       | 8 | III | 24-10-2019 | 17-02-2020                                 |
| B.Com Honors | 8 | III | 24-10-2019 | 14-02-2020                                 |
| B.Com.       | 8 | IV  | 24-04-2020 | 01-07-2020                                 |
| B.Com Honors | 8 | IV  | 24-04-2020 | 06-07-2020                                 |
| B.Com.       | 8 | V   | 24-10-2019 | 10-01-2020                                 |
| B.Com Honors | 8 | V   | 24-10-2019 | 01-04-2020                                 |
| B.Com.       | 8 | VI  | 24-04-2020 | Examination delayed due to Covid-19        |
| B.Com Honors | 8 | VI  | 24-04-2020 | Examination delayed due to Covid-19        |
| M.Com.       | 8 | I   | 24-10-2019 | FM A/C-04-02-2020<br>Statistics-31-01-2020 |
| M.Com.       | 8 | II  | 24-04-2020 | Examination delayed due to Covid-19        |
| M.Com.       | 8 | III | 24-10-2019 | FM A/C-06-03-2020<br>Statistics-01-02-2020 |
| M.Com.       | 8 | IV  | 24-04-2020 | Examination delayed due to Covid-19        |
| M.Com Honors | 8 | IX  | 24-10-2019 | 01-02-2020                                 |
| M.Com Honors | 8 | X   | 24-04-2020 | Examination delayed due to Covid-19        |

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

The internal evaluation is followed by the prescribed pattern by Veer Narmad South Gujarat University. On the completion of teaching sessions internal tests are conducted at institutional level and papers are assessed by teachers. Students are given full understanding of the paper style, examination method, weightage of marks, etc. by the faculties in the beginning of the academic year.

Total weightage of marks consists of 50 marks for external and 20 marks for internal. The total

weightage of internal marks is 20 marks, out of each 07 marks is for internal test and 04 marks for Multiple Choice Question Test while 04 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 75%. Not only the percentage of successful candidates at various university examinations 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%282019-2020%29/Commerce/>

### **2.6.2 Pass percentage of students**

| <b>Programme Code</b> | <b>Programme name</b> | <b>Number of students appeared in the final year examination</b> | <b>Number of students passed in final semester /year examina</b> | <b>Pass Percentage</b> |
|-----------------------|-----------------------|--|--|------------------------|
|                       |                       |  |  |                        |

|                                |  |  | tion   |  |
|--------------------------------|--|--|--|--|
| 08<br>T.Y. B.<br>Com Sem<br>VI | Accountanc<br>y<br>Statistics<br>Banking | Due to COVID –<br>19 Pandemic the<br>examinations are<br>delayed | Due to<br>COVID<br>– 19<br>Pandemi<br>c the<br>examinat<br>ions are<br>delayed | Due to COVID – 19 Pandemic the<br>examinations are delayed |
| 08<br>M. Com<br>Sem IV         | Accountanc<br>y<br>Statistics            | Due to COVID –<br>19 Pandemic the<br>examinations are<br>delayed | Due to<br>COVID<br>– 19<br>Pandemi<br>c the<br>examinat<br>ions are<br>delayed | Due to COVID – 19 Pandemic the<br>examinations are delayed |
| 08<br>T.Y. B.<br>Com Sem<br>VI | B.Com<br>Honors                          | Due to COVID –<br>19 Pandemic the<br>examinations are<br>delayed | Due to<br>COVID<br>– 19<br>Pandemi<br>c the<br>examinat<br>ions are<br>delayed | Due to COVID – 19 Pandemic the<br>examinations are delayed |
| 08<br>M. Com<br>Sem X          | M.Com<br>Honors                          | Due to COVID –<br>19 Pandemic the<br>examinations are<br>delayed | Due to<br>COVID<br>– 19<br>Pandemi<br>c the<br>examinat<br>ions are<br>delayed | Due to COVID – 19 Pandemic the<br>examinations are delayed |

## 2.7 Student Satisfaction Survey

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

<https://kpcommerce.ac.in/upload/naac/student%20satisfaction%20survey%202019-20%20pdf.pdf>

<https://kpcommerce.org/upload/student%20satisfaction%20survey%202019-20.pdf>

[https://kpcommerce.org/upload/ss-questinnaire\\_students%20english%20format%202019-20.pdf](https://kpcommerce.org/upload/ss-questinnaire_students%20english%20format%202019-20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the fundi<br>ng | Total<br>grant<br>sanction<br>ed | Amount received during the<br>Academic year |
|-----------------------|----------|-------------------------|----------------------------------|---|
|-----------------------|----------|-------------------------|----------------------------------|---|

|  |                | <b>Agency</b>                 |                |                |
|--|----------------|-------------------------------|----------------|----------------|
| Major projects   | ---            | ---                           | ---            | ---            |
| Minor Projects   | ---            | ---                           | ---            | ---            |
| Interdisciplinary Projects   | ---            | ---                           | ---            | ---            |
| Industry sponsored Projects  | ---            | ---                           | ---            | ---            |
| Projects sponsored by the University/ College                        | ---            | ---                           | ---            | ---            |
| Students Research Projects<br>(other than compulsory by the College) | 1 year         | Sir K. P. College of Commerce | Rs.5,850/-     | Rs. 5,850/-    |
| International Projects   | ---            | ---                           | ---            | ---            |
| Any other(Specify)   | 05 Years (SRF) | Ministry of Minority Affairs  | Rs. 5,07,700/- | Rs.5,07,700/-  |
| Total  | ---            | ---                           | Rs.5,13,550/-  | Rs. 5,13,550/- |

### 3.2 Innovation Ecosystem

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

| <b>Title of Workshop/Seminar</b>  | <b>Name of the Dept./Committee</b> | <b>Date(s)</b>       |
|---|------------------------------------|----------------------|
| 1) Lecture on Awareness for Govt. Job for outgoing students                   | UDISHA Club                        | 16-7-2019            |
| 2)Lecture on Career Guidance for Government Job for Second Year Students      | UDISHA Club                        | 20-7-2019            |
| 3)Lecture on Mercantile Law and Intellectual Property Rights                  | Planning Forum                     | 21-8-2019            |
| 4)Lecture on Aviation as a Career   | UDISHA Club                        | 23-8-2019            |
| 5)Lecture on M.B.A as a Career Option for first year and second year students | UDISHA Club                        | 6-9-2019             |
| 6)Lecture on Investors awareness  | UDISHA Club                        | 6-1-2020             |
| 7) Lecture on Importance of Intellectual Property Rights for New India        | Planning Forum                     | 11-1-2020            |
| 8)Lecture on preparation for Competitive Examination                          | UDISHA Club                        | 2-3-2020 to 4-3-2020 |
| 9) Lecture on Preparation for Competitive Examination                         | UDISHA Club                        | 5-3-2020 to 7-3-2020 |

#### 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  |   |   |
| ---  | ---                 | ---                   | ---                           | ---   |   |   |
| <b>3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year NIL</b>   |                     |                       |                               |   |   |   |
| Incubation Centre  |                     | Name                  |                               | Sponsored by  |   |   |
| ---  |                     | ---                   |                               | ---   |   |   |
| <b>3.3 Research Publications and Awards</b>  |                     |                       |                               |   |   |   |
| <b>3.3.1 Incentive to the teachers who receive recognition/awards -</b>  |                     |                       |                               |   |   |   |
| State  |                     | National              |                               | International   |   |   |
| ---  |                     | ---                   |                               | Conference Registration fees Rs.3,000/- were reimbursed by the institution to three faculty who won "Best Paper" award in International Conference. |   |   |
| <b>3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)</b>   |                     |                       |                               |   |   |   |
| Name of the Department   |                     | No. of Ph. Ds Awarded |                               |   |   |   |
| Commerce   |                     | 01                    |                               |   |   |   |
| Accountancy (Honors)   |                     | 02                    |                               |   |   |   |
| <b>3.3.3 Research Publications in the Journals notified on UGC website during the year</b>   |                     |                       |                               |   |   |   |
| Department   | National            | International         | Average Impact Factor, if any |   |   |   |
| Statistics   | ---                 | 01                    | ---                           |   |   |   |
| Commerce   | 01                  | ---                   | ---                           |   |   |   |
| <b>3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>                 |                     |                       |                               |   |   |   |
| Department   |                     |                       | No. of publication            |   |   |   |
| Honors   |                     |                       | 02                            |   |   |   |
| <b>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</b> |                     |                       |                               |   |   |   |
| 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 citation |

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | s |
| - | - | - | - | - | - | - |

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 | 42                  | 260            | 58          | 93          |
| Presented papers             | 14                  | 01             | 00          | 00          |
| Resource Persons             | 01                  | 01             | 10          | 07          |

### 3.4 Extension Activities

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

| Title of the Activities         | Organising unit/ agency/ collaborating agency | Number of teachers co-ordinated such activities | Number of students participated in such activities |
|---------------------------------|---|---|--|
| <b>NCC ACTIVITIES</b>           |   |   |  |
| Ek Bharat Shreshtha Bharat Camp | NCC – Nagaland                                | 01  | 10   |

|                              |  |                                  |                                  |
|------------------------------|--|----------------------------------|----------------------------------|
| Combine Annual Training Camp | 5-GUJ BN NCC<br>1)Rajpipala<br>2)Rajpipala<br>3)Rajpipala<br>4)Rajpipala<br>5)Rajpipala<br>6)Rajpipala | 01<br>01<br>01<br>01<br>01<br>01 | 05<br>04<br>11<br>06<br>04<br>03 |
| Army Attachment Camp         | Bhuj Army regiment   | 01                               | 05                               |
| LRNE phase –II               | 1)NCC- Kachchh Bhuj<br>2) NCC- Kachchh Bhuj  | 01<br>01                         | 02<br>05                         |
| National Integration Camp    | Kachchh Bhuj   | 01                               | 04                               |
| Thal Sena Camp               | Thamna Dist.Anand  | 01                               | 03                               |

#### NSS ACTIVITIES

|  |   |    |     |
|--|---|----|-----|
| Blood Donation Camp  | Rotary Club, Surat  | 04 | 100 |
| Raksha Bandhan Programme for Differently abled school children | “Mamta” Maansik Swasthya Kendra (School for differently abled Children) Surat | 04 | 100 |
| Clothes Distribution Programme for Poor Community              | Saroli, Kumbharia villages  | 04 | 300 |
| Seven Day Special Camp   | Balkas Village, Taluka Olpad  | 04 | 144 |
| Relief from Diseases through Herbal Medicine                   | Swasthan Paryavaran Vikas Trust, Kachchh                                      | 04 | 400 |
| Health Check-up Programme                                      | Bombay Multi Speciality Hospital, Surat                                       | 04 | 381 |
| Blood donation Camp  | Surat Raktdan Kendra  | 04 | 180 |
| HIV/AIDS Awareness Programme                                   | Red Ribbon Club   | 04 | 115 |

#### **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                  | Bronze Medal in Firing Competition, Rajpipala | 5-GUJ BN        | 01<br>Ghelani Dhruv       |
| NCC                  | First Prize in Firing                         | 5-GUJ           | 01                        |

|     |   |  |                                       |
|-----|---|--|---------------------------------------|
|     | Competition at CAT Camp, Rajpipala  | BN                                       | Vagh Pooja Anupbhai                   |
| NCC | First prize in Solo Singing Competition Army attachment Camp Bhuj                     | 5-GUJ BNNCC                              | 01<br>Patel Dhruvil M.                |
| NCC | First Prize in Solo Singing, Rajpipala CAT Camp                                       | 5 GUJ BN                                 | 01<br>Ughreja Puran                   |
| NCC | First Prize in Solo Dancing, Rajpipala CAT Camp                                       | 5 GUJ BN                                 | 01<br>Parmar Heta                     |
| NCC | First Prize in Tug of War- EBSB Camp, West Bengal                                     | NCC- West Bengal                         | 05                                    |
| NCC | First Prize in Drawing Competition LRNE Camp, Bhuj                                    | 5 GUJ BN                                 | 01-Pathak Preeti                      |
| NCC | First Prize in Quiz Competition EBSB Camp, West Bengal                                | NCC West Bengal                          | 01- Gohil Krupal                      |
| NCC | Best Cadet Competition. CAT Rajpipala   | 5-GUJ BN                                 | 01-Patel Urvi Rohitkumar              |
| NSS | “Best Campus Ambassador” Voting Awareness Programme conducted on National Voters’ Day | Election Officer and Collectorate Office | 1)Nagotha Chetan<br>2)Dhaduk Dhara J. |

**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 |
|--------------------|---|---------------------------------------|--|--|
| NCC 5 GUJ BN       | CAT Camp, Rajpipala                           | Tree Plantation in CATC at Rajpipala. | 01   | 11   |
|                    | CAT Camp, Rajpipala                           | Blood Donation Camp at Rajpipala      | 01   | 05   |

|                        |  |  |    |     |
|------------------------|--|--|----|-----|
| NCC 6<br>GUJ BN        | NCC, Surat                                   | Skit on Segregation of Waste                         | 01 | 17  |
|                        | NCC, Surat                                   | Handwash and Personal Hygiene Day                    | 01 | 07  |
|                        | NCC, Surat                                   | Cleaning of Dumas Beach                              | 01 | 10  |
|                        | NCC, Surat                                   | Plogging on public road                              | 01 | 19  |
|                        | NCC, Surat                                   | Cleaning of Public Park                              | 01 | 18  |
|                        | NCC, Surat                                   | Cleaning of Water bodies/ Monuments of Local Area    | 01 | 16  |
|                        | NCC, Surat                                   | Seminar on plastic Waste Management                  | 01 | 17  |
|                        | NCC, Surat                                   | Wall Painting  | 01 | 18  |
| NSS                    | Sir K.P.College of Commerce, Surat           | Tree Plantation                                      | 04 | 200 |
|                        | Surat Municipal Corporation, Athwa Zone      | Seminar on Swachchhta and Oath Taking                | 04 | 300 |
|                        | Sir K.P.College of Commerce, Surat           | Campus cleanliness Activity (twice)                  | 04 | 250 |
|                        | Sir K.P.College of Commerce, Surat           | Rally on Swachchhta Awareness                        | 04 | 250 |
|                        | Civil Hospital, Surat                        | Swachchhta Programme                                 | 04 | 50  |
|                        | VNSGU and Sarvajank Education Society, Surat | Plastic Free India Rally                             | 04 | 260 |
|                        | Surat Municipal Corporation                  | Seminar on Swachchhta Awareness                      | 04 | 480 |
|                        | Vanita Vishram College Surat                 | Awareness about Breast Feeding                       | 04 | 200 |
| Pushpanjali            | Sir K.P. College of Commerce, Surat          | Drawing Competition on Gender Issues and Environment | 04 | 44  |
| Women Empowerment Cell | Committee Members                            | Orientation Programme                                | 4  | 306 |

|  |   |   |   |     |
|--|---|---|---|-----|
|  | “Shakti Manch”<br>All Gujarat<br>Women’s<br>Organization<br>Ahmedabad           | Beauty Care<br>Training<br>Certificate Class    | 4 | 253 |
|  | “Shakti Manch”<br>All Gujarat<br>Women’s<br>Organization<br>Ahmedabad           | Chocolate Making<br>Certificate Classes         | 4 | 253 |
|  | Poetess and<br>Educationist<br>Pragna Vashi                                     | Motivational<br>Speech on Hu J<br>Maro Sarthee” | 4 | 354 |
|  | Global Success<br>Training and<br>Consultancy                                   | Personality<br>Development                      | 4 | 221 |
|  | Student Ms.<br>Nalini Rana  | “Self Defence”<br>training                      | 4 | 41  |
|  | Dr. Sonia<br>Chandnani<br>Bombay<br>Maternity And<br>Surgical Hospital<br>Surat | Menstrual problems<br>and Modern girl           | 4 | 316 |

### 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 | The Surat District Co-op Bank   | 1)24-1-2020 to 30-3-2020 | 4 students  |

|            |                            |   |  |  |
|------------|----------------------------|---|--|--|
|            | Banking Students           |   | (Three students)<br>2)29-1-2020 to 6-4-2020<br>(One Student) |  |
| Curricular | Summer Training/Internship | 1)Prime Co-Operative Bank, Surat<br>2)Pure and Fresh Foods, Surat<br>3)The Surat District Co-operative Bank Ltd. , Surat<br>4)Symga English School, Surat<br>5)JPM and Company Chartered Accountants, Surat<br>6)Keenara Techno-Tex, Surat<br>7)Amrock Fiber Glass Supplier, Ahmedabad<br>8)Navin Fluorine international Ltd, Surat<br>9)RK Infratel Ltd. , Surat<br>10)Shivani Textile, Surat<br>11) Vijay Textiles, Surat<br>12) Gurudayaram Textiles, Surat<br>13) Santosh Textiles, | 45 Days  | 24<br><br>Due to Covid-19 pandemic the training has been postponed |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>Surat</p> <p>14) Jainam Shares Consultant Pvt. Ltd. ,<br/>Surat</p> <p>15) The Varachha Co-operative Bank Ltd. ,<br/>Surat</p> <p>16) Union Bank of India Kathor Branch,<br/>Surat</p> |  |  |
|--|--|---|--|--|

### 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                 | 34+3  |
| Shakti Manch Women Empowerment Cell | 09/07/2018         | Training to girl students for Beauty care, Chocolate Making and Cake Making | 253+4   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| Rs.2,50,000/-                                    | Rs. 44,250/-                                   |

#### 4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities  | Existing        | Newly added  |
|---|-----------------|--|
| Campus area   | 1633614 Sq. Mt. | ---  |
| Class rooms   | 21              | ---  |
| Laboratories  | 03              | ---  |
| Seminar Halls(Auditorium & Conference Room)                                       | 02              | ---  |
| Classrooms with LCD facilities  | 21              | ---  |
| Classrooms with Wi-Fi/ LAN  | 21              | ---  |
| Seminar halls with ICT facilities   | 02              | ---  |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 168             | 03 Cupboards in the Library<br>+ Additional 14 Access points |



|   |                |                                    |
|---|----------------|------------------------------------|
|   |                | for wi-fi to increase connectivity |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs 49,39,448/- | Rs. 44,250/- + Rs. 2,22,520/-      |
| Others - Expense for college website                            | ---            | 16,678/-                           |

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated {Integrated Library Management System -ILMS}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| SOUL                      | Partially                                 | 2.0     | 2005-06            |

### 4.2.2 Library Services:

|                                  | Existing |             | Newly added |            | Total  |             |
|----------------------------------|----------|-------------|-------------|------------|--------|-------------|
|                                  | No.      | Value       | No.         | Value      | No.    | Value       |
| Text Books                       | 1,500    | 76,925/-    | 155         | 18,975/-   | 1,655  | 95,900/-    |
| Reference Books                  | 49,424   | 72,67,791/- | 823         | 5,83,240/- | 50,247 | 78,51,031/- |
| e-Books                          | ---      | ---         | ---         | ---        | ---    | ---         |
| Journals                         | 4074     | 3,77,430/-  | 49          | 35,571/-   | 4123   | 4,13,001/-  |
| e-Journals                       | ---      | ---         | ---         | ---        | ---    | ---         |
| Digital Database                 | ---      | ---         | ---         | ---        | ---    | ---         |
| CD & Video                       | 59       | ---         | ---         | ---        | 59     | ---         |
| Library automation               | 02       | 27,500/-    | ---         | ---        | 02     | 27,500/-    |
| Weeding (Hard & Soft)            | 16,677   | 6,07,048/-  | ---         | ---        | 16,677 | 6,07,048/-  |
| Others – Newspaper and Magazines | 276      | 2,74,487/-  | 42          | 57,180/-   | 318    | 3,31,667/-  |

## 4.3 IT Infrastructure

### 4.3.1 Technology Up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres (BAOU) | Office | Departments (Staff-Room) | Available band width (MGBPS)                               | Other        |
|----------|-----------------|---------------|----------|------------------|-------------------------|--------|--------------------------|--|--------------|
| Existing | 68              | 02            | 04       | 28               | 01                      | 03     | 02                       | 3 connections of 30 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 30 MBPS each + 1 connection of 250 MBPS + | 01 Fire Wall |

|   |   |                           |   |  |  |  |                                    |                              |  |
|---|---|---------------------------|---|--|--|--|------------------------------------|------------------------------|--|
|   |   |                           |   |  |  |  |                                    | 1 connection 0f up to 5 MBPS |  |
| <b>4.3.2 Bandwidth available of internet connection in the Institution (Leased line)</b>  |   |                           |   |  |  |  |                                    |                              |  |
| <b>3 connections of 30 MBPS each + 1 connection of 250 MBPS + 1 connection 0f up to 5 MBPS</b>  |   |                           |   |  |  |  |                                    |                              |  |
| <b>4.3.3 Facility for e-content</b>   |   |                           |   |  |  |  |                                    |                              |  |
| Name of the e-content development facility  |   |                           |   |  | Provide the link of the videos and media centre and recording facility |  |                                    |                              |  |
| ---   |   |                           |   |  | ---  |  |                                    |                              |  |
| <b>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 &amp; institutional (Learning Management System (LMS) etc</b>  |   |                           |   |  |  |  |                                    |                              |  |
| <b>Name of the teacher</b>  |   | <b>Name of the module</b> |   | <b>Platform on which module is developed</b> |  |  | <b>Date of launching e-content</b> |                              |  |
| ---   |   | ---                       |   | ---  |  |  | ---                                |                              |  |
| <b>4.4 Maintenance of Campus Infrastructure</b>   |   |                           |   |  |  |  |                                    |                              |  |
| <b>4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</b>  |   |                           |   |  |  |  |                                    |                              |  |
| <b>Assigned budget on academic facilities</b>   | <b>Expenditure incurred on maintenance of academic facilities</b> |                           | <b>Assigned budget on physical facilities</b> |  | <b>Expenditure incurred on maintenance of physical facilities</b>      |  |                                    |                              |  |
| Rs.24,21,500/-  | Rs.11,49,573/-(excluding Adhoc staff salary                       |                           | Rs.11,59,600/-                                |  | Rs.12,78,073/-   |  |                                    |                              |  |
| <b>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)</b>  |   |                           |   |  |  |  |                                    |                              |  |
| Weblink- <a href="https://www.kpccommerce.ac.in/upload/procedures%20and%20policies.pdf">https://www.kpccommerce.ac.in/upload/procedures%20and%20policies.pdf</a><br><br><a href="https://www.ses-surat.org/">https://www.ses-surat.org/</a><br><br>Procedures and policies of all the colleges on college campus are framed by Sarvajani 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.<br>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.<br>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.<br>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.<br>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                | 366                       | 4,02,000/-              |

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

|                  |  |      |  |
|------------------|--|------|--|
| a) National      | Government Scholarship to reserved category students | 1986 | 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>     |
|--|-------------------------------|------------------------------------|------------------------------|
| Life Skills and Employability Skills Training    | 13-6-2019                     | 50                                 | KCG                          |
| Life Skills and Employability Skills Training    | 14-6-2019                     | 40                                 | KCG                          |
| Celebration of International Yoga Day            | 21/06/2019                    | 200                                | Sarvajanik Education Society |

|   |                              |          |   |
|---|------------------------------|----------|---|
| TALLY   | August 2019                  | 24       | First ERP Solutions Pvt. Ltd            |
| DELL/SCO<br>PE  | 1-8-2019                     | 28       | Government of Gujarat                   |
| Remedial<br>Classes for<br>Sem-I, III<br>and V                                | 19-8-2019<br>To<br>19-9-2019 | 767      | Sir K. P. College of Commerce,<br>Surat |
| Seminar on<br>Basic<br>English  | 3-9-2019                     | 253      | KCG                                     |
| Guidance<br>on<br>Menstrual<br>Problems<br>and Modern<br>Girl                 | 5-9-2019                     | 316      | Bombay Maternity Hospital,<br>Surat     |
| Guidance<br>on “UGC<br>NET and<br>NON NET<br>Junior<br>Research<br>Fellowship | 6-9-2019                     | 90       | Research fellow- Fatema<br>Salehbhai    |
| English<br>functional<br>Skills   | 1-10-2019                    | 44+32=76 | KCG                                     |
| Life Skills<br>and<br>Employabili<br>ty Skills<br>Training                    | 1-10-2019                    | 38       | KCG                                     |
| English<br>Functional<br>Skills   | 15-10-2019                   | 36       | KCG                                     |
| Seminar on<br>Positive<br>Attitude  | 16-1-2020                    | 187      | KCG                                     |
| Seminar on<br>Interpersona  | 16-1-2020                    | 92       | KCG                                     |

|  |                              |     |   |
|--|------------------------------|-----|---|
| I Skills                               |                              |     |   |
| Remedial Classes for Sem II, IV and VI | 20-1-2020<br>To<br>15-2-2020 | 767 | Sir K. P. College of Commerce, Surat    |
| Guidance on Personality Development    | 23-1-2020                    | 221 | Global Success Training and Consultancy |
| Digital E-Learning Programme           | 31-1-2020                    | 46  | B K Institute Surat                     |
| Seminar on Interview Skills            | 3-2-2020                     | 356 | KCG                                     |
| Seminar on Resume Writing              | 3-2-2020                     | 356 | KCG                                     |
| TALLY                                  | 31-3-2020                    | 10  | First ERP Solutions Pvt. Ltd.           |

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

| Year    | Name of the scheme                         | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---------|--|--|---|--|---------------------------|
| 2019-20 | UDISHA CLUB:<br>A Seminar on Part Time Job |  | 84  | NET-06<br>SET-09   | 21                        |

|  |   |     |     |         |  |
|--|---|-----|-----|---------|--|
|  |   |     |     | GPSC-01 |  |
|  | Seminar on Awareness for Government Job for T.Y.B.com. students                                     |     | 167 |         |  |
|  | Seminar on Career Guidance for Government Job for S.Y.B.Com. students                               |     | 109 |         |  |
|  | Seminar on Aviation   |     | 107 |         |  |
|  | Seminar on MBA as a career Option for First and Second year Students                                |     | 132 |         |  |
|  | Seminar on Preparation for NET  | 102 |     |         |  |
|  | A Seminar on UGC NET and Non NET Junior Research Fellowship for M. Phil and Ph.D. for P.G. students | 90  |     |         |  |
|  | UPSC and GPSC Awareness Seminar   | 233 |     |         |  |
|  | 1)Lecture on Competitive Exam in the field of Mathematics, Reasoning ability                        | 251 |     |         |  |

|  |   |     |  |  |  |
|--|---|-----|--|--|--|
|  | and English Language<br><br>2) Lecture on Competitive Exam in the field of Mathematics, Reasoning ability, and English Language | 128 |  |  |  |
|--|---|-----|--|--|--|

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment**

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---------------------------|-----------------------------|--|
| 03                        | 03                          | 02   |

**5.2 Student Progression**

**5.2.1 Details of campus placement during the year**

| On campus   |                                 |                           | Off Campus                                    |                                 |                           |
|---|---------------------------------|---------------------------|---|---------------------------------|---------------------------|
| Name of Organizations Visited   | Number of Students Participated | Number of Students Placed | Name of Organizations Visited Job Fair        | Number of Students Participated | Number of Students Placed |
| Venus Data Products, Surat  | 86                              | 02                        | Mega Placement Camp at VNSGU organised by KCG | 218                             | 72                        |
| ICICI BANK SALES ACADEMY<br><br>T.Y.B.Com complete required<br><br>due to corona exam in Sept.-20 | 55                              | 01                        |   |                                 |                           |
| Punj Advisors Pvt.Ltd.,   | 45                              | 02                        |   |                                 |                           |

|   |            |           |  |            |           |
|---|------------|-----------|--|------------|-----------|
| Surat   |            |           |  |            |           |
| BANKEDGE<br>AXIS BANK and others                          | 41         | 05        |  |            |           |
| SGK & Co. Chartered<br>Accountants, Surat                 | 12         | 02        |  |            |           |
| JUMBO WEALTH, Navsari                                     | 14         | 01        |  |            |           |
| Royal Services, Surat                                     | 54         | 02        |  |            |           |
| N M SHAH & Co.<br>CHARTERED<br>ACCOUNTANTS (only<br>Male) | 05         | 02        |  |            |           |
| Sakhiya Skin Clinic                                       | 24         | 02        |  |            |           |
| Optima Consultancy  | 06         | 01        |  |            |           |
| ANS IT INDIA PVT. LTD.                                    | 26         | 01        |  |            |           |
| <b>Total</b>  | <b>368</b> | <b>21</b> |  | <b>218</b> | <b>72</b> |

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

| Year    | Number of<br>students<br>enrolling<br>into higher<br>education | Programme<br>graduated from | Depart<br>ment<br>graduat<br>ed from | Name of institution joined  | Name<br>of<br>Progra<br>mme<br>admitt<br>ed to |
|---------|--|-----------------------------|--------------------------------------|---|--|
| 2019-20 | 47   | B.Com.                      | ---                                  | V.T.Choksi Sarvajanik Law<br>College, Surat                       | LLB  |
|         | 14   | B.Com.                      | ---                                  | Sarvajanik College Of<br>Law(S.F)                                 | LLB  |
|         | 01   | B.Com.                      | ---                                  | Gujarat University  | M.COM  |
|         | 18   | B.Com.                      | ---                                  | Seth C.D Barfiwala College<br>Of Commerce                         | M.COM  |
|         | 14   | B.Com.                      | ---                                  | Veer Narmad South Gujarat<br>University,<br>Surat                 | M.<br>Com.(E<br>XT)                            |
|         | 02   | B.Com.                      | ---                                  | Business And Industrial<br>Management<br>Department, Vnsgu, Surat | M.B.A  |



|              |            |        |     |  |                   |
|--------------|------------|--------|-----|--|-------------------|
|              | 01         | B.Com. | --- | Z.F.Wadia And N.K.<br>Jhohtacommerce College,<br>Surat | M.Com.            |
|              | 88         | B.Com. | --- | Sir K.P. College Of<br>Commerce, Surat                 | M.Com             |
|              | 21         | B.Com. | --- | Issued Transcript To Study<br>Abroad                   | Higher<br>Studies |
| <b>Total</b> | <b>206</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/<br>qualifying | Registration number/roll<br>number for the exam   |
|--------------------------|---|---|
| NET                      | 6                                       | 1) GJ11502585<br>2) GJ11501358<br>3) GJ11503707<br>4) GJ11501759<br>5) GJ1105203419<br>6) GJ1105203234            |
| GSET                     | 9                                       | 1) 513255<br>2) 513495<br>3) 513605<br>4) 513363<br>5) 513365<br>6) 513601<br>7) 512943<br>8) 513457<br>9) 514011 |
| State Government Service | 1                                       | 101000779   |

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

**SPORTS ACTIVITIES**

| Activity   | Level         | Participants                                     |
|--|---------------|--|
| Veer Narmad South Gujarat<br>University HandBall<br>Tournament (Men & women) | Inter college | Due to Covid -19 the<br>tournament was postponed |
| Sarvajanik Cup Inter College<br>Badminton Tournament (Men<br>& Women)        | Inter College | 19 teams 79 participants                         |
| Sarvajanik Cup Inter College<br>Handball Tournament ( Men &<br>Women)        | Inter College | 14 Teams 164 participants                        |
| Inter class Chess Tournament<br>(Men)  | Inter Class   | 27   |
| Inter class Table Tennis<br>Tournament (Men)                                 | Inter Class   | 09   |
| Inter class Badminton  | Inter Class   | 21   |

|   |                          |   |        |                |                 |                     |
|---|--------------------------|---|--------|----------------|-----------------|---------------------|
| Tournament (Women)  |                          |   |        |                |                 |                     |
| CULTURAL ACTIVITIES   |                          |   |        |                |                 |                     |
| Activity  |                          | Level   |        | Participants   |                 |                     |
| Patriotic Song Competition  |                          | Inter Class   |        | 45             |                 |                     |
| Varta Ni Manch Par Saabhinay Rajuaat  |                          | College   |        | 45             |                 |                     |
| Poetry Recitation Competition   |                          | Inter Class   |        | 15             |                 |                     |
| Poetry Recitation Competition   |                          | Inter College   |        | 14 Colleges 25 |                 |                     |
| Mehndi Competition  |                          | Inter Class   |        | 41             |                 |                     |
| Mehndi Competition  |                          | Inter College   |        | 15 Colleges 45 |                 |                     |
| Talent Hunt   |                          | Inter Class   |        | 30             |                 |                     |
|   |                          |   |        |                |                 |                     |
| 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      | Name of the student |
| 2019-20   | Gold Medal-49 Kg.        | International – Asian Equipped Powerlifting Championship 2019, Hong Kong      | Sports | ---            | E16031160311059 | Sangle Anjali P.    |
|   | Gold Medal               | National 24th Road Cycling Championship-80Km. Bikaner                         | Sports | --             | E14031160310907 | Sharma Sachin       |
|   | Silver Medal             | Khelo India Youth Games 100 Km. Road Cycling- Guwahati                        | Sports | ---            | E14031160310907 | Sharma Sachin       |
|   | Bronz Medal-             | National – Western India Senior Men and Women Power lifting Championship Pune | Sports | ---            | E16031160311059 | Sangle Anjali P.    |

|  |                     |   |        |     |                       |                       |
|--|---------------------|---|--------|-----|-----------------------|-----------------------|
|  | <b>Bronz Medal-</b> | National - Second National Yoga Championship Ujjain | Sports | --- | E1808116000110<br>920 | Singodawala Mitali R. |
|--|---------------------|---|--------|-----|-----------------------|-----------------------|

### **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, 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 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 field trip to Venus Jewels, Dyeing and Printing mills and Mehta Fincon enriched their knowledge. Students also participated in Global Investor's Meet.
- 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**

|   |
|---|
| <b>(maximum 500 words): Yes But Not Registered</b>  |
| <b>5.4.2 No. of registered enrolled Alumni: 427</b>   |
| <b>5.4.3 Alumni contribution during the year (in Rupees) :</b><br>1. Mr. Vipul Dalal : Rs. 2,000/- (Prize Money for Scholar Students)<br>2. Mr. Asim Baxi: Rs. 21,000/- (Donation of 5 bicycle for needy students)<br>3. Prof. Suryakant Shah: Rs. 16,150/-[(Interest on the fund of Rs. 1,00,000/- contributed by him.)(Current Corpus fund Rs.2,50,000/- ) ]<br>4. Prof. Suryakant Shah : Rs. 502/- (Prize Money for students)<br>5. Mr. Chetanbhai Desai: Rs. 5000/-(Prize Money for NCC best Boy Cadet and Girl Cadet)  |
| <b>5.4.4 Meetings/activities organized by Alumni Association :</b><br><br>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.<br>Alumni of our college contributes in different ways. The Commerce Bhavan is the result of their donation. Shree Suryakantbhai Shah alumni and retired professor of the college donated the amount he received at the time of his retirement to the college and from this fund every year the college organizes two activities for the students. In the first term we organize essay competition on 5th September and in second term the college organises seminar/ workshop/ expert lecture for the P.G. students open for all students of VNSGU. Our alumni also extend their hands as resource person, subject expert, key note speaker namely, Shree Suryakantbhai Shah Alumni-retired Professor, and Mr. Aditya Srinivasan the chief economist at BSE, Mumbai devote their valuable time for their alma mater. Alumni and retired Professor Shri Suryakant Shah has also declared Shri Suryakant Shah Nivruti fund Prize for highest marks in Business Administration. Mr. Vipul Dalal gives prize for highest marks in the Accountancy and Taxation. Mr Asimbhai Baxi who is also alumni of this college donated handsome amount for sports activities. Mr. Chetanbhai Desai declares prize money of Rs. 2500/- each for NCC best cadet girl and boy. |
| <b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>  |
| <b>6.1 Institutional Vision and Leadership</b>  |
| <b>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</b><br><b>Vision :</b><br>The vision of our Institution envisages : <ul style="list-style-type: none"> <li>Transforming lives through learning</li> <li>Nurturing an environment of intellectual excellence, inculcate values, identify talents and above all make good human beings</li> </ul> The Colleges practices various decentralisation and participative management operations as methods<br><b>1. Local Administrative Committee :</b><br>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 2019-20 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. P. Desai - 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 C.G.Gohil- 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 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 and 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<br>(18) Wall Magazine Committee   |
|   |
| <b>6.1.2 Does the institution have a Management Information System (MIS)?</b><br><b>Yes/No/Partial:</b> Partial   |
|   |
| <b>6.2 Strategy Development and Deployment</b>  |
| <b>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</b>  |
| <p><b><u>Curriculum Development :</u></b></p> <ul style="list-style-type: none"> <li>❖ The college follows the syllabus prescribed by VNSGU which is structured by the Board of Studies.</li> <li>❖ 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.</li> <li>❖ The syllabus of each subject is upgraded every 3 years by the University.</li> </ul>   |
| <p><b>Teaching and Learning:</b></p> <ul style="list-style-type: none"> <li>❖ ICT oriented teaching and learning in every class room</li> <li>❖ Teachers schedule their lectures and distribute their syllabus in accordance with college and university academic calendar</li> <li>❖ Arranged Guest lectures by learned and experienced professors of other colleges</li> <li>❖ Seminars, workshop and guest lectures are arranged for students in which professionals of the respective fields are invited</li> <li>❖ The College library is updated every year with required books and publication. INFLIBNET facility is provided to each teacher</li> <li>❖ The whole campus is covered with Wi-Fi and students are provided access to secret password.</li> <li>❖ 18 class rooms are equipped with LCD projectors and 03 class rooms are equipped with smart boards.</li> <li>❖ Use of applications as e-classroom not only saves time and paper but regularly updates the students with developments in their subjects.</li> </ul> |
| <p><b><u>Examination and Evaluation :</u></b></p> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ Students are given full understanding of paper style, examination methods, weightage of marks, etc. by the faculties in the classrooms.</li> <li>❖ All faculty members are regularly updated with any amendments made in exam or evaluation method done by the University.</li> <li>❖ 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</li> </ul>   |

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 18 faculties qualified as Ph.D & 11 as M.Phil degree holders, who constantly work towards scheduling programmes and workshops.
- ❖ One student successfully completed Ph.D during the year under the able guidance of Dr. M. R. Noronha.
- ❖ A seminar on "Research Methodology" was organised with address by eminent speakers as Dr. Gunjan Shah and Dr. Purnima Mehta.
- ❖ Webinar on Library Development Programme on "Re-engineering of Libraries: Issues and Challenges for 2020"
- ❖ College faculty regularly participate in conferences and workshops. This year 3 teachers completed Orientation programme and 7 teachers completed Refresher Course and 11 teachers attended Faculty Development Programme, 2 teachers completed Short Term Course.
- ❖ 17 Research papers were presented/ published during the year.
- ❖ 18 faculty were invited as Resource Person.

#### **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
- Centrally Air Conditioned Auditorium
- Conference Room
- 03 Computer laboratories
- 2 offices for NCC
- NSS office
- Separate Gymkhana Building
- Basketball ground
- Separate parking zone for boys, girls and staff
- Career counselling office
- 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.
- ❖ Regular notification and circulars of varied activities are displayed on college notice board and on website.
- ❖ Meetings of various committee for academic and administrative purposes are scheduled periodically.

Feedback forms from students are taken annually and analysed

#### **Industry Interaction / Collaboration :**

- ❖ During the year 4 students successfully completed the Bank training programme.
- ❖ Students of HONORS section visited financial firm and various dyeing and printing mills.
- ❖ Students each year attend the Global investors Summit to gain insights of Mutual Fund Industry.

As a part of curriculum, S.Y.B.Com Honors and M.Com-1 Honors students undergo Summer Training for 4 and 6 weeks in financial sector to get a preview of the corporate world.



**Admission of Students :**

- ❖ Admission process is centralized under Veer Narmad South Gujarat University.
- ❖ The College website and prospectus contains information about the institution and the programmes offered.
- ❖ The prospectus is prepared every year prior to the commencement of admissions.
- ❖ The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.

Proper counselling is done by the Admission Committee of the college to the students regarding selection of subjects at the time of admission.

**6.2.2 : Implementation of e-governance in areas of operations:****Planning and Development :**

- ❖ Planning for each academic year begins with preparation of Academic Calendar which covers schedules for teaching, extracurricular, co-curricular and extension activities, so as to cover all the activities on time as well as make timely preparation for events.

Each faculty prepares academic teaching plans for all semesters in their respective subject. This guideline helps teachers to organise better and the students to cope up with teaching techniques and styles for the semester.

**Administration :**

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

The fees of all the students are collected online.

**Finance and Accounts :**

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

Payment of the institution are made through cheque, RTGS and NEFT

**Student Admission and Support :**

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

Projects and research work of students are collected in soft copy to save paper and maintain permanent record.

**Examination :**

- ❖ The result of final exam is displayed online by the University.
- ❖ Marks of university examination are entered online by the faculty.
- ❖ 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 student

**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 |
|--------------|--|--|--|-------------------|
| 2019-20      | 1)Dr.Goral Joshi<br>2)Dr. Hufrish Deboo<br>3)Dr. Smita Khawani       | International Conference<br>“Emerging Issue in Development for Future Generation”                            | --   | Rs.3000/-         |
|              | 1)Prof. Smruti Desai<br>2) Dr. Seema Desai<br>3) Dr. Binita Gheewala | Five Day National Webinar on<br>“Revised NACC Assessment and Accreditation Challenges and Path to Move Ahead | --   | Rs.2880/-         |
| <b>Total</b> | 06   | ---  | --   | Rs.5880/-         |

**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) |
|---------|--|---|-----------------|--------------------------------------|--|
| 2019-20 | Training of Easy-Admin Software  | ---   | 1-10-2019       | 36                                   | ---                                      |
|         | Seminar on “Research Methodology”  | ---   | 7-3-2020        | 07                                   | ---                                      |
|         | Library  | ---   | 3-6-2020        | 37                                   | ---                                      |

|  |   |  |                              |     |           |
|--|---|--|------------------------------|-----|-----------|
|  | <b>Development Programme<br/>“Reengineering of College Libraries: Issues and Challenges 2020”</b> |  |                              |     |           |
|  | ---   | <b>Training of Easy-Admin Software</b>     | <b>16-3-2020</b>             | --- | <b>06</b> |
|  | ---   | <b>Computer training for Support Staff</b> | <b>31-1-2020 to 1-2-2020</b> | --- | <b>08</b> |
|  |   |  |                              |     |           |

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

| <b>Title of the professional development programme</b> | <b>Number of teachers who attended</b> | <b>Date and Duration (from – to)</b>  |
|--|--|---|
| <b>Orientation Programme</b>                           | <b>3</b>                               | <b>4-11-19 to 24-11-19</b>  |
| <b>Refresher Course</b>                                | <b>7</b>                               | <b>1-9-19 to 15-1-2020</b>  |
| <b>Faculty Development Programmes</b>                  | <b>11</b>                              |   |
|  | <b>1</b>                               | <b>7-3-20 to 16-3-20</b>  |
|  | <b>1</b>                               | <b>21-4-20 to 27-4-20</b>   |
|  | <b>1</b>                               | <b>22-4-20 to 28-4-20</b>   |
|  | <b>1</b>                               | <b>2-5-20 to 9-5-20</b>   |
|  | <b>1</b>                               | <b>1)11-5-20 to 18-5-20<br/>2)1-6-20 to 6-6-20</b>                            |
|  | <b>1</b>                               | <b>22-4-20 to 28-4-20</b>   |
|  | <b>1</b>                               | <b>22-4-20 to 28-4-20</b>   |
|  | <b>1</b>                               | <b>22-4-20 to 28-4-20</b>   |
|  | <b>1</b>                               | <b>22-4-20 to 28-4-20</b>   |
|  | <b>3</b>                               | <b>1)22-4-20 to 28-4-20<br/>2)11-5-20 to 18-5-20<br/>3)19-5-20 to 25-5-20</b> |
|  |  | <b>21-5-20 to 28-5-20</b>   |
| <b>Short Term Course</b>                               | <b>1</b>                               | <b>28-05-2020 to 03-06-2020</b>   |

|  |                 |  |  |
|--|-----------------|--|--|
|  |                 | <b>1</b>   | <b>19-05-2020 to 25-05-2020</b>                        |
|  |                 |  |  |
| <b>6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):</b>   |                 |  |  |
| <b>Teaching</b>  |                 | <b>Non-Teaching</b>  |  |
| <b>Permanent</b>   | <b>Fulltime</b> | <b>Permanent</b>   | <b>Full Time/Temporary</b>                             |
| <b>--</b>  | <b>2</b>        | <b>01</b>  | <b>05</b>  |
|  |                 |  |  |
| <b>6.3.5 Welfare schemes for</b>   |                 |  |  |
| Teaching:  |                 | ---  |  |
| Non-teaching:  |                 | - Tuition fees concession to children of Non-Teaching staff<br>- Rain coats to peons<br>-Uniforms and washing allowance to support staff<br>-Mask and sanitizers to Non-Teaching and support staff<br>During COVID-19 period |  |
| Students   |                 | - Book bank facility<br>-Students Aid fund<br>-Scholarship schemes to needy students   |  |
|  |                 |  |  |
| <b>6.4 Financial Management and Resource Mobilization</b>  |                 |  |  |
| <b>6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)</b>  |                 |  |  |
| <b>Internal Audit:</b> - The accountant in the college under the guidance of the Principal, records day to day financial transactions.                 |                 |  |  |
| <b>Internal Auditor</b> Sanghvi & Sons audits the accounts of the college.   |                 |  |  |
| External Audit: - All the financial documents are then submitted to external auditor.  |                 |  |  |
| Auditors from Government verify books of accounts of the college every two years.  |                 |  |  |
|  |                 |  |  |
| <b>6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criteria-III)</b> |                 |  |  |
| <b>Name of the non-government funding agencies/ individuals</b>  |                 | <b>Funds/ Grants received in Rs.</b>   | <b>Purpose</b>   |
| (1) Bepsiben Modi (Retd. Prof.)  |                 | 1000/-   | Highest marks in English                               |
| (2) Dr. Swatiben Mehta (Retd. Prof)  |                 | 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)  | 21,000/-        | 5 bicycle for needy students                |
| (11) Shri Chetanbhai Desai  | 5000/-          | Prize for Best NCC girl cadet and boy cadet |
| Total corpus fund generated = 46,903/-  |                 |   |
| <b>6.5 Internal Quality Assurance System</b>  |                 |   |
| <b>6.5.1 Whether Academic and Administrative Audit (AAA) has been done? NO</b>  |                 |   |
| Audit Type  |                 | External                                    |
|   | Yes/No          | Agency                                      |
| Academic  | ---             | ---   |
| Administrative  | ---             | ---   |
|   |                 | Internal                                    |
|   |                 | Authority                                   |
|   |                 | ---   |
|   |                 | ---   |
| <b>6.5.2 Activities and support from the Parent – Teacher Association (at least three) NIL</b>  |                 |   |
| <b>6.5.3 Development programmes for support staff (at least three)</b>  |                 |   |
| (1) 100% of total fees paid by the institution to all support staff members for computer literacy.  |                 |   |
| (2) Diwali bonus is given to all support staff by the teaching staff.   |                 |   |
| (3) Medical Check-up for all support staff.   |                 |   |
| <b>6.5.4 Post Accreditation initiative(s) (mention at least three)</b>  |                 |   |
| (1) 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.                    |                 |   |
| (2) NCC 6 Guj. Girls BN with 18 vacancies was allotted to the college under the supervision of caretaker officer, Dr. Surbhi M. Soni.   |                 |   |
| (3) 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. |                 |   |
| (4) TALLY accounting course successfully runs in the college. 37 students completed the course.   |                 |   |
| (5) Used Google Meet and Zoom Applications to conduct webinar and counselling of students during lockdown due to Covid-19 Pandemic  |                 |   |
| (6) Conducted NTA NET/SET webinar series  |                 |   |
| <b>6.5.5</b>  |                 |   |
| a. Submission of Data for AISHE portal : (Yes /No) - YES  |                 |   |
| b. Participation in NIRF : (Yes /No) - NO   |                 |   |
| c. ISO Certification : (Yes /No) - NO   |                 |   |
| d. NBA or any other quality audit : (Yes /No) - NO  |                 |   |
| <b>6.5.6 Number of Quality Initiatives undertaken during the year</b>   |                 |   |
| Year  | Name of quality | Date of                                     |
|   |                 | Duration (from-----to-                      |
|   |                 | Number of                                   |

|         | <b>initiative by IQAC</b>  | <b>conducting activity</b>                            | <b>-----)</b>   | <b>participants</b>                               |
|---------|--|---|---|---|
| 2019-20 | Finishing School - Batch – I<br>1) Life skill and Employability Skill Training<br>2) English Functional Skills | 1) 13-6-2019<br><br>2) 1-10-2019                      | 1) 13-6-2019 to 27-6-2019<br><br>2) 1-9-2019 to 9-10-2019 & 12-10-2019                      | 1) 50<br><br>2) 44                                |
|         | Batch-II<br>1) Life skill and Employability Skill Training<br>2) English Functional Skills                     | 1) 14-6-2019<br><br>2) 1-10-2019                      | 1) 14-6-2019 to 26-6-2019<br><br>2) 1-10-2019 to 9-10-2019 & 12-10-2019                     | 1) 40<br><br>2) 32                                |
|         | Batch-III<br><br>1) Life skill and Employability Skill Training<br>2) English Functional Skills                | 1) 1-10-2019<br><br>2) 15-10-2019                     | 1.1) 1-10-2019 to 7-10-2019<br>1.2) 12-10-2019 to 14-10-2019<br>2) 15-10-2019 to 24-10-2019 | 1) 38<br><br>2) 36                                |
|         | Finishing School Webinar Series<br>Upskill during Lockdown   | 1-5-2020  | 1-5-2020 to 15-6-2020   | 46  |
|         | TALLY Batch-1<br>Batch-2   | 1-8-19 to 30-9-2019<br>1-3-20 to 30-04-2019           | 2 Months<br>2 Months  | 24<br>10  |
|         | Bank Internship  | 1) 24-1-2020 to 30-3-2020<br>2) 29-1-2020 to 6-4-2020 | 2 Months  | 3<br>1  |
|         | Summer Training by HONS. Students  | 01-04-20 to 15-05-20                                  | 45 Days   | 24<br>(Due to Covid-19 the training is postponed) |
|         | Project by Honors Student  | Sept.-19 to Feb.-20                                   | 7 Months  | 4 Ongoing   |
|         | <b><u>Suryakantbhai Shah Activities</u></b><br>▪ Essay Competition<br>▪ 1) Stock Market                        | 1) 5-9-2019<br><br>2) 8-02-2020                       | 1) 5-9-2019<br><br>2) 8-2-2020  | 1) 24<br><br>2) 87                                |

|  |  |   |   |                                |
|--|--|---|---|--------------------------------|
|  | <ul style="list-style-type: none"> <li>Outlook</li> <li>2) Stagflation in Sharemarket</li> </ul>   |   |   |                                |
|  | <b><u>Planning Forum</u></b> <ul style="list-style-type: none"> <li>Inter college lecture series</li> </ul>  | 1)21-8-2019<br>2)11-1-2020                            | 1)21-8-2019<br>2)11-1-2020                            | 1)185<br>2)131                 |
|  | <ul style="list-style-type: none"> <li>Budget Lecture Series</li> </ul>  | 1)13-7-2019<br>2) 17-2-2020                           | 1)13-7-2019<br>2) 17-2-2020                           | 207<br>54                      |
|  | <ul style="list-style-type: none"> <li>Consumer Forum</li> </ul>   | 29-2-2020   | 29-2-2020   | 61                             |
|  | Inter College Poetry Recitation competition  | 20-8-2019   | 20-8-2019   | 25                             |
|  | Performance of Stories   | 13-8-2019   | 13-8-2019   | 45                             |
|  | <b>UDISHA Club</b> 1)Seminar on Basic English<br>2)Seminar on UGC NET- Non NET Junior Research Fellowship<br>3)Seminar on Interpersonal Skills<br>4)Seminar on Interview Skills and Resume Writing | 1)3-9-2019<br>2)6-9-2019<br>3)16-1-2020<br>4)3-2-2020 | 1)3-9-2019<br>2)6-9-2019<br>3)16-1-2020<br>4)3-2-2020 | 1)253<br>2)90<br>3)92<br>4)356 |
|  | <b>Educational Excursion</b> <ul style="list-style-type: none"> <li>Field Trip</li> <li>Education al visit to Dyeing and Printing Mills</li> <li>Global Investors Meet</li> </ul>                  | 14-12-2019<br>20-12-2019<br>4-1-2020<br>18-1-2020     | 14-12-2019<br>20-12-2019<br>4-1-2020<br>18-1-2020     | 40<br>113<br>39<br>26          |

|  |  |                   |                   |      |
|--|--|-------------------|-------------------|------|
|  | ▪ Trip to Financial Firm   |                   |                   |      |
|  | <b>Women Empowerment Cell</b><br>Orientation of First Year Students  | 2-8-2019          | 2-8-2019          | 306  |
|  | Online Covid-19 Awareness <b>Quiz</b>  | 9-05-2020         | 31-05-2020        | 1773 |
|  | Webinar on <i>Lockdown-3: A Great Opportunity</i>  | 11-5-2020         | 11-5-2020         | 41   |
|  | National Webinar Library Development Webinar Programme<br><i>Re-engineering of College Libraries: Issues and Challenges for 2020</i> | 3-6-2020          | 3-6-2020          | 564  |
|  | Panel Discussion<br><i>Re-Engineering of Libraries</i>   | 3-6-2020          | 3-6-2020          | 564  |
|  | National <b>Quiz</b> Competition on <i>Environmental Knowledge and Conservation Behaviour</i>  | 5-6-20            | 20-6-20           | 582  |
|  | National Webinar on <i>Impact of Lockdown on Indian Economy and Finance</i>  | 6-6-20            | 6-6-20            | 280  |
|  | State Level Webinar Series on “UGC NTA NET/SET Commerce Subject”: Paper-II   | 7-6-2020<br>Day-1 | 7-6-2020<br>Day-1 | 549  |
|  | State Level Webinar Series on “UGC NTA NET/SET Commerce Subject”: Paper-II   | 8-6-2020<br>Day-2 | 8-6-2020<br>Day-2 | 549  |
|  | State Level Webinar Series on “UGC NTA NET/SET Commerce  | 9-6-2020<br>Day-3 | 9-6-2020<br>Day-3 | 549  |



|  |  |                    |                    |     |
|--|--|--------------------|--------------------|-----|
|  | Subject”: Paper-II   |                    |                    |     |
|  | State Level Webinar Series on “UGC NTA NET/SET Commerce Subject”: Paper-II | 10-6-2020<br>Day-4 | 10-6-2020<br>Day-4 | 549 |
|  | State Level Webinar Series on “UGC NTA NET/SET Commerce Subject”: Paper-II | 11-6-2020<br>Day-5 | 11-6-2020<br>Day-5 | 549 |
|  | Know Tax to Pay ‘No Tax’ or ‘Low Tax’                                      | 8-6-2020           | 8-6-2020           | 829 |
|  |  |                    |                    |     |

| <b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>   |                          |                     |             |
|--|--------------------------|---------------------|-------------|
| <b>7.1 – Institutional Values and Social Responsibilities</b>  |                          |                     |             |
| <b>7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)</b> |                          |                     |             |
| <b>Title of the programme</b>  | <b>Period (from-to)</b>  | <b>Participants</b> |             |
| <b>Women Empowerment Cell</b>  |                          | <b>Female</b>       | <b>Male</b> |
| Felicitation of International Winner in Sports-Anjali Sangle   | 10-8-2019                | 220                 | 86          |
| Beauty Care Training   | 26-08-2019 to 31-8-2019  | 253                 | ---         |
| Chocolate Making Training  | 30-8-2019 to 31-8-2019   | 253                 | ---         |
| Menstrual Problems and Modern Girl   | 5-9-2019                 | 316                 | ---         |
| Motivational Lecture “Hu J Maro Sarthee”   | 4-1-2020                 | 258                 | 96          |
| Personality Development Training Programme   | 23-1-2020                | 129                 | 92          |
| Self Defence training  | 25-1-2020                | 41                  | ---         |
| Digital e-learning Programme   | 31-1-2020 to 1-2-2020    | 22                  | 24          |
| Felicitation of Students and Faculty on eve of International Women’s Day   | 7-3-2020                 | 29(Staff)           | 19 (Staff)  |
| <b>Pushpanjali</b>   |                          |                     |             |
| Drawing Competition  | 28-8-2019                | 32                  | 12          |
| <b>NSS</b>   |                          |                     |             |
| Blood Donation Camp  | 1-7-2019                 | 32                  | 68          |
| Breast Feeding Awareness Programme   | 9-8-2019                 | 200                 | ---         |
| Fit India Movement   | 29-8-2019                | 280                 | 120         |
| Health Check-up Programme  | 20-12-2019 to 21-12-2019 | 281                 | 100         |
| Voter Awareness Programme  | 27-12-2019 to 28-12-2019 | 292                 | 180         |

|   |   |   |  |                               |                         |   |
|---|---|---|--|-------------------------------|-------------------------|---|
| Blood Donation Camp   | 7-1-2020  | 100   | 80   |                               |                         |   |
| HIV/ AIDS Awareness Programme   | 12-2-2020   | 75  | 40   |                               |                         |   |
|   |   |   |  |                               |                         |   |
| <b>7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:</b>   |   |   |  |                               |                         |   |
| <b>Percentage of power requirement of the College met by the renewable energy sources</b>   |   |   |  |                               |                         |   |
| To support environment and create awareness amidst the students, the college undertakes the following measures:   |   |   |  |                               |                         |   |
| <ul style="list-style-type: none"><li>▪ A compost pit is dug in the college to produce manure for trees and plants within the campus.</li><li>▪ Two Solar Panels are installed in the campus.</li><li>▪ Separate dustbins for dry and wet wastage are kept in the campus.</li><li>▪ Dustbins are provided in each class rooms.</li><li>▪ Tree Plantation programme is organised.</li><li>▪ Medicinal plants are planted in the garden to educate students about medicinal plants.</li><li>▪ Students participated in cleanliness drive organised by NSS unit.</li><li>▪ To save paper, the office uses apps for online fees, notices.</li><li>▪ Teachers use E-Classrooms to provide study material.</li><li>▪ Awareness programme on Environment and Importance of cleanliness are organised.</li><li>▪ Underground tank for Water harvesting is built in the campus.</li><li>▪ LED lights are installed in Principal's office, Administrative Office and IQAC Room.</li></ul> |   |   |  |                               |                         |   |
|   |   |   |  |                               |                         |   |
| <b>7.1.3 Differently abled (Divyangjan) friendliness</b>  |   |   |  |                               |                         |   |
| <b>Items Facilities</b>   | <b>Yes/No</b>   | <b>No. of Beneficiaries</b>   |  |                               |                         |   |
| <b>Physical facilities</b>  |   |   |  |                               |                         |   |
| Provision for lift in Commerce Bhavan   | Yes   | --  |  |                               |                         |   |
| Ramp/ Rails   | Yes   | --  |  |                               |                         |   |
| Braille Software/facilities   | No  | --  |  |                               |                         |   |
| Rest Rooms  | Yes   | For girls   |  |                               |                         |   |
| Scribes for examination   | Yes   | As and when required  |  |                               |                         |   |
| Special skill development for differently abled students  | No  | --  |  |                               |                         |   |
| Any other similar facility  | Yes<br>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> |  |                               |                         |   |
|   |   |   |  |                               |                         |   |
| <b>7.1.4 Inclusion and Situatedness</b>   |   |   |  |                               |                         |   |
| <b>Enlist most important initiatives taken to address locational advantages and disadvantages during the year</b>   |   |   |  |                               |                         |   |
| <b>Year</b>   | <b>Number of initiatives to address locational advantages and disadvantages</b> | <b>Number of initiatives taken to engage with and contribute to local community</b>   | <b>Date and duration of the initiative</b> | <b>Name of the initiative</b> | <b>Issues addressed</b> | <b>Number of participating students and staff</b> |
| 2019-20   | ---   | 01  | 1-7-2019                                   | Blood Donation Camp           | Social Service          | 100+4   |

|  |     |     |                                |  |                                       |                  |
|--|-----|-----|--------------------------------|--|---------------------------------------|------------------|
|  | --- | 01  | 5-7-2019                       | Tree Plantation  | Save Environment                      | 200+04           |
|  | --- | 01  | 14-8-2019                      | Rakshabandhan at “Mamta Mansik Kendra”                                   | Social Values                         | 100+04 Faculties |
|  | --- | 01  | 2-10-2019                      | Plastic Free India Rally   | Save Earth                            | 260+4            |
|  | --- | 01  | 4-12-19                        | Nukkad Natak at Slum Area  | Awareness                             | 11+1             |
|  | --- | 01  | 5-12-2019 and 12-12-2019       | Cleaning of water bodies and monuments at local area                     | Social responsibility                 | 23+1             |
|  | --- | 01  | 5-12-2019                      | Creating Awareness of Personal hygiene at Slum area                      | Social responsibility                 | 7+1              |
|  | --- | 01  | 7-12-2019                      | Cleaning of Dumas Beach  | Awareness                             | 10+1             |
|  | --- | 01  | 10-12-2019                     | Cleaning of Public park  | Awareness                             | 18+1             |
|  | --- | 01  | 7-1-2020                       | Blood Donation Camp  | Social Service                        | 180+4            |
|  | --- | 01  | 11-1-2020                      | Run for Unity  | National Integration                  | 100+4            |
|  | --- | 01  | 8 -4-2020 to 19-5-2020         | NSS Volunteers Helped Surat Police for Strict Implementation of Lockdown | Responsible and Responsive Leadership | 14               |
|  | --- | 02  | NSS-22-6-2020<br>NCC-30-5-2020 | Mask prepared and Distributed to needy by NSS and NCC Volunteers         | Responsible and Responsive Leadership | 02               |
|  | 01  | --- | 16-9-2019                      | Swachchhata Programme at Civil Hospital                                  | Community Service                     | 50+4             |
|  | 01  | --- | 14-12-2019 to 15-12-2019       | Jan Jagruti Yuva Naad  | Community Service                     | 05               |
|  | 01  | --- | 15-1-2020                      | Cloth Distribution to needy  | Social Service                        | 300+04           |
|  | --- | 01  | 15/10/2019 to 21-10-2019       | Special Camp – Balkas Village  | Social Service                        | 144+04           |

|       |     |    |           |                                     |                  |                  |
|-------|-----|----|-----------|-------------------------------------|------------------|------------------|
|       | --- | 01 | 25/1/2020 | National Voting Awareness Programme | Social Awareness | 100+04 Faculties |
| Total | 03  | 13 |           |                                     |                  |                  |

### 7.1.5 Human Values and Professional Ethics

#### Code of conduct (handbooks) for various stakeholders

| Title  | Date of Publication | Follow up (maximum 100 words each)  |
|--|---------------------|---|
| Code of conduct for Teaching, Non –teaching staff and Students | 13-06-19            | All the stakeholders follow the Code of Conduct prescribed by the college. No case of misbehaviour has been reported. |

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity  | Duration (from----- to-----) | Number of participants |
|---|------------------------------|------------------------|
| Yoga Day  | 21/6/2019                    | 200                    |
| Blood donation camps                                      | 1)01/7/2019<br>2)7-1-2020    | 1)100<br>2)180         |
| Tree Plantation   | 5-7-2019                     | 200                    |
| Patriotic song competition                                | 7/08/2019                    | 45                     |
| 15th August - Independence Day celebration                | 15/08/2019                   | 220                    |
| Digvijay Day Celebration                                  | 13-9-2019                    | 300                    |
| NSS Day Celebration                                       | 22-9-2019 to 24-9-2019       | 2                      |
| Plastic Free India Rally on Gandhi Jayanti                | 2-10-2019                    | 260                    |
| Celebration Rakshabandhan with differently abled children | 14/8/2019                    | 100                    |
| Essay Competition on Swami Vivekanand                     | 10-1-2020                    | 70                     |
| Cloth Distribution to Needy                               | 15-1-2020                    | 300                    |
| Lecture on Swami Vivekanand                               | 20-1-2020                    | 350                    |
| Celebration of National Voters Day                        | 25-1-2020                    | 100                    |
| 71 <sup>st</sup> Republic Day celebration                 | 26/01/2020                   | 100                    |
| Celebration of International Women's Day                  | 7-3-2020                     | 48                     |

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

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

- Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus
- Solar panels are installed within the campus as a drive towards generating and using natural resource.
- 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

<https://kpcommerce.org/upload/best%20practice%202019-20.pdf>

### Title of Practice –

1. **Scholarship to Economically weak students in open category**
2. **SPORTS**

## 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

<https://kpcommerce.org/upload/institutional%20distinctiveness%202019-20.pdf>  
<https://www.kpcccommerce.ac.in/upload/prospectus%202019-20%20-new-pdf.pdf>

## 8. Future Plans of action for next academic year

- A Workshop / Conference / Panel Discussion on Physical Education or English Literature or English language 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 more batches during the year.
- More batches of TALLY accounting with GST compliance class shall be conducted this year to equip the student with accounting packages.
- We shall arrange various activities under 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
- We shall coach, motivate and encourage our sport students to participate in various State, National and International Level competitions.
- Seminar on Research Methodology will be organised for post graduate students under Research Committee.

*[Signature]*

Dr. Purnima Jariwala

Name & Signature of the Coordinator, IQAC



*[Signature]*

Prin. Dr. Martina R. Noronha

Name & Signature of the Chairperson, IQAC

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

\*\*\*

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