# YEARLY STATUS REPORT - 2020-2021

## Part A

## Data of the Institution

**1.Name of the Institution**                           SIR K. P. COLLEGE OF COMMERCE, SURAT

- Name of the Head of the institution          Dr. Martina Noronha

- Designation                                  Principal

- Does the institution function from its own campus?          Yes

- Phone no./Alternate phone no.                02612240057

- Mobile no                                    9998221321

- Registered e-mail                            principalskpcc@gmail.com

- Alternate e-mail                             smrutidesai24@gmail.com

- Address                                      R. K. Desai Marg, Opp.Mission Hospital Athwalines Surat

- City/Town                                    Surat

- State/UT                                     Gujarat

- Pin Code                                     395001

**2.Institutional status**

- Affiliated /Constituent                      Affiliated

- Type of Institution                          Co-education

- Location                                     Urban

- Financial Status     **Grants-in aid**


- Name of the Affiliating University     **Veer Narmad South Gujarat University**

- Name of the IQAC Coordinator     **Prof. Smruti Pankaj Desai**

- Phone No.     **9825191769**

- Alternate phone No.     **02612240057**

- Mobile     **9825191769**

- IQAC e-mail address     **iqac.skpcc@gmail.com**

- Alternate Email address     **principalskpcc@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**     https://kpccommerce.ac.in/upload/naac/aqar%202019-2020%20(1).pdf

**4.Whether Academic Calendar prepared during the year?**     **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:     https://kpccommerce.ac.in/upload/naac/academic%20calendar%202020-21%20scanned.pdf

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|-----------------------|---------------|-------------|
| **Cycle 1** | **B++** | **83.80** | **2005** | **21/09/2005** | **20/09/2010** |
| **Cycle 2** | **A** | **3.02** | **2014** | **24/09/2014** | **23/09/2019** |
| **Cycle 3** | **A** | **3.03** | **2021** | **06/12/2021** | **05/12/2026** |

**6.Date of Establishment of IQAC**     **18/01/2006**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Sir K. P. College of Commerce | RUSA 2.0 component 9 Infrastructure grant | UGC/KCG | April-2018 4 years | Rs. 2,00,00,000 |
| Sir K. P. College of Commerce | Finishing School | Government of Gujarat | 2020-21 | Rs. 2,54,788 |
| Sir K. P. College of Commerce | DEDF Grant 2020-21 | KCG | 2020-21 | Rs. 50,000/- |

**8.Whether composition of IQAC as per latest NAAC guidelines**     **Yes**

- Upload latest notification of formation of IQAC     View File

**9.No. of IQAC meetings held during the year**     **02**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?     **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report     No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**     **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

**Submission of Self Study Report of NAAC for 3rd Cycle**

**Organised National e-conference on Advances in Sports, Exercise Science and Pedagogy of Physical Education**

Conducted Green Audit

Strengthening the Research Environment

Applied for GSIRF for state ranking

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| The POA was designed in the beginning of the year with the coordination from various committee viz. curricular, co curricular, extra co curricular and research committee. | As per the structured plan all the committees carried out the activities with at most dedication and enthusiasm invoicing maximum students in each activity. The details of each activities documented in 'SAHASAM' annual college magazine. |

**13.Whether the AQAR was placed before statutory body?**    **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Local Administrative Committee | 02/07/2021 |

**14.Whether institutional data submitted to AISHE**

| **Part A** | |
|---|---|
| **Data of the Institution** | |
| 1.Name of the Institution | SIR K. P. COLLEGE OF COMMERCE, SURAT |
| • Name of the Head of the institution | Dr. Martina Noronha |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 02612240057 |
| • Mobile no | 9998221321 |
| • Registered e-mail | principalskpcc@gmail.com |
| • Alternate e-mail | smrutidesai24@gmail.com |
| • Address | R. K. Desai Marg, Opp.Mission Hospital Athwalines Surat |
| • City/Town | Surat |
| • State/UT | Gujarat |
| • Pin Code | 395001 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Grants-in aid |
| • Name of the Affiliating University | Veer Narmad South Gujarat University |

| | |
|---|---|
| • Name of the IQAC Coordinator | **Prof. Smruti Pankaj Desai** |
| • Phone No. | **9825191769** |
| • Alternate phone No. | **02612240057** |
| • Mobile | **9825191769** |
| • IQAC e-mail address | **iqac.skpcc@gmail.com** |
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| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
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| | |
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| | |
|---|---|
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| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | 02 |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
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| • If yes, mention the amount | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

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| --- | --- |

- Name of the statutory body

| Name | Date of meeting(s) |
| --- | --- |
| Local Administrative Committee | 02/07/2021 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
| --- | --- |
| 2020-21 | 17/02/2022 |

**15.Multidisciplinary / interdisciplinary**

**16.Academic bank of credits (ABC):**

**17.Skill development:**

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

|  |
|--|
|  |

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

|  |
|--|
|  |

**20.Distance education/online education:**

|  |
|--|
|  |

# Extended Profile

## 1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | **150** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 2.Student

| 2.1 Number of students during the year | **3683** |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **699** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | **992** |
|---|---|

| File Description | Documents |
| --- | --- |
| Data Template | View File |

## 3.Academic

| 3.1 | **34** |
| --- | --- |
| Number of full time teachers during the year | |

| File Description | Documents |
| --- | --- |
| Data Template | View File |

| 3.2 | **25** |
| --- | --- |
| Number of sanctioned posts during the year | |

| File Description | Documents |
| --- | --- |
| Data Template | View File |

## 4.Institution

| 4.1 | **23** |
| --- | --- |
| Total number of Classrooms and Seminar halls | |

| 4.2 | **51.09** |
| --- | --- |
| Total expenditure excluding salary during the year (INR in lakhs) | |

| 4.3 | **76** |
| --- | --- |
| Total number of computers on campus for academic purposes | |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**The institution is affiliated to Veer Narmad South Gujarat 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.

At the beginning of the year, departmental meeting and accordingly 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 library provides necessary learning resources and procures required number of books and research journals. The College follows the curriculum prescribed by the respective Board of Studies and makes its representation through the heads of departments. Constructive feedback and suggestions for improving syllabus are invited by Head of the department from respective members and in this way all teachers are involved in the process of finalizing the suggestions to be made to the Board.

The IQAC monitors the overall process by collecting feedback from teachers and students, regarding the curriculum to take corrective actions.

There is a regular up-gradation of teachers' by participating in various academic programme. Students are exposed to the latest developments through Guest Lectures and Seminars.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://kpccommerce.ac.in/pages/1curricular-aspects/ |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The internal evaluation system of the college is revised as per the reforms made by the university. The IQAC prepares academic, extra-curricular and co-curricular activities calendar and respective committees carry out the activities during the year. Due to COVID-19 Pandemic, online classes were conducted on MS TEAMS. Students are given full understanding of the paper style, examination method, weightage of marks, assignments etc. Internal evaluation is based on attendance, assignment and Internal test. Irregular students are warned regularly by the teachers. The date for the submission of internal marks is decided by the principal.

After the internal test, the answer sheets are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. Continuous evaluation of students through regular Internal Tests and assignments strengthen learning. Mark sheets of internal marks are prepared with the utmost care and are displayed on the notice board for verification and also grievances, if any, are addressed by the faculty. Additional tests are taken for those students who could not appear in the internal test due to illness or unavoidable circumstances. All staff members are kept informed about any amendments in evaluation methods done by the university.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://kpccommerce.ac.in/upload/iqac/1.%20academic%20calendar%202020-21%20-skpcc.pdf |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University**

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**06**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**02**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**213**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**Professional Ethics**

**The Code of Conduct for professional ethics is displayed on the college website. Workshop on skill development programmes are**

regularly conducted by UDISHA club. Lectures, essays, quiz etc. are organized for integration of ethical values by NSS, NCC and Planning Forum.

**Gender**

The college lays emphasis on sensitization towards gender issues through Women Empowerment Cell, NSS and NCC. Activities are designed in such a way that they get an alternative way of earning livelihood. Girls are also imparted sufficient knowledge and awareness about health, hygiene and self defence by inviting experts. The committees make efforts to give a supporting environment around them.

**Human Values**

The College organizes various extension activities through various committees for the inculcating the values like national integrity, patriotism, Equality, Peace and Brotherhood.

We celebrate various days of national importance viz. Independence Day, Republic day and community programmes such as Blood Donation Camp, One Week Annual Camp at Village, Collecting and contributing funds for needy people, visiting and celebrating Raksha Bandhan with differently abled children which helps them develop human values.

**Environment and Sustainability**

Students learn "Environmental studies" in First year. N.S.S and N.C.C promote environmental protection through tree plantation and other sustainable development programme.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

**02**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | View File |

**1.3.3 - Number of students undertaking project work/field work/ internships**

**152**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | 1. https://kpccommerce.ac.in/upload/iqac/report%20of%20students%20feedback%202020-21.pdf 2. https://kpccommerce.ac.in/upload/iqac/report%20of%20teachers%20feedback%202020-20-21.pdf 3. https://kpccommerce.ac.in/upload/iqac/report%20of%20alumni%20feedback%202020-21.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | No File Uploaded |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | 1. https://kpccommerce.ac.in/upload/iqac/report%20of%20students%20feedback%202020-21.pdf 2. https://kpccommerce.ac.in/upload/iqac/report%20of%20teachers%20feedback%202020-20-21.pdf 3. https://kpccommerce.ac.in/upload/iqac/report%20of%20alumni%20feedback%202020-21.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

1412

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

## 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**699**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

It is observed that students admitted in the institution are having variation in the capabilities, aptitudes, backgrounds, economic status etc. It is quite true that on one side we get bright students while on the other side we also get average students. Consequently the task of our teachers becomes more tough and challenging. However we adopt various strategies like continuous monitoring in the classes, interaction, discussions, assignment writing, student responses in the classrooms etc. By doing all these we identify the slow learners and then take measures like extra guidance, counseling and providing books from the library. Students are motivated for still better results by extra reading, hard work and participation in all curricular and co-curricular programme organised in our college such as Finishing School, TALLY classes for their overall development and guidance for career related webinars. B.Com. Honors students are encouraged to undertake Research Project/ Summer Training/ Field Trips for practical exposure of their syllabus. The college encourages and motivates meritorious students and felicitates them in Prize distribution ceremony. To encourage students and teachers of these organizations every year the management declares Best Student.

Due to Covid 19-Pandemic it was difficult to organize programme

**with active offline students participation.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| **3683** | **34** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Teachers constantly strive to make teaching student centric by adopting various traditional as well as modern methods for e.g. Lecture Method, Interactive Methods, Project based Training, Use of ICT, Seminar and Experiential Learning. Honors students prepare group projects on various topics and after completion they present them in the classroom. The students are guided for better performance. Moreover all students are asked to prepare assignments on various topics related to their syllabus. They are supposed to submit these assignments at the end of each semester. Honors Students take six to eight weeks practical training before they get their degree. They also visit various companies as field trips. Various seminars are organized and students are encouraged to take part in such seminars. The case study method is used in the subject of Business Administration.**

**Every year our Special Banking students take practical training at various banks and Honors students visit various companies, business firms for practical exposure but due to Covid-19 Pandemic they cannot take the training or go for field trip.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With rapid changing scenario, teachers of our college use ICT enabled teaching methods besides traditional teaching methods.

The infrastructure of the college is well equipped with all modern teaching aids like LCD projectors, smart boards, computers with internet facilities and INFLIBNET in library, free access of Wi-Fi facilities on campus for students.

Microsoft TEAMS and Google Meet are used to conduct online classes. MCQ test and submission of assignment and to provide learning material.

Google Classroom Application is used to communicate and provide study material to students at one place.

PPTs and Videos related to topics are shown to students by faculties followed by the discussion of the same.

Online quizzes and polls are regularly conducted to record the feedback of stakeholders.

To teach mathematical subjects in online mode, teachers use Whiteboard in MS Teams.

Various seminar, guest lectures and competitions are organized with the help of MS Teams, Google Meet and You Tube.

The College library is equipped with SOUL 2.0, e-books and e-journals.

The faculties are members of N-List.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

## 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

## 2.3.3.1 - Number of mentors

34

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

34

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

## 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year

**18**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**474.3 years**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Due to Covid -19 the teaching, submission of assignment and evaluation are done online through Microsoft Teams. In each semester, one internal test is organised. Students have to give this internal test compulsory for appearing in the University semester exams. For those students who could not appear in the internal test due to some reason, an additional test is organised. Staff members are kept informed about amendments in evaluation methods done by the university. The evaluation process of the students is fair and transparent. CCTV cameras are installed in each classroom and corridors and continuous monitoring is done. Supervision is allotted to the faculties by a draw system. Strict confidentiality of question papers is maintained. Scheme of marking and solution of question papers are given to the examiners in Accountancy and Statistics to ensure uniformity in assessment. The results are exhibited on the Mobile App. Students are given a chance to view their own answer books on demand. They can consult**

the respective teachers in case of any doubts or dissatisfaction. Our teachers maintained the record of student's attendance, assignment work and internal tests. This way full transparency in examination and assessment work is maintained.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a well organized mechanism for Redressal of examination related grievances. Due to Covid -19 the teaching, submission of assignment and evaluation are done online through Microsoft Teams. The student can approach the respective Teachers or Principal to redress the examination related grievance. Most of the grievances related to the examination are received after declaration of results by the college. Internal marks of the students are displayed on the college mobile application before submitting them to the university. The errors in their results of the internal assessment are immediately addressed and corrected, if any. Internal evaluation committee and staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances. The relevant documents are issued for speedy redressal of the grievances, if necessary.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our institution does pay attention to the all-round development of the students with a view to prepare them as responsive and responsible citizens. It is the prerogative of the university to decide the syllabus as the institution is affiliated college. HODS are the members of the BOS of the University. Apart from HODS some of senior faculties are also the members of syllabus restructuring committee.

The college prospectus itself gives the students information about the programs and courses offered. The POs, PSOs and COs are displayed on college website. As part of the CBCS, students are encouraged and counseled to check the content of the courses they intend to take, before registering for that particular course. Thus due to interaction of teacher with the students, the program outcome and course outcomes are communicated and the students are well informed.

At the beginning of the academic year, the HODs of each department hold a departmental meeting, in which the approved syllabus and the course outcomes are discussed in detail. Each teacher discusses the COs in the classroom at the beginning of the academic year.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://kpccommerce.ac.in/upload/programme%20outcomes.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of the Programme Outcomes

At the Post Graduate level and Undergraduate levels, the attainment of programme outcomes is measured through'

1. Students' progress to higher studies, either in our college or in any higher educational institution.

2. Students' placement in companies and institutions.

3. The feedback system of different stakeholders and Students' Satisfaction Survey helps to measure and reckon the attainment of the program outcomes.

Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of in all specific programmes and published in college annual magazine.

**Attainment of the Course Outcomes**

**The course outcomes are measured through various methods. All teachers prepare teaching plans and strive to complete the syllabus in time. At least 75% attendance is compulsory to appear in university exams. Assignments are given well in advance and the faculty concerned ensure their timely submission.**

**Various techniques used by institution to attain POS and COS are,**

**Direct Assessment methods**

- **Internal Test**

- **Student projects**

- **Assignments**

- **Semester Test**

- **End Semester Result**

**Indirect Assessment Methods**

- **Feedbacks**

- **Co-curricular activities**

- **Extracurricular activities**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

### 2.6.3.1 - Total number of final year students who passed the university examination during the year

**792**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://kpccommerce.ac.in/pages/2teaching-learning-and-evaluation/

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**6.06**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

## 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

**3.1.2.1 - Number of teachers recognized as research guides**

**04**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

## 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

## 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

**02**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | 1. https://mysy.guj.nic.in/shodh/ 2. https://www.minorityaffairs.gov.in/en/schemesperformance/maulana-azad-national-fellowship-minority-students-scheme |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**The College has a Research Committee which helps to promote research activities. We have Research laboratory for this purpose. 18 faculty members hold Ph.D degree and 4 are recognised Ph.D guides. The composition of Research Committee is as follows:**

**Dr. P.P.Jariwala (Chairperson)**

**Dr. P.U.Mehta**

**Dr. M.B.Patel**

**Dr. P. A. Kothari**

**Dr. G. K. Joshi**

The use of research laboratory is extended to faculties and research scholars as per requirement. Facilities such as flexibility in timings and access to wi-fi and internet facility are given to staff as well as research scholars. Access to computers with wi-fi, research portal with mentors creates an innovative atmosphere. This lab houses past years' projects, Ph.D thesis as well as renowned publications for reference. Apart from organising expert lectures, conferences and seminars, students are encouraged to prepare group projects. To create a research environment at Under Graduate level our Honors students are assigned research projects, thus vetting their research appetite.

Compulsory summer training for 40 -60 days is a unique assignment to students of Honors and for students opting for B.Com with Banking specialisation. Field visits are arranged for students to explore the corporate world and gain practical knowledge.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

07

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

### 3.3 - Research Publications and Awards

### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

**13**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | https://kpccommerce.ac.in/upload/iqac/3.3.1-%20to%20be%20put%20on%20website%20for%20link%20-research%20activities-iqac.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

**06**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

**02**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our institution endeavours to fulfill the vision of our college to transform lives through learning and nurturing an environment of intellectual excellence, inculcate values and above all make good human beings. Our college organises various extension and outreach programmes organised under NSS, NCC, and Women Empowerment to communicate and sensitize students to social issues and bring about holistic development of students.

Our NSS team organizes various programmes for e.g. International Yog Day, Mission Pink Health Initiative Lecture Series, Essay Competition on Gandhi Jayanti and Azadi Ka Amrut Mahotsav, Lecture on "Healhy Diet to Built Immunity", Taking Oath and Rally for Voter Awareness, Tree Plantation, Campus Cleanliness Drive, Honouring the Dandi Yatra.

The NCC organize programmes for e.g. Vaccination Programme, Blood Donation Programme on NCC Day, Swachchta Pakhwada Celebration, Card Making on Kargil Divas, Poster Making on Tobacco Awareness, , Ek Bharat Shreshth Bharat Programme, Disaster Management Training, Poem/Essay writing on Constitution Day, Nukkad Natak and Poster Making on Swachchabharat Abhiyan.

The Women Empowerment Cell organises various programmes to educate and motivate them and create awareness regarding health and hygiene and arranging lectures on "Post Corona Care" and " Breast Cancer Awareness"

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

04

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**17**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**852**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**22**

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

**04**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The Campus area of the college is 16,336.14 sq. meters includes three separate buildings.**

**Facilities available for teaching-learning:**

Ø 21 classrooms equipped with amplifiers – 15 with LCD projector and 3 with Smart Board

Ø 60 computers - 25 in Computer Centre, 25 in Commerce lab, 10 in Research Laboratory

Ø 16 Computers for administrative work

Ø Notice Boards, Mobile Application, Television, Website to inform about various activities

Ø Career Counseling Cell

Ø Strong room

Ø A. C. Auditorium with 252 seating capacity and LCD projector, podium and audio system

Ø Conference Room with LCD projector and in-built audio system

Ø Sports facilities viz. Wooden Badminton Court, Volleyball Court, Cricket Ground, Rifle Shooting Range, Table Tennis court, Chess room, Carrom room and Gymnasium.

Ø Two Libraries:

v At the lower level

Ø 32 cubicles for separate reading

Ø 118 seating arrangements for students

Ø Newspaper stand

v At upper level:

Ø Printers

Ø Xerox machine,

Ø Reading area

Ø Separate reference section

Ø **Newspaper stands**

Ø **New arrival boards**

Ø **Wi-Fi facility- having capacity of 105 SME and NAMO Wifi having capacity up to 5 MBPS with 29 routers**

Ø **BAOU Centre**

Ø **67 Camera and 4 DVR for CCTV surveillance**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://kpccommerce.ac.in/pages/class-rooms/ |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**Cultural Facilities:**

Ø **The Auditorium has wooden stage for practice and performance and 252 seating capacity, is used for practicing and organizing cultural activities.**

Ø **The college has its own musical instruments like Harmonium and Tabla.**

Ø **The college provides training along with costumes and props.**

Ø **We also invite the experts in the respective fields for students to perform better in the various competitions.**

**Facilities for Sports:**

· **The college has a separate sports centre known as Gymkhana having area of 368.8 Sq.Mt.**

Ø **wooden Badminton court**

Ø **Chess room**

**Ø Table Tennis room**

**Ø Carrom room**

**Ø Gymnasium**

**Ø Rifle shooting range.**

**Ø The college has a National level Basketball Court has an area of 792 Sq. mt.**

**Ø Separate Sports ground measuring 24,116.50 sq. mt.**

**Ø Another sports ground available on the campus of Sarvajanik Education Society**

**Ø The Institution has a Sports Motivation Centre**

**Ø Healthcare Library.**

**Ø Everyday almost 250 students avail the facilities of the sports.**

**Ø Other educational institutions of the society also take advantage of the sports facilities of our institution.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | 1.https://kpccommerce.ac.in/pages/sports-facilities/ 2.https://kpccommerce.ac.in/pages/auditorium/ |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**20**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://kpccommerce.ac.in/pages/class-rooms/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**60.23829 Lacs**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS software -SOUL**

- **Nature of automation -partially**

- **Version -3.0**

- **Year of Automation-2005**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | **Nil** |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**  | **A. Any 4 or more of the above**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.34236 Lacs**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**27**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Over the years, the college has tried to integrate IT in its day to day activities, be it administrative or teaching.

The administrative office is equipped with computers, LAN, Xerox machines, Printers, Wi-Fi facilities, Tally Software and Firewall.

Easy-Admin Software is used for Fee collection, admission with Subject allocation, allotment of division, issue of bonafide certificate, transfer certificate and transcript.

The Android app is used for giving instructions to students.

Microsoft Team is used for teaching and evaluation during the time of COVID-19 pandemic.

The Computer center has 25 computers, the Research Lab has 10 computers and the Commerce Lab has 25 computers with scanners and internet facility.

The Library functions with SOUL software and has Computers, Printer, Photocopier, Barcode Scanner and internet facility.

The college website is updated from time to time.

The entire Campus is Wi-Fi enables with NAMO Wi-Fi Scheme with100MBPS with 7 access points in the campus , City Broadband with 75 SME and Airlink with 30 SME

Continuous up gradation of technology and the infrastructure is one of the quality policies of the institution. 17 classrooms are well equipped with Audio systems, LCD Projectors

and 3 classrooms have smart board facility.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://kpccommerce.ac.in/upload/infrastructure/IT%20Policy_page-0001%20(1).jpg |

## 4.3.2 - Number of Computers

**60**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | No File Uploaded |

| 4.3.3 - Bandwidth of internet connection in the Institution | A. ? 50MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**26.5328934**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Procedures and policies of all the colleges on college campus are framed by our Management centrally. The Management Executive Committee along with the Local Administrative committee office bearers conducts meetings to take decisions regarding requirements and maintenance of each college on the campus.**

**Maintenance of Facilities:**

**A special Estate department is run to implement the decisions taken in regards to creating new facilities as well as maintenance and repair on the campus. At local level the principal coordinates with the Local Administrative Committee and Estate department and implements the decision taken at college level.**

**Utilization of Facilities:**

**Computer Center, Research Laboratory and Commerce Laboratory are used to conduct research oriented and student training activities.**

**Students can avail library facilities during 8.00 a.m. to 5.00 p.m. on working days.**

**The sports facilities available on the college campus are used to arrange inter class and inter collegiate tournaments. The other institutions of the management and Veer Narmad South Gujarat University also use our infrastructural sport facility to arrange tournaments or competitions organised by them.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Paste link for additional information | Nil |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**1349**

| File Description | Documents |
| --- | --- |
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**21**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Link to Institutional website | https://kpccommerce.ac.in/upload/iqac/5.1.3_merged_compressed.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1679**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1679**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | [View File](#) |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**20**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | [View File](#) |
| Details of student placement during the year (Data Template) | [View File](#) |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

**321**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | [View File](#) |
| Any additional information | [View File](#) |
| Details of student progression to higher education | [View File](#) |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**04**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**03**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Our college has a Students' Council under seven different heads i.e.**

- **Finance committee**

- **Gymkhana Committee**

- **Cultural committee**

- **Debate and Elocution Committee**

- **Magazine Committee**

- **Planning forum Committee, and**

- **Education excursion committee**

**In all the above committees, student representatives participate in the meetings and their opinions are considered. IQAC of the college also comprises students as members. Due to COVID-19 Pandemic, As per government guidelines, online classes were held and students were not allowed to come in the campus. Therefore, students' Council elections were not held. Hence student council formation was not possible. Despite the college organized various extra-Curricular and Co-Curricular activities in an online mode under student council and other extension committees.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kpccommerce.ac.in/pages/student-council/ |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

**06**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

It is a great privileged to have a rich associate of alumnae. To mention a few Padmshree Yazdi Karanjia, MP Darshna Jardos, Present Vice Chancellor of Veer Narmad South Gujarat University Dr. K.N.Chavda, Administrator Lekhan Thakkar and Avinash Joshi, Film director Monaksh Kanirkar etc.

Mr. Rajesh Desai, present chairman of the Management is our alumnus. Present LAC Chairperson Mr. Asim Baxi and other three members are also the alumni .

CA Amit Thakkar extended their service as resource persons on "Budget Lecture Series".

Prof. Suryakantbhai Shah an alumnus and the retired professor of the college donated Rs. 2,00,000/- the amount he received on his retirement and from the interest amount the students who secured highest marks in Business Administrative are felicitated. Apart from that two academic activities are organized every year.

At present 8 professors working in the institution are our alumni. Pri. Dr. Martina Noronha is also the alumna of this institution. There are many principals and professors working in commerce colleges of Gujarat are our alumni.

The financial contribution of the alumni association for the development of the college is Rs. 25,534/-.

A separate webpage for alumni is created on the College website.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kpccommerce.ac.in/pages/alumni-assoication/ |
| Upload any additional information | View File |

| **5.4.2 - Alumni contribution during the year (INR in Lakhs)** | **E. <1Lakhs** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The vision and mission of the college is reflective of the nature of governance. The governance of the college is carried out with the support of the following bodies:**

**1. The Management**

**Sarvajanik Education Society managed by the eminent citizens of Surat from different cross sections of the society is purely philanthropic body. It runs in a fully democratic manner functioning in accordance with guidelines set up unanimously by the founders, Government, University and UGC.**

**2. Local Administrative Committee**

**The Local Administrative Committee is a bridge between Management and the College. It consists of members of managing committee, Executive Committee, Principal, teacher, Parent, Administrative Staff and persons nominated by the management.**

**3. Internal Administrative Committees**

**Under the guidance of the Principal, IQAC and various Curricular,**

Extra-curricular and co-curricular Committees are formed which looks after the activities of the College.

At the beginning of the year each committee headed by the coordinator holds a meeting with the members and plans activities for holistic development of the students.

There is a Code of Conduct manual which is meant for teachers and students and is displayed on the College website.

The governance of the Institution is fully committed to the educational needs.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kpccommerce.ac.in/pages/vision-mission-objectives/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Institution practices various decentralization and participative management operations as methods.

IQAC:

The Cell outlines the goals and sets targets regarding the overall quality of the institution which includes the plan of action and taking feedback from the stakeholders and lays down a very strong foundation.

Departments:

The institution has five departments. Regular meetings of different departments are held and HODs of departments ensure proper distribution of teaching and assessment work among teachers.

Admission Committee:

Admission committees are formed to counsel the students in choosing the subjects. It comprises the teachers and one member from administrative staff.

**Superintendent of Examination:**

**Superintendents of examinations along with the administrative staff ensure the smooth functioning of all examinations.**

**Internal Evaluation Committee:**

**The committee compiles and cross checks the consolidated mark sheets and evaluates the final result of the students. Gracing of marks of subject if needed is done.**

**Co-curricular and extracurricular Committees:**

**There are seven students' council committees, which comprise the principal, teachers and elected students. After election the General Secretary holds the meeting with elected students and nominates them in different committees.**

**Apart from that to assist the smooth functioning of the college, 21 internal administration committees are formed.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kpccommerce.ac.in/pages/committees -2020-21/ |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**One activity successfully implemented: Green Initiative**

**Sir K.P. College of Commerce is trying to cultivate the environment consciousness among students along with their academic up gradation.**

**Measures taken to make campus environment friendly**

- **Entire campus is provided with Dry and wet dustbins,**
- **Newspapers and Used papers are sold for recycling.**
- **We have lush green campus with medicinal and fruit gardens in which food feeders and water pots are placed for birds.**
- **The waste of trees and plants are disposed of in the compost pit.**

- **Water harvesting system is installed.**
- **An incinerator is installed in the girls' room.**
- **We facilitate our invited guests with green plants /books.**
- **All the notices are put on the college mobile application.**
- **Teachers use google classroom application to provide study material.**
- **In our canteen also, we encourage the usage of paper cups/dishes and other biodegradable products.**
- **We have certain pathways which are restricted for entry of vehicles.**
- **Solar lights are installed on the campus.**
- **Various committees organize programmes on campus and off campus to bring about awareness regarding the environment.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://kpccommerce.ac.in/pages/strategic-plan/ |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The College has Various administrative bodies for the smooth functioning.**

- **Local Administrative Committee**

**The college have an Executive committee of the Management who appoints the Local Administrative Committee (LAC) which comprises representatives of management, principal, teaching and administrative staff. The LAC looks after the overall functioning of the college.**

- **IQAC**

**The IQAC is formed according to the guidelines of the NAAC. Every year the Cell outlines the plan for overall quality of the institution. The meetings of IQAC are held regularly wherein all the concerned issues regarding quality improvement are discussed and solutions are implemented.**

- **Students' Council and Other Committees**

**Apart from 7 Student Council committees, we have 21 other internal administrative committees to support the holistic development of students.**

- **Administration**

**The principal has assigned specific duties to all administrative staff. The college uses technology to do administrative as well as record academic progress. The college has Easy-Admin software through which most of the records of students are maintained.**

- **Appointment and Service Rules:**

**The appointment, promotion and service rules of the teachers are as per the norms of the UGC, the State Government and the University.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kpccommerce.ac.in/pages/iqac-notification/ |
| Link to Organogram of the institution webpage | https://kpccommerce.ac.in/pages/organogram/ |
| Upload any additional information | View File |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has effective welfare measures in place for its teaching and non- teaching staff.

Teaching Staff:

- Duty leaves are granted to staff members for academic purpose.
- There is a Registered Co-Operative Credit Society on the Campus.
- The management felicitates the teachers who contribute outstanding in academics and awards 'Best Teacher Award'.
- Research laboratory is available for the teachers and students.
- The Management organizes the various Sport competitions for staff and the winners are felicitated.
- A health center is available on the campus at subsidies rate.
- Free Wi-Fi facility is provided throughout the campus.
- The staff room has Desktops and printers, a pantry with an oven, water purifier and refrigerator.
- The recreation center has provision for various sport activities
- Mask and gloves, sanitizers are given to staff and support staff at the time of covid-19 pandemic.

Non-teaching Staff:

- Loans are provided through the Credit Cooperative Society of the management.
- Tuition fees concession is given to children of the non- teaching staff studying in our college.
- 100% fees are given to support staff for further study.
- Peons are given uniforms, raincoats and diwali bonus.
- Separate room with refrigerator and dining table is given to the peon staff.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File]() |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

02

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**11**

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**The performance appraisal of teaching staff are collected at the end of every academic year through the format introduced by University and are submitted to IQAC.**

**Self-appraisals are considered for confirmation and promotion. On the basis of performance appraisal report the faculties are motivated for research and higher studies.**

**Every year the feedback and SSS from students is taken on teachers and teaching evaluation. Feedback is given through prescribed google form.**

**The students provide their feedback on rating scale which is analysed and discussed with the teaching staff.**

**Performance Appraisal System for Non-Teaching Staff**

**The performance of non-teaching staff is also appraised through the 'Performance Appraisal Report for class III employees of The Government of Gujarat'. The principal of the institution reviews their performance and gives the necessary suggestions if needed.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**The accountant in the college under the guidance of the principal records day to day financial transactions and verified and attested through vouchers. The accounts are done by TALLY software and checked and verified by the accountant, Office Superintendent and the Principal periodically. The policies for budget and accounts preparation are made by the management. In the month of December, the College prepares the annual budget and gets it approved in the LAC after discussion. The LAC consists of a Chartered Accountant appointed by the management. Then the budget is sent to the management which gives the approval and then the budget is implemented. At the end of the year, an internal audit is done by the management.**

**The external audits are done by auditors appointed by our management. The audited accounts are also placed before the LAC for approval and then they are sent to the management.**

**External audit is also done by the auditors from the Gujarat Government periodically. The last government audit was done in January 2019.**

**There were no objections raised by the auditor.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File]() |

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**0.39483**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**The college receives funds from the following sources:**

- **The state government provides grants for salary, gratuity, leave encashment, building maintenance.**
- **Various fees are collected from the students of GIA and self finance programmes.**
- **Grants from UGC and RUSA are also the resources of the institution.**
- **The institution also receives grants for various co-curricular and extracurricular activities from the State Government.**
- **The institution receives donations from Alumni and retired Staff Members.**
- **Interest earned on fixed deposits is also a source of funds.**

**Utilisation Policy:**

- **Various Grants received are utilized for the purpose it is granted.**
- **The tuition fees received from aided programs are deposited to the government in the salary grant account.**
- **Fees from self-finance program are utilized for the salary of teaching and non-teaching staff.**
- **Salary expense of recruitments on vacant posts is borne by the institution.**
- **The purchase Committee invites minimum 3 quotations from the vendors in case of purchase of equipment.**
- **The amount received through donation is utilized for the purpose stated by the donor.**
- **Internal and external audits are done regularly.**
- **All accounts are maintained using Tally software.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Two practices institutionalized as a result of IQAC initiatives are,**

**1. Submission of NAAC SSR for the Third Cycle:**

**IQAC has contributed significantly for institutionalizing the quality assurance strategies and process. NAAC work becomes a bit difficult task with daily working in the institution while focusing on a higher grade of NAAC. IQAC has gathered and compiled lots of data for last 5 consecutive years. Various committees for each criterion helped IQAC for documentation of various activities. Consolidated documentation is used in preparation of SSR report. Thus, throughout the whole year the IQAC has prepared and uploaded SSR for third Cycle of NAAC.**

**2. Practicing Green Protocol in the Campus**

- **Every year we conduct green Audit to promote environment.**
- **We have developed medicinal and fruit gardens on the campus.**
- **We keep dry and wet dustbins on the campus and corridors.**
- **The waste of trees and plants is disposed of in the compost pit.**
- **The institution has installed an incinerator for girls in the ladies room to dispose of sanitary pads.**
- **We facilitate our invited guests with green plants /books.**
- **Every year NSS team organizes cleanliness drives and tree plantation Programme on campus.**

| File Description | Documents |
|---|---|
| Paste link for additional information | 1) https://kpccommerce.ac.in/pages/naac-certificate-cycle-3-/ 2) https://kpccommerce.ac.in/upload/iqac/green%20audit%20report%202020-21.pdf |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**1. Use of Technology in academic activities**

**The institution had sound IT infrastructure consisting of projectors and audio systems in all classrooms, wi-fi enabled campus and three computer laboratories. Due to COVID-19 Pandemic, the institution had to adopt online teaching on MSTEAMS and GOOGLE MEET Platforms. Teachers were given training to conduct online classes. Moreover, admissions, submission of assignment, conducting examinations, assessment were done with the help of technology. Teachers and administrative staff were given training to conduct online examination. The College mobile application is used to convey instructions, results and any other information regarding college activities. The college website is updated time to time.**

**2. Strengthening the Research Environment**

**The Research Committee helps to promote research activities. 18 faculty members hold Ph.D degree and 4 are recognized Ph.D. guides.**

**Faculties have published 6 research papers in UGC Care-listed Journals and 2 books.**

**Apart from organising expert lectures, conferences and seminars, students are encouraged to prepare group projects. Honors students are assigned research projects. In the year 2020-21, Ten Group Research Projects were completed in which 152 students had taken part.**

**33 students took online Summer Training with NJ Group of Companies, Surat.**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File] |

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | **B. Any 3 of the above** |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Paste web link of Annual reports of Institution | https://kpccommerce.ac.in/pages/6governance-leadership-and-management/ |
| Upload e-copies of the accreditations and certifications | [View File] |
| Upload any additional information | [View File] |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File] |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Safety and security:**

**CCTV Cameras with high Resolution and security personels are deployed for the security. The college has a separate hostel facility for girls on the campus. The Health center with one female doctor is also available during college hours.**

**Anti-Ragging Cell and the Sexual Harassment Prevention Cell ensure the safety of the girl students. Discipline and Grievance Redressal Cell committee also tries to redress the complaints of**

students.

Counselling:

Regular teachers of the college are appointed as mentors for counselling of students. The Women Empowerment Cell also invites the expert like gynecologist/lawyer as a resource person who counsels them for their health/personal problems.

Common Room:

There is one separate ladies room for girls consisting of 6 washrooms, Sanitary Vending Machine, Incinerator and relax chairs. The ladies room near the staff room ensures the security and safety of girl students sitting in the ladies room.

Curricular and Co-curricular activities:

The Women Empowerment Cell facilitates empowerment through workshops, training programmes, guest lectures and other meaningful activities to educate and sensitize the girl student. The HEI encourages girl students to participate in sports also.

The institution has NCC Battalion -6 for girls with 53 intakes.

| File Description | Documents |
| --- | --- |
| Annual gender sensitization action plan | https://kpccommerce.ac.in/upload/iqac/annual%20gender%20sensitization%20action%20plan.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Curricular and co-curricular Activities |

| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | C. Any 2 of the above |
| --- | --- |

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management**

**Entire campus is provided with dry and wet dustbins, which are regularly emptied by cleaners. This waste is taken regularly by the Corporation .**

**The waste of trees and plants is disposed of in our compost pit which converts it into natural fertilizer.**

**Newspapers and Used papers are sold for recycling.**

**The institution has installed an incinerator for girls in the ladies room to dispose of sanitary pads.**

**The HEI follows green protocol while conducting seminars and other events. We facilitate our invited guests with green plants /books. In our canteen also, we encourage the usage of paper cups/dishes and other biodegradable products.**

**To minimize the use of papers, we generally put notices on our college application. The notice for the staff is posted in the Whats-App group.**

**Liquid Waste Management:**

**The waste water of our institution is disposed of in a sewage system of Municipal Corporation.**

**E-waste management**

**Electronic goods are put to optimum use. The minor and major repairs are handled by the technical personnel employed by the management.**

**Since the institution is a commerce college we do not have Hazardous Chemicals and Radioactive waste issues.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | [View File](#) |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | [View File](#) |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and**

C. Any 2 of the above

**energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | [View File](#) |
| Certification by the auditing agency | [View File](#) |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

`B. Any 3 of the above`

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college is established under Sarvajanik Education Society. "Sarvajanik' the word suggests 'for all' without discrimination of caste, creed, race, culture, region or language. As per government and university the admission process is carried out. Enough care is taken for specific earmarked seats of each category filled up.

It is the tradition of the college that though a Gujarat Medium college the students admitted in the institution speak different regional languages and belong to different cultures. Our staff comprises Hindus, Muslims, Parsi and Christian.

The activities organised in the institution play important role to maintain the peace and National integration. We have formed many committees for the holistic development of the students. In each committee there is one coordinator and other teachers are members and it is formed as per their expertise and interest. They work harmoniously and plan the activities to be held at the beginning of the academic year. In all the activities students of the college participate without any discrimination of caste, creed or race.

Students actively participate in the community activity like NSS NCC and thus shows cultural, regional linguistic and socio economic harmony.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution organizes various programs on the distinguished personalities of the nation viz Mahatma Gandhi, Sardar patel, Swami Vivekanand, Sarvapalli Radhakrishnan by organising Essay Competition, Debate Competition, Quiz and Cleanliness Drive to inculcate civic values like peace, tolerance, understanding and spirit of patriotism. Celebrating Yoga Day educates them about our culture and the values of mental, spiritual and physical wellbeing. Celebration of Independence Day and Republic Day educate them accountability towards nation and spirit of

patriotism.

NSS volunteers render volunteer service for social causes, for
environmental awareness, like tree plantation, donating plants to
primary schools, Blood donation camp, donating clothes to needy,
celebrating Rakshabandhan with differently abled children generate
compassion, fraternity, social responsibility in them.

Group activities like Sports and cultural activities help students
identify their potential abilities and skills and inculcate proper
civic values, attitudes and adjustment and understanding behavior.

Thus by planning various activities for students the institution
stimulates and heightens the abilities of self-expression and thus
sensitizes the students.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://kpccommerce.ac.in/upload/iqac/7.1.9_merged.pdf |
| Any other relevant information | Nil |

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff    4. Annual awareness programmes on Code of Conduct are organized | C. Any 2 of the above |

| File Description | Documents |
| --- | --- |
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates the national and international commemorative day's events and festivals either by organizing essay competition, poster making or quiz.

- 15th June is world Environment day and to preserve and to conserve the environment our NSS unit organizes programmes in a year. NSS every year organize tree plantation programmes in the campus. The unit has planted the medicinal plants on the campus jointly with the Campus Development Committee.
- Every year 21st June is observed as International Yog Day.
- The Kargil Day was celebrated on 26 july by organizing Card Making Competition by NCC 6-BN.
- The National festivals viz. Independence Day and Republic Day are celebrated. The NCC cadets honour the tricolour with the march past.
- The essay competition was organized on the Gandhi Jayanti on 2nd October.
- The Constitution Day was celebrated by organizing Poem and Esaay Writing Competetion on 26th November.
- Swami Vivekanand Jayanti and 130th birth anniversary of Dr. Babasaheb Ambedkar were celebrated in our institution by arranging quiz competition.
- National Voters' Day on 25th January was celebrated by Oath Taking by students.
- The martyrs' day Was Celebrated on 23rd March by NSS Students.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1-Green Audit

2.- Academic and Extention Enrichment Activities

Link :https://kpccommerce.ac.in/upload/iqac/best%20practice%202020-21.pdf

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://kpccommerce.ac.in/upload/iqac/best%20practice%202020-21.pdf |
| Any other relevant information | Nil |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sir K. P. College of Commerce, Surat established in 1946 functions with a vision of transforming lives through learning. To accomplish this vision and to increase their employability, the institution offers various choices of Subjects to the students. The advantage of this system is that Students have the flexibility to choose their subjects from a list of elective and core courses.

- Sir K. P. College of Commerce is the only Commerce College in South Gujarat region and Veer Narmad South Gujarat University which offers such variety of subjects for specialization as well as core elective and the distinctiveness of the institution is that we have

implemented the practice of giving choices since many years even before CBCS was introduced by university.

- The Institution offers three subjects for specialization in U.G. and two subjects for specialization in P.G. Apart from that institution also offers 14 choices in elective subjects at UG and PG Level.

With its strong philosophy, the college wishes to continue this practice as the need of the hour emphasis on specialization and the right of every student to choose the subject of his/her interest.

| File Description | Documents |
| --- | --- |
| Appropriate web in the Institutional website | [View File](View File) |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To further strengthening the ICT by installing smart boards and podiums in every class rooms.
- To purchase RFID solutions for automation of the library.
- To expand use of EASY ADMIN Software for automation of office administration process.
- To enter into MOUs with more corporate to provide training, internship and placement for students.
- A Workshop / Conference on English Literature or English language to enhance the knowledge of all faculties and students.
- Looking to the enthusiasm of the students 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 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.

- To foster and strengthen relationship of Alumni with the institution.