



**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR) OF THE IQAC : 2015-16  
SPB English Medium College of  
Commerce, Surat.**



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

## Part – A

### I. Details of the Institution

1.1	Name of the Institution	SPB English Medium College of Commerce					
1.2	Address Line 1	V.T.Choksi Campus, Near Lal Bunglow					
	Address Line 2	Athwa Lines,					
	City/Town	Surat					
	State	Gujarat					
	Pin Code	395007					
	Institution e-mail address	<a href="mailto:contact@spbcommerce.org">contact@spbcommerce.org</a>					
	Contact Nos.	0261-2254051					
	Name of the Head of the Institution:	Prin. (Dr.) V. D. Naik					
	Tel. No. with STD Code:	0261-2254051					
	Mobile:	98795 22614					
	Name of the IQAC Co-ordinator:	Dr. M. R. Noronha					
	Mobile:	9998221321					
	IQAC e-mail address:	<a href="mailto:m_r_noronha@yahoo.co.in">m_r_noronha@yahoo.co.in</a>					
1.3	<b>NAAC Track ID</b> (For ex. MHCOGN 18879)	GJCOGN13917					
1.4	<b>NAAC Executive Committee No. &amp; Date:</b> (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/PCA/49/73 dated 15-6-2009					
1.5	Website address:	<a href="http://www.spbcommerce.org">www.spbcommerce.org</a>					
	Web-link of the AQAR:	<a href="http://spbcommerce.org/?page_id=2563">http://spbcommerce.org/?page_id=2563</a>					
1.6	Accreditation Details						
		Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
		1	1 <sup>st</sup> Cycle	B	2.53	2009	5 years
		2	2 <sup>nd</sup> Cycle	B	2.80	2014	5 years
		3	3 <sup>rd</sup> Cycle				
		4	4 <sup>th</sup> Cycle				
1.7	Date of Establishment of IQAC : DD/MM/YYYY	1-8-2009					
1.8	<b>AQAR for the year</b> (for example 2010-11)	2015-16					

1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)						
	i. AQAR 2013-14 submitted to NAAC on 30/08/2014						
	ii. AQAR 2014-15 submitted to NAAC on 09/09/2015						
	iii. -						
	iv. -						
1.10	Institutional Status						
	University	State	Central	Deemed	Private		
	Affiliated College			Yes	✓	No	
	Constituent College			Yes		No	✓
	Autonomous college of UGC			Yes		No	✓
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)			Yes		No	✓
	Type of Institution	Co-education	✓	Men		Women	
		Urban	✓	Rural		Tribal	
	Financial Status	Grant-in-aid	✓	UGC 2(f)	✓	UGC 12B	✓
				Grant-in-aid + Self Financing	✓	Totally Self-financing	
1.11	Type of Faculty/Programme	Arts		Science		Commerce	✓
		Law		PEI(Phys Edu)		TEI (Edu)	
		Engineering		Health Science		Management	
		Others (Specify)					
1.12	Name of the Affiliating University (for the Colleges)	Veer Narmad South Gujarat University					
1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc	Yes (CPE status by UGC)					
	Autonomy by State/Central Govt. / University	UGC-COP Programmes					
	University with Potential for Excellence	✓	UGC-CPE [Date of sanction: 27 May 2016]				
	DST Star Scheme	UGC-CE					
	UGC-Special Assistance Programme	DST-FIST					
	UGC-Innovative PG programmes	Any other (Specify)					

## **2. IQAC Composition and Activities**

2.1	No. of Teachers	4			
2.2	No. of Administrative/Technical staff	2			
2.3	No. of students	0			
2.4	No. of Management representatives	1			
2.5	No. of Alumni	1			
2.6	No. of any other stakeholder and community representatives	1			
2.7	No. of Employers/ Industrialists	0			
2.8	No. of other External Experts	0			
2.9	Total No. of members	9			
2.10	No. of IQAC meetings held	3			
2.11	No. of meetings with various stakeholders: No.				
	Faculty	3			
	Non-teaching staff Students	3			
	Alumni	3			
	Others	3			
2.12	Has IQAC received any funding from UGC during the year?	Yes		No	✓
	If yes, mention the amount				
2.13	Seminars and Conferences (only quality related)	-			
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total nos.				
	International				
	National	Submitted proposal to UGC for National Level conference in subjects of Accountancy, Economics & Statistics.			
	State				
	Institutional Level	-			

	(ii) Themes	-							
2.14	Significant Activities and contributions made by IQAC	❖ The College applied for UGC-CPE grant and the grant was sanctioned.							
2.15	Plan of Action by IQAC/Outcome								
The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements</th> </tr> </thead> <tbody> <tr> <td>Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.</td> <td>All the committees carried out various activities and their reports have been published in our annual magazine "Index". The highlights of all these committees are displayed on college website.</td> </tr> </tbody> </table>						Plan of Action	Achievements	Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.	All the committees carried out various activities and their reports have been published in our annual magazine "Index". The highlights of all these committees are displayed on college website.
Plan of Action	Achievements								
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* Attach the Academic Calendar of the year as Annexure.									
2.16	Whether the AQAR was placed in statutory body	Yes	✓	No					
		Management	Syndicate	Any other body	✓ (LAC)				
	Provide the details of the action taken	Planning and execution of various activities of above committees were monitored continuously.							

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	2			
UG	1		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	4		1	
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/Elective option / ~~Open options~~  
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	-
Annual	-

- 1.3 Feedback from stakeholders\* (On all aspects)
- Alumni  Parents  Employers  Students
- Mode of feedback : Online  Manual  Co-operating schools (for PEI)

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes F.Y.B.Com. (Semester and External), S.Y.B.Com. (External) and M.Com. Part-2(External) Syllabi of all courses have been revised.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation 2015 - 16

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		02 (SF Programme)	11		

2.2 No. of permanent faculty with Ph.D. 09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty 1 (English)  
1 (Commerce)  
1 (Economics)  
1 (Statistics)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	22	29
Presented papers	1	17	10
Resource Persons	0	0	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

ICT, Group Discussion, Presentations, Field trips etc.

2.7 Total No. of actual teaching days during this academic year 215 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) All initiatives of university in this regards have been implemented .

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - 7

2.10 Average percentage of attendance of students 80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		Distinction %	I %	II %	Pass %
B.Com. (Adv. A/C)	335	2.38	35.22	40.89	3.58
B.Com. (Taxation)	104	4.80	31.73	30.76	5.76
M.Com.	63	39.68	31.74	9.52	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Being an affiliated college, the college is expected to implement all the decisions of the university relating to quality assurance. The IQAC cell takes utmost care to ensure that the all such decisions of the university are scrupulously implemented. At college level IQAC cell ensures that the monthly teaching plan and the annual plan are implemented with minimum variations. The IQAC cell also ensures that the various committees formed for carrying out the various activities are carried out in time and according to the schedules.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	–
UGC – Faculty Improvement Programme	–
HRD programmes	–
Orientation programmes	–
Faculty exchange programme	–
Staff training conducted by the university	–
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	2
Others	–

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	3	–	–
Technical Staff	–	–	–	–
peon	3	4	–	–

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The College is having Research Committee to sensitize and promote research among faculties and students. The physical infrastructure and motivation is provided to promote research. The research efforts are encouraged and recognized to encourage research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	₹ 5.608 lakhs	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	5	-
Non-Peer Review Journals	-	2	-
e-Journals	-	-	-
Conference proceedings	1	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	₹ 5,60,800	₹ 3,86,000
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides

07

and students registered under them

17

3.19 No. of Ph.D. awarded by faculty from the Institution

06

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

3

State level

2

National level

1

International level

-

3.22 No. of students participated in NCC events:

University level

4

State level

4

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

1

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

-

NCC

-

NSS

22

Any other

-

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **“Save Tapi Campaign”** by taking an oath to keep our tapi clean and green and tying the band with slogans to promote the same message.
- **Blood Donation Camp** was organized by the NSS Unit in which 94 units of blood were collected.
- **Swachh Bharta Abhiyan Campaign** launched by “Honorable Prime Minister Mr. Narendra Modi” was organised in collaboration with other colleges in the campus with the motto to make our country garbage free.
- **Free Medical Checkup** camp related to eyes, ENT, teeth and general health issues was organised in association with Rotary club of Surat. A team of doctors with special expertise in their respective field had come from the Rotary Club of Surat. Dr. Sunil Oza – Ophthalmologist, Dr. Meena Shah – Dentist, Dr. Biren Sitwala – Cardiologist/Physician provided their services at the camp. About 40 patients got benefitted with the free-medical checkup.
- A **sapling plantation** activity was done in the premises of the Kukni Primary School. Total 50 saplings were planted in the area. The NSS volunteers enjoyed digging the ground and they showed interest in planting the saplings.
- NSS Volunteers imparted **Computer education** relating to opening of e-mail accounts and drafting of mails to the students of kukni primary school, Kukni, Olpad, Surat.
- **Poster drawing completion** on “Cleanliness and Environment” and **Essay writing competition** on “Honorable Sardar Patel and his life” was organised for students of kukni school and NSS volunteers.
- **Street play** was performed by the NSS volunteers on the theme **“Save Girl Child”**. All the performers of the play portrayed the topic very well and gave the message to treat girl child equally, to educate them and also give them a chance to come in this world. It was an emotionally charged event with meaningful message for the orthodox people of the society.
- **Thalassemia checkup Camp** was organised in the college library for all the divisions of F.Y.B.com and M.com – Part I in which **484 students** blood sample was tested.
- **Swachh Surat Abhiyan Campaign** was organised by Sarvajanic Education society in which 50 NSS Volunteers of our college join hands with other colleges and schools of SES to clean the **Dumas Sea Beach, Surat** with the motto to make it garbage free.
- 80 NSS Volunteers participated in **“Run for Surat”** at VIP Road, Canal Walk Shoppers, Vesu Road, Surat. at Surat Night Marathon.

- Following 6 NSS Volunteers participated in “**NSS District level camp**” at Dharukawala College, Varachha, District Surat, Gujarat.  
1. Ms. Hitarthi Diwan 2. Ms. Yesha Mehta 3. Ms. Stuti Jogani 4. Mr. Yogesh Rathod  
5. Mr. Swapnesh Solanki 6. Mr. Parth
- The following three NSS Volunteers participated in “**NSS Zonal level camp**” at Barumala Temple, Dharampur, District Valsad, Gujarat.  
1. Ms. Hitarthi Diwan 2. Ms. Yesha Mehta 3. Ms. Stuti Jogani
- Following 2 NSS Volunteers participated in **Gujarat Sate NSS Day Celebration 2015-2016** organised by Veer Narmad South Gujarat University, Surat, Gujarat.  
1. Ms. Hitarthi Diwan and 2. Ms. Stuti Jogani
- Ms. Yesha C. Mehta, NSS Volunteer attended National level Adventure Camp, at Hathkoti , Himachal Pradesh from 25th September -04th October, 2015. She represented Gujarat State at National Level Camp.

## Criterion – IV

### 4. Infrastructure and Learning Resources-2015-16

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2425.12 sq. mts.	-	-	2425.12 Sq. mts.
Class rooms	9	-	-	9
Laboratories (Computer)	1	-	-	1
Seminar Halls	1	-	-	1
No. of important equipments purchased during the current year.	186	6	-	192
Value of the equipment purchased during the year (Rs. in Lakhs)	41.28	0.83	-	42.10
Others	-	-	-	

#### 4.2 Computerization of administration and library

Principal, Vice-principal, Administrative office and Library of the college are computerised.

4.3 Library services:

	Existing (till 2013-14)		Newly added (in 2014-15)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	68	4,208	-	-	68	4208
Reference Books	15,749	13,21,839	2044	2,86,959	17793	16,08,798
e-Books	-	-	-	-	-	-
Journals	40	1,43,587	-	24771	40	1,68,358
e-Journals	12	40,800	6	53,200	18	94,000
Digital Database	-	-	-	-	-	-
CD & Video	2	1600	-	-	2	1600
Others (UGC Grant)	5,280	8,29,204	-	-	5280	8,29,204
Othres (Swarnim Gujarat)	-	-	12	4,251	12	4,251

Note: 1. Member of N list databases of INFLIBNET, Gandhinagar.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	1	4	5	1	1	5	130
Added	-	-	-	2	-	-	-	04
Total	56	1	4	7	1	1	5	134

Note: Others include laptops, projectors, laser printers, Xerox machines.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers and internet access are available to students and faculty members for access at library and computer lab.

4.6 Amount spent on maintenance in lakhs :

0.38525

i) ICT

3.37642

ii) Campus Infrastructure and facilities

3.76167

## CRITERION – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides information about various Student Support Services available at the institution and at other levels. Student's supports services were designed better under the IQAC observation. Students are encouraged to come out with their views and suggestions for the enhancement of quality of the Teaching and Learning environment. Grievances Redressal Cell, Sexual harassment Cell, Career Guidance and Placement Cell are working for students support.

- Seminar on "Education Abroad" was held on 7<sup>th</sup> August, 2015 to inform the students about various courses for Commerce Graduate at Universities in different countries.
- Seminar on "Pradhanmantri Kaushal Vikas Yojana" was conducted by Addsun Technology was held on 8<sup>th</sup> August 2015.
- Seminar on "How to face Interview and Resume Preparation" was conducted by NIIT on 11<sup>th</sup> January 2016. A practical session was conducted.
- 5 students of M.Com -II attended the seminar on "Research Methodology" at Z.F. Wadia Women college on 21<sup>st</sup> January 2016.
- Seminar on "Chartered Financial Analysis " was conducted on 22<sup>nd</sup> January, 2016, by Finnacle.
- Seminar on "UPSC Competitive Exams" was held by the Institute of Advanced Studies, Navsari at the college on 27<sup>th</sup> January 2016.
- Seminar on "H.R" was organised by Department of Human Resource Development, Veer Narmand South Gujarat University on 28<sup>th</sup> January 2016, to inform our students on career opportunities in H.R.
- 3 students of M.Com attended the seminar on "Ethical Hacking " on 21<sup>st</sup> February 2016 at Sardar Smruti Bhavan Surat.
- Banking Academic has put up a soft Notice Board at the college where the students are informed of all competitive Exams such as Bank, GPSC, Constable, PSI, Talati, LIC, NICL, Post office etc.
- Tally Solutions Pvt Ltd" The Authorised Training Partners" for Tally Solution Pvt Ltd" has tied up with the college to provide Placement Assistance to our students.
- The students were informed about the "Yuva Swalamban Yojana" an initiative by Gujarat Government.

### 5.2 Efforts made by the institution for tracking the progression

The college does not have a formal data collection system as it is not feasible to ascertain and report students' progression once they complete their studies and leave college. Most of the students prefer not to get enrolled for campus recruitment as they are pursuing some professional course or intend to entirely focus on joining a post graduate degree course.

**We give below the details of campus interviews conducted by various companies/agencies during the year 2015-2016:**

- Times Pro, Part of Times of India Group conducted a campus interview for HDFC Bank. 30 students participated in the online Aptitude Test on 4<sup>th</sup> February 2016. 23 students cleared the Aptitude Test. In the second Interview round 21 students cleared the interview.
- The college is the only centre in South Gujarat Region for conducting the National Accounting Talent Search Exam and Ms Megha Mantri has won the Brilliant Performance and Center Topper Award, 2014 along with a cash prize of Rs.1000/-.The college has also conducted the exam for 2015-16 on 28<sup>th</sup> Feb-2016.
- Organization such as "Indian Share Consultants Pvt Ltd, Fifth Note, Blackstone Pvt Ltd, Triveni Sales, R. S. Automation & Staffing Solution Pvt Ltd had come to the college for Placement of our students.

Further, it is also very difficult to get precise number of students who have joined after selection, as many students who are selected, may not accept the employment offered to them. On the other hand there are students who have secured jobs or are into business; but since they are not in touch with the college authorities, data is not available.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1464	125	17	NIL

(b) No. of students outside the state

49
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(c) No. of international students

NIL
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	No	%		No	%
Men	423	34	Women	807	66

LAST YEAR (2014-2015)						THIS YEAR (2015-2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
918	71	48	510	08	1555	967	66	55	501	01	1589

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Students appearing for competitive exams are imparted special guidance for better performance. Along with the support from faculty members, special interactive sessions are organized with the help of experts in the area. Most of the students are pursuing professional courses like C.A., C.S., CMA, CFA. etc. Some students also start preparing for TOEFL, GMAT as they intend to go abroad for further studies. Officially the college does not organize coaching classes for competitive exams, but faculty members make all diligent efforts to impart guidance to students and apprise them of the different options available so as to lead them in the right direction. Under the Planning Forum and Career Counseling committee activities, experts are invited to share their valuable knowledge with students taking competitive exams. Students are encouraged to take part in workshops and seminars providing guidance for the same.

No. of students beneficiaries

610

#### 5.5 Details of student counselling and career guidance

- The college has a Career Counseling and Placement Cell headed by Dr. Martina Noronha and supported by faculty members Dr. H. S. Oza and Prof. Sunil Rajani that counsels students for further career opportunities within the country as well as abroad. Information about the courses, curriculum and its importance in the career is imparted to students. College students are given information about the living cost in countries, total cost of the course, chances of work permit options after the completion of the course and also permanent settlement chances in that country.
- Seminar on "Education Abroad" was held on 7<sup>th</sup> August, 2015 to inform the students about various courses for Commerce Graduate at Universities in different countries.
- Seminar on "Pradhanmantri Kaushal Vikas Yojana" was conducted by Addsun Technology was held on 8<sup>th</sup> August 2015.
- Seminar on "Career Opportunities" in Banking and Finance was conducted by "Times Pro" on 19<sup>th</sup> January-2016.
- Seminar on "Chartered Financial Analysis " was conducted on 22<sup>nd</sup> January, 2016, by Finnacle.
- Seminar on "UPSC Competitive Exams" was held by the Institute of Advanced Studies, Navsari at the college on 27<sup>th</sup> January 2016.
- Times Pro, Part of Times of India Group conducted a campus interview for HDFC Bank. 30 students participated in the online Aptitude Test on 4<sup>th</sup> February 2016. 23 students cleared the Aptitude Test. In the second Interview round 21 students cleared the interview.

- Banking Academic has put up a soft Notice Board at the college where the students are informed of all competitive Exams such as Bank, GPSC, Constable, PSI, Talati, LIC, NICL, Post office etc.
- The students were informed about the "Yuva Swalamban Yojana" an initiative by Gujarat Government.
- Faculty members guide students in selection of electives, advise students for various other options of Professional Courses and reply to all the queries of students and parents.
- Those faculty members who hold Professional Qualifications in their respective fields actively counsel students also during classroom teaching.
- Experts are invited to carry out counseling sessions for Professional Courses like C.A /C.S. /CMA./M.B.A. and M.C.A. so that students are facilitated in making right career choices.
- Students who exhibit symptoms of stress, socio-psychological disturbances are approached and provided counseling at the personal level and confidentiality of the same is retained. If required counseling sessions with parents are also carried out.

No. of students benefitted

596

#### 5.6 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	150	21	Data unavailable

#### 5.7 Details of gender sensitization programmes

Our College organised various activities related to gender sensitization like –

1. Lecture on “Breast Feeding Awareness” for female students,
2. Aids Awareness Rally

Our sister college, V.T.Choksi Sarvajanic Law College organises lectures related to Women Empowerment and Sensitization on regular basis in the campus.

State/ University level

20

National level

07

International level

1

No. of students participated in cultural events

State/ University level  National level  International level

5.8.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.9 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1	6280
Financial support from government	147	3,44,370
Financial support from other sources	8	26,100
Number of students who received International/ National recognitions	-	-

5.10 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.11 No. of social initiatives undertaken by the students

5.12 Major grievances of students (if any) redressed: No, major grievances reported till date.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** Our Vision is

“To be a leading participant in the 'Sarvajanic' process of grooming citizens who are respected in their profession for their knowledge, skills and competence & recognized in the society as responsible, Progressive, secular humanists committed to moral and social correctitude.”

**Mission:** Our Mission for fulfilling our Vision is as follows:

“Since well directed formal as well as informal studies and performances are the pivotal intrinsic forces leading to "Blossom" (progress/ prosperity/ maturity); a stage of evolution; in career and character of a person, the Mission of the college, for envisioned evolution in the careers and characters of all the SPBians is to make them lifelong followers of the Maxim ‘Study - Perform - Blossom.’

#### 6.2 Does the Institution has a management Information System

Formal Computerised MIS is not setup considering the strength of the staff.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The Head of the departments of Economics, English, Accountancy, Commerce and Statistics of the college are the members of Board of studies at Veer Narmad South Gujarat University. These teachers play a prominent role in framing of syllabi for different subjects at the university level.

Many of the staff members are members of sub committees for restructuring of syllabi.

##### 6.3.2 Teaching and Learning

To increase the audibility of teacher in the class rooms, sound amplifier system are installed in each classroom and each faculty is equipped with their own Mic. Audio-visual technique of teaching is adapted for which each class is equipped with LCD projectors. This system helps in effective teaching each faculty members are provided with Laptops and Visualizers.

##### 6.3.3 Examination and Evaluation

Apart from regular university exams, the internal Examinations are conducted at the college level. The teachers constantly evaluate students performance by organising class presentations by the students in topic assigned to them.

#### 6.3.4 Research and Development

- Teachers who had registered the previous year for Ph.D. programme are pursuing their doctoral research. Full support and guidance is provided to all faculty members to pursue their Doctoral study in form of infrastructure facilities.
- Major research project on “A study of performance of ISO 14001 Environmental Management System (EMS) in Indian Manufacturing Firms” has been sanctioned by University Grants Commission (UGC) for grant of Rs. Five lakh sixty thousand eight hundred and amount of Rs. 3,86,000 have been received.
- Duty Leave is sanctioned to teachers for attending seminars, workshops, faculty development programmes, orientation programmes, refresher courses etc.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- As on now Library has approximately 22,053 books, subscribes 18 e-journals and 51 periodicals including newspapers to enhance the knowledge of the students.
- Library is equipped with 20 computers for students and teachers.
- Teachers are provided with laptops to aid teaching. Each class room has LCD projectors and amplifiers installed.

#### 6.3.6 Human Resource Management

Human resources are considered to be the core of any institution. In our organisation we value and care for human resources. Our HRM policy is inclusive, decentralized and has high level of participative management .

#### 6.3.7 Faculty and Staff recruitment

The college has permanent staff so there was no need of new recruitments.

#### 6.3.8 Industry Interaction / Collaboration

The college organises number of visits to the industry to provide exposure to the students to real life situation and industry environment. Details of such industrial visits are as under:

1. APMC Market
2. Visit to Axis Bank

6.3.9 Admission of Students

Entire admission procedure is centralised where students are given admission on basis of merit.

6.4 Welfare Schemes for

Teaching & Non teaching	Through thirty years' old co-operative society of employees of all the institutions of the management, several welfare measures are available to the employees of the college.
Non teaching	<ul style="list-style-type: none"> <li>• Complete uniform is provided to support staff.</li> <li>• Financial aid is provided to staff especially in case of medical emergency</li> <li>• The staff is allowed financial assistance in form of advance during the festival season.</li> </ul>
Students	Scholarships are provided to needy students.

6.5 Total corpus fund generated

₹ 16,95,469

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			✓	<b>Management</b> Sarvajanik Education Society
Administrative	✓	<b>Chartered Accountant</b> Natvarlal Vepari & co.	✓	<b>Principal</b> Dr. V. D. Naik

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Ours is not an Autonomous college.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

There is no provision in resolution of university for according autonomy to the affiliating college.

6.11 Activities and support from the Alumni Association

Alumni Association provides feedback on various aspects.

6.12 Development programmes for support staff

Computer training is provided as and when required.

6.13 Initiatives taken by the institution to make the campus eco-friendly

- At regular intervals tree plantation activity is undertaken.
- Swachh Bharta Abhiyan Campaign launched by “Honorable Prime Minister Mr. Narendra Modi” was organised in collaboration with other colleges in the campus with the motto to make our country garbage free.
- Recycling of stationery material wastage, even badly torn out library books especially paper is sent for recycle process to the local paper mill.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **E-gadgets in the class-room:** Classrooms have been updated with LCD projector and screen for the better teaching and learning experience. This saves energy, increases teaching-learning efficiency and boosts up students’ interest. All the faculty members have been given Laptop for their lecture delivery through Power point presentations and preparation of lessons, drawing up question papers, preparing and saving exam results etc. Most of the documents being in the electronic form, paper consumption is greatly reduced.
- **Amplifier system** in all lecture halls in order to eliminate stress level of the lecturers, increase clarity of her/his speech delivery and increase attention and comprehension level of students.
- **Innovative and original** posters, paintings, slogans and messages created by students themselves are displayed on the walls of lecture halls, in accordance with events of the calendar to promote awareness and participation of students in various events of social and national importance.

- The wall magazine “**Blossom**” reflects the ideas and originality of the budding and young citizens which the SPB College is producing.
- Our annual College Magazine – ‘**INDEX**’ provides a perfect platform to project to the outside world the gist of SPB.
- SPBians are always encouraged to apply online for competitive examinations (CAT/NET/SLET) and online job applications from the library computer lab.
- Banking Academic has put up a soft Notice Board at the college where the students are informed of all competitive Exams such as Bank, GPSC, Constable, PSI, Talati, LIC, NICL, Post office etc.
- Recently most of the students of college applied for Government jobs from the Gujarat Government Portal through the online site “OJAS”.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The college has become the only recognised centre of the University for conducting the course-work of M.Phil. and Ph.D. Programmes.
- The college has also being recognized as a regional centre for conducting the examination of Accounting Talent Hunt conducted by Accounting Association of India.
- In order to enhance the ICT based teaching process, all the teachers have been provided Visualizers/Document Readers.
- It was decided to pay scholarship through Bank account.
- Microphone system is introduced in all classrooms to facilitate learning.
- Close circuit (CCTV) cameras have been installed in all classrooms, corridors, offices and library.
- New e-journals are available in the library.
- Notices to the students are displayed through audio-visual devices.
- Important notices regarding exams, elections, competitions and others are communicated to the students via e-mail, sms etc.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Our maxim/mantra, 'Study – Perform – Blossom', is being practiced very well by our staff members. They are 'Studying', 'Performing / practicing' and thereby 'Blossoming' continuously in their 'Character' and 'Career'. This drive/practice/approach also has certainly helped them in inculcating 'Correctitude' in their 'Character' and 'Competence' in their 'Career' which is 'Teaching Profession' .
- Faculty members are encouraged to attend and present research papers at seminars and conferences. They are also motivated to publish papers in journals and edited books. Also they are encouraged to participate in Faculty Development Programmes.
- DutyLeave is sanctioned to Faculty members for attending seminars, conferences and FDPs.

7.4 Contribution to environmental awareness / protection

- Creating awareness among the staff and students regarding their role in carbon foot print and how to offset it by following the Reduce, Reuse, Recycle and Reform concept.
- Installing Power Saving Gadgets & Selecting the most energy-efficient models when replacing the old appliances
- To increase the awareness among the students, special lectures by experts and slogan competitions are organised in the college.
- Turning off electrical appliances when not in use to reduce phantom load
- Printing on both the sides of the sheets to control usage of paper
- Tree Plantation in the campus
- Recycling of stationery material wastage, even badly torn out library books especially paper is sent for recycle process to the local paper mill.

7.5 Whether environmental audit was conducted?      Yes      No      ✓

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **STRENGTHS**

1. Well qualified and experienced teaching faculty.
2. Very healthy teaching –learning approach, attitude and practices.
3. Excellent open self library with Internet and Book-Bank facility.
4. All round development oriented extracurricular sports and cultural activities
5. Community extension activities under NSS programme.
6. Imbibing research culture among faculty and students.
7. Strong Fiscal discipline
8. Inclusive Policy for women and weaker sections of the society
9. Efficient students’ support system
10. Decentralized and democratized governance system

### **WEAKNESSES**

1. Inherent weaknesses related to grant-in-aid colleges
2. Inherent limitations of a limited Campus
3. Affiliating University lacking provision for according autonomy to the colleges
4. Time constraints for students pursuing professional degree courses.

### **OPPORTUNITIES**

1. First-choice college status
2. University giving affiliation to self-financed programmes in grant-in-aid college.
3. Success of self-financed programme with Taxation-Accountancy combination the college has introduced.
4. Increasing acceptability of students by industry.

### **CHALLENGES**

1. Increasing number of students resulting in compulsion for admitting number of students beyond UGC Norms
2. Entry in professional courses at an early age.
3. Increasing the effectiveness of UG and PG programme.
4. Attaining a balance among curricular, co-curricular and extra-curricular activities in UG programmes under semester system

## **8. Plans of institution for next year**

- Increasing e-learning resources.
- Computerisation of library.
- National level conference will be held in the subject of Commerce next year.

Vice Prin. (Dr.) M.R. Noronha

Prin (Dr.) V.D. Naik

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

## Academic Calender 2015-2016

The following Academic, Curricular and Co-curricular activities will be undertaken in the academic year 2015-2016.

<b>Month</b>	<b>Activity/Programme to be organised</b>
<b>June</b>	<ol style="list-style-type: none"><li>1 Preparation of the Academic Calender for the year 2015-2016.</li><li>2 Formation of various committees of the college.</li></ol>
<b>July</b>	<ol style="list-style-type: none"><li>1 Filling up of forms by the students opting NSS.</li><li>2 Preparation of database for various cultural activities.</li><li>3 Orientation with the research students will be organised by the research committee.</li><li>4 Inter-College Book Review Competition will be organised.</li></ol>
<b>August</b>	<ol style="list-style-type: none"><li>1 IQAC meeting will be held.</li><li>2 Welcoming and Orientation Programme of F.Y.B.Com students will be organised.</li><li>3 Intra College Mehendi Competition will be organised.</li><li>4 Seminar on "Education Abroad" was held on 7<sup>th</sup> August, 2015 will be organised</li><li>5 Intra-College Book Review Competition on the books authored by Dr. Abdul Kalam will be on 8<sup>th</sup> August 2015 will be organised.</li><li>6 Intra-College Debate Competition on the topic "Are Social Networking Sites Useful to Youth?" on 11<sup>th</sup> August 2015 will be organised.</li><li>7 Patriotic Song Competition will be organised under NSS unit in the second week of August.</li><li>8 Inter-College Book Review Competition on the books authored by Dr. Abdul Kalam on 14<sup>th</sup> August 2015 will be organised</li><li>9 Independence Day Celebration will be organised on 15<sup>th</sup> August, 2015.</li><li>10 Seminar on " Education Abroad " by Edwise International will be organised.</li><li>11 Campaign on " Save Girl Child" will be organised.</li><li>12 Tree Plantation Campaign will be organised</li><li>13 Savi tapi Campaign will be organised to keep our tapi clean and green.</li></ol>
<b>September</b>	<ol style="list-style-type: none"><li>1 Blood Donation Camp will be organised under NSS unit.</li><li>2 Seminar on " Tally Accounting" will be scheduled.</li><li>3 A visit will be scheduled to Tapti Food Pvt. Ltd. for the M.com / T.Y.B.Com Students.</li></ol>

- 4 A lecture on “Audit Reporting” by C.A Ms.Vinny Gandhi on 4<sup>th</sup> September 2015 will be organised
- 5 A lecture on “Audit of Banks” by C.A Kenish Mehta on 10<sup>th</sup> September 2015.
- 6 A lecture on Soft skill development by C.A Kalpit Khemka on 11<sup>th</sup> September 2015 will be organised
- 7 A lecture on “Banking as a career” by Mr.Nishit Shah, Manager, DBS Bank on 12<sup>th</sup> September 2015.
- 8 A lecture on the topic “Research Methodology” by Dr. Gaurang Ravi on 4<sup>th</sup> February 2016 will be organised.

### **October**

- 1 Internal Exams will be scheduled.
- 2 Additional Exams will be scheduled.
- 3 7 days NSS residential camp will be organised at Village Kukni, Dist. Olpad, Surat.
- 4 Swachch Bharta Abhiyan Campaign launched by “Honorable Prime Minister Mr. Narendra Modi” was organised in collaboration with other colleges in the campus with the motto to make our country garbage free.
- 5 “Poster Drawing Competition” will be organised by NSS Unit of the college.

### **December**

- 1 University Exams will be scheduled for the semester students.
- 2 A visit will be scheduled to Sumul Dairy for the M.com Students.
- 3 Best Personality Contest " Suit and Saree day" will be organised on 31st December.
- 4 Blood Donation Camp will be organised by NSS unit.
- 5 Seminar will be organised on " Interview Handling tips" by National Group.
- 6 Seminar will be organised on " How to become Chartered Financial Analysts (US) will be organised for T.Y.B.Com students.

### **January**

- 1 A visit will be scheduled at Excise department
- 2 Thalassemia checkup Camp will be organised in the college library
- 3 Seminar on "Career Opportunities" in Banking and Finance will be conducted by "Times Pro" on 19<sup>th</sup> January-2016.
- 4 A visit to Axis Bank will be scheduled to study the functioning and Internal control system of Axis Bank
- 4 Seminar on "How to face Interview and Resume Preparation" will be conducted by NIIT on 11<sup>th</sup> January 2016.
- 5 Seminar on "Chartered Financial Analysis " will be conducted on 22<sup>nd</sup> January, 2016, by Finnacle.

- 6 Seminar on "Learn Right Share Right" by Mr Ajay Jangid will be conducted to make our students familiar for the RTI Act on 25<sup>th</sup> January,2016.
- 7 Seminar on "UPSC Competitive Exams" will be held by the Institute of Advanced Studies, Navsari at the college on 27<sup>th</sup> January 2016.
- 8 Seminar on "H.R" will be organised by Department of Human Resource Development, Veer Narmand South Gujarat University on 28<sup>th</sup> January 2016, to inform our students on career opportunities in H.R.
- 6 Republic Day Celebration will be organised on 26th January
- 7 IQAC Meeting will be held
- 8 Seminar will be scheduled on " IAS - A Career Option" under Career counselling
- Students will participate in University Youth Festival
- 10 Seminar will be scheduled on " How to write resume" under career counselling
- 11 Inter-Class Elocution Competition will be organised

## **February**

- 1 Internal Exams will be scheduled
- 2 Additional Exams will be scheduled
- 3 Visit the A.P.M.C market of Surat will organised
- 4 A lecture on the topic "Research Methodology" by Dr. Gaurang Ravi will be organised
- 5 Annual function, 'SPB Fest -2016' will be organized.

## **March**

- 1 A visit will be organised to IIM Ahemdabad for TYB.com and M.Com Students
- 2 Annual Function " SPB Fest" will be organised at University Convention Hall
- 3 Campus Interview, if any will be held

## **April**

- 1 University Exams will be scheduled