

# C.C.SHETH COLLEGE OF COMMERCE

NAV GUJARAT CAMPUS, ASHRAM ROAD, AHMEDABAD-380 014.

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## NAAC RE-ACCREDITED – B (2.69)

### **The Annual Quality Assurance Report (AQAR) of the IQAC (YEAR : 2015-16)**

#### Part – A

#### **I. Details of the Institution**

1.1 Name of the Institution

C.C SHETH COLLEGE OF COMMERCE

1.2 Address Line 1

Navgujarat Campus

Address Line 2

Ashram Road

City/Town

Ahmedabad.

State

Gujarat

Pin Code

380014.

Institution e-mail address

principalccsheth@gmail.com

Contact Nos.

079- 27542761

Name of the Head of the Institution:

Prin. Dr. B.U.Raval

Tel. No. with STD Code:

079- 27542761

Mobile:-

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:   
 (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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75.65	2006	5 years
2	2 <sup>nd</sup> Cycle	B	2.69	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 AQAR for the year (for example 2010-11)

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 \_\_\_\_\_ (DD/MM/YYYY)4
- II. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- III. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- IV. AQAR \_\_\_\_\_ (DD/MM/YYYY)

( Last assessment was done in Sept-2014.This is the first AQAR after the accreditation by NAAC in Dec.2014)

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 Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

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)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

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

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="19"/>
	<input type="text" value="04"/>
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="04"/>
Non-Teaching Staff <input type="text" value="02"/>	Students <input type="text" value="02"/> Alumni <input type="text" value="02"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text"/>	International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="01"/>
(ii) Themes	<input type="text" value="“Guidelines for quality Enhancement by IQAC”&lt;br/&gt;( Inter College Seminar)"/>

## 2.14 Significant Activities and contributions made by IQAC

- NAAC Re-accreditation
- Organized An inter college seminar,
- Planned the co curricular and extra -curricular activities
- Management of the various resources
- Placement Programmes
- IQAC monitored the successful implementation of above activities.

## 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 \*

Plan of Action	Achievements
1. Admission process	1. Online admission by guj.uni.
2. Different committees Formation	2. committees formed as under :
3. Planning for re-accreditation process (cycle-3)	(1)Cultural
4. Formation of student union	(2)Examination
5. Student support and progression	(3) NSS
6 .Invite dignitaries & arranging lecture series	(4)Anti-raging committee
7. Planning for viva, Assignment, Examination	(5)Grievance Redressal Committee
8. Arranging different activities	(6)CWDC
9.Celebration of a Sports Day	(7)Magazine
10. Arranging an Annual Function	(8) SC/ST Placement Cell
11. Students scholarship	3. Scholarship programme
12. Arranging seminars for students	*Widow mother 's children of our college
13.Faculty Development (4 Faculties participated in FDP)	*Minority girls
14. Research based activities ( 4 Faculties for minor a research projects)	* Book Bank facility (for poor student)
	4. Study & industrial tour
	5. Orientation programme
	6. Career Counselling
	7. Work of Placement cell
	8. Student union is formed on merit Basis as per Uni norms.
	9. Guest lecturers of eminent speakers more arranged
	10. Assignment ,viva,exam were taken as per University guideline
	11. An annual function & prize Distribution
	12.Akshar Board

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The management made some suggestions in the plans of next year which are going to implement by the college.

## 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				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	01			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

The College follows the syllabus prescribed by Gujarat University, Ahmadabad. Three faculties of our college are the members of BOS. Considering the need of trade, commerce and industry, the college offers the Foundation and Soft Skill courses like- Tally, Personality Development, Disaster management, Environment, World Trade organization etc. College organizes seminar on various topics which is important for students of commerce after their graduation.

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

Proposal for P.G Center (M.com)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	02 01( DPE)	05	-	03 (Adhyapak sahayak)

2.2 No. of permanent faculty with Ph.D.

07

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
03	04		-	-	-	-	-	03	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

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2.5 Faculty participation in conferences and symposia:2015-16

No. of Faculty	International level	National level	State level
Attended	06	08	02
Presented papers	06	20	01
Resource Persons	-	01	01

Faculty participation in conferences and symposia:2014-15

No. of Faculty	International level	National level	State level
Attended	04	09	08
Presented papers	04	09	-
Resource Persons	-	01	-

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

- Use of PPT
- Assignments and Viva
- Group Discussion
- Question Bank
- Question Answer Session
- Guidance /Special support to weaker students

2.7 Total No. of actual teaching days  
During this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

- ❖ To maintain transparency in the examination, common question papers are set for both the commerce colleges on the campus.
- ❖ Two sets of question papers are drawn. One of them is selected by the principal.
- ❖ Re-checking / Re-assessment is allowed.
- ❖ Mistakes in the answer books are discussed in the classroom.
- ❖ Model answer books are shown to the students
- ❖ Question bank is prepared

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

03

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise  
distribution of pass percentage : 2015-16

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
F.Y B.COM (sem-2)	681	---	65	250	357	71.92%
S.Y B.COM (sem-4)	614	---	78	266	118	75.24%
T.Y B.COM (sem-6)	579	6	77	232	135	61.22%



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

- IQAC regularly meets and deliberates for improvement in the teaching –learning process.
- IQAC studies teaching –learning methods followed by other reputed institutions.
- IQAC discusses in the meeting with the staff and motivates to follow the methods.
- IQAC prepares an academic calendar in consultation with the faculty.
- Teaching – learning methods are evaluated by IQAC at regular intervals.
- IQAC takes into consideration the views of the faculty.
- The efforts are made to improve the process and to make it student friendly.

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	06 (KCG)
Summer / Winter schools, Workshops, etc.	
Others	04-Arena Institute

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	01	06	00	03(BY TRUST)
Technical Staff	-	-	-	-
Peon	01	06	00	02(BY TRUST)

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ❖ IQAC promotes & encourages research through regular discussion current scenario prevailing in the field of higher education
- ❖ Vidyabhavan Trust has constituted a core research committee for the group of college managed by the trust.
- ❖ The committee constitutes of Principal, Ph. D. guides and members of IQAC.
- ❖ IQAC motivates the faculty for research.
- ❖ The lectures of eminent researchers are organized.
- ❖ The faculty is granted the benefit of TA/DA, Time off, Special Leave etc.
- ❖ The researchers are felicitated by the management.
- ❖ IQAC recommends the institution to make the equipment and other material available for the researchers.
- ❖ The circulars regarding seminars, workshops, conferences, symposia etc. are circulated to the faculty.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	04
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	02	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	01		

#### 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				
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	-	-	-	-	01
Sponsoring agencies	-	-	-	-	management

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
01	-	-	-	01	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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  State level   
 National level  International level

3.22 No. of students participated in NCC events:  
 University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:  
 University level  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  Any other

- 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility 2015-16
- ❖ What is after 12<sup>th</sup>?
  - ❖ Save Bird campaign
  - ❖ N.S.S. camp.
  - ❖ Blood Donation camp.
  - ❖ Health Check-up Camp.
  - ❖ Father's day celebration
  - ❖ Yoga day
  - ❖ Cleanliness drive( 4 times)
  - ❖ Cloth Distribution
  - ❖ Disaster Awareness programme
  - ❖ Co operative Management training
  - ❖ Study tour to Ganpat University
  - ❖ Environmental awareness programme at Indroda Park, Gandhinagar

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility 2014-15

- ❖ Traffic awareness Programme
- ❖ Polio Campaign
- ❖ Meditation for youth
- ❖ First Aid awareness
- ❖ Visit to Remand Home
- ❖ Students served as 'Writers' to blind students
- ❖ Students collected fund for Jammu & Kashmir flood relief fund under an initiative by Bhaskar Foundation
- ❖ 'Garba' programme with kids of 'Sabarmati Ashramshala'
- ❖ Election awareness programme

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area Land Carpet Area Built up Area:	3686.35 sq. Mt 4492.20 sq.mt. 5551.72 sq.mt.	-	-	-
Class rooms	12	-	-	12
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	02	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	95670/-
Others				

#### 4.2 Computerization of administration and library

- ❖ The administrative office is fully computerized.
- ❖ Accounting software is installed.
- ❖ The library is fully computerized.
- ❖ Soul 2.0.3.10 is upgraded.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39573	7154269	170	105650	39743	7259919
Reference Books	1236	1855417	0	0	1236	1855417
e-Books (NLIST)	97000	SUBSCRIPTION THROUGH-KCG	97000	SUBSCRIPTION THROUGH-KCG	-	-
Journals	70	59396	70	68056	70	68056
e-Journals (NLIST)	6000	SUBSCRIPTION THROUGH-KCG	6000	SUBSCRIPTION THROUGH-KCG	-	-
Digital Database	NLIST	SUBSCRIPTION THROUGH-KCG	NLIST	SUBSCRIPTION THROUGH-KCG	97000-EBOOK 6000-EJOURNAL	-
CD & Video	BOOKS-212 BISAG-291	-	212+291	-	503	-
Others (specify)PBL	1020	117448	0	0		117448

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total	05		01					

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

❖ Use of computers and free access to internet is available to the teachers and the students. Faculty Development Programme in IT:01

4.6 Amount spent on maintenance in lakhs:

i) ICT	71208
ii) Campus Infrastructure and facilities	110933
iii) Equipments	95670
iv) Others	--
<b>Total :</b>	<b>277811</b>

## Criterion – V

### 5. Student Support and Progression

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

- ❖ IQAC forms various committees such as Career Counselling Cell, Placement Cell, Grievance Redressal Cell, and Women’s Development Cell, Students union etc.
- ❖ In an orientation programme for the first semester students, they are made aware of various student support services.
- ❖ Regular meetings of IQAC with students union to share the ideas & views for the development of institution.
- ❖ Two members of the students union are the permanent representative of IQAC
- ❖ IQAC motivates the students to avail these services.
- ❖ Regular notices are circulated to the students.

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

- ❖ Regular dialogue & discussion with the students.
- ❖ Through internal exam & result.
- ❖ Assignment & viva
- ❖ Presentation by students

#### 5.3 (a) Total Number of students 2014-15

UG	PG	Ph. D.	Others
1702	-	-	-

2015-16

UG	PG	Ph. D.	Others
1762	-	-	-

#### (b) No. of students outside the state

2015-16 (17)

#### (c) No. of international students

-

Men	No	%	Women	No	%
	-	-		-	-

No	%
-	-

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1031	256	11	402	2	1702	1092	256	11	402	-	1762

Demand ratio

Dropout % 6.24

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

- Experts & distinguished person from well known institution are invited to guide the students.
- Seminar on “Competitive Exams: Guidance and preparation” by Dr. Nirav Patel from SPIPA
- Seminar on “Scope, Operation and Guidance for UPSC Examination” by Ms. Shabina Khan from Nirman IAS Academy

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

❖ The institution has a Counselling Cell and a Placement Cell .

✽ **Career and Counseling Cell**

**1) 11<sup>th</sup> January 2016**

Seminar on “ Career and Education : Opportunities in Foreign Countries”  
FY,SY and TY Students participated in the seminar.  
Resource person:- Saikal bhowmik from Chopra institute

**2) 18<sup>th</sup> January 2016**

Seminar on “ Export-Import and Logistic sector”  
TY students participated in the seminar.  
Resource person:- Mr. Ankit Pancholi from JBS Accademy

**3) 23<sup>th</sup> January 2016**

Seminar on “Aviation,Hospitality management and Travel & Tourism management”  
SY and TY students participated  
Resource person:- Ms.Jisha Theeya from Flamingo Air Accademy pvt.ltd

**4) 3<sup>rd</sup> February 2016**

Seminar on “ Soft Skills”  
FY students participated by team of Jobswila

**5) 5<sup>th</sup> February 2016**

Workshop on “Hardware Networking and Cloud Computing”by team of IIHT  
SY & TY students participated.

**6) 6<sup>th</sup> February 2016**

Seminar on “ Animations and Webdesigning” by team of Arena Animations  
FY students participated.

**7) 12<sup>th</sup> February 2016 (Guest lecture )**

Seminar on “ competitive Exams : Guidance and Preparation”by Dr. Nirav Patel  
from SPIPA

**8) 22<sup>th</sup> February 2016**

Workshop for FY B.COM Students “ Communication Skills “  
Resource person:- Ms.Vandana Jani ( former senior manager ICICI)

**9) 23<sup>rd</sup> February 2016 (Guest Lecture)**

“ Career and Opportunities after TY B.COM”  
SY and TY students participated  
Resource person:- Mr.Sharad Vora from Elite Institute

**10) 24<sup>th</sup> February 2016**

Seminar on “ Scope,Operation and Guidance for UPSC Examination “  
FY,SY and TY students participated.  
Resource person:- Ms.Shabina khan from Nirman IAS Accademy

**11) United Insurance :- Dt.27/10/2015**

Seminar by Mr.hitesh Babbar –Quiz was conducted and Prizes were given to the students



✱ **Placement Cell**

- 1) **5<sup>th</sup> jan 2016**  
ICICI :- ( 12 Students were selected)
- 2) **12<sup>th</sup> jan 2016**  
Kotak Securities :- ( 6 Students were selected)
- 3) **21<sup>th</sup> jan 2016**  
United India Insurance Co.Ltd :- ( 33 students registered as agents)
- 4) **28<sup>th</sup> jan 2016**  
TCS :- ( 5 students were selected)

**The following counselling services are available to the students.**

1. Academic Counselling
  - ✓ Tips to improve the results.
  - ✓ Special attention to slow learners.
  - ✓ Guidance and encouragement to advanced learners to achieve results.
2. Personal Counselling
  - ✓ Counselling to the children of widow mothers.
  - ✓ Students with serious health issues.
  - ✓ Counselling to minimize the drop-out ratio.
  - ✓ Meeting with the parents of irregular students.
3. Psycho-social Counselling
  - ✓ Gender issues
  - ✓ Stress management
  - ✓ Secularism
  - ✓ Environmental issue
4. Career Guidance
  - ✓ Based on aptitude of the students
  - ✓ Guidance on professional courses like CA, CS, ICWA etc.

No. of students benefitted

140

5.7 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
(2015-16) 04	180	56	-
(2014-15) 03	204	61	

5.8 Details of gender sensitization programmes

- Seminar on “ How Dreams Come True” by Stri Chetana Sanstha for girl

Students.Mrs. Megha Chitaliya,AGP , Gujarat Highcourt was the key note speaker.25 Feb. 2016

- Programme on “Woman Empowerment” on 1 Aug. 2015
- Police helpline 181 campaign on 3 Aug.2015

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 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

5.10 Scholarships and Financial Support (2015-16)

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	28	37500
Financial support from government	486	965400
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- ❖ Lack of proper cleanliness.
- ❖ Lack of proper lighting.
- ❖ Demand for canteen.
- ❖ Celebration of Days.

## Criterion – VI

### 6. Governance, Leadership and Management

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

**Mission:**

“  
FREEDOM THROUGH KNOWLEDGE”

**Goals:**

- ✓ To Prepare Commerce Graduates competent to contribute effectively to the needs of the world of Trade and Commerce.
- ✓ To nurture the qualities of large-heartedness & open-mindedness through the teaching – learning process.
- ✓ To motivate awareness about the importance of 'LEARNING', to up-grade receptivity.
- ✓ To produce free and fearless young graduates to for society.

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

Yes.

- ✓ Information about the accounts and finance on monthly basis.
- ✓ Information about the maintenance of infra-structure on weekly basis.
- ✓ Review of budget versus actual expenses on monthly basis and so on.

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

##### 6.3.1 Curriculum Development

- ✓ The institution is affiliated to Gujarat University; the institution follows the course and syllabus designed by Gujarat Uni.
- ✓ Considering the need of industry, commerce, trade, the institution offers the foundation & soft skill courses such as Tally ,WTO,Environmental studies, Research Skill & Personality Development etc.
- ✓ Our faculty Prof V.S.Trivedi (English) & Prof.J.P.Thakor (Sports) are members of BOS Guj. uni. They have played an active role in designing curriculum under CBCS.
- ✓ Dr.R.V.Raval is The -Invited expert nominee in Board of study of commerce & management in M.S Uni of Baroda

##### 6.3.2 Teaching and Learning

- ✓ Monthly teaching plan.
- ✓ Classroom teaching-question answer session
- ✓ Use of PPT.
- ✓ Audio-Video-BISAG-Sandhan
- ✓ Semester wise Academic calendar is prepared.
- ✓ Group discussion.
- ✓ Promoting the use of internet which is available to the students.
- ✓ Study tour & Industrial tour
- ✓ Division of syllabus among the faculty.
- ✓ Reference books are made available to the students.

### 6.3.3 Examination and Evaluation

- ✓ Examination committee is formed.
- ✓ Schedule for internal examination is circulated in advance.
- ✓ Viva, assignment etc.
- ✓ Timely evaluation of answer books.
- ✓ Declaration of results on website.
- ✓ Presentation by students
- ✓ Question-Answer discussion

### 6.3.4 Research and Development

- ✓ Facilities for research like internet, journals, magazines, PhD thesis are available.
- ✓ Paper presentation-
- ✓ Special leave, TA/DA are granted.
- ✓ The institution promotes research and facilitates the researchers.
- ✓ Training programme for the staff.
- ✓ Arranging lectures of eminent researchers.

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

- ✓ The college utilizes the funds allocated by UGC and Government of Gujarat
- ✓ Yoga Room, UGC Resource Centre, Audio-Visual Room ,BISAG, Sandhan etc.apart from the library

### 6.3.6 Human Resource Management

- ✓ Training programme for teaching and administrative staff
- ✓ Allocation of work
- ✓ Hiring staff as and when needed by management

### 6.3.7 Faculty and Staff recruitment

- ✓ By Govt of Gujarat & Management
- ✓ The college is a Grant-in- Aid institution and the rules and regulations for the recruitment of the staff are framed by the Government of Gujarat.
- ✓ The college has no role in framing the recruitment policy.
- ✓ However, the institution engages the competent and qualified faculty on the vacant posts which are not filled by the government.

### 6.3.8 Industry Interaction / Collaboration

- ✓ The institution invites the industry to have interaction with the students so that they come to know about growing need of the industry and equip themselves
- ✓ The institution organizes industrial tour to have practical exposure to the students.
- ✓ The institution has run MOU with TCS

### 6.3.9 Admission of Students

- ✓ Online admission given by Gujarat University.
- ✓ The university circular and Government of Gujarat criteria for reservation are hosted on the college website and also placed on the college notice board.
- ✓ No management quota is kept.
- ✓ Regarding admission of the students, the college strictly adheres to the guideline of Gujarat university and Education Department of Government of Gujarat.

### 6.4 Welfare schemes for

Teaching	Medical Check – up. Medical Aid. Skill Development Training Programme.
Administrative Staff	Skill Development Training Programme. Medical Check-up. Uniform for peons. Peon Welfare Fund. Medical Aid.
Students	Book Bank Facility. Medical aid to the students Scholarship for the children of widow mothers, minority girls etc. Scholarship for higher studies and studies abroad.

6.5 Total corpus fund generated

-

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	Yes	KCG	-	-
Administrative	Yes	KCG	-	-

6.8 Does the University/ Autonomous College declare 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?

❖ The college is affiliated to Gujarat University. Examination reforms introduced by Gujarat University are implemented by the college.

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

NA

6.11 Activities and support from the Alumni Association

- ❖ A programme entitled 'What after 12<sup>th</sup>?' is arranged for general public with the support of alumni.
- ❖ A drama on Swami Shri Vivekananda was performed by Alumni on 8 Feb.2016.
- ❖ Alumni members actively participate in orientation programmes for first year students.

6.13 Development programmes for support staff

-

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

- ❖ Removal of e- waste.
- ❖ Maintenance of garden.
- ❖ Campus cleanliness.
- ❖ Tree plantation.

## 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.

- (1) Akshar Board
- (2) Career and Counselling cell

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

- ✓ Preparation of online admission.
- ✓ Different Committees were formed as per Considering the activities of the college.
- ✓ Preparations for the annual function were made in advance.
- ✓ The information about examination, viva & assignments as per university norms was conveyed to the students and were planned accordingly.
- ✓ Sports Day was planned for all the colleges on the campus.
- ✓ The college approached the industry and arranged campus interview.

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

- \*Title of the practice :I  
'Hard-Core Approach to Gain and Maintain Confidence of Stakeholders in the institution'
- \*Title of the practice:II  
'Soft - Touch Approach to Strengthen Sentimental Bond among Stakeholders'

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- ✓ Orientation to the students in the class rooms.
- ✓ Visit to the environment centers.
- ✓ Programmes during NSS camp.
- ✓ Foundation course environment (sem-3&4)

7.5 Whether environmental audit was conducted?    Yes     No

## **SWOC ANALYSIS**

### **STRENGTHS :**

#### **LOCATION CONVENIENT TO COMMUTERS:**

- Income-tax area on Ashram Road enjoys very good road transport connectivity with all the parts of the city of Ahmedabad as well as with North Gujarat. The location offers easy access to students commuting from distant places.

#### **TRANSPARENCY IN ADMISSIONS, APPOINTMENTS AND ADMINISTRATION:**

- Admissions are on Academic merit only.
- Appointments are done strictly in compliance with Govt. & University rules.
- Academic Calendar is strictly followed.
- Student and staff related circulars and policies are communicated and implemented within time frame.

#### **ETHICAL APPROACH:**

- University and Govt. rules and regulations are complied with in True Spirit.
- Permanent provisions for internal and external audits of accounts.
- Examinations are conducted in very good discipline.
- Devotion and dedication of staff and enthusiasm of students result in campus harmony, smooth and effective conduct of curricular and co-curricular activities and better performance in University examinations.
- From time to time, the Management reviews Student–Aid schemes to cover larger sections of needy students.

### **WEAKNESSES :**

#### **SPACE CRUNCH:**

- On account of FSI Rules applicable at the time of construction of the college building, we are compelled to compromise with our requirement of space / rooms for curricular and co – curricular activities.
- Size of plot premises doesn't permit playground and as an alternate we have to compromise under arrangements with Gujarat Vidyapith and Gujarat University.

#### **AFFILIATION AND RECOGNITION OBLIGATIONS:**

- Under affiliation conditions, we are obliged to comply with the syllabus and examination pattern laid down by Gujarat University. This curtails our liberty for tailor–made teaching & testing experiments to maximum benefits of learners.
- Under instructions of Gujarat University, classroom strength remains between 125 to150. This adversely affects qualitative classroom teaching.
- Recruitment policy of State Government offering fixed wages which are quite inferior to the prevailing pay scales makes it difficult to attract and retain talent.
- Unusual delay in recruitment forces the Management to employ staff on visiting bases resulting into financial burden on Management, instability of staff and dilution in quality.

#### **INCONSISTENCY IN PTA & ALUMNI TIE-UP:**

- Busy family and work schedules, make it difficult for members of PTA & Alumni to consistent communication with the institution. They do express their feelings for the institution but find it difficult to stay consistently connected.



## OPPORTUNITIES :

### ENHANCEMENT OF FSI STANDARDS:

- Recent review of FSI limit has enhanced standards and the present building can be expanded to required curricular and co-curricular purposes.
- Once the problem of space crunch is solved, we will be able to attend to needs for Add-on courses, UGC sponsored courses and other professional courses.

### POPULARITY OF COMMERCE FACULTY:

- In the growth oriented economy, commerce students find wide acceptance in society as well as in professional fields and the institution will have a promised opportunity to maximum utility of its efforts to sharpen skills related to the world of Trade & Commerce.

## CHALLENGES:

### DROPPING STUDENT: TEACHER RATIO

- Recruitment parameters complied by the Govt. and classroom intake parameters complied by the university hamper Student: Teacher Ratio.

### FUND CRUNCH: SELF FINANCED V/S GRANT – IN – AID COLLEGES:

- Whereas the upcoming self financed colleges are free to charge fees at commercial rates, the grant-in-aid colleges are obliged to collect fees in structured-form designated by Govt. This situation facilitates financial freedom to self finance colleges but leaves grant-in-aid colleges to survive on comparatively meager funds reimbursed in the form of maintenance grant from State Govt.

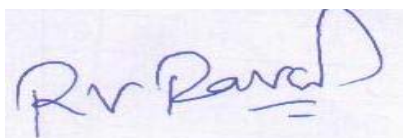
### TWO TS AGAINST CLASSROOM ATTENDANCE AND RELEVANCE OF TEACHERS

- **T**uition classes pose a threat to classroom attendance and **T**echnological tools like internet pose a threat to relevance of teachers. Teachers' role as an Ambassador of Culture is moving to a question mark with increased impact of **Two 'T's'** which spread a gross misconception among students on **Classroom Attendance and Relevance of Teachers.**

## 8. Plans of institution for next year

- ✓ To start P.G Centre for M.COM
- ✓ Arranging a seminar/Conference of national level
- ✓ Arranging lecture series for the students and staff members.
- ✓ Arranging various and more placement and campus interviews.
- ✓ Arranging programmes on environment such as visit to the environment centers, lecture series, etc.
- ✓ Organizing various extension activities.

Name: - Dr.R.V.Raval



Signature of the Coordinator, IQAC

Name: -Dr.B.U.Raval



Signature of the Chairperson, IQAC

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## **ANNEXURE - I**

### **College calendar for academic year: 2016-2017**

*Ist term : 15-06-2016 to 27-10-2016*

*IInd term : 18-11-2016 to 26-04-2017*

#### **ACADEMIC AND EXTRA CURRICULAR ACTIVITIES PROGRAM/CALENDAR**

**1) JUNE :**

- Admission to sem I,
- Students Admission to in house students of sem III and sem IV,
- Reopening of the college,
- Meeting of the teaching staff,
- Meeting of the Heads of the Departments,
- Orientation programme for the sem I students
- Formation of various committees,
- Meeting of non – teaching staff.

**2) JULY :**

- Meetings of various committees,
- Meetings of Head of the Departments,
- Welcome to Fresher 's Enrolment of students to Library,
- Formation of student's council,
- Sports notice and selection procedure,
- Admission to N.S.S., Distribution of books from BOOK BANK,
- First meeting of students council

**3) AUGUST :**

- Beginning of N.S.S. Activities ,
- Speech on personality development
- Independence Day Celebration,
- Blood Donation Camp,
- Creativity competition like – Mahendi , Rangoli, cartooning, collage, poster making, Hair style, clay Modeling

**4) SEPTEMBER :**

- Teachers day celebration,
- Youth festival activities,
- Meeting of examinations committee.

**5) OCTOMBER :**

- First internal test ,
- Term end meeting of teaching staff,
- DIWALI

**6) VACATION :**

- 27/10/2016 to 18/11/2016 (APPROX) Also conducting university examination as per Gujarat university direction and organizing NSS Camp

**7) NOVEMBER :**

- Beginning of semester II, IV, VI,
- Declaration of the results,
- Classifying weak students based on results.

- 8) DECEMBER :**
- Celebrations of cultural week Back to school Day, Executive Day, Saree Day, Group Day, Mr. And Miss NavGujarat
- 9) JANUARY :**
- Sports Day for staff and students,
  - Meeting of the examination committee,
  - Annual Prize distribution function,
  - Republic Day celebration.
- 10) FEBRUARY :**
- Second Test & Re-Test examination,
  - Submission of assignments by the students
- 11) MARCH :**
- Farewell functions for T.Y.B.Com students,
  - Declaration of results of the second test and Re-Test exam.
  - Declaration of INTERNAL MARKS,
  - Conducting Gujarat University Exams as per University direction.
- 12) APRIL :**
- University examination work as per University direction,
  - Term end meeting with staff.

## **ANNEXURE-II**

### **BEST PRACTICES: I**

#### **Title of the I practice :**

**‘Hard-Core Approach to Gain and Maintain Confidence of Stakeholders in the institution’**

#### **Goal :**

- To retain strong-footing in the competitive field of Higher Education in the city.
- To keep-up utmost confidence in the minds of stakeholders.
- To establish good cultural background.
- To increase the level of social and professional acceptance of our students in society and at work places.
- To be in concurrence with the changing trends in the field of Higher Education.

#### **The context :**

- In designing and implementation of the above practice, we try to address the issues in the following contexts.
- We clearly understand that we have to safe-guard the ‘BRAND VALUE’ of 'Navgujarat Group of Colleges which has been serving the cause of Higher Education in the city for nearly last five decades.
- The age group of our students can better be oriented to sincerity and value based life with proper exposure.
- Trust of all the stakeholders can be comfortably won through transparency in administration at all levels.
- The class room teaching is learner oriented and result giving.

#### **The practice :**

- To implement the policy of transparency in administration, the college takes - care of its in admissions, recruitment, examinations and utilization of 'Government Grants'.
- Admissions of Students are purely on merit basis; even the management quota is converted in to open merit.
- Recruitment of staff is done strictly in adherence to the prevailing policies of the State Government and University.
- So far as internal examinations are concerned, from setting of question papers, sitting arrangement, class room invigilation, assessment, reassessment to declaration of results, we maintain very high level of confidence and transparency.
- The college management keeps close watch on utilization of Government grants and gets all the accounts audited internally as well as by Government designated authority.
- The college invites experts on various subjects for guidance to students as well as faculty members.
- Faculty members as well as students are motivated to participate in seminars, conferences sports-meets etc organized at different institutions.
- Regular meetings with Alumni and Parent Teachers Association. (PTA)
- At the beginning of the day we conduct mass-prayer.
- All the important national days are celebrated on the college campus.
- NSS unit of the college keeps on contributing its mite in developing attitude to social service among students.

#### **Constraints or limitations in implementation of this practice :**

- Transparency in admissions exposes us to resist local political pressure.

- Recruitment of required staff gets defeated due-to the staff Government policy of giving No Sanctions for new posts.
- The college management is forced to generate its own financial resources for teaching and testing routine tasks.

**Evidence of success :**

- Noon-Commerce colleges in the city are exposed to scarcity of students on account of noon-time as well as popularity of self-finance colleges. We get positive attestation of our academic efforts in the way of about 2500 applications which we receive against 500 seats for intake in the first year/semester.
- College results are always much more higher than the university results with quite a large number students scoring first class, inspite of 90% of our students are cases of change of medium of instruction from Gujarati to English medium.
- The college enjoys exemplary level of discipline in routine teaching work as well as at celebration of mass-events

**Problems Encountered and Resources Required :**

- The college encounters severe short supply of full-time regular staff for teaching as well as administrative tasks because of Government policy/ As a result, we have to depend upon visiting staff both for teaching and administrative work. This staff is not consistent and some - times even not up to the mark.
- Since this is a Grant-in-aid college, we are not free to cross the fees-collection criteria stipulated by the Government. Whereas a self-finance college is free to collect Rs. 5,000=00 per semester, we can collect only Rs. 235=00. In the situation when the college management has to bear expenses of payment to visiting faculty for teaching and assessment as well as for charges of class-room supervisors in internal tests, this limitations of rate of fees leads to college to extra financial burden.
- We look forward to sanction of recruitment as well as financial support from the exchequer.

**BEST PRACTICE: II**

**Title of the II practice:**

**‘Soft - Touch Approach to Strengthen Sentimental Bond among Stakeholders’**

**Goal :**

- To maintain smooth relations with students, staff, Alumni, PTA, Uni, and Government.
- All efforts for this to be oriented to keep all the agencies / stakeholders selfcharged or self-motivated.
- To inculcate a "**Sense of Belonging**" to the institution among stakeholders.

**Context :**

- In designing and implementing this practice we make efforts to set temperament of "**WIN-WIN Situation**" gaining popularity in the modern system of administration. The institution understands the importance of sentimental bond during and after accomplishment of the targeted tasks.

**The practice:**

- All the levels of administration on the institution sincerely comply with the directives, instructions or policies of the affiliating university as well as state Govt.'s Higher Education Department and UGC in true spirit and due regards.

- The college staff handles issues of students, parents and alumni with positive and soft treatment.
- The college management takes care of proper supply and maintenance of infrastructural facilities.
- The college management gives necessary finance for various welfare schemes **like** – peon welfare funds.
  - ✓ Help to child of widow mother.
  - ✓ Economic support, Book Bank facility,
  - ✓ Scholarship to Muslim girls.
  - ✓ Social image building activities.
  - ✓ Helping hand offered –
  - ✓ Interest free advance to students from vulnerable section of society who want to pursue study abroad
  - ✓ One day open house seminar on 'Career Opportunities after' XII.

#### **Evidence of success:**

- During forty four years of our presence in the field of Higher Education, there is not a single event of conflict with University or Government authorities and also there are '**No. Court-Cases**' against the institution. The college enjoys the status of "**Zero Grievance**" with any stakeholders whatsoever.
- Good level of discipline of students in the college campus stands in testimony that they find the college a "**TRUE FACILITATION CENTRE**" inspite of little limitations.
- With the present-staff, the college celebrates' "**NAVGUJARAT PARIVARSNEH MILAN**" in which all from peon to principal participate in informal mood and enjoy.
- With the retired staff the college; (**Navgujarat College Senior Citizen's Club**) celebrates a number of informal get-to-gather of all from peon-to- principal with spouse at different locations

#### **Problems Encountered and Resources Required:**

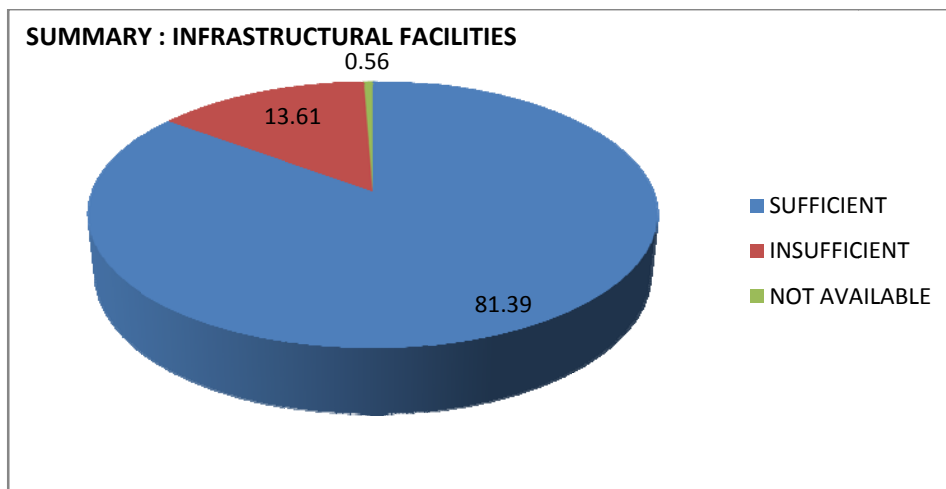
- We proudly note that all such get-to-gather and events of sentimental bonding are sponsored under blank-cheque support temperament of the parent trust, we find total enthusiastic support from all the stakeholders and there is always absence of any problem or financial crunch.

#### **Contact Details :**

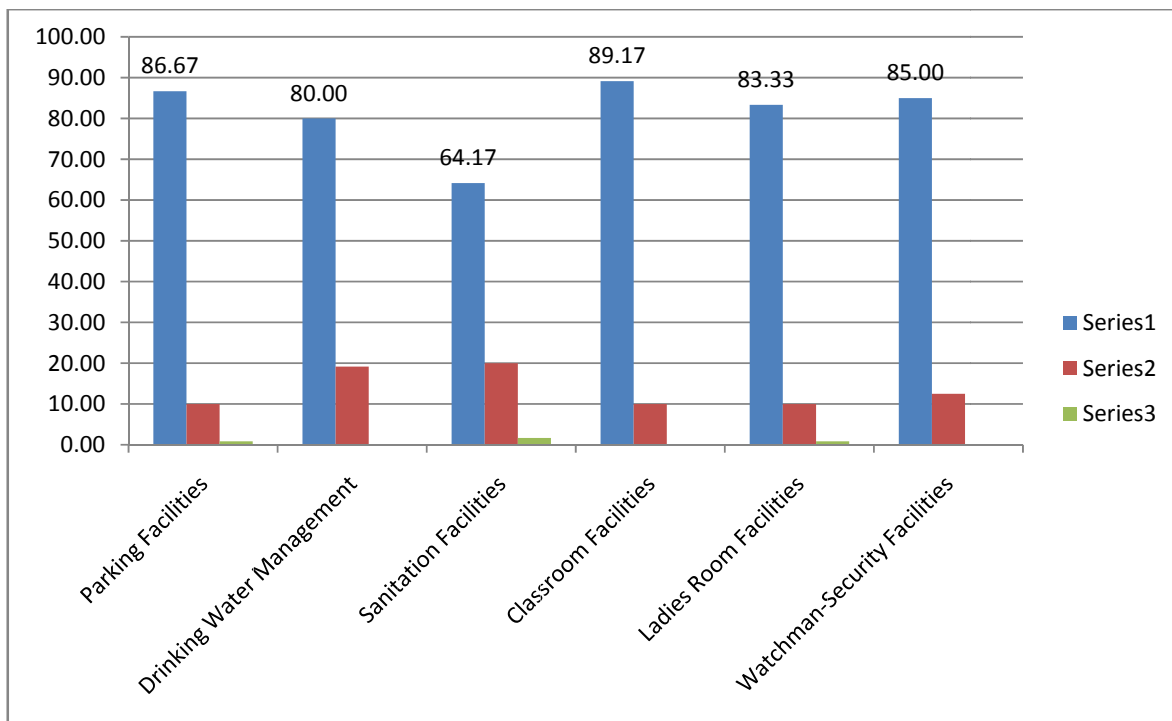
- **Name of the principal** : I/C.Prin.Dr. B.U.RAVAL
- **Name of the Institution** : C. C. Sheth College of Commerce
- **City** : Ahmedabad ( Gujarat )
- **Pin Code** : 380 014.
- **Accredited Status** : '**B**' Grade
- **Work phone** : 079-27542761
- **Website** : [www.cshethcommerce.com](http://www.cshethcommerce.com)
- **Mobile** : 9898073688
- **Fax** :
- **E-mail** : [principalccsheth@gmail.com](mailto:principalccsheth@gmail.com)

## ANNEXURE-III

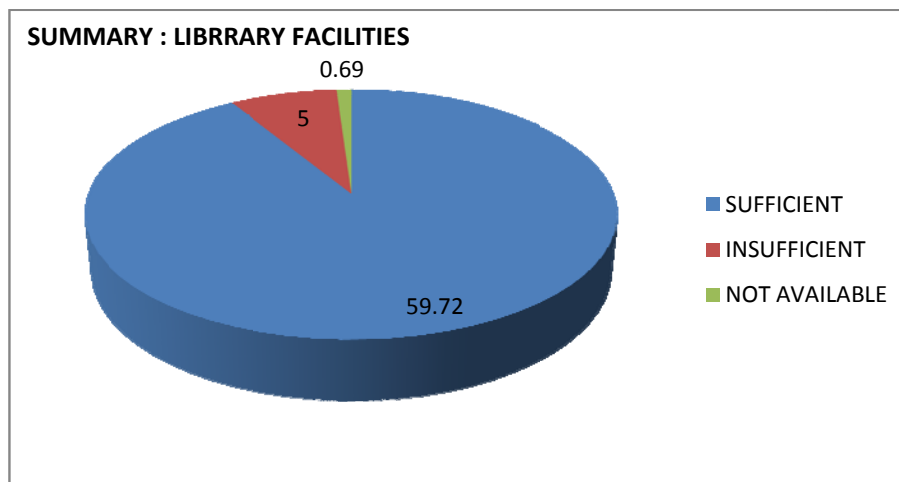
### 1. INFRASTRUCTURAL FACILITIES



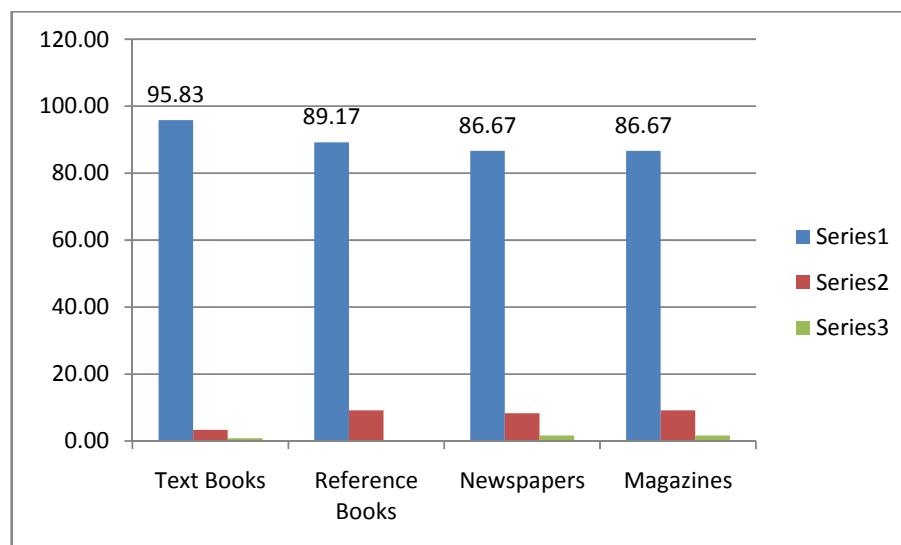
	I A	I B	I C	I D	I E	I F
Sufficient	86.67	80.00	64.17	89.17	83.33	85.00
Insufficient	10.00	19.17	20.00	10.00	10.00	12.50
Not Available	00.83	0.00	1.67	0.0	0.33	0.00



## 2. LIBRARY FACILITIES

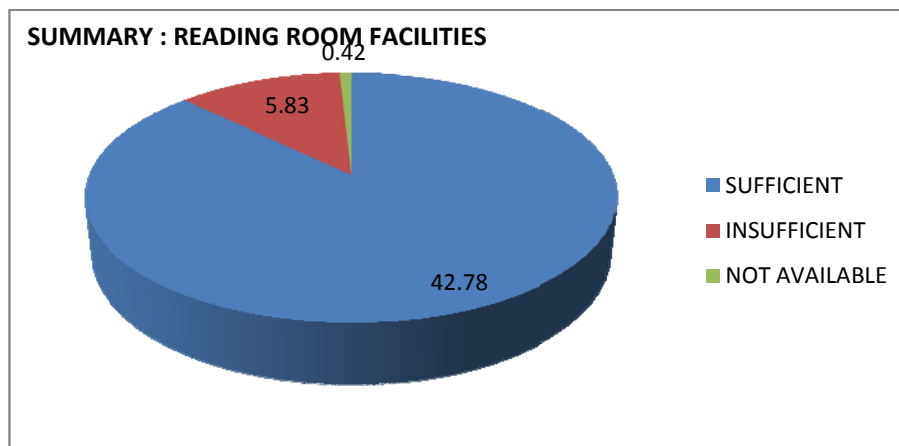


	2 A	2 B	2 C	2 D
Sufficient	95.83	89.17	86.67	86.67
Insufficient	3.33	9.17	8.33	9.17
Not Available	0.83	0.00	1.67	1.67

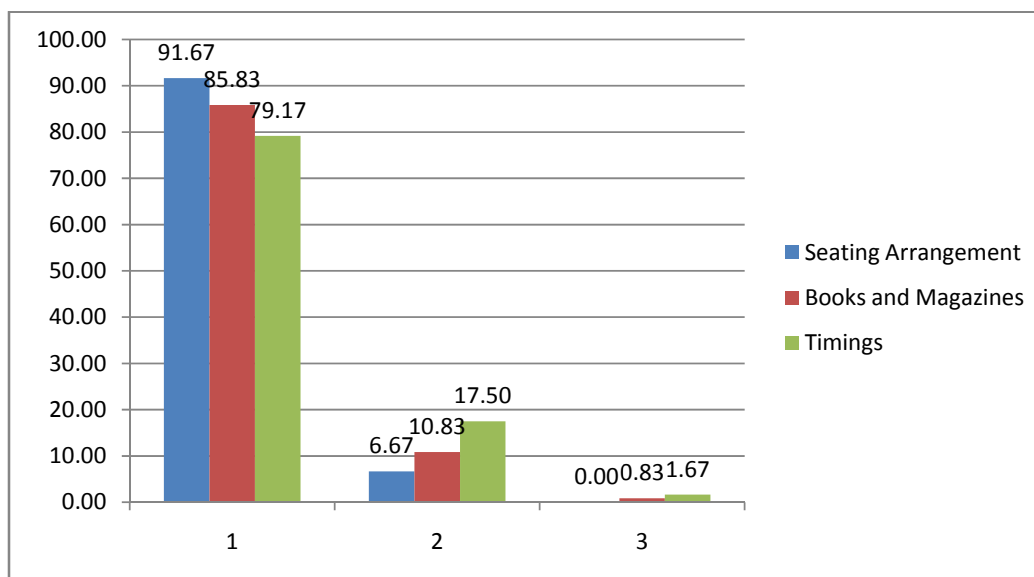




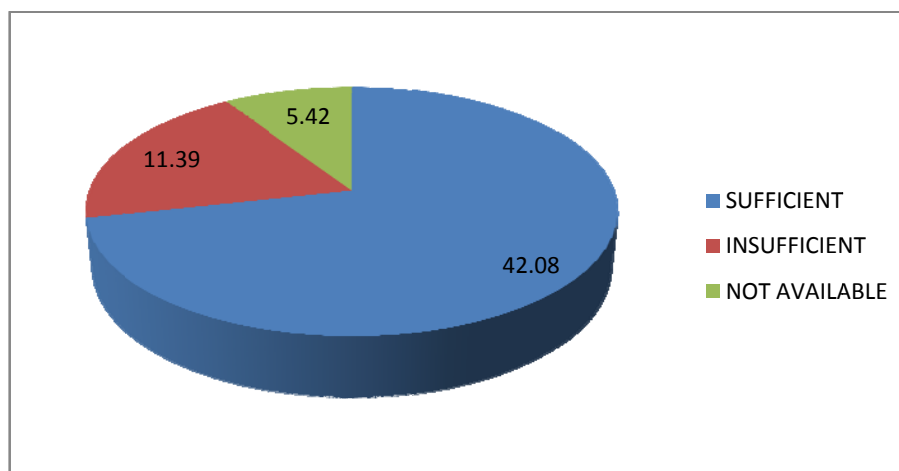
### 3. READING ROOM FACILITIES



	3 A	3 B	3 C
Sufficient	91.67	85.83	79.17
Insufficient	6.67	10.83	17.50
Not Available	0.00	0.83	1.67



## 4. SPORTS ROOM FACILITIES



	4 A	4 B	4 C	4 D
Sufficient	71.67	57.50	60.00	63.3.
Insufficient	13.33	21.67	18.33	15.00
Not Available	5.83	10.00	9.17	7.50

