

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

**Academic Year- July 1, 2016 to June 30, 2017**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

SHAH N.H.COMMERCE COLLEGE, VALSAD

1.2 Address Line 1

COLLEGE CAMPUS, SHREE MORARJI DESAI NAGAR

Address Line 2

P.B. NO : 48

City/Town

VALSAD

State

GUJARAT

Pin Code

396001

Institution e-mail address

shahnhcc@yahoo.com

Contact Nos.

02632 - 254224

Name of the Head of the Institution:

Prin. Dr. J.M.Naik

Tel. No. with STD Code:

02632 - 254224

Mobile:

9428022524

Name of the IQAC Co-ordinator:

Mr. K.H.Purohit

Mobile:

9429446590

IQAC e-mail address:

kirankumarpurohit@yahoo.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) GJCOGN13871

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)

EC(SC)/05/RAR/070 Dated 03-03-2015

1.5 Website address:

www.shahnhcc.com

Web-link of the AQAR:

http://shahnhcc.com/AQARs.htm

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	2.44	2009	5 Years
2	2 <sup>nd</sup> Cycle	B	2.62	2015	5 Years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

06/07/2009

1.8 AQAR for the year (for example 2010-11)

2016-2017

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 2014-2015 submitted to NAAC on 30-12-2017
- ii. AQAR 2015-2016 submitted to NAAC on 30-12-2017
- iii. AQAR 2016-2017 submitted to NAAC on 30-12-2017

#### 1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

#### 1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>NIL</b> </div>								

#### 1.12 Name of the Affiliating University (for the Colleges)

Veer Narmad South Gujarat University,  
 Surat, Gujarat

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

Autonomy by State/Central Govt. / University	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	01	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other ( <i>Specify</i> )	NIL
UGC-COP Programmes	NIL		

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

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	01
2.9 Total No. of members	09
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders:

No.

03

Faculty

03

Non-Teaching Staff Students

-

Alumni

-

Others

-

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.

05

International

-

National

--

State

02

Institution Level

03

(ii) Themes

- Career Guidance Special Emphasis on Skill Development
- Export Import Management
- English Improvement Communication Skill and Mock Interview
- UGC Sponsored Co curricular Activities in Student Development
- UGC Sponsored Effective Research Methodology

2.14 Significant Activities and contributions made by IQAC

- Order for new books for Book Bank Facility
- Encourage teachers to use ICT Equipment for Teaching
- Encourage teachers to attend Seminars and Conference
- UGC Sponsored Two State Level Seminar Organised

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
<b>Annexure-( i )</b>	Regular classes were conducted along with co-curricular and Extra- curricular activities to inculcate values, develop skills and overall development of students.

\* 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 approved the plan of action.

## 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	02	-	-	-
UG	02	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	02	-
Others	-	-	-	-
<b>Total</b>	04		02	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
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.

Syllabus as per Veer Narmad South Gujarati University, Surat, Gujarat

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	12	-	-	-

2.2 No. of permanent faculty with Ph.D.

03

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	
12	05	-	-	-	-	-	-	-	12	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

22

-

Temporary-03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	02	10
Presented papers	-	-	02
Resource Persons	-	-	-

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

- Use of ICT in Teaching & learning classes are equipped with Digital Podium
- Group Discussions
- Using of informative CDs
- Power – point Presentations, Educational Tours
- Library assignments, Case study, Business Games, Guest lectures

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

183

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

Examination conducted as Per University rules

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

-

0

5



2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com Semester-6	393	04	40	149	-	49.11
M.Com Semester- 4	82	-	57	13	-	85.37

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

- The college monitors and evaluates the Teaching & Learning process by internet & external examinations, IQAC also discusses about the students performance in its meetings thereby Principal & Head of the Departments are much aware of it. Remedial Measures are taken accordingly.

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	05
Summer / Winter schools, Workshops, etc.	12
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	03	-	-	11
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Internet facility in Library, Printing facility
- Three Computers
- Scanner in Library
- Computer with internet facility in staff room.
- Laptop, Pen-drives are provided to faculties
- Teachers are granted leave to attend Seminar & Workshops
- Teachers are provided facility to purchase books and other information required for research activity.

#### 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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	-	-
Non-Peer Review Journals	03	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 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 (other than compulsory by the University)	-	-	-	-
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	-	-	02	-	-
Sponsoring agencies	-	-	UGC	-	-

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	<input type="text" value="-"/>	From Management of University/College	<input type="text" value="-"/>
Total	<input type="text" value="-"/>		

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  
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	<input type="text" value="-"/>	SRF	<input type="text" value="-"/>	Project Fellows	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="65"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="YES"/>	NSS	<input type="text" value="YES"/>
		Any other	<input type="text" value="-"/>

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

***NSS unit of our college organizes below mentioned programmes every year:***

- Celebrate World Yoga Day on 21<sup>st</sup> June with Proper Training
- Blood donation camps
- AIDS awareness camps
- Flood relief activities in Valsad District
- Participation in Tiranga Yatra at University Surat
- Attend Digital India Seminar at University Faculty with Students
- Collection of Funds on Blind Day Celebration
- Tree Plantation at campus and other areas
- Free eye check-up and free spectacle distribution camps organized.
- Public Awareness Rallies to save environment, girl child, cultivate extra reading habit, etc.
- Celebrate teachers day, Swami Vivekanand Week, Poet Narmad Week, Consumer Awareness Week, Traffic Sense Awareness Week, etc.
- Celebrate Student Day on the Birthday of Late.Ex. President Dr.Kalam Shaheb
- Visit to old age home
- Residential camp in interior villages of Valsad district (Seven days)

***NCC cadets render their services in different activities like:***

- Celebrate World Yoga Day on 21 June with Proper Training
- Celebration of national festivals on the campus and at district level
- Give service as volunteers in different Government programmes, blind school, school for Differently - Abled, etc.
- Public Awareness Rallies
- Service as Guard of Honour

In addition to these activities, the Youth Red Cross Services, cultural activities and other committees also help in achieving the overall development of a student as a good citizen.

## 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	247719	-	Management	247719
Class rooms	22	-	Management	22
Laboratories	-	-	-	-
Seminar Halls	01	-	Donation	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	As per Books of Accounts	05	IQAC Grant	05
Value of the equipment purchased during the year (Rs. in Lakhs)	As per Books of Accounts	1,12,812	IQAC Grant	1,12,812
Others	-	-	-	-

#### 4.2 Computerization of administration and library

<ul style="list-style-type: none"> <li>➤ Library committee framed new goals to enhance facilities in the library.</li> <li>➤ More books were added for Book Bank Facility.</li> <li>➤ More reference books were purchased.</li> </ul>
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54,903	54,03,647=79	2,655	3,18,687=00	57,558	57,22,334=79
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	53	32,764=00		
e-Journals	-	-	-	-	-	-
Digital Database	INFLIBNET	5,750	-	-	INFLIBNET	5,750
CD & Video	-	-	-	-	-	-
Others (specify)	-	-			-	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	73	26	17 (BSNL)	03 library	21	08	01	14 (class rooms)
Added	-	-	-	-	-	-		
Total	73	26	17	03 library	21	08	01	14 (class rooms)

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

- Counselling in all classes about Computer Centre
- Training to Teachers about operating Digital Podiums in class rooms
- Training to administrative staff

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	7000
iii) Equipments	-
iv) Others	-
<b>Total :</b>	7000



## Criterion – V

### 5. Student Support and Progression

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

- We write letters to students
- Group SMS are done
- Notices are kept on Notice Boards of each committee
- Central Mike System
- College website

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

- SMS to past students
- Alumni Gathering

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1483	187	-	-

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

NIL

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

NIL

Men	No	%	Women	No	%
	N.A.			N.A.	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
649	60	337	417	02	1465	648	49	377	409	-	1483

Demand ratio 100% Dropout % U.G.: 5.80 P.G. : 6.02

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

- Seminar on Preparation of IAS Examination Dt.16/7/2016
- Seminar on Career Guidance Dt.7/1/2017
- Seminar for Competitive Examination Dt.7/2/2017
- Seminar on Career Guidance- Special Emphasis on Skill Development
- English Improvement, Communication Skill and Mock Interview Dt.21/3/2017

No. of students beneficiaries

300

#### 5.5 No. of students qualified in these examinations : Information Not Available

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

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

Career Guidance and Placement Cell is formed and organizing various programmes for guiding students to appear for competitive and entrance exams. Career guidance cell of the institute organize programmes which educated students on the job market requirements and demands. Representatives from different recruitment agencies are permitted to meet students with an intention to enhance their interview skills. Mock interview rounds are organized to train the students to face any interview with self-confidence.

No. of students benefitted

200

#### 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
01	89	Information Not Available	-

#### 5.8 Details of gender sensitization programmes

Classes for Rangoli, Fabric Paining , Pot Decoration, Class for Bridal Mehndi was Organised ,Essay on Women Empowerment

## 5.9 Students Activities

### 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

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	804	35,22,430
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: \_\_\_\_\_ - \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

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

##### Vision:

- To provide opportunities of Higher Education in Commerce stream to the youth of surrounding areas without any distinction of caste, creed, religion, community or class.
- To endow them with knowledge and skill which will enable them to meet the challenges of the modern world and make them economically self reliant.
- To impart value based education to the students, to make them aware of their own potentialities and to develop the quality of entrepreneurship in them as propounded in our emblem “साहसे श्रीः प्रतिवसति” which means “*Prosperity lies in enterprise*”.

##### Mission:

- To encourage qualities of leadership, self confidence and patriotism in them and to inculcate the sense of social obligations so as to make them good citizens and honest and truthful Indians.
- To provide guidance and help to the students in their overall development through academic as well as co-curricular and extracurricular activities since “*Every student is special*” for Shah N. H. Commerce College.

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

YES

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

##### 6.3.1 Curriculum Development

The college does not have liberty to make changes in the University curriculum. The institution obtains feedback from students and if any constructive suggestion comes up, it is communicated to the Board of Studies of the university. Also, our suggestions are considered in designing the curriculum.

##### 6.3.2 Teaching and Learning

During the last three years all classrooms and seminar hall are equipped with projectors, digital podium, visualizers and sound systems. All faculty members are allowed to use microphones, laptops, etc. to facilitate teaching and learning process. Computer with internet connection is installed in the college library to enhance the availability of knowledge resources.

### 6.3.3 Examination and Evaluation

The university prepares an academic calendar consisting of annual teaching plan, semester-wise teaching plan and schedule of internal and final examinations. The college follows this plan and prepares its own academic calendar accordingly. Every teacher, under the leadership of the head of the department of their respective subject, prepares their personal teaching plans as well as action plans and accordingly completes the curriculum course. As far as evaluation schedules are concerned, the dates of internal and additional examinations are finalized at the beginning of every semester and the dates of final examinations are declared by the university.

### 6.3.4 Research and Development

Our institution strives hard to provide a research conducive environment on the campus. We have formed a Research Committee in our college which addresses research related issues and encourages research activities. Research related programs and seminars are organized by the college. Facilities like purchasing books on researchers recommendation, allowing them to use the computer and internet in the college computer lab and library, etc. are offered to them. If the institution received any news or updates concerning to researchers, it is made sure that every researcher is conveyed the same. Even the researchers are free to purchase reference books and any other reading material and the cost is borne by the college.

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

As and when a necessity arises, the college upgrade the existing infrastructure with an intention to support students and teachers. We add a large number of books and research journals to our college library every year. Equipments that support teaching and learning activities like computers, laptops, scanners, printers, etc. are regularly maintained and upgraded. INFLIBNET was installed in the college to support research students. BISAG is introduced.

Apart from our college library, we have five more libraries of our sister colleges on the campus which are run by different colleges managed by the same management. There is an informal collaboration between all the colleges on the campus to use these facility

#### 6.3.6 Human Resource Management

Work-load is calculated every year and vacant post as well as surplus list is sent to Higher Education Department as well as University. As per the requirements arrangements are done for recalling surplus teachers, transfer of other teachers from other colleges are done. Adhoc teachers as well as administrative staff are called upon if required.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are done as per the rules and regulations of Veer Narmad South Gujarat University and vide the statutory orders of the Government of

#### 6.3.8 Industry Interaction / Collaboration

Collaborations and Formal MOUs with following industries and institutions are made :

- Maa Foundation, Vapi
- Career Management Institute, Valsad
- Vasudhara Diary, Alipore
- Junior Chamber International, Valsad

Collaboration with these firms helps in the smooth functioning and organizing of the outreach programmes and extension activities planned by the college. Academy-Industry Meet was organized

#### 6.3.9 Admission of Students

- Admission conducted as per the University norms and Government orders
- Admission for both UG and PG is done Online by the University
- Admission for Management and Community seats are also done as per the University norms.
- Strict Transparency and admission rules are adhered to by the College

#### 6.4 Welfare schemes for

Teaching	There is a teacher's credit co-operative society in our college. 88.88% of our staff members are members of this society. Group insurance policy Free computer literacy
Non teaching	Group insurance policy Free computer literacy

Students	Providing government free ships and scholarships to students belonging to economically weaker sections. ➤ Free computer literacy to students from economically weaker sections. ➤ Giving sets of free books from the college Book Bank to needy students. ➤ Conducting mandatory medical checkups of students every year. ➤ Organizing programs for career guidance, personality development, soft skill development, developing interview skills, etc. ➤ Give cash awards to students who excel in academic, co-curricular and extra-curricular activities.
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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	Knowledge Consortium of Gujarat(KCG)	YES	Principal
Administrative	YES	Knowledge Consortium of Gujarat(KCG)	YES	Principal

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?

Examinations are conducted as per University norms and regulations

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

N.A.

### 6.11 Activities and support from the Alumni Association

- Provides career counselling to students
- Train students for cultural programs
- Help students in sports events
- Pot decoration, Glass painting, Poster making, Mehendi, Rangoli, Candle decoration, etc. classes for girl students are run with the support and co-operation of past students.
- Our past students help in running remedial coaching classes for slow learners.
- Donations in cash and in form of books are also received from the members of Alumni Association

### 6.12 Activities and support from the Parent – Teacher Association

- Parents attend admission counselling meeting of Principal
- Parents co-operate in regards to maintaining Discipline in the college
- They provide their contributions in social service programmes .
- They attend Prize distribution and Annual Day at the college
- They provide their valuable suggestions and opinion to the college

### 6.13 Development programmes for support staff

NIL

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

- The institution maintains economical use of papers for administrative works
- There are 13,000 trees in our campus and more and more trees are planted each year by NSS



## 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.

NIL

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

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

- True Condolence and Remembrance: Value Inculcation
- Making Most of Time: No Free Lectures

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

7.4 Contribution to environmental awareness / protection

- Poster making, Drawing competitions on Environmental Awareness were organized
- Tree Plantation Programme by NSS was organized
- Cleanliness drive on campus
- Celebration of Cleanliness day in the college

7.5 Whether environmental audit was conducted?

Yes

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No

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

**Strengths:**

- Full Co-operation from management, staff and students to organize co-curricular & extra- curricular activities for overall development of the students.
- The Principal have created a good work culture among students, faculties and Administrative Staff.
- Maximum utilization of grant received from UGC
- Provide reference books for all subjects as well as soft skills & reading material for NET / SLET and other competitive exams
- Modern Infrastructure facilities on the campus
- Active and enthusiastic NSS , NCC and Youth Red Cross units
- Pollution free environment on the college campus with 13,000 trees

**Weaknesses:**

- Poor Socio-economic background of majority students
- Poor communication skills of students in English
- Limited placement facilities

**Opportunities:**

- Vast scope of starting various Job- Oriented courses
- Opportunities to promote research activities are available

**Challenges/Threats:**

- Other Self Finance Colleges in nearby areas.
- Since 1998 inadequate recruitment of teachers and Administrative staff in grant-in-aid colleges



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

- Identify more and more students and prepare them for UPSC/GPSC,NET/SLET, and other competitive exams
- Provide training to teaching staff for effective implementation of the Quality Assurance Procedures
- Encourage our teachers to initiate Major Research Projects
- Green Initiatives: 1.Solar Panels to harness solar energy.  
2. Paperless communication  
3. Total LED lighting in all classrooms

Name K. H. Purrohil

Name Prin Dr J.M. Naik

[Signature]

Signature of the Coordinator, IQAC

[Signature]  
27/12/2017

Signature of the Chairperson, IQAC  
PRINCIPAL,  
SHAH N. H. COMMERCE COLLEGE,  
VALSAD.

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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**Shah N.H.Commerce College, Valsad**  
**Academic calender**  
**Year – 2016-2017**

Month	Particullass	
July	1	Admission Process
	2	Councelling
	3	Seminar for Student (Debate Committee)
	4	Guest Lectures (Soft Skill)
	5	Debate Competition
August	1	Blood Donation
	2	Debate Competition
	3	Seminar for Students
	4	Indor Games Competition Viz, Table Tennis-Badminton-Chess-Carrum
	5	Guest Lectures
September	1	Teacher's Day Celeberation
	2	Debate Competition
	3	Essay writing Competition
	4	Collection for Blind day Celebratio
	5	Songs Competition
	6	Students's Council Election
	7	Budget Meeting
October	1	University Exam as well as college Internal Exam
	2	Assignment work
	3	Assessment and Supervision work
November	1	Diwali Vacation
	2	N.S.S. Camp for 7 days
December	1	Debate Competition
	2	Blood Donation
	3	One day Seminar for Studentd
	4	Outdoor Games Campetition Viz, Cricket, Hocky, Vollyball, Kho-kho, Kabbadi etc.
January	1	Practice for Athlentic Meet
	2	Youth Festival
February	1	Internal Examination
	2	Assignment work
	3	Annual Day Celeberation
	4	Prize Distribution
	5	Sport Day Celeberatio
March & April	1	University Examination
	2	Supervision & Assessment
March & 2 April	1	Summer Vacation & F.Y.B.Com Admission Process