

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

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

#### 1. Details of the Institution

1.1 Name of the Institution

S. M. PATEL INSTITUTE OF COMMERCE

1.2 Address Line 1

GLS CAMPUS

Address Line 2

ELLIBRIDGE

City/Town

AHMEDABAD

State

GUJARAT

Pin Code

380006

Institution e-mail address

info@smpic-gls.org

Contact Nos.

26440036

Name of the Head of the Institution:

Dr. Ashwin Purohit

Tel. No. with STD Code:

079-26440036

9879025135

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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	-	-	-	-
2	2 <sup>nd</sup> Cycle	-	-	-	-
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)**

2013-14

**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)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**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)

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

Gujarat University

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

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty  
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.  International  National  State  Institution Level

(ii) Themes

1. UGC Sponsered State Level seminar on 'Development Dynamics of Gujarat- Growth Opportunities And Potential Ahead'
2. Seminar On Criminal Law Amendments Ordinance Act on 16/09/2013 in SMPIC
3. Seminar On Solid Waste Management And Self Defense Technique on 21/09/13 at SMPIC

2.14 Significant Activities and contributions made by IQAC

The IQAC held regular meetings to ensure quality in all the spheres of education. Resolutions were passed at the meetings for complete quality enhancement. A number of committees were set up for the good academic, administrative and financial work. The teaching and the non-teaching staffers were made to put into practice the best practices of the institution. The teachers were instructed to employ modern methods of teaching to improve the quality of learning. A decision was made to create a learner- centric environment.

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
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Annexure -1	
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\* 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

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### Part – B

#### Criterion – I

#### 1. 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	1	-	-	-
UG	1	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others		-	-	-
<b>Total</b>	3			

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
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.

No. The syllabus is prepared and revised by affiliating university from time to time.  
The last revision was carried out in 2011-2012.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	17			

2.2 No. of permanent faculty with Ph.D.

4

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

2

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	22	30
Presented papers	2	20	12
Resource Persons			

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

-ICT is introduced by the college in teaching and learning.  
-Use of online resources in the classroom.  
-Student's participation in national level seminar.  
-Group discussion, presentation, projects by the students.  
-Identifying slow learners and helping them.  
-Special support / guidance to weaker students  
-Presentation by students

2.7 Total No. of actual teaching days during this academic year 182

2.8 Examination/ Evaluation Reforms initiated by the Institution (Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Two sets of question papers

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1

2.10 Average percentage of attendance of students 70%

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.	919	-	406(44.17)	320(34.82)	-	109(11.86)
M.com.	54	-	2(0.37)	38(7.03)	-	11(2.03)
-	-	-	-	-	-	-

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

IQAC plays a vital role in ensuring the quality of teaching-learning process. IQAC regularly meets and deliberates for improvement in the teaching –learning IQAC studies teaching –learning methods followed by other reputed institutions. IQAC deliberates on it in the meeting with the staff. IQAC takes into consideration the views of the faculty. The efforts are made to improve the process and to make it student friendly. The IQAC helps the administration for smooth and effective implementation of teaching-learning process. IQAC promotes the departments to organise guest lectures of experts from various institutions. Educational tours and industrial visits are regularly organized to make the teaching more effective and topics taught are experimentally realized. IQAC encourages the faculty participation in conferences, seminars, workshops and such other academic meets wherein the teacher’s skills are improved. It promotes and supports organization of various academic events on campus of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	-
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	6	-	-	-
Technical Staff	1	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

1. Constant upgradation of library resources.
2. Holding seminars on regular basis.
3. Encouragement to faculty members to participate in seminars, conferences and workshops etc.
4. Efforts to create healthy atmosphere for research on campus.
5. Grant of duty leave for research work and participation in seminars and reimbursement of expenditure.
6. Encouragement to faculty members to apply for minor research projects.
7. Constant encouragement and incentives by the college management for research activities.

##### 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	6	1	
Non-Peer Review Journals	4	1	
e-Journals	6	2	
Conference proceedings	2	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	-	-	-	-
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	-	-	1	-	-
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  From Management of University/College

Total

Type of Patent	Number
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3.16 No. of patents received this year

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

1

2

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

1. Nishulk Shikshan Abhiyan
2. Visit to Children Cancer Ward, Civil Hospital
3. Visit to Maniben Tribhuvandas Matrugruh- Old age home

**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	3157.01 sq	-		3157.01 sq.
Class rooms	21	-	GLSManagement	21
Laboratories	2	--	GLSManagement	2
Seminar Halls	1	-		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others	-	-		-

4.2 Computerization of administration and library

The administrative office is fully computerized.  
 Accounting software is installed.  
 The library is fully computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	3,992		1680	233520	5672	
e-Books	17429		2251		19680	
Journals	25		17	22140	43	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	140	2	6	140		5	5	0
Added	03	0	0	0		1	2	0
Total	143	2	6	140		6	7	0

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

Use of computers and free access to internet is available to the teachers and the students in library, staff room.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs.90,628

ii) Campus Infrastructure and facilities

Rs.11,38,688

iii) Equipments

Rs. 36,750

iv) Others

-

12,66,066

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. In an orientation programme for the first semester students, they are made aware of various student support services.
2. Regular notices are circulated to the students.
3. Regular interaction with students in the classroom and in meetings.
4. Student feedback.
5. IQAC forms different committees such as Career Counselling Cell, Employment Cell, Grievance Redressal Cell, and Women's Development Cell etc.

5.2 Efforts made by the institution for tracking the progression

1. Regular meetings with the students.
2. Periodic review by faculty members, HoDs, Principal and IQAC.
3. Discussion on performance of the students in the examination, viva, assignment etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3149			

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
1707	54.20

Women

No	%
1442	45.80

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2772	14	06	254	-	3046	2808	67	08	266	-	3149

Demand ratio

Dropout %

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

A special Certificate course in Banking and Certificate course in Family Business & Entrepreneurship are run by the college which help the students who aim to pursue their career in the banking sector or establish their own business.

With NSDC, SMPIC conducted a skill development course in “Business Correspondent & Business Facilitator”. Around 700 students were benefitted by the same.

Special Orientation programme and sessions are organised by the college for providing guidance to all such students who are going to appear in various examinations. Apart from regular guidance by faculties, experts from various training schools are invited to help them and guide them. It is difficult to develop any formal system of data collection, however number of students from all the years keep preparing for various competitive examinations. A large number of students are pursuing professional courses like C.A, C.S, CFA, and ICWA. Currently 770 students are pursuing CA, 211 are pursuing CS and 22 students are pursuing ICWA.

Moreover students also prepare for TOEFL, GRE, CAT, MAT, GMAT etc as they wish to pursue higher education in foreign countries like UK, USA, Canada, Australia, NewZealand etc. Post graduate students prepare for NET and SLET examination. Every year, we invite professional trainers from the institutes like United World, Logic Academy, Knowledge Academy, TIME and Endeavour to guide the students. The library subscribes Career Guidance dailies and periodicals like India Development Report, World Development Report, Economic Survey and Magazines like CSR, Yojana, India Today etc.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	ET/SLET	<input type="text" value="-"/>	TE	<input type="text" value="-"/>	<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

SMPIC believes in the significance of counselling for the young students. Various steps are taken in this direction. Faculty members are appointed as class counsellors for each class. They are available on every Saturday in 4<sup>th</sup> lecture in their respective class rooms. Along with academic guidance, the counsellors counsel the students for their social and psychological problems also. They mentor them to become better individuals.

##### **Academic Counselling:**

- During the admission procedure, faculties are assigned duties to counsel the students regarding the college policies.
- Special orientation program is organised for students of the first semester wherein they are informed about the university and college examination pattern, various co-curricular and extra-curricular activities of the college and are further motivated to participate in various events



organized by the colleges.

- Each faculty mentors bright students from each semester. They help and guide them to achieve academic excellence.
- Before examinations, students can approach the teachers for academic difficulties and doubt solving sessions are conducted as per the requirement of the students.
- After assessing the test papers teachers help the students to improve and work upon their weaknesses. The mistakes made by the students are discussed and solved during the counselling sessions.
- Those students who are weak in studies are provided extra help during remedial classes to improve their performance in the examination.
- The bright students are specially guided and encouraged to perform even better and secure university ranks. Each faculty takes care of 2 to 3 such students in each semester.

#### **Personal and psycho-social counselling:**

- College has CWDC to resolve various issues related to psychological, gynaecological and personal problems of girls.
- Class counsellor takes care of personal and social issues of students.

#### **Career counselling**

- Counselling sessions for Professional courses like C.A., C.S., M.B.A, Banking, ICWA and CFA are conducted to create awareness among the students.
- Workshops, seminars & symposium are conducted to develop the skill in the fields like Fine Arts, Theatre, Personality Development, Dance, Modelling, Mass Communication etc.
- Career counselling and Placement Cell of the college arranges career guidance lectures. Experts from various fields are invited to inform students about various career options available.

College has its own Career Guidance and Placement Cell.

- Career Guidance Cell is run by the college which undertakes various activities like industrial visits, lectures by career consultants. Around 30% students are benefitted from the career guidance cell.
- Students are benefitted with good jobs due to personal recommendation and cooperation of teachers.
- List of qualified students are sent to different organisations and also campus interviews are conducted in college campus for recruitment of the students.
- To facilitate and promote skill development amongst students, a centre for National Skill Development Corporation, a programme run by central government is conducted in the premises.
- Tata Consultancy Services organized interview in college campus, total 48 Semester-6 students appeared in it, out of which 13 students cleared personal interview round and were called for the training at TCS.
- Southern Indian Bank had organised interview in college campus, total 140 students appeared in it, out of which 16 students were selected.
- Reliance Capital organised interview in college campus, total 50 students appeared in it, out of which 6 students were selected

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No. of students benefitted

50
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#### 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
TCS	50	26	-
Southern Bank	12		
Reliance Capital	02		

#### 5.8 Details of gender sensitization programmes

##### **Seminar On Criminal Law Amendments Ordinance Act on 16/09/2013 in SMPIC**

Mr. Ankit Sharma (speaker Crime Branch, Ahmedabad) was the speaker for the day. He informed girls about the amendments made in criminal law after Damini rape case. He made girls aware about implementation of new laws. Nearly 150 girls of FY, SY and TY participated in the seminar. The session also included question answer round.

##### **Seminar On Solid Waste Management And Self Defense Technique on 21/09/13 at SMPIC**

The initiative for the seminar was taken by police commissioner office Ahmadabad. Ms Asha Mehta made power point presentation on the seriousness of solid waste issue and acquainted the students about the various techniques of managing solid waste. She also briefed about various self defence techniques to girls along with the demonstration. Around 200 girls participated in the seminar.

##### **Educational Tour to Parvati Hills near Himmatnagar, on 11<sup>th</sup> January, 2014.**

The students were involved in various activities like trekking and adventure sports under expert guidance of professional trekkers. The students were given information about various plants and trees and explained about their medicinal properties by the local people. At the end of the day, the students went to the jungle, fetched dry wood and lit a fire. They sang, danced, had food and shared their experience of the day during campfire. The students not only enjoyed thoroughly but the trip left an indelible impression on the young minds. Prin. Dr. Ashwin Purohit's basic idea behind organizing this trip was to sensitize the students towards nature.

#### 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	32	84,000
Financial support from government	32	3,12,540
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: None

**Criterion – VI**

**6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

**VISION** To be a vibrant and innovative centre for education, to equip students with knowledge and skills, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings and ideal citizens for their own as well as social upliftment.

**MISSION** To contribute to society through promotion of teaching, learning and knowledge and thus to become one of India's leading Centre of Excellence by imparting commerce education of the highest standard.

## 6.2 Does the Institution has a management Information System

Yes, all the information on the college is available on computer and paper in the official files.

## 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 Guj Uni. Some of our faculties are members of BOS who are active in formulating the syllabus.
- Considering the need of trade, commerce and industry, the institution offers the foundation and soft skill courses.
- Preparation of study material for the subjects of soft Skills and Foundation Courses.
- Moreover we give assignments for each subject, arrange students' PPT presentations and seminars in which experts from various fields are invited as speakers.

### 6.3.2 Teaching and Learning

1. Semester wise Academic calendar is prepared.
2. Group discussion, presentation, assignments.
3. Using multimedia and audio-visual aids.
4. Fieldwork and project work.

### 6.3.3 Examination and Evaluation

- Examination committee is formed.
- Schedule for internal examination is circulated in advance.
- Timely evaluation of answer books.
- Internal examinations are conducted per semester and marks obtained, become part of the internal marking. Besides, the internal evaluation is done on the basis of attendance, MCQ test, submission of assignments and presentations made by them.
- Re-checking is allowed.

#### 6.3.4 Research and Development

- The institution promotes research and facilitates the researchers.
- Facilities for research like internet, journals, magazines are available.
- A Research Centre is opened by GLS to promotes research work amongst faculties and students.
- Faculties are motivated for Minor Major research Projects and PhD work. Students are given projects on areas of commerce, accounts and management involving statistical tools.
- Training programme for the staff.

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

- Display of new arrivals.
- Easy access to books and magazines.
- Purchase of books and magazines on regular basis.
- Use of SOUL software.
- Computers with internet connectivity.
- The institute has membership of Inflibnet for the highest access to the research works done in the field.

#### 6.3.6 Human Resource Management

- A Social Club is formed under which a number of recreational programs are organised for staff internal interaction.
- GLS has also established a Credit Society for the staff welfare schemes. Members can avail grains and white goods at discounted price at zero interest. Moreover amount is payable by members in 10 easy instalments.
  - Training programme for teaching and non – teaching staff

#### 6.3.7 Faculty and Staff recruitment

- Strictly on the basis of University and Government norms.

#### 6.3.8 Industry Interaction / Collaboration

- The college organises Industrial Visits every year to provide exposure to the students about the various aspects of the an industry.
- Successful Business entrepreneurs are invited to deliver talk.
- The institute has established a corpus fund of Rs. 35 Lacs for conducting such programs.
- Placement cell at the institute helps the students' placements. Students are encouraged for entrepreneurship through programs conducted in coordination with EDI.

#### 6.3.9 Admission of Students

The college grants admission to the students as per University instructions and guidance.

6.4 Welfare schemes for

Teaching	Credit Society, Social Group, Group Insurance and Gratuity
Non teaching	Credit Society, Social Group, Group Insurance and Gratuity
Students	Fees Refund for bright students, Scholarships,

6.5 Total corpus fund generated

35 LACS

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	no		no	
Administrative	yes	R.N. Shah company	Yes	C.C. Choksi &company

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?

Not Applicable

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

Not Applicable

#### 6.11 Activities and support from the Alumni Association

Alumni meets are arranged. GLS Voice is sent. Their feedbacks are taken. Alumni holding good positions at various places are invited as guests in various functions of the institute.

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

Parent teacher meetings take place to gain parents feedback and support regarding various activities in the organization.

#### 6.13 Development programmes for support staff

GLS organises training workshops for the support staff at free of cost.

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

##### **Energy conservation**

Global Warming and Energy Conservation are the burning problems of 21<sup>st</sup> century.

- The dome along with the ventilators in the entrance of the institute as well as big windows in the classrooms provide sufficient light and aeration. As a result, less electricity is consumed.
- The students are instructed by the faculties to switch off the fans and lights before leaving the class and to switch on only required number of lights and fans while in the class. The faculties and office staff ensure proper closure of computers after using it. The Peons have also been assigned the duty of checking that the lights and fans are properly switched off as soon as the lectures are over.
- Proper precautions are taken to prevent the wastage of water in the premises. Water is used economically.

##### **Use of Renewable Energy**

The institute is very conservative about the use of papers and avoid taking print outs of the documents if not required. The reverse blank side of the printed documents and envelopes are re-used for different purposes to save paper and tree.

SMPIC in association with Tata group is planning to install solar energy plant within the campus.

##### **Efforts for Carbon Neutrality**

The Institute emphasizes on the awareness regarding conservation of natural resources and pollution free environment. Faculty members regularly pool vehicles. Students are also informed to make minimum use of vehicles by sharing of vehicles and also use of public transport. The college also organize 'No Vehicle Day' on which the students and the faculty members insist on not using automobile vehicles and use bicycles.

##### **Plantation**

The management has put all the efforts to make Green Campus. The College, CWDC and NSS wings conduct tree plantation programmes. Our students participated in the plantation drive organized by Gujarat University. SMPIC undertook the project of ‘Greening of Campus’ wherein both the students and faculties planted trees in the campus.

### **Hazardous Waste Management**

College does not generate any hazardous waste. Moreover, the students are not only made aware about the burning problems and hazards created due to poor waste management but are also taught the practices to avoid it.

### **E-Waste Management**

The college generates very less amount of e-waste and proper care is taken while discarding it. We use flash drives and rewritable CDs to reduce e-waste. Computer and other electronic gadgets are purchased in exchange schemes from K.D. Systems Ltd. or if possible they are upgraded.

## **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.

For smooth and effective functioning of the institute and to achieve perfection in various academic, para-academic and administrative aspects, several innovations are introduced.

#### **Innovations in Academics/Teaching Learning Process:**

1. STAR BATCHES consisting of the bright and meritorious students, are formed for each semester in which students are guided how to achieve/sustain their ranking at the university examinations. Students are given special counseling and coaching under this programme. Two to three bright students from each semester is assigned to each faculty for enhancing their academic performance.
2. Career Guidance Seminars are regularly organized every year for the students which help them to choose right career option after graduation.
3. To encourage the students to embark on their own enterprise, various successful entrepreneurs like Mr. Mahendra Patel, Chairman, Mamta Group of Industries, Mr. Piyush Desai, Chairman & Managing Director, Wagh Bakri Group, Mr. Mukesh Patel, International Taxation Consultant, Smt. Jayshree Mehta, Managing Director, Infinium Toyota Ahmedabad, Mr. Hamish Patel, CEO at AZOI Inc., are invited for delivering lectures and interacting with students under “Meet the Entrepreneur Programme”.
4. Remedial lectures are conducted for the weak students before the examination of each semester.
5. Bridge course is conducted in which the students who are weak in English, especially those students coming from Gujarati medium, are identified and given special coaching.
6. Every year students are encouraged to participate and guided to make presentations/symposiums in various national and international conferences/workshops/seminars which enhance overall



academic involvement of the students and also make them acquainted with the recent trends and techniques in various subjects.

7. Workshops on Personality development are conducted regularly for the overall development of students. Herein students get a chance to interact as well as listen to the professionals and stalwarts from the industry.
8. Different clubs like Statistics Club, Management Club, English Club, and Reading Club are formed with an objective of bridging the gap between theoretical and practical aspects of the subject and to develop the liking for reading good books.
9. Book review project is assigned to the students to enhance their reading skills. The students in a group of 2 to 3 read, discuss and prepare the book review and submit it to the college.
10. Initiatives like 'Forum for Gandhian Philosophy' and 'Swami Vivekananda Youth Club' have been formed to inculcate values upheld by Mahatma Gandhi and Swami Vivekananda.
11. Programmes like Management lecture series and Empower week which help the students to learn new concepts in commerce which are not covered in the syllabus. Guest lectures are regularly organized for the students on various practical areas of Management, Economics, Accountancy, Communication etc.
12. Students are guided to prepare research projects on various areas which strengthens their practical knowledge of the subject.
13. Mandatory project presentation on various topics of Management Accounting, Statistics and Economics are assigned to the students to bridge the gap between theoretical and practical knowledge of the subjects.
14. Educational and industrial visits are also conducted to make students aware about real life corporate scenario and recent trends in industries.
15. Educational posters, paintings, slogans, articles, news and students' creations are regularly displayed on the soft boards (SMPIC WALL) of the class rooms and college notice board.
16. MCQ tests are conducted before internal examination which helps the students for better performance in university examinations.
17. Class counselors for all the classes have been appointed not only to guide the students academically but also to mentor them. The counselors keep a record of the performance of students, their attendance, solve their queries and help them develop a bond with the college.
18. Drama, Fine arts, Dance workshops etc. are conducted every year in the campus so that students can identify their hidden potentials, sharpen their skills and give their best when provided the platform to exhibit their talents.
19. Parent-Teacher Meeting are organized regularly so that faculties can remain updated with the expectation of the parents. Formal and informal feedbacks through questionnaire are also taken from the parents about various aspects related to the college.
20. The college has started cost effective Certificate Course in Banking and Certificate Course in Family Business & Entrepreneurship.
21. Publications:

**PRISM:** The annual college magazine is a magazine for the students, of the students and by the students. It provides them with the platform of exhibiting their creative talents and also explore their potential in editing, marketing, designing etc. by working in various committees of the magazine.

**GLS VOICE-** The monthly bulletin of Gujarat Law Society reflecting the activities of the

college and other colleges of the campus.

Feedback system from the students has been developed for continuous improvement in teaching-learning process.

22. Faculty members maintain daily log book which keeps record of the number of lectures, topics covered (semester wise and class wise), and student development activities done throughout the year.
23. ICT- Computer laboratory is provided to the students for learning courses like Tally Accounting and also for research based activities.

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

Admission committee is formed. The rules and regulations were studied and were hosted on website and notice board.

UGC sponsored State Level Seminar On “Development dynamics of Gujarat- Growth opportunities and potential ahead” was organized.

Empower Week was organized.

STAR BATCHES consisting of the bright and meritorious students, were formed for each semester in which students are guided how to achieve/sustain their ranking at the university examinations. Students are given special counseling and coaching under this programme. Two to three bright students from each semester were assigned to each faculty for enhancing their academic performance.

Career Guidance Seminars were organised for the students which help them to choose right career option after graduation.

Remedial lectures were conducted for the weak students before the examination of each semester.

Bridge course was conducted in which the students who are weak in English, especially those students coming from Gujarati medium, are identified and given special coaching.

Every year students are encouraged to participate and guided to make presentations/symposiums in various national and international conferences/workshops/seminars which enhance overall academic involvement of the students and also make them acquainted with the recent trends and techniques in various subjects.

Workshops on Personality development were conducted regularly for the overall development of students.

Different clubs like Statistics Club, Management Club, English Club, and Reading Club conducted various activities to bridge the gap between theoretical and practical aspects of the subject and to develop the liking for reading good books.

Book review project was assigned to the students to enhance their reading skills. The students in a group of 2 to 3 read, discuss and prepare the book review and submit it to the college.

Programmes like Management lecture series and Empower week were organized.

Students are guided to prepare research projects on various areas which strengthens their practical knowledge of the subject.

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

**BEST PRACTICE 1**

**1. TITLE OF THE PRACTICE: FACULTY ORIENTED PRACTICES**

**2. Goal**

It is the goal of the College is to make its faculty members well versed with the most modern developments/trends in their respective subject and provide opportunity to pursue society-oriented research studies and projects.

**3. The Context**

The college motivates the faculty members for advancement and updating of knowledge by providing them with all kinds of facilities.

**4. The Practice**

- As a part of Library up-gradation, the institution has a tie up with Infflibnet, an e-library project of UGC. The college has enrolled for enlist programme in which more than 9000 e-journals and 93,000 e-books can be accessed.
- For remote access of the library faculty member and students are provided with user id and password.
- The college library has been updated with thousands of e-books this year.
- The faculties are encouraged to do research based activities by providing them DL and also the reimbursement of the conference/seminar fees.

**5. Evidence of success:**

- 3 faculty members have enrolled for the Ph.D program in their respective subjects.
- 20 faculty members have attended national/ international conference
- 20 faculty members have presented 20 research paper in national and 2 papers in international conferences.
- 3 faculty members have published 3 paper in national and international journals.
- Prof Rajani Suthar and Prof Bhavik Swadia have submitted their doctoral thesis this year.

**6. Problems Encountered and Resources Required**

**BEST PRACTICE 2**

1.	Problems Encountered and Resources Required Problems / Challenges	Problems Resolved
	1. Being a self financed college the faculty members do not receive any kind of financial assistance for conferences, seminar and research based projects.	The college management promotes faculty members to pursue research work and provides them with the required duty leaves and financial assistance.

**TITLE OF THE PRACTICE: STUDENT ORIENTED PRACTICES**

**2. GOALS:**

The motto of the college is to mould minds and shape careers of the students and provide them with ample opportunities to gather knowledge and experience. The institute intends to develop social awareness and inculcate the qualities of unity, leadership and self-confidence.

. CONTEXT:

The institute motivates the students by providing the necessary resources and infrastructure and caters to need of overall development of college and the students.

4. PRACTICE:

The CWDC cell is regularly conducting number of activities like seminars, workshops and visits on women empowerment.

2. In order to develop patriotic spirit among students, SMPIC organized a singing competition of patriotic songs at GLS auditorium, along with an in-house orchestra.
3. The institute presents plays with social concerns to sensitize the youth by voicing social issues like honour killing, rape victimization, freedom of expression etc.
4. Various charity activities like visit to are organized regularly by the college. The college faculties as well as students jointly involve themselves in these charity activities. Some of them are as follows:
5. Every year, SMPIC in association with Red Cross Society organized Blood Donation Camp with huge participation of students.
6. SMPIC team including 50 students and faculty members visit destinations like i.e. Children Cancer Ward, Civil Hospital and Maniben Tribhuvandas Matrugruh- Old age home at Chandranagar, Paldi and Municipal School. They distribute daily usage items, toys and biscuits to the needy
7. The institute organizes Índradhanush- an in-house competition of song, music, dance and literary activities. The winners of Indradhanush get a chance to perform in Facets- an annual cultural festival which includes song, dance and fashion show.
8. Every year workshops are organized in dance and fashion show, theatre and fine arts to hone the skills of students in specific areas. Since last two years, SMPIC has been organizing a theatre workshop for all the students of different colleges of Gujarat University.
9. In order to give the students practical knowledge and exposure to the real world of business and enterprise, numerous visits have been arranged by the institute to different locations. In the last five years, nine such trips have been organized in the past 5 years.
10. In order to enhance overall fitness and to inculcate qualities of team spirit and leadership skills, the students are encouraged to participate in various sports activities. SMPIC students have won accolades and trophies at State, National and International level. SMPIC has developed its cricket team comprising of students in both the categories of boys and girls. These teams have performed well at various levels.
11. Book review practice has been introduced by the college for the students to enhance reading skills. The students not only review the books but are also encouraged to donate the same to the college library for the benefit of future students.
12. As a part of social responsibility in 2014 an innovative initiative was implemented in which all the students of semester 1 voluntarily donated their one day pocket money as charity money to be distributed among the underprivileged segment of our society

13. College has provided facility to the students of all semester to purchase the syllabus books from college library at discounted rate of 70 percent.

14. The institute had a tie-up with Infilbnet so that the students can access more than 90000 e books and journals on various subjects

15. EVIDENCE OF SUCCESS:

All the students of Sem-2, sem-4 and sem -6 have reviewed the books in groups from a prescribed list prepared by the faculty members of Department of English. The students donated the reviewed books to the library.

6. Problems Encountered and Resources Required

Problems Encountered and Resources Required Problems / Challenges	Problems Resolved
1.Certain books were not easily available from the prescribed list 2.Some students were not aware about proper methodology of writing book reviews	Other relevant titles were suggested to the students Faculties gave them guidance for the same.

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

7.4 Contribution to environmental awareness / protection

- Every year in the orientation programme students are informed about the importance of conservation of the environment and also the impact of natural environment on educational system.
- Different days are celebrated like Tree Plantation Day, Environment Day, Green Day, No Vehicle Day and coverage of the same has been done by media like Divya Bhasker and Gujarat Samachar.
- Water is used judiciously.
- An inherent discipline is inculcated in the students for green and pollution free environment and as a result students do not damage infra-structure and do not spoil campus and classrooms.
- The institution campus is well maintained. Since the institution is surrounded by residential area, students themselves curb on the use of 'Horn' and prevent noise pollution.
- The institute maintains trees in the campus and they are taken care of regularly by the gardener.
- Moreover, faculty and students participate in various tree plantation programmes. To create awareness and sensitize students towards environmental issues, various programmes and seminars are organised by the experts and presentations are made by students.
- Students are taught various environment related topics in Foundation Course.
- We organize various poster-making and painting competitions representing environmental issues

to increase the awareness.

- To create awareness about environmental issues in the society, under the umbrella of CWDC, students prepare and give presentations on “How to create eco-friendly homes” in various colleges of Gujarat University, with the help of faculty.
- The institute even organized a seminar for the students on Environmental Consciousness wherein delegates of around 5 countries participated.

7.5 Whether environmental audit was conducted? Yes  No

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

No

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

- To organize many workshops:
- Personality Development Workshop
  - Management Lecture Series
  - Dance Workshop
  - Theatre Workshop
  - To arrange educational as well as industrial visits.
  - To motivate faculty to attend and participate at maximum seminars and conferences and present papers there.
  - To motivate faculty members to author more number of books.
  - To motivate students to participate in seminars/workshops/competitions outside the college.
  - To motivate students to achieve excellence in co-curricular activities.
  - To organize Inter-Collegiate Swami Vivekananda Elocution Competition.
  - To organize lecture series ‘Empower Week’ for the benefits of the students.
  - To organize guest lectures to enhance awareness regarding social, environment and educational issues.
  - To organize patriotic song competition.
  - To organize inter collegiate swami vivekanad competition to enhance public speaking skills of students.
  - We wish to increase the library visits of the students by conducting various activities in reading club.
  - To enrich our library by adding more books.
  - To organize Annual cultural festival

- To enhance English proficiency skills of students by encouraging them to join Bridge Course
- To organize various seminars under CWDC
- To organize various charity activities to promote community services by the students
- To organize State Level Accounting Talent Hunt
- To encourage students to participate in more number of sports activities
- To encourage faculties to write study materials for the students.

*Name: Prof. Bhumika Ansodaria*

*Name Dr. Ashwin Purohit*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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