

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

**Name of the Institution:**

**S G M English Medium College of Commerce and Management**

**Year of Report: January 2010 - June 2011**

**Part A:** 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.

1. To execute Choice Based Credit System successfully
2. To introduce Advanced Diploma in Global Business for increasing student's participation
3. To facilitate teachers for participating in Seminars and Conferences
4. To facilitate teachers for attending Refresher and Orientation programmes
5. To upgrade infrastructure of the institution

**Part B:**

## **1. Activities reflecting the goals and objectives of the institution:**

All the activities organized by the institution are in line with the goals and objectives of the institution. The college is dedicated to promoting the intellectual, physical, social and emotional development of its students. A vast array of activities to choose from is available to each and every student. These include academics, sports, co-curricular, extra - curricular and community-oriented activities. In addition to that institution has introduced "Advanced Diploma in Global Business" to motivate students to take part in different activities for integral personality development. The Concern for the society is promoted through various outreach programmes.

## **2. New academic programmes initiated (UG and PG):**

As such, the college continues with the same programmes but, there is a shift in the annual system followed by the college for last 14 years to the Choice Based Credit System, wherein, there are lot of changes introduced in the form of theory and practical subject structures.

### **• Choice Based Credit System(CBCS)**

According to the University Grant Commission (UGC) guidelines, Government of Gujarat (GOG) took initiatives to implement CBCS in various universities of Gujarat, and Sardar Patel

University (SPU) volunteered to implement the system and became one of the few universities in Gujarat to have CBCS. At **SEMCOM**, we Implemented CBCS at both the Post-Graduate and Under-Graduate levels for all the courses taught in the college, wherein, the Principal and faculty took initiative at the State and University level to design the courseware and the format of the entire system. Our management Charutar Vidya Mandal (CVM) took special interest and provided all the resources and deputed faculty members to work with the higher education department of the GOG for development of the CBCS courses and programmes offered at SPU.

- **Advanced Diploma in Global Business (ADGB)**

The college believes in holistic development of the student. With this objective, to increase the participation of students, the college has introduced ADGB. This is a first-ever initiative in the entire country where a college takes into consideration the active participation of students in the various curricular, co-curricular and extra-curricular activities for awarding **Advanced Diploma in Global Business**.

- **BBA (Hons.) IT Management to Master of E-Business admission:**

A candidate who has passed BBA (Hons.) IT Management is eligible for admission to Master of E-Business (Semester III).

- **BCOM (Special) and BBA (Special) :**

The college took initiative in introducing BCOM (Special) and BBA (Special) at the University level offering 180 credits for three years under-graduate degree programme.

### **3. Innovations in curricular design and transaction:**

The College is actively involved in designing and detailing the curriculum at the University level. Many faculties of the college are members of the Board of Studies in Commerce, Management, Accountancy, Humanities and Science at Sardar Patel University. Other faculty members give their suggestions through these representatives of the college in their respective board. These are used while framing/modifying/revising the curriculum. Since academic year 2010-11, Sardar

Patel University has introduced Choice Based Credit System. Many of our faculty members are involved in the designing of the syllabus for various subjects.

#### 4. Inter-disciplinary programmes started:

NIL

#### 5. Examination reforms implemented:

##### 2009-10

Introduction of Assignment Policy where assignment is made a part of internal evaluation.

##### 2010-11

- **Introduction of Class test for individual subjects (Semester 2)** having a weightage of 30 marks with 1 hour duration as a component of internal evaluation.

#### 6. Candidates qualified: NET/SLET/GATE etc.

NIL

#### 7. Initiative towards faculty development programme :

Four faculty members attended FDPs. There was One FDP arranged at SEMCOM.

**Table 7.1: FDP Availed by teacher 2010-11**

FACULTY	DATE	PLACE	TOPIC
Sarvesh Trivedi Bhupendra Patel Dr Subhash Joshi Waheeda Sheikh	15-16 Jul 2010	MBA Department, SPU	Using SPSS for Research

**Table 7.2: FDP organized by SEMCOM**

FACULTY	DATE	PLACE	TOPIC
All faculty	8 <sup>th</sup> Mar 2011	SEMCOM	Financial Products: Opportunities on Tax Savings

#### 8. Total number of seminars/workshops conducted:

**Table 8.1: Seminars Organized by SEMCOM**

Sr. No	Title of the Seminar	Date and Place
1.	Swarnim Gujarat Management Conclave National Symposium	Jan 2011, SEMCOM
2.	Swarnim Gujarat Management Conclave National seminar Teaching Innovation	Jan 2011, SEMCOM
3.	Swarnim Gujarat Management Conclave	Jan 2010, SEMCOM

**Table 8.2: Workshops Organized by SEMCOM for students (2009-10)**

Activity	Coordinator	Title of Workshop	Date	Name of Resource Person/Expert
Ad-making	Dr. Preethi Luhana Mrs.Swaty Parab Dr.Vigna Oza Dr.Ajayraj Vyas	Advertising basics	13 <sup>th</sup> Dec 2009	Mr. Kamal Joshi
BBIC	Dr. Kamini Shah Dr. S. M. Joshi Mr. Nilay Vaidya Mr. Renil Thomas,	First step in becoming an Entrepreneur & Planning for Business	24 <sup>th</sup> Dec 2009	AMA Management Centre • Mr. Satya R Acharya, • Mr. Suresh Pandit
BBIC	Dr. Kamini Shah Dr. S. M. Joshi Mr. Nilay Vaidya Mr. Renil Thomas	Project Finance	16 <sup>th</sup> Dec 2009	Shri R. M. Kapadia

**Table 8.2: Workshops Organized by SEMCOM for students (2010-11)**

Activity	Coordinator	Title of Workshop	Date	Name of Resource Person/Expert
Parents' workshop	Mr. Nimesh Joshi Ms. H Mary	Balancing Parents' Expectations and Children's Aspirations	1 <sup>st</sup> Aug 2010	Dr. Hemant Antani
Fine Arts	Ami Trivedi Harshida Patel Vaishali Trivedi	Fine Arts Workshop	10 <sup>th</sup> Jul 2010	Mr. Kanubhai Patel, Mr. Krishna Padiya
BBIC	Dr. S. M. Joshi Mr. Nilay Vaidya Mr. Renil Thomas Mr. Yogesh Patel Mr. Drupad Bhatt	Idea generation & Business Plan	14 <sup>th</sup> Aug 2010	Mr. D. M. Parikh
BBIC	Dr. S. M. Joshi Mr. Nilay Vaidya Mr. Renil Thomas Mr. Yogesh Patel Mr. Drupad Bhatt	Financial Structure	9 <sup>th</sup> Oct 2010	Mr. R. M. Kapadia
BBIC	Dr. S. M. Joshi Mr. Nilay Vaidya Mr. Renil Thomas Mr. Yogesh Patel Mr. Drupad Bhatt	Preparation of Financial Statement	14 <sup>th</sup> Dec 2010	Mr. Rupin Patel
Ad-making	Preethi Luhana Swaty Parab	Advertising basics	2 <sup>nd</sup> Aug 2010	Ms.Kruti Shah
Ad-making	Preethi Luhana Swaty Parab	Film Basics	8 <sup>th</sup> Jan 2011	Mr.Priyesh Balkrishnan
Dance	Nehal Daulatjada Mr Vismay Shah	CLASSICAL DANCE WORKSHOP	24-25 July 2010	Mrs Urmi S Trivedi
IT	Nehal Daulatjada	Adobe Photoshop	14 <sup>th</sup> Aug 2010	Archit Joshi (Student)
Skills Development Workshop	Ankur Amin Sunil Chaudhary Rima Shah	Leadership	20-24 Sep 2010	Mr. Hiren Vakil

## 9. Research projects

- a) Newly implemented: **NIL**  
 b) Completed: **NIL**

**10. Patents generated, if any:**

**NIL**

**11. New collaborative research programmes:**

**NIL**

**12. Research grants received from various agencies:**

**NIL**

**13. Details of research scholars:**

Twelve faculties are undergoing research study and one faculty has submitted the thesis and awaiting viva voce.

**Table 13.1: List of PhD (Completed)**

Sr.No.	Name	Year of completion
1	Dr.Yashasvi Rajpara	2010
2	Dr. Preethi Menon	2010
3	Dr. Shuvasri Das	2010
4	Dr. Nimesh Joshi	2011

**Table 13.2: List of MPhil (Completed)**

Sr.No.	Name
1	Ms.Nisha Macwan
2	Mr. Nilay Vaidya
3	Mr.Chirag Patel
4	Mr. Dipan Bhatt

**Table 13.3: List of ongoing PhD of faculties**

Sr. No.	Name of the Faculty	Status of Ph. D.
1	Ms.Swaty Parab	Submitted Thesis awaiting Viva Voce
2	Mr.Manish Sharda	Pursuing
3	Ms. Waheeda Sheikh	Pursuing
4	Miss.Nehal P Daulatjada	Pursuing
5	Mr.Sarvesh Trivedi	Pursuing
6	Mr. Bhupendra Patel	Pursuing
7	Mr.Ankur Amin	Pursuing
8	Ms. T. Hepzibah Mary	Pursuing

9	Ms. Komal Mistry	Pursuing
10	Ms. Nisha Macwan	Pursuing
11	Ms. Nishrin Pathan	Pursuing
12	Ms.Rina Dave	Pursuing
13	Ms.Priyanka Nair	Pursuing

**14. Citation index of faculty members and impact factor:**

**NIL**

**15. Honors/Awards to the faculty:**

**Table 15.1: Faculty Paper presentation details (2009-10)**

<b>FACULTY NAMES (Group-Wise)</b>	<b>TOPIC OF PAPER (If sent or presented)</b>	<b>DATE &amp; PLACE OF SEMINAR</b>	<b>Organized By</b>	<b>Title of the Seminar &amp; Remarks</b>
Preethi Menon Shuvasri Das	A Study Of Awareness And Acceptability Of Unique Identification Number In Anand And Vallabh Vidyanagar	26 <sup>th</sup> Jan 2010 SEMCOM, V.V.Nagar	SEMCOM College	Swarnim Gujarat – Management Conclave
Dr. Kamini Shah	A Study Of Awareness And Perception About Mobile Banking With Special Reference To Selected Cities Of Gujarat	26 <sup>th</sup> Jan 2010 SEMCOM, V.V.Nagar	SEMCOM College	Swarnim Gujarat – Management Conclave
Dr. Subhash Joshi	A Study Of ICT Application And Its Utility In Manufacturing Companies	26 <sup>th</sup> Jan 2010 SEMCOM, V.V.Nagar	SEMCOM College	Swarnim Gujarat – Management Conclave

**Table 15.2: Teaching Innovation Contest result (2010-11)**

<b>Name of the Faculty</b>	<b>Honor/Award</b>
Dr. Vigna Oza	3 <sup>rd</sup> Prize at Swarnim Gujarat – Management Conclave Teaching Innovation Contest
Dr.Suvashri Das	3 <sup>rd</sup> Prize at Swarnim Gujarat – Management Conclave Teaching Innovation Contest
Dr. Kamini Shah	2 <sup>nd</sup> Prize at Swarnim Gujarat – Management Conclave Teaching Innovation Contest
Ms. Nishrin Pathan	2 <sup>nd</sup> Prize at Swarnim Gujarat – Management Conclave Teaching Innovation Contest
Mr. Sarvesh Trivedi	1 <sup>st</sup> Prize at Swarnim Gujarat – Management Conclave Teaching Innovation Contest

**Table 15.3: Outside Paper presentation awards (2010-11)**

FACULTY NAMES (Group-Wise)	TOPIC OF PAPER (If sent or presented)	DATE OF SEMINAR	PLACE OF SEMINAR	Organized By	Title of the Seminar & Remarks
Dr. Preethi Luhana Dr. Shuvasri Das	Entrepreneurship Education to Business Students- The Value Chain Approach	1-3 Oct 2010	Goa	Goa University and Indian Commerce Association	63 <sup>rd</sup> All India Commerce Conference Silver Medal
Dr. Subhash Joshi	Business performance: A study of financial health of selected companies	25 <sup>th</sup> Jan 2011	SEMCOM, V.V.Nagar	SEMCOM College	Swarnim Gujarat, National Seminar 1 <sup>st</sup> Prize
Dr. Vigna Oza Ms. Swaty Parab Mr. Renil Thomas	A Study On Effects Of Recession On Expenses Of Students In Anand	25 <sup>th</sup> Jan 2011	SEMCOM, V.V.Nagar	SEMCOM College	Swarnim Gujarat, National Seminar 2 <sup>nd</sup> Prize

#### 16. Internal resources generated:

Internal resources generated from tuition fees.

Three faculties have published their book for FY students of Management and Commerce.

**Table 16.2: Books published by Faculty members**

SRNO	FACULTY	TITLE OF BOOK	PUBLISHER	DATE OF PUB.
1	Dr. Ajayraj M Vyas	Principles of Management (For FYBBA & FYBCOM Students of Ist Semester of S.P.University) ISBN - 978-93-81109-41-0	Gajanan Publications, Surat	May 2011
2	Ankur Amin	Principles of Management (For FYBBA & FYBCOM Students of Ist Semester of S.P.University) ISBN - 978-93-81109-41-0	Gajanan Publications, Surat	May 2011
3	Waheeda Thomas	Micro Economics (FYBCOM Students of Ist Semester of S.P.University) ISBN - 978-93-81109-43-4	Gajanan Publications, Surat	July 2011

#### 17. Details of departments getting SAP, COSIST(ASSIST)/DST. FIST, etc. assistance/recognition:

NIL

#### 18. Community services:

**Table 18.1: Community services undertaken (2009-10)**

Activity Date	Activity	Participants	Associates	Place
24 Jul 2009	Blood Donation Camp	131 bottles of blood collected	Shree Krishna Hospital, Karamsad	SEMCOM
01 Sep 2009	Tree Plantation	60 Students and Three Faculties and more than 600 plants	Village Panchayats	Villages: Thamna, Ashipura, Untakhari & Lingda
10 Sep 2009	Thalasemia Test	285 participants	Indian Red Cross Society, A'bad	SEMCOM
29,30 July 2009	Medical examination Camp	All First Year students	Shri Krishna Hospital, Karamsad	SEMCOM
08 Sep 2009	Red Ribbon Club	25 students from first year	Shri Krishna Hospital & Medical Research Centre, Karamsad	SEMCOM
1-3 Oct 2009	Gram Yatra	67 Students	Anand DDO	20 Villages
20-22 Nov 2009	Basic Training for Civil Defence	PMG Students	Civil Defence Dept., Govt. of Gujarat, Ahmedabad	SEMCOM
1st Sunday of Every month	Book Worm Club	245 participants	SEMCOM	SEMCOM

**Table 18.2: Community services undertaken (2010-11)**

Activity Date	Activity	Participants	Associates	Place
26 Jul 2010	Blood Donation Camp	158 bottles of blood collected	Shree Krishna Hospital, Karamsad	SEMCOM
16,17 Aug 2010	Medical check up	351 students	Shree Krishna Hospital, Karamsad	SEMCOM
5 Aug 2010	Thalasemia Test	352 Students	Indian Red Cross Society, A'bad	SEMCOM
19 Aug 2010	Tree plantation	43 students, 1200 saplings	Sardar high school, J D Patel High school	Borsad
25 Sep 2011	Saptadhara Book Fair	1500 Participants 1200 Titles at fair	Roopal Book Stall	SEMCOM
28 Sep 2011	E Voters Registration	79 Students registered	Anand, DDO	SEMCOM
25 Mar 2011	Blood Donation	50 Units	Indian Red Cross Society, A'bad	SEMCOM
1 <sup>st</sup> Sunday of Every month	Book Worm Club	427 participants	SEMCOM	SEMCOM
20 Feb 2011 10 Apr 2011	Voice	75 participants	SEMCOM	SEMCOM

### 19. Teachers and officers newly recruited:

Following teachers are newly recruited in the respective years:

**Table 19.1: Faculty appointments (2010-11)**

Name of Faculty appointed in 2010-11	Area
Ms. Hiral Patel	Management
Mr. Dhruvad Bhatt	Management
Mr. Jay Nanavati	Computer Applications
Mr. Dipan Bhatt	English
Ms. Gargi Shah	Computer Applications

**Table 19.2: Faculty appointments (2009-10)**

Name of Faculty appointed in 2009-10	Area
Ms. Komal Mistry	Management
Mr. Yogesh Patel	Computer Applications
Mr. Milan Pandya	English
Mr. Chirag Patel	Sports
Mr. Vismay Shah	Computer Applications

#### **21. Improvements in the library services:**

- All Faculty members are informed about new arrivals via email.
- Membership of DELNET, Access of DELNET is shared to all faculty members.
- Recently SEMCOM is included under N-LIST Program and now all faculty and students will have access to online journals.

#### **23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

Student Assessment of teachers is regularly conducted for all courses since 2004 for all the streams. Once student feedback is received, the Principal discusses various aspects related to the feedback and interacts one-to-one with each faculty member.

#### **25. Computerization of administration and the process of admissions and examination results, issue of certificates:**

The college has various computerized systems to support the admission and examination as well as student administration process.

#### **28. Computer and Internet access and training to teachers and students:**

The number of users for the following facilities provided by the college has increased:

- The college provides WI – FI facility for students and staff.
- College has well equipped computer labs with Internet facility for the students.
- For providing computer training to students of non computer streams like BCOM and BBA, non-credit certificate computer modules are conducted by the college.
- All the faculty members are given access to DELNET.
- Faculties take due advantage of the college resources like Auditorium, HRD and Laptops for imparting knowledge to the students during classes.

### 29. Financial aid to students:

As per CVM Policy Full and partial scholarship is provided to needy students.

For academic year 2009-10, 7 students has been given the scholarship while in academic year 2010-11, 5 students have been awarded scholarship. Free ships for the last year (2010-11) were provided to five students.

### 30. Activities and support from the Alumni Association:

Every year the Alumni Meet is conducted at our college. The Association has various active chapters in countries like UK, USA and Australia.

- Students have been contributing by providing their services to the college in various capacities.
- Alumni members of the association holding prominent positions have helped our students in job placement.
- Provide feedback about the campus.
- The alumni members participate in the college sports activities.
- Extend help for Educational Tours(Domestic & International)

**Table 30.1: Alumni contribution in placements and internships:**

Sr No	Name	Company
1	Semil Shah	Shrishti Web solutions
2	Pankaj Yadav	Sarjen Systems
3	Deepak Patel	Kotak Securities
4	Ravish Desai	Encircle Payment, Baroda
5	Urvi Shah	Value Chain Solutions, Ahd

### 31 Activities and support from the Parent-Teacher Association:

The College organizes Parents workshop every year and in the year 2010-11 in the month of August. The parents are also invited to various events conducted by the college. There is a Parent-Teacher meeting held by the college where stream-wise days are reserved for the meet, where all the concerned faculties are available for interaction with parents.

### 32. Health services:

The college in association with Shree Krishna Medical college, Karamsad, conducts medical checkup for all the first year students as well as faculty members every year. The college also conducts Thalasemia test for under-graduate final year students as well as MEB students at concessional rates. The university also has a Health center, where at a very nominal charge, the students can avail medical treatment. CVM also has an Ayurvedic medical college where also the students can avail medical facility. First aid is permanently made available to students in the college premises.

### 33. Performance in sports activities:

**Table 33.1: Sports achievements (2010-11):**

Sport Name	Gender	Position
Foot Ball	Boys	Champion
Basket Ball	Boys	Champion
Basket Ball	Girls	Champion
Volley Ball	Girls	Champion
Table Tennis	Boys	Runners Up
Lawn Tennis	Boys	Runners Up

### 34. Incentives to outstanding sportspersons:

- Award for best sports person of the year (Male and Female)
- Awards and certificates are given for outstanding performance in Sports. They are also encouraged to participate in State & National level competitions for various events.
- Additional Gracing in marks in internal exams to compensate their loss of studies.

### 35. Student achievements and awards:

**Table 35.1: Gold medals at Sardar Patel University (2009-10)**

Class	Student Name
T.Y.BCA	Vishal Dhawani

**Table 35.2: Gold medals at Sardar Patel University (2010-11)**

Class	Student Name
T.Y.B.COM	Deepshikha Dubey
MEB	Valay Patel
T.Y.B.C.A	Megha Jingar

**Table 35.3: External Participation**

**Table 35.4: College Sports winning (2009-10)**

Position	Sport name	Level
1st	Volley Ball (Girls)	District Level Saptdhara Competitions
1st	Table Tennis (Boys)	District Level Saptdhara Competitions
1st	Table Tennis (Girls)	District Level Saptdhara Competitions
1 <sup>st</sup>	Football (Boys)	SPU
1 <sup>st</sup>	Volley ball (Boys)	SPU
1 <sup>st</sup>	Basketball (Boys)	SPU
1 <sup>st</sup>	Basketball (Girls)	SPU
Runners up	Lawn tennis (Boys)	SPU
Runners up	Table tennis	SPU

### 36. Activities of the Guidance and Counseling unit:

The College provides career counseling to each student to guide them for selecting interest and skill based career at the post-graduate level while the students of under-graduate prefer to go for higher studies.

At UG level –

- College facilitates students by providing information regarding various post-graduate courses on the basis of their interest, career objectives through class counseling which is discussed in detail in the later part of this answer.

At PG level -

- Invitation to various experts for summer training and industry internship program viva-voce; thereby giving opportunity to identify and scrutinize capable candidates for placements.
- The interest analysis is conducted so that the students get a career and company of their choice; thereby achieving high retention rate.
- To develop and disseminate Placement Brochure highlighting the individual skills and achievements to the prospective employers.
- The e-mail / letters for placements are sent to:
  - the prospective employers
  - the organizations which have employed our students in past
  - the alumnus in India and abroad
- The campus placements are arranged.
- Continuous interaction with the employers to get feedback on student's performance and future directions.

Other than these activities, college also has an institutionalized class-counseling system, through which, guidance is provided to the students.

### **37. Placement services provided to students:**

College has a separate placement cell run for the students of Master programme. We have 100% placement offered to all Post-Graduate students in the year 2010-11. Under-Graduate students are encouraged for further studies. Following activities are undertaken:

- Invitation to various experts for summer training and industry internship program viva-voce; thereby giving opportunity to identify and scrutinize capable candidates for placements.
- The interest analysis is conducted so that the students get a career and company of their choice; thereby achieving high retention rate.
- To develop and disseminate Placement Brochure highlighting the individual skills and achievements to the prospective employers.
- The e-mail / letters for placements are sent to:
  - the prospective employers
  - the organizations which have employed our students in past
  - the alumnus in India and abroad
- The campus placements are arranged.

- Continuous interaction with the employers to get feedback on student's performance and future directions.

### 38. Development programmes for non-teaching staff:

- Ms Hemangini Patel was deputed to attend one day seminar on "Digital Library : Opportunities and Challenges" on 31<sup>st</sup> Dec 2009, organized by PG Department of Library Science, Vallabh Vidyanagar.

### 39. Healthy practices of the institution:

- SEMCOM Premier League (SPL), an inter-stream cricket match for students, faculties and staff and alumni.
- Inter-class fun events like Leg volley ball, Dodge ball, "Satodiyu", Leg cricket.
- Management Skit workshop and competition
- Nodal center for Anand District Young Voter's Club
- "My Voice" debating forum

### 40. Linkages developed with National / International, academic / Research bodies:

1. MOU with Georgia South Western State University, USA
2. MOU with Vancouver Island University, Canada
3. MOU with GIDC, Gujarat
4. SIAST, Canada

### 41. Any other relevant information the institution wishes to add:

- Following our philosophy of '**going beyond books and beyond classrooms**' and bringing the students close to the structure of India and state of Gujarat, the college organized several events under the umbrella of **Swarnim Gujarat** celebration.
- For exploring the opportunities for international academic collaboration as they visited the institute in June 2011
- For faculty and students of SEMCOM, by Dr. Quiemet.

### Part C: Detail the plans of the institution for the next year.

The course of action for the last academic year 2010-2011 shall be carried forward in the academic year 2011-2012. In addition, the college has planned for the following activities:

1. To make an arrangement for the implementation of third and fourth semester under CBCS for all the UG courses and first and second semester of PG course offered by the college.
2. To acquire ISSN for college e-newsletter 'DRIVE'
3. To explore the possibility of starting new courses
4. To augment infrastructural facilities
5. To encourage faculty members for more research.
6. To initiate Green business activities.

**Name & Signature of the Coordinator, IQAC:**

**Name & Signature of the Chairperson, IQAC:**