The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1	**Name of the Institution**	Sardar Gunj Mercantile Co-op Bank Limited (Anand) English Medium College of Commerce and Management
1.2	**Address Line 1**	Opp.Shastri Maidan
	Address Line 2	Nr.Sardar Patel University
	City/Town	Vallabh Vidyanagar
	State	Gujarat
	Pin Code	388120
	Institution E-mail address	naac@semcom.ac.in
	Contact Nos.	+91-2692-235624
	Name of the Head of the Institution:	Dr Nikhil Zaveri
	Tel. No. with STD Code:	+91-2692-231811
	Mobile:	+91-93750-12584
	Name of the IQAC Co-ordinator:	Dr Kamini Shah Dr Nehal Daulatjada
	Mobile:	+91-98252-71629 +91-98251-67484
	IQAC e-mail address:	naac@semcom.ac.in kshah@semcom.ac.in ndaulatjada@semcom.ac.in
1.3	**NAAC Track ID**	**GJCOGN14014**
1.4	**NAAC Executive Committee No. & Date:**	EC/51/A & A/59 dated 31-12-2009
1.5	**Website address:**	http://www.semcom.ac.in
	Web-link of the AQAR:	http://www.semcom.ac.in/inner.asp?load=naac

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.18	Dec 2009	Dec 2014
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC: DD/MM/YYYY   31 / 12 / 2005

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

   i.   AQAR **JAN 2010 – JUN 2011 submitted on 12-12-2011**

   ii. AQAR **JUN 2011 – MAY 2012 submitted on 24-09-2012**

   iii. AQAR **JUN 2012 – MAY 2013 submitted on 28-09-2013**

   iv. AQAR **JUN 2013 – MAY 2014 submitted on 25-09-2014**

1.10   Institutional Status

   University   State

   Affiliated College   Yes

   Constituent College   No

   Autonomous college of UGC   No

   Regulatory Agency approved Institution   No

   Type of Institution   Co-education

Rural

Financial Status   UGC 2(f), UGC 12B

Totally Self-financing

1.11	**Type of Faculty/Programme**	Science, Commerce, Management
1.12	**Name of the Affiliating University**	SARDAR PATEL UNIVERSITY
1.13	**Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc**	Self-Financing

2. IQAC Composition and Activities

2.1	**No. of Teachers**	18
2.2	**No. of Administrative/Technical staff**	05
2.3	**No. of students**	03
2.4	**No. of Management representatives**	03
2.5	**No. of Alumni**	02
2.6	**No. of any other stakeholder and community representatives**	04
2.7	**No. of Employers/ Industrialists**	03
2.8	**No. of other External Experts**	04
2.9	**Total No. of members**	42
2.10	**No. of IQAC meetings held**	03
2.11	**No. of meetings with various stakeholders:**	

Faculty: 15

	Non-Teaching Staff:	06
	Alumni:	01
	Students:	07

2.12 Has IQAC received any funding from UGC during the year? No

2.13 Seminars and Conferences (only quality related)

  i. **No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

    Total: 01 (National)

  ii. **Themes:** *Quality Footprints: A Sustainable Development of HEIs*

2.14 Significant Activities and contributions made by IQAC

- Preparing the Academic Planner
- Preparation of teacher-wise workload and allocation of subjects
- Shifting from annual system to Choice-Based Credit System
- ISO Internal and Surveillance Audits
- National Seminar on 'Quality Footprints – Sustainable Development of HEIs
- IT based education infrastructure : Project Bluebook and Voniz
- Publication of Research journal : SEMCOM Management and Technical Review
- Publication of Edited books
- Library automation: SOUL and Barcoding
- DELNET and INFLIBNET/NLIST subscription
- IT Hardware and Software upgradation
- Student Feedback taken
- External Peer feedback initiated
- Internal Peer feedback taken
- Gram Yatra in association with Anand Collectorate
- Calculating Academic Audit points for each faculty
- Doctors' on Call

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

(Annexure-1 Academic Calendar 2013-14)

Plan of Action	Achievements
Preparation of Academic Calendar	Academic Calendar monitored and largely it has been following with minimum changes.
To organize UGC sponsored seminar	Being an SFI, our proposal was rejected despite having recognition under Sec.12(b)
To organize NAAC sponsored seminar	The seminar was organized with the sponsorship of management because NAAC refused to grant the funding due to change in the dates.
To prepare Academic Audit points for each faculty	Academic Audit points calculated for each faculty and submitted to management.
To prepare Teaching plans for each faculty	Subject-wise teaching plans prepared by each faculty at the beginning of each term
To publish research journal	Started with an International bi-annual peer reviewed research journal 'SEMCOM Manangement and Technical Review' with ISSN
Publication of edited books	2 edited books published: "Quality footprints: Sustainable development of Higher Education Institutions" ISBN: 978-93-8128-627-2 "The Era of Commerce and E-Commerce" ISBN: 978-93-5030-168-5
ICT based teaching	Teaching Thru' TAB and VONIZ-an online educational ERP implemented
Admission Counselling	Counselling carried out and all seats filled
To conduct Green audit	Audit conducted and Green audit cell created.
To encourage faculty for research	Three books/edited books published by faculty, Three minor research project proposals submitted, two seminars organized by the institute, 70 number of research papers presented/published
To create awareness about	"Doctors' on Call" initiated

expert medical assistance

To create value-corner in the library	Executed
To have Tablet Bank in Library for the students	Executed

2.15	**Whether the AQAR was placed in statutory body**	Yes – Management
	Provide the details of the action taken	Yes it was discussed and approved.

Part – B
Criterion – 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	**01**	-	**01**	-
UG	**04**	-	**04**	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	**02**	-	**02**	-
Others	-	-	-	-
Total	**07**	-	**07**	-

Inter-disciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**05**
Trimester	-
Annual	-

1.3 Feedback from stakeholders *(Annexure -2)*

Alumni – Yes   Parent – Yes   Employers – Yes   Students – Yes

Mode of feedback: Manual

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

The following revisions are done at the University level in line with the Global Industry requirement and enhancing quality:

- All third year courses (BBA, B Com, BBA-ITM) were changed from 4 credits to 3 credits except 4th Year BBA – ITM that was changed to semester system from the annual system.
- Comprehensive Project subject was introduced in the 6th semester at TYBBA and TYBBA(ITM).
- At the TYBBA – ITM and 4th Year BBA – ITM new IT subjects were introduced to align with the lateral admission requirement of Master of E-Business.

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
40	34	0	1	5

2.2 No. of permanent faculty with Ph.D. 13 (Thirteen)

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
						1		1	

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	Visiting Faculty	Temporary Faculty
35	3	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	70	14
Presented	12	57	09
Resource Persons	01	02	07

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

- **Teaching Thru' tab:** From the academic year 2013-14 college has introduced a new teaching learning method. Recorded lectures are provided to the students in the registered tablets/laptops.
- **Voniz:** It is a unique innovative that has brought about a paradigm shift in the student-institute interface through ICT by which:
  - ➢ Students will have access to course material, and develop their personal portfolio.
  - ➢ Faculty will able to track their classes and enhance their interaction with students

2.7 Total No. of actual teaching days during this academic year   184

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

- Open Book assignment test Introduced
- Assignment marks added as a part of internal marks evaluation
- Attendance marks added as a part of internal marks evaluation
- Supplementary size reduced from 24 pages to 16 pages

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

Board of Study	Faculty	Curriculum Development workshop
9	11	

2.10 Average percentage of attendance of students   69.29 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Overall result (%)
M.Eb.	65	12.31	76.92	7.69	0	96.92
BBA (Hons.) ITM	56	23.21	44.64	30.35	0	98.21
BCA	49	10.20	32.65	40.82	0	83.67
BBA	59	5.08	50.85	30.50	0	86.44
BCOM	116	1.7	47.41	28.45	0.9	78.45

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

- Subject allocation to each faculty, suggesting new recruitment requirements to the management for the next academic year,
- Preparation of Course plan, Logbook, Gap analysis of each teacher subject-wise and course completion report,

- Feedbacks from Students, Peer feedback, external peer feedback, parents' feedback,
- Various policies like Assignment, Leave, Examination, Attendance, Gracing are prepared,
- Conducting assignment tests and Internal examination,
- From the academic year 2013-14 the institution has introduced "Teaching Thru' Tab" for better Teaching and Learning effectiveness. Where all the students can obtain the lectures in their registered devices. For economically weaker students the institution has created Tablet bank, where they can get the benefits of the recorded lectures,
- Training to faculty for ICT use,
- VONIZ-an online educational ERP is a unique innovative initiative that has brought about a paradigm shift in the student-institute interface through ICT.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	5
HRD programmes	89
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	3
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	
Others	33

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	8	0	0	0
Technical Staff	3	0	0	0

Criterion – III
3. Research, Consultancy and Extension

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

- Two National seminars were organised in the college
  - National seminar on the theme "Quality Footprints – Sustainable Development of Higher Education Institutions"
  - Management Conclave consisting of Seminar on E-Business, Best Business Idea Competition, Admaking contest, Faculty Paper Presentation contest, TechnoFest.
- Three proposals were submitted to UGC for minor research project last year.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Not eligible being a Self-Finance college			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted	Proposal Submitted
Number		1			3
Outlay in Rs. Lakhs		0.7			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	26	6	NA
Non-Peer Review Journals	NA	NA	1
e-Journals	NA	NA	NA
Conference proceedings	NA	5	NA
E-Newsletter with ISSN	NA	40	NA

3.5 Details on Impact factor of publications:

Average: 2.84

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations - None

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

With ISBN No.	Chapters in Edited Books	Without ISBN No.
3	20	

3.8 No. of University Departments receiving funds from

None

3.9 For colleges

None

3.10 Revenue generated through consultancy

None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		Our Management			

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

7 (seven)

3.13 No. of collaborations

International	National	Any other
1		

3.14 No. of linkages created during this year

None

3.15 Total budget for research for current year in lakhs

From Funding agency	From Management of University/College	Total
	₹ 7,48,319/-	₹ 7,48,319/-

3.16 No. of patents received this year

None

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
16	01	12	02		01	

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

Ph.D Guides	Students Registered
5	11

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

3 (three)

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

None

3.21 No. of students Participated in NSS events:

State Level – 8 (eight)

3.22 No. of students participated in NCC events:

3 (Three)

3.23 No. of Awards won in NSS:

State Level – 3 (three)

3.24 No. of Awards won in NCC:

None

3.25 No. of Extension activities organized

NSS – 8 (eight)

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

Activity Date	Activity	Participants	Associates	Place	No.of Students
18-12-2013	Blood Donation Camp	48 bottles of blood collected	Red Cross Anand	SEMCOM	48
7,8-09-2013	Medical examination Camp	All first year Students	Medical examination Camp	SEMCOM	311
03-09-2013	Thalessemia Test	298 Students of final year	Indian Red Cross Society, A'bad	SEMCOM	298
03-09-2013	Tree Plantation	40 Students and two faculties and400 saplings were planted	Village Panchayat	Village Vehrakhadi	40
11-02-2014	Distribution of Old clothes & toys to needy persons	20 students and two faculties	NGO: BACHPAN	Mahadev slum area, Vallabh Vidyanagar,	20
27,28,29-01-2014	Gram yatra	52 students were sent in villages of Anand District	Anand D.D.O	18 Villages	52
12,13,14-08-2013	Young Voter's Club	Awareness Program	SEMCOM, V V Nagar	SEMCOM, V V Nagar	124
17,18,19,20,21-08-2013	Young Voter's festival	Young Voter's festival youth festival	Election Commission Gujarat	SEMCOM, V V Nagar	20

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund
Campus area	0.51 acres	0	-
Class rooms	20	0	-
Laboratories	3	0	-
Seminar Halls	1	0	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year. (BlueBook Network)	-	6 servers 40 IP cameras	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	₹ 18,11,390	CVM
Others (Library Software)	-	₹ 30,000	CVM

4.2 Computerization of administration and library

Administration: 90%
Library: 100%

4.3   Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	4688	₹13,94,030	105	₹51,690	4793	₹14,45,720
Reference Books	5730	₹21,47,639	86	₹63489.14	5816	₹2,211,128
e-Books						
Journals	295	₹7,73,469	62	₹1,12,934	357	₹8,86,403
e-Journals	58	₹83,600	6	₹15,000	64	₹98,600
Digital Database						
CD & Video	231	₹4,42,460	3	₹400	234	₹4,42,860
Others (Delnet, Soul)	3	₹1,96,500	2	₹96,500	5	₹2,93,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments (Staff room)	Others (TAB)
Existing	240	3	240	0	0	5	17	0
Added	0	0	0	0	0	0	0	100
Total	240	3	240	0	0	5	0	0

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

- Teaching Thru' TAB – BlueBook for all

- Voniz – Online ERP for all

- HTML5 gaming workshop for students

- Internal Result calculation software for faculty

4.6 Amount spent on maintenance in lakhs :

i.	ICT	₹ 10,12,000
ii.	Campus Infrastructure and facilities	₹ 27,97,742
iii.	Equipments	₹ 14,970
iv.	Others	₹ 0
	Total :	₹ 38,24,712

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The role of IQAC is planning various activities and preparing a mechanism for disseminating the information to the students through circulars, noticeboards, parents' teachers meeting, website and internal educational portal-VONIZ, prospectus and academic planner.

5.2 Efforts made by the institution for tracking the progression

1. Student Counselling
2. Alumni Meet is organized every year.
3. Alumni Database – NEEV is prepared every year.
4. Graduating Students' feedback is obtained.
5. Regular Result Analysis
6. Through Parents' Teachers' meeting

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
902	116	-	-

(b) No. of students outside the state

66 (sixty six)

(c) No. of international students

None

Men	No	%	Women	No	%
	677	66		341	34

Last Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total
1018	20	05	51	-	1094
This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total
939	11	09	59	-	1018

Demand ratio 1.6:1   **Dropout** 2.16 %

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

Personality Development Program, non-credit course on Career Counselling for final year students, Guest Talks and Workshop on Career counselling, CPT Guidance, Field visits.

No. of students beneficiaries   1018

5.5 No. of students qualified in these examinations

Exam	No. of Participants
CMAT	51
CAT	15
IELTS	12
TOEFL	04
IBSAT	03
MAT	05
CS	07
TISS	02
GMAT	02
MSW	01
GOVT. EXAMS	02
IPCC/ CA	03
ICWA	01
SBI CLERK	01
GPSC	02
ATMA	02
IBPS	03
OTHER	
JOINED FAMILY BUSINESS	06
MCOM/MHRM	13
FOREIGN FOR FURTHER STUDY	03
FASHION DESIGNING	01

5.6 Details of student counselling and career guidance

All students are provided career guidance through class counselling. Various programs and workshops for career guidance such as course on Career Counselling, Visit to AMA for Post Graduate students, EPOCH In-house Training Programme

No. of students benefitted   1018

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
29	61	46	7

5.8 Details of gender sensitization programmes

Three workshop for girls' students under Women Cell:

- "Secure Her- Mobile Application" by Ms. Dipali Sonar
- "Opportunities and challenges of Women Entrepreneurs" by Ms. Kalpana Amin
- "Health and Hygiene" by Dr. Manisha Gohel

5.9 Students Activities

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

State/ University level – 26

No. of students participated in cultural events

State/ University level – 126

National level – 53

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

Sports:

State/ University level – 7

Cultural: State/ University level – 34

National level – 4

International level – 1

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	₹ 2,21,500
Financial support from government	3	₹ 52040
Financial support from other sources	-	-
Number of students who received International/ National recognitions	53	₹ 85, 000

5.11   Student organised / initiatives

Fairs :

　　　　State/ University level – 1

Exhibition :

　　　　State/ University level – 3

5.12   No. of social initiatives undertaken by the students   5 (five)

5.13 Major grievances of students (if any) redressed:

Building Renovation, Repairing of Electrical Equipment, and Change in Lecture timings for PG students

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To contribute to the societal enrichment through quality education, innovation and value augmentation.
Mission: To build up a competitive edge amongst the students by fostering a stimulating learning environment.

6.2 Does the Institution has a Management Information System

Yes, the college has MIS.

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

6.3.1 Curriculum Development

Semester System (CBCS)

6.3.2 Teaching and Learning

Teaching through tab, Voniz

6.3.3 Examination and Evaluation

Assignments, Tutorials, Open-book Examination, Project Report, Presentation, Viva voce

6.3.4 Research and Development

- Organising Seminars

- Publishing books/Edited books

- Submission of minor research projects

- Organising Research Methodology workshops

- Publication of Bi-annual International Peer-reviewed Research Journal SEMCOM Management & Technology Review

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT – E-resource, Tablet-bank, Physical infrastructure up gradation, Laptop Bank, Library automation-SOUL, barcoding

6.3.6 Human Resource Management

Industrial exposure through tour, FDP programmes, skills development, permission and duty leaves for orientation/refresher/seminars, Academic audit point, Permission for higher studies like Ph.D., M.Phil, LLM, SPSS, etc., attending and presenting papers in various seminars, workshops, conferences, symposiums, etc., CVM Employee Insurance Fund, Faculty Research Contest, permission to deliver expert lectures and judge various events at various outside institutions

6.3.7 Faculty and Staff recruitment

UGC Guidelines, Command over English Language, Demo session

6.3.8 Industry Interaction / Collaboration

Drawing resource persons from industry, summer training competition, Industry visits, Educational tours

6.3.9 Admission of Students

Single window facility, ICT Enabled inquiry handling/form filling/bank receipts generation

6.4 Welfare schemes for

Teaching	6
Non-teaching	8
Students	5

6.5 Total corpus fund generated

₹ 37,65,986/-

6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	ISOQAR	YES	IQAC
Administrative	YES	ISOQAR	YES	Management

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

For UG Programmes: No

For PG Programmes: No

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

Examination Reforms Unit (ERU) instituted by SP University, Suggestions for examination reforms invited by the university, Separate building for conducting examination,

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

University does not have any such permission

6.11 Activities and support from the Alumni Association

Alumni meet every year, Co-curricular activity help, placement support, publicity support, Industry visit, Expert Talk, Scholarships

6.12 Activities and support from the Parent – Teacher Association

Industry consent support, infrastructure support, placement support, Book Worm club

6.13 Development programmes for support staff

Permission and duty leave for attending workshop and training program, necessary guidance for performing their duties by the head of the institution and management

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

Using dustbins appropriately, saving electricity by turning off when not in use, using paper dishes by canteen, turning off taps of water when not in use, Poster-making using waste material, Decoration using recyclable material, Best-out-of-waste competition, Liter of Light-illuminating houses deprived of electricity in villages with the help of sunlight, Organizing Green Business and Technology fair

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.

- The college has institutionalized an ICT enabled system "Teaching Thru' TAB" for recording of classroom lectures and distributing the same to students on their registered laptops/tablets.
- International Peer reviewed Bi-annual research Journal SEMCOM Management and Technology Review (SMTR) with ISSN
- Launched Educational Web Portal semcom.voniz.com, first of its kind in the entire S.P.University
- National seminar on Quality Footprints – Sustainable Development of Higher Education Institutions
- Introduced Open Book Assignment Test Policy as a part of internal evaluation system. This helps in reducing mental stress and improves performance of students.

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

All actions taken as per the academic planner decided at the beginning of the academic year as per Question No.2.15 of Part-A of AQAR

7.3 Give two Best Practices of the institution

1) ICT based Teaching and Learning
2) Environmental Teaching Initiatives

(Annexure - 3)

7.4 Contribution to environmental awareness / protection

- Tree plantation Day
- Green Business and Technology Fair
- Use of recycled and used material like clothes, jute material, and flex material etc. for decoration purpose.
- Profile of students has been digitized in order to curtail the usage of stationary.
- Took initiative for replacing physical distribution of study material with digitized form of study material
- Initiated Environmental Consciousness by setting up "Environmental Cell" from the year 2013 – 2014.
- Introduced practice of using single side rough pages for printing for various inhouse communications.
- The college has developed Environmental Management System (EMS) on the basis of guidelines on Environmental Audit developed by Institute of Chartered

Accountancy of India (ICAI), Delhi for conducting Green Audit on Four major areas: 1) Energy, 2) Environment, 3) Housekeeping, and 4) Garden.

7.5 Whether environmental audit was conducted?

Yes

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

1) Almost 39% of faculty members are Ph.D. holders out of which 5 faculty members are Ph.D. guides at S.P.University.
2) Faculty members have been allotted individual Tablets for taking attendance online and referring their class room lectures outside college premises.
3) Principal has been conferred with Fellowship from Indian Institute of Materials Management.
4) Replacing physical distribution of study material with digitized form of study material through educational web portal semcom.voniz.com.
5) Energy Cell has been replaced with Environmental Cell from 2013-14.

STRENGTH	WEAKNESS
- Strong technology interface - Active Students' council	- Inability to access the Government grants. - Long gestation time for introducing new courses.
OPPORTUNITY	THREATS
- Corporate training and placement - Consultancy	- Coping up with frequent changes in academic rules by the university. - Inability to increase fees to cover cost adequately due to rising competition and cost of living.

8. Plans of institution for next year

1. To start skill-based diploma courses.

2. Submission of RAR and inviting NAAC for the re-accreditation.

3. To organize International Tour.

4. To conduct Fire safety evacuation drills.

5. Up gradation of computer operating system from Microsoft XP to Windows 7.

6. Collaboration with healthrecordsindia.com for digitization of medical records of students.

Name   Dr.Kamini Shah   **Name**   Dr.Nikhil Zaveri

Dr.Waheeda Thomas

Dr.Nehal Daulatjada

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**

ANNEXURES:

Annexure – I: Academic Calendar of the year 2013-14

Annexure – II: Feedback from Stakeholders

Annexure – III: Best Practices