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 (SEMCOM)

1.2 Address Line 1

Nr. Shastri Maidan,

Address Line 2

Nana Bazar

City/Town

Anand

State

Gujarat

Pin Code

388120

Institution e-mail address

naac@semcom.ac.in

Contact Nos.

02692-235624

Name of the Head of the Institution:

Dr. Waheeda Thomas

Tel. No. with STD Code:

02692-235624

Mobile:

9099451897

Name of the IQAC Co-ordinator: Dr. Yashasvi Rajpara

Dr. Swaty Parab

Mobile: 9825256576

IQAC e-mail address: naac@semcom.ac.in

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

1.4 **NAAC Executive Committee No. & Date:**

EC(SC)/09/A & A/17.2 dated 14-09-2015

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/09/A & A/17.2 dated 14-09-2015

1.5 **Website address:**   http://www.semcom.ac.in

Web-link of the AQAR: http://www.semcom.ac.in/IQAC.aspx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.18	2009	Dec.2014
2	2nd Cycle	A	3.01	2015	Sept.2020
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **30-12-2005**

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

June- 2016 to May-2017 Submitted on 26th September-2017

1.10 Institutional Status

University   State √ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes √ No ☐

Constituent College   ☐ Yes √ No

Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution   Yes ☐   No √

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

Type of Institution   Co-education √ Men ☐ Women ☐

                Urban ☐   Rural √ Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) √   UGC 12B √

            Grant-in-aid + Self Financing ☐   Totally Self-financing √

1.11 Type of Faculty/Programme

Arts ☐   Science √ Commerce √ Law ☐   PEI (Phys Edu ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management √

Others   (Specify)   ·

1.12 Name of the Affiliating University *(for the Colleges)*   SARDAR PATEL UNIVERSITY

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

- Self-Finance Institute

2. IQAC Composition and Activities

2.1 No. of Teachers `11`

2.2 No. of Administrative/Technical staff `2`

2.3 No. of students `1`

2.4 No. of Management representatives `1`

2.5 No. of Alumni `1`

2. 6 No. of any other stakeholder and community representatives `2`

2.7 No. of Employers/ Industrialists `2`

2.8 No. of other External Experts `0`

2.9 Total No. of members `14`

2.10 No. of IQAC meetings held 19

2.11 No. of meetings with various stakeholders: No. ☐ Faculty `20`

Non-Teaching Staff Students `19` Alumni `1` Others `1`

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 `2` State ☐ Institution Level ☐

(ii) Themes :

- National seminar & Faculty Research Paper contest on ""Trends and Developments in Commerce, Management & Technology"
- Management Conclave consisting of Seminar on E-Business, Best Business Idea Competition, Admaking contest, Faculty Paper Presentation contest, TechnoFest.

2.14 Significant Activities and contributions made by IQAC

1) Subject allocation to each faculty well in advance, where department-wise workload calculation, Manpower Planning, and faculty-wise subject allocation made for the next year.

2) For effective implementation and audit of curriculum actions taken like Preparation of Course plan, Logbook, Gap analysis of each teacher subject-wise and course completion report.

3) Feedbacks collected from Students, Parents, Employers and Alumnus.

4) Review and preparation of various policies related to Students' Assignment, Leave, Examination, Attendance, Gracing.

5) Enhancing effectiveness of assignment tests and Internal examination so as to achieve improved performance of students in semester end exams.

6) IQAC has motivated students to take benefit of State Government's Tablet Scheme "NAMO E-TAB". Under this scheme, 52 students of first year classes have taken benefit.

7) Due to constant efforts of IQAC:-
   (i) College is recognized as Nodal Institute for Startups by Government of Gujarat
   (ii) National Service Scheme (NSS) Unit has been started at college wherein 100 students were registered.
   (iii) 13 students from the college were sent to GREECE and CHINA for International Internship.

8) Initiated Paperless drive in campus by:
   (i) Online registration of students for various events across the year.
   (ii) Digitalized Submission of records.

9) Conducted skill oriented workshop on "Facebook and Twitter – Popular Social Media Platforms."

10) Started new website of College with better features.

11) Conducted workshops for various purpose such as Public Speaking Workshop, Theatre Workshop, Women cell workshop, Career counseling workshop etc. for holistic development of students.

12) Digitized submission of records.

13) Voting awareness campaign among the voters of Anand and Vallabh Vidyanagar for State Legislative Assembly Elections.

14) IQAC haves motivated faculty members to participate in International Faculty Development Program organized by KCG-RUSA.

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
Preparation of Academic Calendar	Academic Calendar monitored and largely it has been following with minimum changes.
To organize seminar and research paper contest	Management sponsored seminar and research paper contest.
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	Timely publication of International bi-annual peer reviewed research journal 'SEMCOM Management and Technical Review' with ISSN
Admission Counseling	Counseling carried out by faculty members.
To conduct Green audit	Audit conducted and Green audit cell created.
To encourage faculty for research	Faculty members were motivated to undertake minor research project/ consultancy assignments. Faculty members have also participated in National/ International seminar and presented their research work, they have also published their papers in various journals.
Towards Gender Sensitization	Workshops organized by Women Cell for girl students on various health issues.

* Academic Calendar of the year as Annexure - I .

2.15 Whether the AQAR was placed in statutory body ☑ ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Yes, it was discussed and approved.

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	0	0	0	0
PG	1	0	1	0
UG	4	0	4	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	4	0	4	0
Certificate	2	0	2	0
Others	3	0	0	0
Total	14	0	11	0

Interdisciplinary	2	0	2	0
Innovative	0	0	0	0

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

Pattern	Number of Programmes
Semester	5
Trimester	0
Annual	0

1.3 Feedback from stakeholders*   (On All Aspects)
Alumni [✓] **Parents** [✓] **Employers** [✓] **Students** [✓]

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

Feedback from stakeholders (Annexure -II)

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

- Yes, Syllabus of BBA (ITM) Semester V and Semester VI are revised.

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

- No

Criterion – II: Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	22	01	-	07

2.2 No. of permanent faculty with Ph.D.

- 15

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
-	-	-	-	-	-	3	-	3	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	Visiting Faculty	Temporary Faculty
4	3	5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	24	-
Presented	6	24	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Parents WhatsApp group created to keep in touch with parents for continuous communication and updation about students.
- Nine new projectors were installed in various classes for effective class room teaching.
- Practical experience of social media marketing and digital marketing were entrusted to students through the social media cell of student's council.

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

- 171

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

- Internal improvement test introduced for the students not having minimum marks.
- Appointment Observers by Sardar Patel University for University exams.

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
7	12	0

2.10 Average percentage of attendance of students: 67.29%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA ITM	61	37	48	5	0	89
BBA (Gen)	40	25	20	50	0	95
BCA	41	40	35	13	0	86
BCOM	61	51	35	9	0	94

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

- Subject allocation to each faculty well in advance, 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 are collected

- Various policies like Assignment, Leave, Examination, Attendance, Gracing are prepared well in advance

- Conducting assignment tests and Internal examination for improved performance of students

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	35
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
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	7	-	-	-
Technical Staff	3	-	-	-

Criterion – III: Research, Consultancy and Extension

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

1. Regular meetings of Research Committee is held.

2. Faculties are encourage to take part in Research paper contest /Seminar/Conferences.

3. Students are encourage to take internships and projects

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	Not eligible being a Self-Financed College.			
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	NA	01	NA	NA
Outlay in Rs. Lakhs	NA	0.25	NA	NA

3.4   Details on research publications

	International	National	Others
Peer Review Journals	16	02	NA
Non-Peer Review Journals	NA	NA	NA
e-Journals	NA	NA	NA
Conference proceedings	NA	NA	NA

3.5 Details on Impact factor of publications:

- Nil

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	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA

Industry sponsored	NA	NA	NA	NA
Projects sponsored by the University/ College	2017-18	Sardar Patel University	25,000/-	2017-18
Students research projects *(other than compulsory by the University)*	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total			25,000	25,000

3.7 No. of books published   i) With ISBN No. | 3 | **Chapters in Edited Books** | 3 |

ii) Without ISBN No. | 0 | **Chapters in Edited Books** | 0 |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | **CAS** | NA | **DST-FIST** | NA |

DPE | NA | **DBT Scheme/funds** | NA |

3.9 For colleges   Autonomy | NO | **CPE** | NO | **DBT Star Scheme** | NO |

INSPIRE | NO | **CE** | NO | **Any Other (specify)** | - |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences   organized by the Institution:

Level	International	National	State	University	College
Number	NA	02	NA	NA	NA
Sponsoring agencies	NA	CVM	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations: International | NA | National | 0 | Any other | 1 |

3.14 No. of linkages created during this year | NA |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Rs. 4,30,000

Total | Rs. 4,30,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

Phd. Guides	Students Registered
07	21

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

8

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0

3.21 No. of students Participated in NSS events:

University level | 210 | State level | 0

National level | 0 | International level | 0

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | 04 | College forum | 55 |

NCC | 0 | NSS | 03 | Any other | 0 |

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

1) Orientation Programme for FY Students
2) Cultural Evening
3) Tree Plantation
4) Patriotic Song Competition & Tri Color Day Competition
5) Fine arts workshop
6) Fine arts competition
7) Fine arts Exhibition
8) SEMCOM Football League (Season 6)
9) Diamond Cricket for Boys
10) Douge ball for Boys
11) Tod FodMatki – Janmasthami Celebration
12) Ratri B4 Navratri
13) Day Celebrations (International Yoga Day, Go green day, Twins days, Signature day, Independence day, Republic day, Traditional day, Corporate day, Mis-match day)

14)Medical Check-up for First Year Students
15)Industrial Visit SYBBA
16)Industrial Visit SYBBA ITM
17)Chess Competition
18)National Seminar and Research Paper Contest
19)Parent - Teacher Meeting
20)Elocution competition
21)Lecture on International Educational Options
22)Green Business Fair (Eco Fest and Feast 2017)
23)Motivational lecture on career goals
24)Career Counselling Week
25)Women Cell workshop
26)Public speaking workshop
27)Annual Sports Day
28)SEMCOM Premier League (Season 8)
29)Blood Donation Camp
30)Essay Writing Competition
31)Theater Workshop
32)Theater Competition (Rangmanch)
33)Article Review
34)Book Review
35)Thalassemia Test for Final Year Students
36) Rurban Visit (SYBCOM, SYBBA & SYBBA-ITM Students)
37)International Educational Tour – Location (Dubai)
38)Alumni Meet
39)Union Budget Live telecasting
40)Rotary Club Volcano Event
41)ELECON'S BBIC Workshop
42)ELECON'S BBIC Competition
43)Summer Training Award
44)Domestic Industrial Tour- Location- (Amritsar, Shimla, Chandigarh)
45)Ad Making Workshop
46)Ad Making Competition
47)CINECON Short Film Making Workshop
48)Smart Eye Photography Workshop
49)Smart Eye Photography Competition
50)Techno Fest
51)Quiz Competition
52)Aura Band Performance
53)Teacher's Day
54)Debate Competition
55)Workshop on Facebook and Twitter

Criterion – IV: Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
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.	0	0	-	
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	-	
Others	0	0	-	

4.2 Computerization of administration and library

Administration: 100%

Library: 100%

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5081	1,583,961	20	12775	5101	1,596,736
Reference Books	5858	2,244,231	0	0	5858	2,244,231
e-Books	0	0	0	0	0	0
Journals	528	1,405,547	31	60460	559	14,66,007
e-Journals	96	171,818	14	32220	110	204,038
Digital Database	0	0	0	0	0	0
CD & Video	240	10,000	0	0	240	10,000
Others (specify)	9	498,225	0	0	9	498,225

4.4 Technology up gradation (overall)

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

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

NIL

4.6 Amount spent on maintenance in lakhs :

  i) ICT   34,220

  ii) Campus Infrastructure and facilities   27,97,742

  iii) Equipments   3,950

  iv) Others   1,93,426

Total :   29,75,388

Criterion – V: Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Through circulars
2. Through noticeboards
3. Through Teacher – Student one to one counselling
4. Through parents teachers meeting
5. Through website and Social Media Apps
6. Through 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. Parents Teachers Meetings

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
725	33	9	-

students

(b) No. of students outside the state

14

(c) No. of international students

03

No	%	
531	70.05	Men

No	%	
227	29.94	Women

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
744	4	1	54	-	803	688	12	00	57	01	758

Demand ratio : 1.32:1   Dropout % : 6%

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

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

No. of students beneficiaries | All Students |

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 42 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 214 |

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 Add- On course on Career Counselling, Visit to AMA for Post Graduate students.

No. of students benefitted | All Students |

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
0	20	0	20

5.8 Details of gender sensitization programmes

Date	Resource Person	Topic	No of students participated
22nd December 2017	Ms. Samira Pathan	Demonstration on sanitary napkins incinerator	45
12 January 2018	Dr. Rama Srivastava	health and hygiene and Gynaecological Issues	120

5.9 Students Activities

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

State/ University level | 197 | National level | - | International level | 1 |

No. of students participated in cultural events

State/ University leve | 91 | National le | 13 | International l | - |

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

Sports: State/ University level | 35 | National level | - | International level | 1 |

Cultural: State/ University level | 10 | National level | 13 | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	2	1,25,000
Financial support from government	9	2,39,750
Financial support from other sources	2	86,950
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fair : State/ University level | 1 | National level | - | International level | - |

Exhibition: State/University level | 2 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 6 |

5.13 Major grievances of students (if any) redressed:
1. Infrastructure related grievance_ redresses in two days

Criterion – VI: 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

Initiated change in course structure of BBA ITM and nomenclature of M.Com. (E Business). College organizes meetings for designing and detailing of different courses. Also actively involved in designing the structure and course curriculum for Semester V to Semester VI of BBA ITM, and Semester III of M.Com. (E Business).

6.3.2   Teaching and Learning

The recorded video lectures are available in the tablets placed in college library.

6.3.3   Examination and Evaluation

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

6.3.4   Research and Development

- Organising Seminars
- Submission of minor research projects
- Publication of Bi-annual International Peer-reviewed Research Journal SEMCOM Management & Technology Review
- Publication of e-newsletter DRIVE containing research based articles by faculty members & students.

6.3.5   Library, ICT and physical infrastructure / instrumentation

ICT – E-resource, Tablet-bank, Physical infrastructure up gradation

6.3.6   Human Resource Management

- Industrial exposure through national and international tour
- FDP programmes
- Skills development
- Permission and duty leaves for orientation/refresher/seminars
- Permission for higher study, attending and presenting papers in various seminars, workshops, conferences, symposiums, etc.
- 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
- Demo session
- ICT Skills
- Command over English Language

6.3.8   Industry Interaction / Collaboration

- Increased interaction of students and faculty with industry
- Guest lectures of resources persons and alumni from industry
- Summer training competition
- One day Industry visits
- Educational tours

6.3.9   Admission of Students

- Single window facility
- One to one counselling
- ICT Enabled admission process

6.4   Welfare schemes for

Teaching	**6**
Non-teaching	**6**
Students	**15**

6.5   Total corpus fund generated   ₹ 60,15,086

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	No	-	Yes	Charutar Vidya Mandal
Administrative	No	-	Yes	Charutar Vidya Mandal

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?

Inputs to Exam reform unit instituted by SP University is given by faculty member of the college who are representing at various board of studies at S P University.

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 (organized every year)
- Co-curricular activity help
- Placement support provided through Placement Cell
- Publicity support
- Industry visit
- Expert Talk
- Scholarships

6.12   Activities and support from the Parent – Teacher Association

- Infrastructure support
- Placement support
- Permission for industrial visit
- Book Worm club

6.13   Development programmes for support staff

- Permission and duty leave for attending workshop and training program
- Necessary guidance is given by the head of the institution and management for performing their duties

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

- Saving electricity by turning off electrical equipment when they are not in use and also guide the students to save electricity
- Using paper dishes by canteen
- Turning off taps of water when not in use
- Decoration using recyclable material in various events of college
- Organizing Green Business and Technology fair to make students aware and to motivate students to use eco-friendly products
- Continuous orientation of staff and students for judicious use of water and paper
- Use of eco-friendly incinerator in ladies room
- Dustbins are placed and used appropriately by staff members and students
- Replacement of LED bulbs in college with CFL for reducing electricity consumption
- Use of one sided papers for printing
- Use of paper cups under "No Plastic" initiative

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

1) Under the State Government's Tablet Scheme "NAMO E-TAB" 52 students of first year classes had been distributed tablets.
2) From June 2017, the college has been recognized as registered nodal agency for startups, under the Startup Gujarat Programme run by Government of Gujarat.
3) From the academic year 2017 – 2018, National Service Scheme (NSS) Unit has been started at college wherein 100 students got registered.
4) 13 students from the college, were sent to GREECE and CHINA for International Internship.
5) Online registration of students for various events across the year.
6) Conducted workshop on "Facebook and Twitter – Popular Social Media Platforms."
7) Started new website of College with better features.
8) Conducted workshops for various purpose such as Public Speaking Workshop, Theatre Workshop, Women cell workshop, Career counseling workshop etc. for holistic development of students.
9) Digitized submission of records.
10) Voting awareness campaign among the voters of Anand and Vallabh Vidyanagar for State Legislative Assembly Elections.

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

All activities as per the Academic planner were held and satisfactorily completed.

7.3 Give two Best Practices of the institution

- Industrial Internship Program

- National Service Scheme

(Annexure III)
7.4 Contribution to environmental awareness / protection

1) Tree plantation Day
2) Green Business and Technology Fair (Eco Feast and Fest)
3) Uses recycled and used material like cloths, jute material, and flex material etc. for decoration purpose.
4) Profiles of students digitized in order to curtail the usage of stationary.
5) took initiative for replacing physical distribution of study material with digitized form of study material
6) Initiated Environmental Consciousness by setting up "Environmental Cell" from the year 2013 – 2014.
7) Introduced practice of using single side rough pages for printing for various in house communications.

8) Digitized form of record keeping.
9) Blood donation camp.
10) My campus Clean Campus mission as an NSS Initiative.

7.5 Whether environmental audit was conducted?

Yes [√]   No [ ]

7.6 Any other relevant information the institution wishes to add.

1) SEMCOM became Runners Up at Sardar Patel University Intercollegiate Youth Festival 2017-18.
2) 15 faculty members are Ph.D. Degree holders out of the total number of faculty members.
3) 07 faculty members are registered Ph.D. research guides in faculty of Commerce, faculty of Management and faculty of economics at Sardar Patel University.
4) Out of the registered Ph.D. Guides, 05 faculty members are currently guiding 11 research Scholars for their Ph.D. research at Sardar Patel University.
5) College had been to Dubai for International Educational Tour with a team of 40 students and 3 faculty members.
6) THREE faculty members have been deputed to Charutar Vidya Mandal for preparing software for performance evaluation of teachers of Charutar Vidya Mandal.
7) More than 90 participants from the state of Gujarat, Maharashtra, Rajasthan and Madhya Pradesh, participated with 45 different varieties of research papers from the field of Commerce, Management and Technology at One Day National Seminar and Faculty Research Paper Contest.
8) 21 faculty members of the college participated at International FDP, organized by KCG-RUSA, British Council and Higher Education Department, Gujarat Government.

Plans of institution for next year

1) Up-gradation of computer hardware and software in all labs.
2) Encouraging teachers for consultancy assignment.
3) Exploring opportunity for funds from Alumni for scholarships.
4) Encourage students for International Internships
5) To encourage students for Start-Up project under various schemes.
6) To apply for various government schemes for Entrepreneurship Development.
7) To apply for NIRF as per UGC guidelines.
8) Encourage Faculties to apply for Ph.D. Guideship at Sardar Patel University.
9) To explore other avenues of scholarships for deserving students.

IQAC Coordinators: **IQAC Chairperson:**

Dr. Yashasvi Rajpara   **Dr. Waheeda Thomas**

Dr. Swaty Parab