SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

H L COLLEGE OF COMMERCE

LATE PRIN S V DESAI ROAD NAVRANGPURA
380009
www.hlcollege.edu

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

H L College of Commerce (HLCC), the fountainhead of Commerce Education in Gujarat, is the first college established by the Ahmedabad Education Society in 1936 with the belief that higher education is essentially correlated with economic development, and that the educationally empowered youth are the real leaders who can affect change and transformation in the society. HLCC was started with the help of a munificent donation received from the family of Shri Hargovandas Lakhmichand and the foundation stone was laid by Sardar Patel.

AES was founded in 1935 by a group of visionary industrialists, philanthropists and social leaders like Shri G V Mavalankar, Sheth Kasturbhai Lalbhai, Sheth Amrutlal Hargovandas, Shri Harilal Vadilal Kapadia, Shri Jivanlal Diwan, Shri Balvantrai Thakor, Shri Anand Shankar Dhrue and Shri C C Gandhi. The AES and HLCC played a lead role in establishing the Gujarat University in 1949, and also offered the College premises for its operations during its inception stage.

Reflecting the political fervor and nationalistic sentiments of the pre-independence era, the 1940s batch of HLites established a book bank for poor students "INA Library" and instituted the Mahatma Gandhi Elocution Trophy Competition in English. HLCC is proud to retain these illustrious gestures of its students till date.

In late 1990s, with permissions received from the Gujarat University, self-financed sister institutions offering UG programs in Commerce (HLIC), Business Administration (HLBBA) and Computer Applications (HLBCA) were established at the HL campus under the HLCC brand umbrella.

HLCC has attained a distinguished status (enjoyed reputation) on account of its distinctive traditions, culture of discipline, infrastructure, rigorous academic standards, scholarly performance at all levels and holistic personality development of its students since its establishment. Award for the Best Commerce College in the State was conferred upon HLCC twice in the years 1984-85 and 1989-90. HLCC was accredited by NAAC in 2005 with A+ grade and CGPA 91.3 and in 2012 with A grade and CGPA 3.22 in the second cycle of assessment. With a legacy of excellence for the past eight decades, HLCC remains the most sought after college in Gujarat among students seeking commerce education.

Vision

We are committed to be among top 30 Commerce colleges in India by 2020 by further empowering the environment for holistic development at HLCC that leads students through an academic journey that hones their intellect, stimulates them to think creatively, enables character building, develops social commitment, leading to successful careers and model citizens of India.

To realize our vision, we shall provide:

- an inclusive, diverse and amicable environment to fulfill our student's academic and professional passions.
- contemporary and involved educational experiences that develop their commerce acumen.
- strong Academia and Industry interface for skill development and placement support.

- variegated activities that integrate global awareness, communication skills, leadership qualities and team building.
- judicious and accountable resource management.
- training that prepares students for outstanding learning outcomes and evolving career goals keeping in tune with the changing times.
- support of a dynamic faculty dedicated to teaching, mentoring, research, and honing the creative potential of students.
- social consciousness for transformative impact on society.
- interaction with highly successful alumni who contribute to various professions in the society.

Mission

H L College of Commerce strives to widen the knowledge horizons of its commerce students beyond boundaries to lead them to be in tune with tomorrow so as to contribute the best in the economic and cultural empowerment of the nation. It aims to further hone the students' intellectual acumen, personal discipline moral conviction.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Reputation and Legacy

Established in 1936 by visionary industrialists and philanthropists from Ahmedabad, HLCC pioneered commerce education in Gujarat. HLCC has enjoyed reputation for discipline, infrastructure, academic standards and holistic personality development of its students, and is the most sought after Commerce College in Gujarat.

Location and Connectivity

HLCC is centrally located in Ahmedabad, at a walkable distance from the Gujarat University. It is well connected with other areas through the city bus network – AMTS and BRTS, and the proposed metro line.

Unique Infrastructure

The sprawling green campus with seating, a standard size lush green cricket ground and a large open-air theatre with a permanent stage are the unique features of the HL campus. The College building has well ventilated and spacious classrooms equipped with modern technology. The Wi-Fi enabled campus has round-the-clock security through guards and CCTV cameras.

Dedicated and Experienced Faculty

The College has talented and well qualified faculty members who have been with the College for a long time. They use modern tools to deliver the syllabus content and are actively involved in activities targeted towards holistic development of students.

Best of the lot Students

Best students from all over Gujarat, who plan to pursue career in Commerce, give preference to HLCC. They bring with them high scholastic performance as well as interest in sports and cultural activities, and excel at various examinations and competitions.

Strong base of Alumni

H L College Alumni Association with 6000+ members stands in support of various college activities. The alumni are well placed in Industry, Professions, Government Sector, Politics, and Education in India and abroad.

Support from Management

The AES runs the College with a decentralized and participative approach, providing all necessary financial support. The Academic Council and the Advisory Committee provide guidance, encouragement and valuable academic inputs to the College.

Inclusive Environment

HLCC believes in providing equal opportunity to all, students as well as staff, irrespective of the region, religion, caste, creed, gender, physical ability, and social and financial background. This belief is well exhibited in the admissions process, batch profile and co-curricular participation from the diversity of candidates.

Institutional Weakness

Need for more Relevant Curriculum

The College, being affiliated to the Gujarat University, is obliged to follow the curriculum as designed by the University. Though the College can deliver the content in its own manner to some extent, there is very little flexibility available in the courses to be offered or in the evaluation.

Lack of Formal Mechanism to track Student Progression

A large number of students graduating from the college pursue professional/higher education in good universities in India or abroad, and later work in good positions in various fields. The College is unable to track their progression formally.

No Control over Admissions

As an affiliated college, HLCC admits students by a centralized admission process at the Gujarat University. As a result, the College has no control over admissions and is not in a position to counsel students about the discipline, rules and regulations, culture and ethos at the College nor for subject selection. With special admission criteria for NRIs and foreign students, and limited quota for students from other states and boards, the College cannot grant admissions to eligible students of such categories.

Acute Staff Shortage

No new recruitment of administrative staff since 1996 due to government policy has resulted in severe staff crunch. The teacher-taught ratio is also far from ideal, as the student strength is 150 per class as per government policy. The faculty appointments, if any, are made by the government with little say of the management. Hence, to ensure smooth functioning AES appoints necessary administrative staff and temporary teachers, and incurs all expenditure thereof.

Paucity of Funds

Being a grant-in-aid college, HLCC is dependent on the government for all its expenses. Very limited funding by the government makes it difficult for the College to manage routine expenses. Again, deficit is taken care of by the AES management. The College depends on sponsorships from local businesses for various events.

Institutional Opportunity

Gujarat Scenario

Gujarat is one of the most progressive and prosperous states of the country. The increasing business and industrial opportunities in Gujarat are attracting a large number of educated professionals and families from other states in the country. This provides an opportunity to attract brilliant non-Gujarati students from other states.

Emerging Sectors of Economy

As a result of Economic Reforms, new sectors of economic activities have emerged. The long established sectors have also undergone a fundamental, structural change. This has opened avenues for new study areas in Commerce Education, especially in the service sector, e.g. Banking, NBFC and other Financial Institutions, Life and General Insurance, E-Commerce, Information Technology, Web-based Marketing and Social Development. Entry of HLCC in education in these fields would call for voluntary initiative on the part of the College, which the College is taking under its HLCC Empowerment Initiative.

Advances in Gender Equality

Gujarat is one State that is progressive in taking advanced steps towards gender equality. The number of girl students going for higher education is increasing. This provides to HLCC an opportunity for attracting girls with good academic record to the College.

Strong Alumni Base

HLCC has a strong alumni base of nearly 6000+ registered past students who are well established as chartered accountants, tax practitioners, management professionals, industrialists, business men and government officials. This database offers to the College a rare opportunity of strengthening knowledge inputs, internships, learning from job experience, project assignments during studies and raising funds for development and voluntary initiatives.

Teaching Staff Potential

The present staff is well qualified and possesses good teaching abilities. Many of them are research-minded,

have completed Ph.D. and are interested in taking up research. Some of them are interested in organizing events that would bring Industry and other sectors of Economy, closer to the College and the students. This is the potential of the staff that could be tapped in establishing linkage with local industry, public institutions and community at large.

Institutional Challenge

Offering relevant Education

Revisions in syllabus at the university level cannot keep pace with the fast changing expectations of industry from commerce graduates, making Commerce Education irrelevant to the present and future needs of the user groups. Lack of flexibility in the time-bound University teaching and evaluation system makes it difficult for the College to go beyond the syllabus and provide more contextual education as per industry requirement.

To be Innovative while in University System

How to bring in and continue with innovative programmes of academic strengthening, while remaining within the framework of University system is a challenge. It is also very challenging to provide opportunities to students for holistic growth through various college activities with time limitation and impending exam pressure in the Semester system.

Using interactive Teaching Methodology

With a highly skewed teacher-taught ratio and a student strength of 150 per class, it is a huge challenge to pay individual attention to the progress of students, impart practical training and adopt interactive or student centric teaching methodology effectively.

Emerging Alternatives to B Com course

Private universities and new institutions across the country are offering and aggressively marketing a variety of traditional and cross-disciplinary programmes like BCom, BBA, BCA, integrated MBA, integrated law, liberal studies, etc and many need-based certificate courses. HLCC will have to survive and grow in such a competitive environment.

Privatization Wave

The new wave of privatization has also influenced the field of education. Due to dearth of funds, it is challenging for grant-in-aid colleges to match up with the academic flexibility and resources provided by private colleges to their students.

Meeting the Rising Expectations of various Stakeholders

The students expect the College to provide them with more relevant technology-based education and exposure to various activities for personality development. The Higher Education Department expect faculty to do more research and knowledge generation, and attend to various government duties. The University expects the

College to deliver the syllabi effectively and teachers to perform all examination duties. With limited time available during a semester, it is a constant challenge for the College to meet all these expectations.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

H L College of Commerce (HLCC) established in 1936 is a government-granted college affiliated to the Gujarat University. It offers two under-graduate programmes B Com (Accountancy) and B Com (Statistics) spread over six semesters each:, and one post-graduate programme M Com (Accountancy) spread over four semesters, with Choice Based Credit System implemented in all the programmes.

The programmes, courses and their respective syllabi are designed by the University, and revised from time to time. However, few full time teachers are on the Board of Studies/ Academic Council of various universities, and provide valuable inputs in course designing and syllabus framing. Other teachers also send their suggestions to the University Boards of Studies through their associations and thus play a role in course designing.

Elaborate planning is done by faculty members to deliver the curriculum effectively often using modern tools, make it more outcome based, complete the syllabus appropriately, leading to evaluation of outcomes.

In addition to the compulsory and elective courses offered, value-adding Foundation and Soft Skills courses are offered in each semester to impart life skills to students. The College chooses such courses out of the available alternatives which sensitize students towards social causes, gender, environment and sustainability, human values and professional ethics and also to enhance their soft skills.

Students graduating with Statistics as their major subject undertake field projects, some of them live, as a part of their curriculum and thus relate theory with practice. Few students pursuing professional courses like Chartered Accountancy do articleship training while at college. Few others take up limited period internships during vacations to get an exposure to the practical world.

The College offers short-term certificate courses for skill enhancement related to Excel, Banking, Finance, Capital Markets, Practical Accounting, Communication, etc at very reasonable fees. These courses make students industry ready when they graduate. Almost 5-10% of the students take advantage of these add-on courses.

The College regularly collects structured feedback about the syllabus, its delivery and teaching-learning from the students every semester. This feedback is analysed and is discussed with stakeholders for suggestions and corrective action.

Teaching-learning and Evaluation

For the sanctioned student strength of 600 for B Com programme and 125 for M Com, admissions are centralized at the Gujarat University at present. Each class at B Com has 150 students. Reservation policy of the Gujarat Government is applicable and accordingly students are admitted from the reserved categories. 3% seats are earmarked for differently-abled students and 5% for students from other states. NRIs and foreign

students are offered admissions directly by the University and allotted to colleges.

All permanent full-time teachers are from Gujarat, 57% of them with Ph.D. and have been with the College for a long time. At present, appointments of teaching staff, if any, are made at the government level without any involvement of the College or the management.

The teacher-taught ratio and the mentor-mentee ratio are far from ideal because the student strength per class has been increased in the past without any corresponding increase in the number of faculty members.

Planning for the next academic year is done annually, an academic calendar is prepared and adhered to. Program outcomes, Program specific outcomes and Course outcomes for all programmes are stated and displayed on the website. They are communicated to the students orally in class. Teachers ensure that the outcomes are attained by the students. More than 95% of the final year students who appear for the university examination pass the examination.

As students from diverse backgrounds secure admission at the UG level, the College tries to bridge the knowledge gap by holding orientation sessions for incoming students and remedial sessions for slow learners. Majority faculty members use latest technology to make learning more interesting for students and use student-centric methods to the extent possible to involve them in self-learning.

The College follows the Continuous Internal Evaluation system, with appropriate weightage to college test, assignments/projects and class attendance; which is communicated to the students at the beginning of the term. With the use of ERP, the College ensures absence of human interface and complete transparency in the calculation of internal marks. There is a proper verification system in place for addressing student grievances.

Research, Innovations and Extension

HLCC motivates innovations and research by teachers and students by providing an environment conducive to research, though there is no formal independent incubation or research centre. A software Plagiarism Checker X Pro has been purchased and installed. Teachers and students can use it to check plagiarism in their research work. The full-time teachers have been adding to their knowledge by involving themselves in research, by writing and publishing papers in various journals, and by being authors in subject-related books. 5 faculty members have completed their doctoral studies during the last 5 years.

The College has collaborated with various institutions of national and international repute by signing MoUs to conduct various activities year after year, or by having linkages to conduct some programmes for the benefit of the students. The HL Model United Nations Conference is being organized in collaboration with the United Nations Information Centre for India and Bhutan. Under collaboration with Tally Learning Institute and NIIT, the College offers certificate courses to its students in Tally ERP 9, Excel, Capital Markets, etc. The Eco Buddy Club has a collaboration with South Asia Youth Environment Network (SAYEN) and Centre for Environment Education (CEE). Various workshops, seminars, guest lectures and industrial visits are organized in collaboration with local organizations.

The College has active NSS and NCC units, which act as liaison units in arranging various extension activities in collaboration with various local organizations like Indian Red Cross Society, Rotary Club, etc to name a few. Blood donation camps, disease awareness programmes, visits to old age homes and hospitals, environment preservation awareness programmes, social service activities, and many other programmes sensitize the

students to various social, health, gender, environmental issues and ensure their holistic development, and groom the softer side of their personality. A huge number of students participate in such programmes.

Infrastructure and Learning Resources

A sprawling green campus with seating is the unique feature of the HL Campus. A large open-air HL Plaza theatre with a permanent stage is equipped with amenities necessary to conduct all the co-curricular and extra-curricular activities for the students. The entire campus is Wi-Fi enabled and under surveillance of CCTV cameras with round the clock security. The campus houses a standard size lush green cricket ground, a mini-pavilion and a cement-concrete basketball court.

HLCC has adequate facilities for teaching-learning which includes 14 classrooms, a computer lab with 25 computers, an auditorium, a conference room and a seminar room. Most of these well ventilated and spacious rooms are equipped with projectors and appropriate audio-video facilities to facilitate use of latest technology and student-centric learning. The College has provided laptops to faculty members and has adequate desktop computers, printers, scanners, photocopiers and ERP software for smooth administration.

The College has an open access library for independent browsing and a spacious, well lighted reading room. It has a collection of over 40,000 books and a variety of national and international journals, periodicals and magazines. The library uses the Software for University Libraries (SOUL) Version 2.0. Functions such as purchase of books, lending of books to students and maintenance of stock register have been automated. The books are purchased under government grants.

The College receives a Maintenance Grant from the government for maintaining various physical facilities. Large infrastructural renovations and major repairs/changes in the facilities are taken care by the management. For routine maintenance of computers, printers, projectors, close circuit cameras, water purifiers, water coolers, air-conditioners, EPABX lines and gardens; for maintaining cleanliness in the campus and in the building; and for ensuring round-the-clock security, contracts have been given to outside agencies by the management and such expenses are funded by the AES management.

With a belief to utilize the resources optimally, the college building, auditorium, cricket ground, pavilion and basketball court are made available for use of government and non-government organizations on Sundays and holidays.

Student Support and Progression

HLCC has an active Students' Council comprising of 26 class representatives who are nominated to the Council on merit basis. Office bearers take lead in shouldering responsibilities in planning, organizing, delegating and carrying out co-curricular activities at the College under the guidance of the Faculty-in-charge. As members on important committees of the college, the General Secretary and the Ladies Representative provide student inputs for various decisions.

With a focus on the holistic development of the students, the college gives importance to sports, co-curricular activities and extension activities. A large number of inter class and inter college competitions organized every year in sports and cultural activities provide the students with opportunities to take leadership in organizing such programmes and to participate in them. HL is proud to state that one student represented India at various

swimming competitions and won medals at the international level, besides a large number of medals at the national level.

The college provides ample opportunities to students to plan for their future by organizing seminars/programmes for career guidance and vocational education, and by providing personal counselling and guidance for competitive examinations.

Almost 500 students of the college from the reserved category are benefitted by scholarships provided by the Gujarat government every year, the amount of which is directly credited into their respective bank accounts. A few other students are provided freeships and scholarships by the college.

Although there is no formal mechanism to track student progression after graduation from college, it is learnt from informal sources or surveys conducted by the college that majority students go for higher education rather than take up jobs after B Com. Students also prepare for central/state government examinations.

The H L College Alumni Association was established in 1988 and has 6000+ members. It conducts various educational and entertainment programmes with the objective of strengthening the bond of its alumni with the alma mater, and being useful to the present students and the society at large. Donations from the alumni have contributed to important infrastructural development on the college campus.

Governance, Leadership and Management

Being a grant-in-aid college, HLCC works under directions from the Government of Gujarat, the Gujarat University and the Ahmedabad Education Society (AES), and has a decentralized administrative set-up.

The College receives various grants from the Government of Gujarat, for salary, library, general maintenance, etc. and utilizes them as per the norms. The salary of government appointed faculty members and office staff is directly credited to their respective accounts. The department of Higher Education looks into various matters like work load of faculty, service records, remuneration, increments, service rules, retirement, pension, implementation of Pay Commission, etc.

All academic matters like admissions, syllabi for various courses, reference books, course credits, evaluation system, etc. as well as the academic calendar, term setting, teaching days, dates of examinations, holidays and vacations etc. are decided by the University, and communicated to the College for implementation.

The Academic Advisor and the Academic Council at the AES provide valuable academic inputs to the College. The AES also appoints the required teaching and administrative staff to ensure smooth functioning of the college. The salaries, appraisal and welfare measures are according to the rules of the AES.

All activities and processes at HLCC are geared towards the attainment of the mission and the vision of the college. All students are provided with equal opportunities for learning and personal growth. Faculty/professional development programmes for teaching staff and administrative programmes for non-teaching staff are organized regularly. The college also facilitates teachers to attend such programmes elsewhere by reimbursing the registration fees and other expenses and by allowing Duty Leave.

The college mobilizes funds by way of sponsorships and through alumni. The deficit is borne by the AES. Internal and external financial audits and academic audit are conducted regularly.

HL has an active IQAC, which has taken initiative for quality enhancement in academic and administrative domains during the last five years. The AQAR have been submitted regularly every year. The College has also been participating in NIRF and GSIRF.

Institutional Values and Best Practices

We at HLCC believe that our Institutional Distinctiveness lies in shaping the tall "I" and moulding the strong "We" of our students by "Widening Horizons". We endeavor to bring out the latent talents of our students by providing them with a platform to engage in a number of activities geared at bringing out the best in them. Our variegated activities are perfectly in sync with our philosophy, which is:

Enjoy freedom with discipline,

Use knowledge with wisdom;

Fly high with goal.

The HLCC Model United Nations Conference held every year provides an academic simulation of the UN to young students of Gujarat, and a platform to hone their public speaking skills.

The HLCC Empowerment Initiative organizes guest lectures and workshops to provide practical knowledge to students. Short term certificate courses in Tally ERP 9, Excel, Capital Markets, Finacle, etc. make the students industry ready when they graduate. Coaching is provided to prepare students for various competitive government job exams.

Prin S V Desai Memorial Lecture, which is open to general public, hosted by the College annually sees intellectuals of national repute as Speakers.

The general atmosphere at the college provides an environment conducive to inculcation of moral values, nationalistic feeling, gender equity and awareness for social responsibilities. The college has the practice of celebrating the national festivals. Students are made aware of their responsibility towards conservation of environment by organizing programmes on waste management and green practices. Psychological, emotional and social counselling is provided to the girl students by the Collegiate Women's Development Cell and to all students by the "Mitra" Personal Counselling Cell, on a formal as well as informal basis.

HLCC gives a lot of importance to sports, extension activities and co-curricular activities. A number of student activity clubs provide students with ample opportunities to showcase their talent in oratory, writing, dance, music, painting, theatre, quiz, etc. at interclass and intercollege competitions.

We ensure holistic development of our students by adding a little wind under their wings so that they soar to the pinnacles of glory and create success stories in their lifetime.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	H L COLLEGE OF COMMERCE
Address	Late Prin S V Desai Road Navrangpura
City	Ahmedabad
State	Gujarat
Pin	380009
Website	www.hlcollege.edu

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mona Kelshikar	079-26462820	9879742503	-	mail@hlcollege.edu
IQAC / CIQA coordinator	Parag Shah	079-	9825026247	-	pbshah@hlcollege.edu

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	15-06-1936

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Gujarat	Gujarat University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	15-06-1957	[View Document](#)
12B of UGC	15-06-1957	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Late Prin S V Desai Road Navrangpura	Urban	7.91	4392.46

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Accountancy	36	HSC	English + Gujarati	570	551
UG	BCom,Statistics	36	HSC	English + Gujarati	30	27
PG	MCom,Accountancy	24	BCom	English	125	119

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				12				6
Recruited	0	0	0	0	7	5	0	12	2	1	0	3
Yet to Recruit				0				0				3
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				22
Recruited	0	0	0	0	0	0	0	0	7	15	0	22
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				15
Recruited	1	0	0	1
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	9	4	0	13
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	4	0	1	1	0	8
M.Phil.	0	0	0	2	1	0	0	0	0	3
PG	0	0	0	3	0	0	0	0	0	3

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	3	5	0	8
PG	0	0	0	0	0	0	4	8	0	12

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	752	8	0	0	760
	Female	832	14	0	0	846
	Others	0	0	0	0	0
PG	Male	66	0	0	0	66
	Female	145	0	0	0	145
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	71	43	39	47
	Female	60	38	51	45
	Others	0	0	0	0
ST	Male	24	16	19	10
	Female	21	11	13	9
	Others	0	0	0	0
OBC	Male	125	138	130	122
	Female	111	103	108	120
	Others	0	0	0	0
General	Male	111	110	129	132
	Female	174	196	222	252
	Others	0	0	0	0
Others	Male	0	23	0	0
	Female	0	25	0	0
	Others	0	0	0	0
Total		697	703	711	737

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 125

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1817	1882	1973	1858	1656

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
356	356	356	356	343

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
561	648	706	593	487

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	16	17	17	17

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 18

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
29.37	37.83	19.97	23.98	19.51

Number of computers

Response: 27

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

As HL is affiliated to the Gujarat University, it follows the programs as designed by the university and the courses are offered as per the syllabus designed by the university. The College ensures that the curriculum is effectively delivered by adopting the following practices.

- As an academic year ends, an academic calendar is prepared for the next year, planning for the teaching days and examination days.
- Department wise meetings are held at the end of an academic year to plan for all the semesters in the next academic year.
- The workload of the topics to be covered under each course is distributed among faculty members ensuring that all topics are covered appropriately to the satisfaction of the students.
- A list of the courses to be taught during the two semesters of an academic year and the names of the faculty members who will teach various topics is distributed to the students at the beginning of the year.
- A regular timetable for the entire term ensures that the classes are held on a regular basis.
- Informal evaluation of course completion is done at departmental level regularly from time to time.
- A special timetable is prepared at the end of a term to ensure that the syllabus is appropriately completed.
- Comprehensive evaluation of students is done through project work in few subjects, assignments, seminars, class interactions, internal test conducted by the college and final semester-end examination conducted by the Gujarat University.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 44.8

1.2.1.1 How many new courses are introduced within the last five years

Response: 56

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 2.62

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
74	130	42	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Affiliated to the Gujarat University, HL follows the programs as designed by the university and the courses are offered as per the syllabus designed by the university. The compulsory and elective courses offered do sensitize the students towards Gender, Environment and Sustainability, Human values and Professional ethics by interweaving these issues in various topics. Additionally, the foundation and soft skills courses offered by the College have been selected in order to integrate the above mentioned issues with class teaching.

- Gender issues are covered in various topics of Economics courses offered at various semesters of the B Com program. Stories and other literary genres in the English subject aim to cover the same.
- Students are made aware of various environmental and sustainability issues as a part of teaching various courses of Economics at the B Com level. Moreover, foundation courses offered by the College address these issues, viz. Environmental Studies at Semester II and Rural Marketing at Semester V.

- Human values issues are addressed in a general sense in various topics of Economics courses and Commercial Communication courses, and in literature teaching in the English subject. Soft skills courses offered by the College at various semesters seek to sensitize students towards various human traits viz. Personality Development (Sem I), Leadership Development (Sem II), E-Communication (Sem III), and Presentation Skill (Sem IV).
- Professional Ethics is at the core of a business and an important value for every commerce graduate. These ethics are covered in various topics in courses like Taxation, Auditing and Business Organization and Management. Additionally, various foundation and soft skill courses offered by the College address issues related to professional ethics. Courses like Life Insurance Services (Sem I), General Insurance (Sem III), Business Process Outsourcing (Sem IV), Market Research (Sem V), Personal Financial Planning (Sem VI) and Business Information Analysis (Sem VI) are aimed to sensitize students towards professional ethics in various industries.

File Description	Document
Any Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 16

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 16

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 1.43

1.3.3.1 Number of students undertaking field projects or internships

Response: 26

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected

File Description	Document
Any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.41

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	02	14	03	11

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 96.34

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
697	703	711	709	649

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
725	725	725	725	700

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 77.23

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
292	274	279	266	254

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Our college HL is characterized by the principles of diversity and equity of the students groups who seek admission to our college. They come from urban elitists groups as well as from rural mofussil areas. As students from diverse educational, economic, social, linguistic and locational backgrounds secure admission at the undergraduate level, the College tries to bridge the knowledge gap of the incoming students in the following ways.

- Orientation sessions are held in each subject for the students who have switched over to English medium at the College from any other medium by introducing them the subject specific terminology and their use in the specific contexts.
- In order to help students from vernacular medium and make them feel comfortable with the English language, faculty members deliver bilingual lectures for initial few days.
- Various groups of students are formed as per their aptitude, knowledge and skills, confidence is instilled and individual and group level activities are planned for academic as well as extra-curricular programmes under the guidance of Professors-in-charge. Accordingly, quiz sessions, debate and elocution, creative writing, theatre activities as well as data collection exercises are conducted. Necessary freedom is provided to the students to display their leadership qualities.
- The students with higher percentage of marks at the previous examination are identified and an assessment of their special abilities is made during classroom interactions. They are motivated for further intensive learning.
- The brighter group in every class is provided with a platform during the class room discussions so that their special abilities are further sharpened and a model is provided to the remaining students in the class.

- Special privilege is granted to the students securing higher percentage of marks to borrow an additional book from the college library.
- Felicitation programmes of the students who bring special honour to the College in academics, sports, cultural and other extra-curricular activities are held on regular basis as a mark of appreciation.
- "Roll of Honour", a series of painted boards in the reception area of the building, displays on a permanent basis the names of all the students who bring honour to the College by securing ranks, medals and prizes at the University examinations.
- The students with higher percentage of marks at the previous examination are identified. Special sessions are arranged to provide personal guidance to these advanced learners to enable them to study well and perform better in the upcoming examinations.
- The results of the college tests are analyzed. Students securing less than a particular percentage of marks in each subject are identified. Special remedial sessions are arranged for these slow paced learners.
- The students are given an opportunity to have a look at their assessed examination answer sheets to enable them to understand their weak areas.
- Individual guidance sessions are also arranged for slow learners as well as brilliant students for one-to-one clarification of doubts.

2.2.2 Student - Full time teacher ratio

Response: 121.13

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.5

2.2.3.1 Number of differently abled students on rolls

Response: 09

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

- Learning is made student-centric by boosting the interactive process in academics. Wherever possible the practical approach to teaching learning is adopted and this ensures that students get interested.

- The use of the latest technology is now a regular feature of the routine teaching. Many of the faculty members use technology not only for effective teaching but also as learning resources. YouTube videos and other useful videos are downloaded from internet and are used for the teaching-learning process.
- To supplement information during lecture delivery, faculty members are provided with laptops to prepare informative and attractive slides for Power Point presentation, using multimedia aids available in almost all classrooms.
- Few faculty members have their blogs which are followed by the students. Very informative articles, new developments and faculty views are shared on these blogs.
- Student visits are organized to industrial units located in and around Ahmedabad to provide a practical exposure to the students to the theories taught in the class.
- Case studies are used in the Management subjects, and students are motivated to think individually to find practical solutions to the problems.
- Role play and simulation are used in English and Communication classes to understand stories and plays, as also business correspondence.
- Discussions, quizzes and assignments involve students, making learning a fun activity and more enjoyable.
- Plays, skits and group projects are used in soft skills classes on Personality Development and Leadership Development. Thereby, students acquire lessons on life skills and values besides learning to manage stress, manage time, goal-setting, etc.
- Workshops on art, craft, fashion designing, self-defense techniques, beauty and skin care, Yoga, dance, theatre, etc. organized by the College involve students in participative learning of important life skills.
- Short term courses on commercially important topics like stock markets, and organizing competitions on stock exchange give hands on experience to students on virtual investing in stocks and shares.
- Students are encouraged to organize the annual cultural festival of the College "Expressions" and various other in-house programmes and inter-collegiate competitions, and thereby to learn organizational skills, leadership, volunteering, team-building, sportsman spirit and time-management.
- Learn from your experience and mistakes is the approach that the college adopts with regard to life skills. Lessons learnt at the college level contribute to the development of life-long learning and behavioral patterns.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 73.33

2.3.2.1 Number of teachers using ICT

Response: 11

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 129.79

2.3.3.1 Number of mentors

Response: 14

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovative methods are used by faculty members to teach various topics creatively in the class. These student-centric methods of teaching motivate students to involve themselves more in the teaching-learning process. Some of the methods used are given below.

- Using latest technology in the class is a regular feature for routine teaching. Free unlimited Wi-Fi on the campus is an added advantage as it enables teachers as well as students to use exhaustive material available on the internet to enhance their knowledge beyond boundaries. Students have been encouraged to buy subsidized tablets issued by the government and bring them to the college.
- Relevant YouTube videos and other useful videos are downloaded by faculty members in the subject of Management and shown to the students using multimedia aids available in almost all classes.
- Case studies are used to the extent possible in the subject of Management to enhance creative thinking ability of the students.
- Power point presentations are used extensively in the subject of Economics to impart information in an enjoyable manner.
- Computer soft wares like Microsoft Excel are used in the subject of Statistics for a few topics. Thereby students learn to do advanced statistical analysis by using technology.
- Few faculty members in the subject of Statistics explain important statistical theories to students by using methods as story-telling.
- An innovative Table method is used in a topic like Standard Costing in the subject of Costing instead of the formula method. This makes it easy for students to understand a difficult topic in an interesting manner.
- Role play and simulation are used in English and Communication classes to understand stories and plays, as also business correspondence.
- Role plays and skits are used in soft skills classes on Personality Development and Leadership Development.
- Blogs are used by few faculty members to share new developments in the subject, informative articles, videos and other relevant information with the students.
- Faculty members share the details of important websites, blogs and other free material available on the internet with the students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 91.11

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 33.46

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	4	4

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 24

2.4.3.1 Total experience of full-time teachers

Response: 360

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.2

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- As per the guidelines issued by the UGC and the Gujarat University, the College now follows the semester system for the B Com and M Com programs. Accordingly, the B Com program is a six–semester program and M Com a four-semester program, with emphasis on continuous internal evaluation.

- The College follows the examination and evaluation system as declared by the Gujarat University from time to time, where 30% weightage (30 marks) in each course at each semester is given to internal evaluation by the College. Of this, the College allots 15 marks on the basis of performance in the college internal test, 10 marks for assignments/ projects/ seminars/ class interaction and 5

marks for attendance in the class. This pattern of internal evaluation is communicated to the students on the very first day of the College.

- If any changes are introduced in the syllabus, examination or evaluation pattern by the University, the University informs the College and the College makes them known to the faculty members as well as the students.
- Faculty members set all college test papers keeping in mind the changes affected by the University. Our college paper style reflects the Gujarat University paper style but only differs on the level of difficulty which is generally higher as it is made challenging for our students. Our internal exam papers are the most referred college papers by faculty and students of other colleges.
- Past year paper sets of the College internal tests and Gujarat University final examination are made available in the library for the ready reference of students as well as faculty.
- The College puts a lot of emphasis on assignment writing by students by linking them with internal marks. Assignments comprise of questions in such a way that they cover the entire syllabus in every subject. Assignments in a few subjects like English, Commercial Communication, Statistics and Management are collected in the online mode as against the traditional way of writing them.
- Students are encouraged to make presentations instead of writing assignments in certain courses like Computers, Statistics, Management and Economics to enable self-learning in students.
- Students do research, and prepare and submit projects in subjects like Special Statistics as a part of evaluation. A viva-voce examination is conducted as a part of the internal evaluation.
- The College insists on regularity in attendance, by linking it to internal marks. Students who have failed to meet the minimum required standards of attendance are not allowed to write the internal test as well as the final examination.
- The College has a proper verification system in place for addressing student grievances related to attendance, exam marks, internal marks, etc. Students have an access to their attendance status in the college ERP also.
- Students are given an opportunity to see the evaluated answer sheets in the presence of the examiners and are given insights into improving their performance in future.
- The College analyses the results of the students for each subject and takes suitable actions for performance improvement.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The semester system followed by the College emphasizes on continuous internal evaluation. The College follows the examination and evaluation system as declared by the Gujarat University from time to time.
- The tentative dates of examination, pattern of internal evaluation and other relevant details like marks weightage of tests, attendance, assignments, projects, etc. are communicated to the students on the very first day of the College.
- The students are specifically guided to refer to the set of question papers of the internal test as well as the university examinations available in the College library so as to get themselves acquainted with the test pattern at various levels.
- The HOD decides the names of faculty members and the courses for which they will set exam question papers.
- Paper setter is given this duty in all confidentiality and he does not share his exam paper even with

HOD.

- Two sets of papers are drawn by faculty for each course, any one of which is selected by the Exam Committee Convener for the internal exam and the other for the additional test.
- Faculty members give computerized versions of the question paper sets, which are directly photocopied in-house by the Riso copier machine. No external agency is involved in the entire exam process thereby eradicating the risk of paper leakage.
- The College/ HODs ensure that faculty members whose relatives are studying, they do not set papers for those courses nor do they assess their answer sheets/ assignments.
- All important matters are intimated to the students via SMS so that they do not miss any event or deadline.
- The test results, the attendance record, assignment marks, internal marks, etc. of all students are displayed on the college notice board and uploaded on the college ERP.
- The College has a proper verification system in place for addressing student grievances related to attendance, exam marks, internal marks, etc.
- Students are shown the evaluated answer sheets in the presence of the examiners, their queries are solved, the flaws/lacunae in the answers are discussed and they are provided insights into improving their performance in future. In case of some mistake found in the answer sheet, the teacher sets it right, the office is intimated about it and the necessary correction is made in all the college records.
- Assignment writing being an important part of internal evaluation, the College collects assignments in all subjects once in each semester, either hand written or online. Students are encouraged to make presentations in certain courses instead of writing assignments.
- Faculty members do the entry of examination marks themselves in the ERP, which is then cross-checked by the office, to eliminate the possibility of errors.
- As the attendance records, internal test marks and assignment marks are entered into the computer system, internal marks of the students are generated automatically without any human interface. This ensures complete transparency and freedom from any prejudice in internal evaluation.
- Internal Audit and Academic Audit conducted at the College level ensures transparency in all evaluation procedures.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

- All important matters relating to examination such as form filling dates, payment of fees, attendance, internal test results, assignment submission dates, assignment marks, internal marks, verification process and deadlines, etc. are intimated to the students via SMS so that they do not miss any event or deadline.
- The test results, the attendance record, assignment marks, internal marks, etc. of all students are displayed on the college notice board. This helps students to compare their result with that of other students. These records are uploaded on the college ERP also. Students can view their individual records at any time.
- The College has a proper verification system in place for addressing student grievances at each stage related to attendance, exam marks, internal marks, etc. Students having any of these examination or evaluation related grievance can apply to the College for verification.

- On receiving an application relating to attendance verification, the College checks the records and shows the relevant records to the student also for an appropriate solution.
- As regards grievances regarding internal test marks, students are shown the evaluated answer sheets in the presence of the examiners, their queries are solved and they are provided insights into improving their performance in future. In case of some mistake found in the answer sheet, the teacher sets it right and the office is intimated about it and the necessary correction is made in all the college records.
- Faculty members do the entry of examination marks themselves in the ERP, which is then cross-checked by the office, to eliminate the possibility of errors.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- As an academic year ends, an academic calendar is prepared for the next year, planning for the teaching days and examination days, considering the holidays and vacation period. Departmental meetings are held for distribution of teaching work load and topics for the next academic year. Students are also provided a copy of these details.
- A regular timetable for the entire semester ensures that the classes are held on a regular basis. It is ensured that all topics in all courses are covered appropriately by faculty members in regular classes or special classes to the satisfaction of the students.
- Comprehensive internal evaluation of students is done at the college level through project work in few subjects, assignments and internal test conducted by the college.

- The tentative dates of examination, pattern of internal evaluation and other relevant details like weightage of tests, attendance, assignments, projects, seminars, etc. are communicated to the students on the very first day of the College.
- The cut-off date for ensuring minimum attendance is communicated to the students well in advance. Attendance of the students is uploaded on the ERP regularly. Students can keep a track of their attendance record. Students failing to meet the attendance criteria are informed well in time about the deficit and are debarred from writing the college test.
- The questions for assignments are displayed on the notice board, uploaded on the ERP and hard copies are also made available to the students at the Convenience Centre well in time. The date for collection of the assignments is decided well in advance and communicated to the students also. This ensures that students have enough time to write their assignments properly.
- The actual dates of the college test are announced at least one month in advance. The schedule for the college test is displayed on the notice board in time for the reference of the students. Till date, the college has always adhered to the schedule and has never been required to revise the test dates or the schedule.
- The schedule for the additional test for students who have missed out on the regular test due to any reason is also announced in such a way that the evaluation and other formalities are completed so as not to disturb the academic calendar.
- The internal marks are calculated at the college level including marks for attendance, project/assignments and college test and are uploaded on the university portal as per the university schedule.
- The tentative dates for the university final examination are declared by the university in its

academic calendar every year. The final dates for various examinations and the schedules are announced later on the university website. As soon as the announcement is made, the college displays the dates and the schedules on the notice board.
- The college plans all its co-curricular activities in synchronization with the academic calendar. Co-curricular activities are planned so as not to disturb the regular classes.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The College has clearly stated the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all courses. The POs, PSOs and COs have been communicated to the teachers. The teachers then communicate these outcomes to the students in the following ways:

- Uploading them on the college website
- Communicating them to the teachers in staff meetings and departmental meetings
- Keeping a copy in the course file of various departments
- Making the students aware by communicating to them orally in the class

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The College has clearly stated the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all courses. They have been communicated to the teachers and students.

- While delivery of the course contents in the respective classes, teachers make sure that the expected outcomes are attained by the students.
- Questions in the examination question papers are set by teachers keeping in mind that they help to measure the outcomes.
- Marks obtained by the students in the college test and final university examination are a measure of the attainment of the PSOs and COs. A comparative analysis of the result of the College with that of the Gujarat University helps us to evaluate how our POs, PSOs and COs are as compared to the Gujarat University. They are very much on the positive side.
- Assignments/projects submitted by students and marks obtained by them also indicate the outcomes.

- Analysis of the results of the students by the college help to evaluate the attainment of POs, PSOs and COs by the students.

2.6.3 Average pass percentage of Students

Response: 100

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 561

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 561

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.63

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0.33

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.33	0	0	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.67

3.1.2.1 Number of teachers recognised as research guides

Response: 1

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.29

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 17

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- The College motivates innovations and research by teachers as well as students by providing an environment for research, though there is no formal independent incubation or research centre.
- The Principal, senior faculty members and teachers with a research inclination motivate and guide other teachers to pursue research activities for creation of knowledge.
- The College has provided individual laptops to the faculty and encourages them to make use of computers, free Wi-Fi-internet, printing facility, photocopy facility, reading room, reference section and reference room for research work.
- The Principal grants permission for flexibility of time and allows faculty members engaged in research work to leave early during free lectures or during non-teaching days to enable them to visit their guides or libraries.
- The College helps teachers registered for Ph.D. by granting Leave to them and by employing substitute ad-hoc teachers during their leave period.
- Being into Commerce faculty, the College does not need any special facilities like research labs etc. on the campus. But it has the INFLIBNET facility, subscriptions to e-journals and a rich Library and a Post Graduate Library wherein research scholars including faculty and students can make request to buy books or to subscribe to journals for their use.
- The College encourages faculty members to attend workshops/ conferences/ seminars/ faculty development programmes, circulates relevant information, grants duty leave and also reimburses the registration fees. Such programmes not only keep faculty updated with new developments in the subject but also show direction for new scopes of research.
- The College reimburses all expenses like travel, lodging and boarding of the faculty members presenting a research paper at a conference.
- The faculty members motivate and guide B Com and M Com students to take up project work to give them a feel of practical world.
- As a part of the College wall magazine and annual print magazine H L Times, the College encourages students to prepare articles, wall-papers, posters and exhibits to understand important issues themselves, make other students aware and thereby transfer knowledge.
- The College has a rich library. Faculty members encourage students to read books, journals and articles by suggesting good reads.
- The College encourages innovative thinking by students, who come up with fresh new ideas for doing the same things.
- The College invites expert speakers from various fields to share knowledge and spark 'out of the box' thinking of students and faculty.
- Industrial visits and soft skills courses provide an opportunity to the students for practical exposure to theoretical concepts and improvement in their communicative abilities.
- The parent body of the College, the Ahmedabad Education Society, established "VentureStudio" a startup incubator and accelerator in 2011 in collaboration with Stanford University's Centre for Design Research. Through design-led approaches to business creation, VentureStudio aims to nucleate an ecosystem of innovation that advances regional economic development and creates national and global impact. A lively and open work environment spurs creativity and imaginative effort. The College students can take the benefit of this venture.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 17

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	2	1

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last

five years

Response: 1.1

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	6	5	6	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.2

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	9	10	3

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College has active NSS and NCC units, which act as liaison units in arranging various extension activities in collaboration with various local organizations. They sensitize the students to various social, health, environmental issues and ensure their holistic development, and groom the softer side of their personality.

- The NSS unit of the College annually organizes a blood donation camp in collaboration with Indian Red Cross Society, collecting more than 50 units of blood every year. Students learn that they are capable of making a little contribution towards the health and happiness of somebody else.
- Programmes are organized round the year to create awareness about organ donation as also dreaded diseases like AIDS, cancer and thalassemia, and their causes, symptoms, cure and prevention. Students also visit the Cancer hospital, and spread happiness and cheer by engaging with patients through activities and games. The students thus take a small step towards building up a healthy society.
- Students are made aware of health problems due to the modern life style and excessive use of gadgets, and how to avoid such disorders. Talks by experts on mental health help students understand the importance of mental well-being and how to avoid stress in this competitive world.
- Regular visits to old age homes sensitize the students towards problems faced by the old and homeless. Students also perform entertainment programmes and develop an empathetic attitude towards senior citizens around them. It strengthens their value system and helps them understand the concept of interdependence in a family.
- Students are encouraged to provide services as writers for blind students, collect donations for distribution to under privileged people or calamity affected people, and act as volunteers for saving birds during the kite flying festival. This sensitizes them to have empathy for not-so-privileged people, and also birds and animals.
- Students learn to make a little contribution to imparting education by teaching children of hawkers as a part of the "Evening Gurukul" programme run in collaboration with an NGO Swash Charitable Trust.
- The College has collaborated with Robinhood Army to set up a chapter viz. HLCC Robinhood Army. Students regularly collect left over food from restaurants and parties, and distribute it among under-privileged, homeless and hungry people residing on roads. Thus, they initiate and spread smiles.
- Tree plantation in the college campus, talk on water conservation, seminar on solid waste management and use of dust bins, etc. create environmental consciousness among the students. Students understand the dignity of labour by participating in cleanliness drives.
- Students are sensitized to gender equity by celebrating Women's Day. They propagate the "He for She" campaign of UNIC.
- Special talks are organized from time to time to create awareness about the right to vote, consumer rights, clean India campaign, digital India initiative of the government, road safety, etc.
- Celebration of the national festivals, birth/death anniversaries of great personalities and International Yoga Day at the College make the students proud of their culture and heritage.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 35

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	8	7	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 69.03

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1620	1100	1675	1280	725

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 32

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	7	8	7

File Description	Document
Number of Collaborative activities for research, faculty etc	

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 24

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	8	2	1

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- **Classrooms**: The College has 12 well ventilated, lighted and spacious class rooms equipped with projectors and class-room broadcast systems which facilitate easy interaction between teachers and students. There are 2 small classrooms for optional subjects.
- **Computer Centre and English Language Lab:** The lab is well equipped with 25 computers with internet connectivity in LAN and a video projector for the use of students. Students who have offered Computer as an optional subject as well as students registered under SCOPE English language proficiency test and other value added certificate courses like Tally, Advanced Excel, etc. use the lab. The lab is also made available for use during the Gujarat University admission process, and for students on request.
- **Computing Equipment**: Individual lap tops are provided to all faculty members. ERP software, printers, scanners, photocopiers, etc. are made available to all administrative staff members. Personal computers are also made available to the Students Council and other committee members. All first and second year students have been provided subsidized Tablets under the NAMO scheme to facilitate learning. Free Wi-Fi connectivity is available for all on campus.
- **Auditorium:** The College has a 140 seat auditorium equipped with state-of-art audio-video facilities, to facilitate guest lectures etc.
- **Conference Room:** The 20 seat Conference Room with a U-shaped table facilitates learning programmes for smaller groups, faculty development programmes, discussions, etc.
- **Seminar Room:** The College has an auditorium-style room with state-of-art audio-video facilities for conducting seminars for an audience of 50.
- **Convenience Centre:** Reprography services for students and stationery products are also available at the Convenience Centre.
- **Library:** The College has an open access library for independent browsing and a spacious, well lighted reading room. It has a collection of over 40,000 books and a variety of national and international journals, periodicals and magazines. A water cooler and a locker facility is also available.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

- **Campus:** A sprawling green campus with seating is the unique feature of the HL Campus. The entire campus is Wi-Fi enabled and under surveillance of CCTV cameras with round the clock security. The campus acts as a hangout place for the college students in their free time to study, practice for competitions and make life-long friendships.
- **Cricket Ground:** A standard size lush green cricket ground and a mini-pavilion are a treat for

cricket lovers in the heart of the city. This well maintained ground is used by universities, government bodies, academic institutions, corporates and NGOs from the city to host their cricket tournaments. Moreover, this ground nurtures young cricket enthusiasts from the city since almost two decades with professional coaching being provided on a "no profit, no loss" basis here in the mornings and evenings. The ground is also used for football practice.

- **Basketball Court:** The cement-concrete basketball court on the college ground is used by students during college hours. Professional coaching is provided to budding players of the city during evenings. The court is used for hosting various district, state and university level basketball tournaments. Other organizations and corporates from the city also use this court for hosting their tournaments on holidays and during vacations.
- **Pavilion:** The pavilion on the ground has an open seating for 300 spectators and houses a well-equipped gym along with facilities for table tennis, carom and chess. Workshops for yoga, theatre activities, etc. as also practices for various activities as theatre, dance, music, etc. are conducted in the spacious rooms under the pavilion.
- **AES Sports Complex:** In the vicinity of the College, this complex has a cricket ground with 6 practice pitches, basketball and volleyball courts with light poles for night matches, and facilities for sports like kabaddi, kho-kho and handball. All students of the College have a free access to these facilities.
- **Tennis/badminton:** Arrangements have been made for playing these sports on the courts opposite to the college owned by the parent body.
- **HL Plaza open-air theatre:** A large open-air HL Plaza theatre with a permanent stage is equipped with amenities necessary to conduct all the co-curricular and extra-curricular activities for the students. The plaza is used to host/celebrate various programmes of the College throughout the year viz.
  - National festivals
  - Teachers' Day
  - Expressions – the annual cultural festival
  - Annual Day and Prize distribution
  - Red Carpet - a welcome party for the newcomers
  - Adieu - a farewell function for final year students
  - Interclass competitions and other programmes of activity clubs
  - Workshops related to yoga, meditation, aerobics, dance, etc.
- **HL College Alumni Association programmes:** HLCAA programmes like garba and dandia evenings, annual dinner, housie, fitness parties, musical programmes, comedy shows, reunions of past students, etc. are also hosted at HL Plaza.
- **Other facilities/rooms**
  - Collegiate Women's Development Committee cum Ladies faculty room
  - Grievance Redressal Cell cum Sports room
  - Students Council Room cum NSS room
  - Computer Administrative Office cum NCC room

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 77.78

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 10.52

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	10.26

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The College has automated its library and uses the Software for University Libraries (SOUL) software Version 2.0, which is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. Purchase of books for the library, lending of books to students and maintenance of stock register functions have been automated under the ILMS. Various reports as frequency of book movements, student visits etc. can be generated under the ILMS.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has a huge collection of books, journals and magazines. This includes a good collection of rare books and also bound volumes of old journals in various subjects. The college is sensitive towards keeping the rare books in a well maintained way. They are stored safely in a separate cupboard. A list of some of these rare books is given below.

No	Title	
1	100 Tough Questions for Japan	
2	Ahmedabad	
3	Bhagavdgomandal bhag-1 to 9	
4	Britanica Learning Library	
5	Cambridge encyclopedia	
6	Census of India:- Vol XII part I B Assam Manipur and Tripura	
7	Comprehensive grammer of the english language	
8	Economic & Commercial Geography	
9	Encyclopaedia of economic development : Money inflation and development, Vol I	
10	Encyclopedia of economics	
11	Encyclopedia of world faiths : survey of the world living religions	
12	Family word finder	
13	Great Treasury of western thought	
14	Great western political thinkers : Vol I	
15	Guiness encyclopedia	
16	Gujarati sahityakosh khand - I & II	
17	Gujarati viswakosh khand - 7	
18	Gyan gangotri granth shreni - 3, 5, 11, 13, 14	
19	Handbook of management	
20	India & Pakistan a geography	
21	India at a glance	

22	International encyclopedia of the social science,Vol 18	
23	Investment encyclopaedia 1956-57	
24	Japan As It Is	
25	Mahatma Vol. - 3 to 8	
26	Masterpieces of world Literature Series 1 to 4	
27	Mc graw hill encyclopedia of world drama - Vol 1 to 5	
28	Mcgraw hill computer handbook	
29	Mohandas karamchand gandhy a bibliography	
30	New book of knowledge - Vol 1 to 21	
31	New palgrave dictionary of economics : Vol 1, 3, 4	
32	Office Administration	
33	Quotations for speakers and writers	
34	Reader`s digest great encyclopaedic dictionary,Vol I to III	
35	Reader`s digest library of modern knowledge,Vol I to III	
36	Salar Map Reding	
37	Sarth gujarati jodanikosh	
38	Statistical atlas of bombay state (Provincial past)	
39	Success with words	
40	The Statesman`s Yearbook	
41	The Story of Civilization Part IX The age of Voltaire	
42	Third world development	
43	Times of India Directory and Year Book - 1970	
44	Universal encyclopaedia of the most eminent men and women	
45	Universities Handbook	
46	Webster`s new twentieth century dictionary of the english language	

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.15

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.88	9.76	2.09	2.51	3.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.69

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 86

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

HLCC has successfully oriented the campus and office activities towards integrating IT into everyday activities, and updates it as per requirement. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user friendly, efficient and transparent.

- The college classrooms are equipped with projectors and CCTV cameras.
- There is a central public address system with nodes on all classrooms and lobbies.
- All permanent teachers have been provided individual laptops and portable voice amplifiers to facilitate the use of latest technology and have better communication in big classrooms.
- A 136 seat auditorium, a 48 seat seminar room and a 20 seat conference room are all equipped with modern technology for conducting various programmes.
- The college has a well-equipped computer lab with 25 computers with internet connectivity in LAN.
- 15 other computers are available for various administrative functions, and 2 for the use of the students' council.
- There are 2 high-end printer-cum-photocopier machines of A3 size (including one colour) and 9 printers, some with scanning and copying facility.
- The college has a dedicated rack server of IBM make, Intel Xeon, CPU E5-24070 of speed 2.20 GHz, 8 GB RAM, 1 TB Hard disk, with OS of Windows Server 2012 R2 standard 64 bit, having Fortinet firewall for security.
- There is an online Qnap backup storage of 4 TB.
- The entire campus is Wi-Fi enabled as the management got a broadband facility of 1 GB bandwidth from Tata Telecom and Airtel to provide Wi-Fi facility to everybody on the campus.
- Free NAMO Wi-Fi has been installed in 2018 for use of faculty, staff and all students.
- All first and second year students have been motivated to buy subsidized Tablets issued by the government under the NAMO scheme to facilitate learning. The College collects them from the government and distributes them to the students. The students are encouraged to bring these hand-held devices to the college and use them for learning purposes.
- The entire campus is under surveillance of CCTV cameras.
- A bio-metric machine has been installed as a part of the Attendance Management System for

teaching and administrative staff.

- The EPABX connects various offices.
- The ERP is being used for collection, maintenance and dissemination of information. The personal data of all staff members as well as students is now being maintained in the ERP.
- A tailor-made accounting software is being used to maintain the accounting records.

4.3.2 Student - Computer ratio

Response: 67.3

File Description	Document
Any additional information	<u>View Document</u>

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 38.73

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
13.70	26.77	4.60	5.62	5.81

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Utilizing facilities

- We staunchly believe in the principle of "Optimum utilization of resources" and adhere to this principle very strongly. The College building is used to conduct not only B Com classes of H L College of Commerce, but also evening classes of the H L Post-Graduate Centre and morning classes of the B Com programme of the Ahmedabad University (the private university established by the Ahmedabad Education Society, the parent body of H L College of Commerce). Thus the class-timings of various institutions are planned in such a manner that there is an optimal use of all infrastructure including common facilities like classrooms, auditorium, seminar room and conference hall.
- The college building and staff are made available for conducting Gujarat University examinations, as also for Gujarat University centralized admission procedure, student counselling and form verification procedure.
- The college also makes its premises and the staff available for conducting various national level and state level competitive examinations, and staff selection examinations conducted by the Government and High Court on Sundays and holidays and during the vacation period. The building and premises are made available for elections and various government meetings, trainings and programmes.
- The premises and grounds of the college campus are made available to the Gujarat University for conducting university sports selections and competitions.
- The premises and grounds of the college campus are also made available to the Alumni Association and other organizations for organizing various programmes.
- The college cricket ground, basketball court and pavilion are rented out to sports associations, clubs and corporates for holding their sports tournaments and matches.
- The facility of the college Auditorium is made available to various institutions and organizations for conducting lectures, seminars, workshops and study circle meetings.
- Facilities are also provided to conduct examinations of foreign universities and institutes on a special basis on the request of examinees.

Maintaining facilities

- The College receives a Maintenance Grant from the government for maintaining various physical facilities. These facilities are owned by the management, the Ahmedabad Education Society. The management charges a token rent from the college for using the physical infrastructure, which is covered under the Maintenance grant.
- The College prepares a list of required infrastructural changes and maintenance needs in the beginning of the year. For every activity a budget is allocated and utilized.
- The College does not directly appoint staff for routine repairs and maintenance. The management runs an office that has an in-house estate department which has appointed all the necessary staff to take care of routine infrastructural repairs and maintenance related to electrification, plumbing and carpentry. Whenever a need arises at the College, a Request Note is raised by the College, the requirement is communicated to the management and is promptly addressed.
- Large infrastructural renovations and major repairs/changes in the facilities are taken care by the management, which awards contracts to agencies after scrutinizing minimum three quotations.
- For routine maintenance of computers, printers, projectors, close circuit cameras, water purifiers, water coolers, air-conditioners, EPABX lines and gardens; for maintaining cleanliness in the campus and in the building; and for ensuring round-the-clock security, contracts have been given to outside agencies by the management. The charges/expenses are appropriately charged to various institutions using the common facilities.
- Regular Class IV employees of the college maintain cleanliness in the college offices.
- The library books are purchased under UGC/ government grants. Some library expenses are financed from the library fee collected from the students.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 26.52

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
473	671	488	432	380

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.43

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	48	70	76	80

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

  1. For competitive examinations
  2. Career counselling

     3. **Soft skill development**
     4. **Remedial coaching**
     5. **Language lab**
     6. **Bridge courses**
     7. **Yoga and meditation**
     8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 5.87

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
229	315	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 2.62

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
74	130	42	0	0

File Description	Document
Details of the students benifitted by VET	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.91

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	0	0	0	10

File Description	Document
Details of student placement during the last five years	[View Document]
Any additional information	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 32.09

5.2.2.1 Number of outgoing students progressing to higher education

Response: 180

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 23.13

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	24	49	24	6

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
100	100	150	100	50

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 87

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	19	58	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

HLCC has an active Students' Council comprising of 26 class representatives, two each from twelve classes of B Com and one each from two classes of M Com. Members are nominated to the Council on merit basis. Office bearers, who are nominated from amongst them, take lead in shouldering responsibilities in planning, organizing, delegating and carrying out co-curricular activities at the College.

- The Students' Council under the guidance of the Faculty-in-charge organizes inter-college competitions and events, and celebrates various festivals/days at the college viz. Independence Day, Teachers day, Friendship day, Republic day, etc. The Council annually organizes the cultural festival of the college "Expressions". Each member of the Students' Council is assigned the task of coordinating various events and competitions organized by various activity clubs at the College.
- The General Secretary and the Ladies Representative are members of the IQAC. The General Secretary plays an important role by providing student inputs for making various changes at the College. The Ladies Representative is a member of the CWDC (Collegiate Women's Development Cell), which works for the financial, social and emotional empowerment of girl students.
- The Students Council motivates students to participate in various events and competitions. It also acts as a liaison between the students and the college, making suggestions and discussing problems faced by the students.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	8	5

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The H L College Alumni Association (HLCAA) was established in 1988. This 6000+ member strong association conducts various activities with the objective of strengthening the bond of its alumni with the alma mater, and being useful to the present students and the society at large. It holds wide ranging programmes, educational and entertainment, involving both past and present students, thereby contributing to the College through financial and non-financial means. HLCAA also collaborates with city-based organizations/associations like Gujarat Chamber of Commerce and Industry (GCCI), Jain International Trade Organization (JITO), Association of Past Xavierites (APX), Indian Red Cross Society, CA Association, CIMS Hospital, Sports Club, Lions International and many others in organizing various programmes jointly.

- HLCAA took the initiative of constructing a sports pavilion on HLCC campus to mark its silver jubilee celebrations. HLCAA made a 50% contribution towards the construction of a sports pavilion and a basketball court on the college campus. The project cost for the same was Rs 1.50 crores. Thereafter, HLCAA took up the project of greening the entire HLCC cricket ground at a cost of Rs 33 lacs. In the past also, the entire HL campus was revamped and beautified through 100% contribution from the HLCAA.
- The association helps a few students of HLCC from underprivileged background by taking care of their entire education expenses, which includes their college fees, hostel fees, mess charges and other incidental expenses.
- The "Job Portal" of HLCAA Alumni Network provides a platform of contact between job providers and job seekers. HLites (present/past students) get an opportunity to apply for job vacancies with past HLites.
- HLCAA helps current students get a hands-on practical exposure to the business world through the HLCAA Alumni Internship Programme, where present HL students intern with past HLites working in various organisations.
- HLCAA organizes career counseling seminars every year, where experts from various fields give insights into different career options enabling students make informed choices.
- HLCAA supports AES and HLCC in organizing Prin S V Desai Memorial Lecture annually, where

eminent personalities from varied fields are invited. Some speakers who have been invited in the recent past are politician and diplomat Dr Shashi Tharoor, MP Shri Baijayant Jay Panda and investment banker Shri Vallabh Bhansali.

- HLCAA contributes in creating awareness about health and fitness by organizing free annual health check-up camps and yoga workshops. The fitness party, an annual event, combines the fun of music and the energy of fitness workouts like Aerobics and Zumba under the guidance of professional trainers. Blood donation camps are also organized every year.
- Cricket matches, volleyball matches, sports meets, photography and painting competitions help to keep up the competitive spirit amongst members as well as current students.
- HLCAA has been organizing the popular HL Garba event annually, where members get free entry and current students get discount on entry passes. It has also been organizing an annual entertainment programme Abhinaad since last three years.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 44

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	10	8	9

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The Mission

H L College of Commerce strives to widen the knowledge horizons of its commerce students beyond boundaries to lead them to be in tune with tomorrow so as to contribute the best in the economic and cultural empowerment of the nation. It aims to further hone the students' intellectual acumen, personal discipline moral conviction.

The Vision

We are committed to be among top 30 Commerce colleges in India by 2020 by further empowering the environment for holistic development at HLCC that leads students through an academic journey that hones their intellect, stimulates them to think creatively, enables character building, develops social commitment, leading to successful careers and model citizens of India.

To realize our vision, we shall provide:

- an inclusive, diverse and amicable environment to fulfill our student's academic and professional passions.
- contemporary and involved educational experiences that develop their commerce acumen.
- strong Academia and Industry interface for skill development and placement support.
- variegated activities that integrate global awareness, communication skills, leadership qualities and team building.
- judicious and accountable resource management.
- training that prepares students for outstanding learning outcomes and evolving career goals keeping in tune with the changing times.
- support of a dynamic faculty dedicated to teaching, mentoring, research, and honing the creative potential of students.
- social consciousness for transformative impact on society.
- interaction with highly successful alumni who contribute to the profession in society.

In order to translate the vision of our Management into reality, Team HLCC is determined to add wind under the wings of our students in the following ways.

- All students are provided with equal opportunities for learning and personal growth.
- The College tries to bridge the gap between academia and industry by initiating value added courses at affordable fees for the students such as Tally ERP, short term Computer Courses, etc.
- The College prepares its students for careers or study after graduation by providing coaching for exams conducted by UPSC, GPSC, Staff Selection Commission, banks, etc. and for MBA entrance.
- HLCC MUN, TEDxHLCC, debate competitions and other events hone the global awareness,

communication skills and leadership qualities of the students and instill team spirit and sportsman spirit.

- The College faculty is dedicated to teaching, mentoring and chiseling the creative potential of the students. Social consciousness is instilled in the students so that they can contribute wholesomely to the society.
- All academic planning is done in advance when the academic year is about to close. An academic calendar is prepared by the Principal in consultation with the faculty members and presented to the Advisory Committee during May/June. As soon as the new term begins, a staff meeting is called wherein various committees are formed and planning is initiated. Keeping in view the Gujarat University Academic Calendar, expectations/suggestions from the management and faculty discussions, the perspective plans are finalized. Thus, teachers are involved in all decisions. Moreover, all the academic, administrative and cultural committees are formed with teachers as Convenors and as members and the Principal as an ex-officio member.

6.1.2 The institution practices decentralization and participative management

Response:

- The management structure of the college is decentralized and participative, with Ahmedabad Education Society (AES) at the helm of affairs.
- The Academic Council constituted by the AES consists of the Director AES, Academic Advisor and the Principals of the five grant-in-aid colleges under the AES. The Academic Council takes important decisions after elaborate discussions, which are later implemented by the Principals in their respective colleges.
- The Principals are authorized to govern and manage the colleges within the purview of the rules and regulations laid down by the Government of Gujarat, Gujarat University and the AES.
- Within the college, all major decisions pertaining to academic calendar including teaching-learning, examinations, events and activities are taken after discussions at Faculty meetings which are convened by the Principal quarterly.
- IQAC meetings also take place regularly and all matters related to quality enhancement are discussed at these meetings and implemented by IQAC.
- The Heads of Departments (HODs) conduct departmental meetings for syllabus, exam related matters and result analysis.
- Professors-in-charge of activity clubs in discussion with student groups and Principal chart out the plan and budget for various activities. After basic planning, Professors-in-charge take all further decisions on their own.
- The Students Council keeps in touch with the Professors-in-charge of various student activities.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Morning Class

- The College has been a noon college since its establishment in 1936. Many students of the College pursue professional courses like CA, CMA, CS during or after their B Com studies. Many students do preparations to write the GMAT or GRE for higher studies abroad, or entrance tests for admission to MBA. Many others who aspire to clear UPSC/GPSC exams and take up government jobs after graduation, prepare for jobs along with B Com studies. Hence in the recent times, there has been a heavy demand from the students to shift college timings from noon to morning.

- Since 2008, the ICAI changed its rules for articleship. As a result, the problem aggravated for many students when their articleship commenced while they were second year students at the College. Many students had to take an NOC and join a morning college or else defer doing CA articleship. Thus, the College was losing many good students due to its noon timings.

- The College Principal and staff discussed this burning issue in their meetings and with the management and took a decision to engage classes in the morning time from 7.10 am to 11.40 am for students who find this time suitable.

- The College convinced the management to provide the required infrastructure for conducting a couple of classes in the morning time. The AES management, being proactive, took the necessary steps to provide all necessary resources.

- The College then approached the Gujarat University Vice Chancellor for getting permission for the same. The Honorable Vice Chancellor, looking to the reputation and stature of the College and knowing the policy and quality of governance and management, immediately granted special permission to do so.

- This proactive measure of convincing the management and the VC to run the college in two shifts for the benefit of the student fraternity is a remarkable feat. A lot of planning and strategizing was involved to pull it off from getting permissions to setting the time table and seeing the whole project run smoothly without any hitch. This also exemplifies the unity of the faculty who stood in solidarity for the cause of students.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Being a grant-in-aid college, HLCC works under directions from the Government of Gujarat, the Gujarat University and the Ahmedabad Education Society, and has a decentralized administrative set-up.

Government of Gujarat, Department of Higher Education

- The College receives various grants from the Government of Gujarat, for salary, library, general maintenance, etc. and utilizes them as per the norms, and gets the accounts audited from time to time. The salary of government appointed faculty members and office staff is directly credited to their respective accounts.

- The department of Higher Education looks into various matters like work load of faculty, service records, remuneration, increments, service rules, retirement, pension, implementation of Pay Commission, etc.

- The College also sends an Employee Vacancy Report to the Employment Exchange of Government of Gujarat every quarter for reporting vacancies in teaching and non-teaching staff.

- The government provides various scholarships to the students directly.

Gujarat University

HLCC is affiliated to the Gujarat University. At present, admissions to B Com and M Com are centralized at the University. All academic matters like syllabi for various courses, reference books, course credits, evaluation system, etc. as well as the academic calendar, term setting, teaching days, dates of examinations, holidays and vacations etc. are decided by the University, and communicated to the College. The College adheres to all the directives of the University and provides necessary support for conducting the exams. The Principal and faculty members provide services as paper setters, moderators, examiners, observers and senior supervisors for various exams of the Gujarat University.

Ahmedabad Education Society

HLCC is governed by the Ahmedabad Education Society (AES). The AES played an important role in appointment of staff at the College, up to 20 years back. Now the government appoints the teaching staff directly. As no non-teaching staff appointment has been made by the government since last 20 years, AES appoints the required administrative staff in order to ensure smooth functioning of the College, looks after their performance appraisal and increments. The Academic Advisor and the Academic Council at the AES provide valuable academic inputs to the College.

The Principal

The Principal is the overall administrative head of the College, who overlooks the administration, financial matters and implementation of various decisions. He acts as a liaison between the management and other authorities on one hand and the staff members and students on the other.

Service rules, Recruitment and Promotion policies

The service rules, and the rules and procedures for recruitment and promotion of the teaching and non-teaching staff are as per the relevant rules of the competent authorities like the UGC and Government of Gujarat.

Grievance Redressal

- Students can express their grievances in writing/orally directly to the Principal or Grievance Redressal Committee or in the suggestion/ complaint box.
- Students can also apply for rechecking of marks for attendance, assignment and examinations.
- Faculty can express their grievances in faculty meetings with Principal and the matter is discussed and sorted out.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Strict attendance policy

- Compulsory attendance has always been a norm at the College, but was not adhered to very strictly. Students were given warnings when their attendance was short of the minimum requirement. Their parents were informed and were called for meetings with the College authorities. Students were required to sign an undertaking to be regular during the next term.
- In order to make teaching learning strong and effective, the AES governing council decided to ensure that students were regular in attending classes at the College. It was resolved in their meeting to implement strict attendance policy at various colleges.
- The HLCC College Principal and staff in the staff meeting agreed for the strict implementation of the attendance policy to ensure regularity in attendance, expecting that this would result in improved students' performance during evaluation and improved learning outcomes.
- The rules of attendance are informed to students before admitting them to each semester. Every student gives an undertaking to attend classes and every parent/guardian to ensure attendance of the child/ward on a regular basis. They are aware that inadequate attendance will attract a punishment of non-allowance of appearing for internal and external exams.
- Students' attendance is marked in each lecture. Data for the same is entered on a regular basis. Students and parents can check it through ERP. SMS are sent and notices announced for students

who have been irregular in the class.

- Before internal exams, the final attendance of the students is announced, and those who fall short of attendance are not permitted to write the internal as well as the external exams.
- Initially, this resulted into a resentment among students who were not allowed to write their exams. This also resulted in an exodus of students to other lenient colleges after taking NOC from the College. In spite of this, the College has adhered to this decision.
- Now potential students are aware before admission that the College implements the minimum attendance policy very strictly. As a result, students who are not serious about attending classes at the College do not seek admission here. Other new students admitted are mentally prepared for the consequences if they fail to comply with the College requirements.
- This has had a very positive impact on the academic performance of students which has escalated in the last couple of years.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Teaching staff

- As the college is a government-aided college, the teaching staff is appointed by the government and gets all benefits as per the rules and regulations of the government of Gujarat.
- Most of the teaching staff members get benefits like DA linked salaries, arrears, annual increments, pension, provident fund, casual leave, commuted leave, sick leave, maternity leave, leave travel concession, etc.
- On retirement, they get the benefits of commuted leave encashment and gratuity.
- The staff members are entitled to all holidays declared by the Gujarat University and the benefit of group medical insurance.
- The AES management also provides reimbursement of registration fees to the faculty members attending conferences, seminars and workshops.
- In addition to registration fees, travel and hotel expenses are reimbursed in some cases on approval, if the faculty member had to travel to present paper at some conference or attend workshops.
- Duty leave is granted to faculty members for attending various professional programmes.
- Full time faculty members are provided with lap tops by the College, and also get the free Wi-Fi and photocopy facility at the College.
- In order to facilitate conducting classes, individual collar mikes are provided to all faculty members.
- Residential quarter is provided to the faculty member who has taken the additional responsibility as the boys' hostel Rector.

Non-teaching staff

- The college being a government-aided college, the non-teaching staff is also appointed by the government and gets all benefits as per the rules and regulations of the government of Gujarat.
- However, as the government of Gujarat has not filled up the vacancies in administrative staff since

long, most of the non-teaching staff at the College at present has been appointed by the AES management, and their salaries and all other benefits are paid by the management.

- The administrative staff gets the benefit of PF as also regular increments on a yearly basis.
- In addition to all holidays as per the Gujarat government and Gujarat University rules, the administrative staff members get various leaves such as casual leave, sick leave, earned leave, etc. and leave encashment benefits.
- The staff gets travel allowance for on-duty work.
- Group medical insurance and Mediclaim of the staff and their family members has been taken by the management.
- Class 4 employees are provided with uniforms and given washing allowance.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 44.58

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	10	9	11	5

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	0	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 0

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Teaching staff

- At the end of each semester, regular online feedback regarding teachers' performance with regard to teaching methodology, depth of knowledge, teachers' ability to solve student queries, approach in the class and accessibility of the teacher is taken from all students. An analysis of the same is shared with the Academic Advisor and the management, and discussed with the faculty members individually.
- At the end of each year, faculty members are required to fill up their (Academic Performance Indicators) API forms and the same is then forwarded to the Academic Advisor along with Principal's report.
- During the year, the Academic Advisor and the Principal conduct a personal meeting with each and every faculty member, where the API report and the feedback analysis are discussed. Research conducted by the faculty member and papers published are also discussed and motivation for further research is provided.
- An Academic Audit is carried out by an external agency every year. The report of this audit is sent to the Principal, the Academic Advisor and the management.

Non-teaching staff

- The non-teaching staff has been made aware of the performance report and its parameters. A report is prepared by the Principal and sent to the management every year.
- The Deputy Secretary of the AES along with the Principal then individually meet every staff member to discuss the same. Positive suggestions are then given to each of them and the annual increments are given thereafter.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- Internal and external financial audits are conducted regularly at the College. Internal financial audit is conducted on a semi-annual basis, and external financial audit on an annual basis.
- Audit objections are settled by the accountant. If at all there are unsolved queries, they may be settled by the Principal and thereafter by the management. In the last five years, the accountant of the College was able to provide appropriate answers to all queries.
- Academic audit is also conducted at the College on an annual basis. Queries, if any, are solved by the Principal.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 13.68

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.10	1.56	2.55	3.33	2.14

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of funds

- The College mobilizes funds by way of sponsorships received from private organizations for various student activities like the cultural festival Expressions, HLCC MUN, TEDxHLCC and college magazine HL Times.
- The College also mobilizes funds through its alumni and alumni association HLCAA. In the last 5 years, about 1 crore rupees have been raised by the HLCAA for college development in the form of HLCAA–AES Sports Pavilion and greening of the cricket ground. The College has also received donations in kind from the alumni in the form of compost making dust bins on campus. The alumni have also been supporting students by providing scholarships or funding their education and also through internship programmes.
- On Sundays, the College building is rented out for conducting exams like UPSC, GPSC, High Court, Government of Gujarat, Staff Selection Commission and others.
- The College has been running Certificate Courses approved by professional bodies for its students at a reasonable fees under the HLCC Empowerment Initiative. This also mobilizes funds for student activities.
- Fees are charged by the College for various special services provided to students like providing and verification of transcripts, transference certificates, bonafide certificates, etc.
- Non-financial resources are also strategically mobilized when the College collaborates with industry and other professional bodies, and utilizes their human resources in the form of expert speakers who conduct free lectures interactive sessions and workshops for the students.

Optimal Utilization of Resources

- The College is a classic example of optimal utilization of resources especially the infrastructural resources, the building and the ground, which are shared with the sister institutes.
- The building is used from 7.15 am to 8.30 pm with the College running morning classes and noon classes for B Com students and evening classes for M Com students.
- The College runs certificate courses before and after routine college lectures.
- Evening Gurukul, a school for under privileged children, functions from 6.30 pm to 8.30 pm.
- On Saturdays and Sundays, the College runs special batches for students who are taking coaching for staff selection exams and MBA entrance exams.
- On Sundays, the building is used for conducting exams like UPSC, GPSC, High Court staff selection and many other government exams.
- The college ground is also rented out for various sports events on Sundays and holidays.
- The AES has created a Sports Complex which is a common sports facility for all institutes under its banner and students of the College as well as others have access to it.
- Besides, the students of the College often avail the facility of sister institutes like grounds and rooms for practice for Youth festival and other events.

Resource Mobilization Policy

The Sponsorship Team of students contacts prospective sponsors, discusses the deliverables with them and the Sponsorship Committee Faculty Coordinator also talks to them. Upon agreement, the sponsorship cheque is sent to the College in the name of the Principal, and is listed under the Students Council Account. The money is utilized for the concerned activities and is audited too.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

ERP

- Maintaining the data of a vast number of students and staff year after year was one of the challenges that the College had been facing for quite some time. Hence, the IQAC decided to have an ERP installed at the College. The ERP is now being used for collection, maintenance and dissemination of information.
- The personal data of all staff members as well as students is now being maintained in the ERP. Students' attendance entry and all marks calculations are also done on the ERP. The results of the students as received from the Gujarat University are linked with the ERP, which facilitates awarding of academic prizes to the students.
- Faculty members have been given a limited access to the ERP for uploading data related to their personal achievements such as programmes attended, papers presented at conferences, papers published in journals, books authored/ translated, important positions held at various universities/institutions, exam duties, professional activities, research projects undertaken, awards received, activities handled at College, etc. This data is then available for retrieval by the College as per the requirement. Thus, a lot of faculty data is now available in a standardized format.
- Faculty members are given access to the ERP to do the students marks entry themselves, which is later verified by the College. This ensures accuracy and speeds up the work at the College. Students can check their results at their convenience on the ERP.
- A need-based limited access of the ERP is given to the students also. They can check their attendance regularly through the ERP. A lot of important information is passed on to the students through the ERP. Students can get the assignment questions on the ERP. Students fill forms for personal data, scholarships, exit forms and other matters on the ERP as a step towards paperless form filling. Students pay fees online. The PDF copy of the fee receipt is also generated online, which can later be printed by the students.

Academic Audit

As a part of the pursuit of excellence, it was decided to get an Academic Audit conducted by an external agency on an annual basis. This audit covers all academic and administrative matters like students' marks, internal marks, policies, attendance, faculty leave, lectures and timetable. The report of this audit is sent to the Principal, the Academic Advisor and the management.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Continuous and Comprehensive Internal Evaluation

- The semester system followed by the College emphasizes on continuous internal evaluation. However, the IQAC felt the need to ensure that students come to the class regularly, learn well in the class, explore certain details on their own, become techno savvy, are prepared to write competitive exams and have some exposure to self-learning, preparing projects and making presentations.
- Strict attendance policy for students was implemented as per the suggestion of the management. Students' attendance is marked in every lecture, which forms a basis for internal marks and ensures that they learn thoroughly in the class.
- The assignment system encourages continuous learning. Assignments for all courses are given to the students at the beginning of the semester. Students are expected to write them as and when each topic is covered by the faculty in the class. Thus, at the end of semester, when the entire syllabus has been covered, the students are able to complete the assignment. This initiative also prepares the students well before the exams. Internal marks for assignments ensure that the students complete their assignments in time and take the task with the required seriousness.
- Multiple choice questions based assignments in a few courses like English, Commercial Communication, Statistics and Management are collected in the online mode as against the traditional way of writing them. These assignments make the students tech savvy, prepare them for multiple choice objective questions and provide practice for answering online entrance and competitive exams in future.
- The College introduced team project work and presentations in certain courses like Personality Development and Computers in Semester I, Economics in Semester III and Management in Semester V. Each student, thus, will get requisite training and exposure to team project work at least thrice during the three-year B Com course.

Use of ICT for teaching-learning

- In order to engage the 21st century tech savvy students and make learning an interesting activity for them, the IQAC felt that it is necessary for the faculty to take up the role of a facilitator rather than only a teacher, and make more use of technology in class.
- The use of latest technology in the class is a regular feature for routine teaching. Free unlimited Wi-Fi on the campus enables teachers as well as students to use exhaustive material available on the internet to enhance their knowledge beyond boundaries. Students have been encouraged to buy subsidized tablets issued by the government, bring them to the college and use them for learning purposes. The College collects the hand-held devices from the government and distributes them to the students.
- Faculty members use technology not only for effective teaching but also as learning resources. Faculty members use the laptops provided to them to supplement information during lecture delivery. They use Power Point presentations and show relevant videos to students, using multimedia aids available in almost all classrooms. Few faculty members have their blogs which are followed by the students.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	3	8	2	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

The IQAC has taken initiative for quality enhancement in academic and administrative domains during the

last five years, which are listed below.

- Conducting an external Academic Audit annually
- Using the ERP for collection and dissemination of information
- Implementing a strict attendance policy for students
- Selection of Foundation and Soft Skills subjects at various semesters
- Online assignments for students in a few subjects
- Establishing HLCC Empowerment Initiative at the College to provide value-added courses to students
- Setting up of the Academic Council and an Advisory Committee at the AES
- Encouragement to faculty for registering for Ph.D.
- Increase in the research output by faculty members by way of increase in paper presentations and publications
- Increased participation of faculty in FDPs, conferences, workshops, etc.
- Organizing conferences, seminars, workshops, etc. on academic subjects for faculty and students
- Organizing at least two FDPs in house per year for faculty
- Initiating exam reforms at the College
- Calculating API for all faculty members on an annual basis, followed by a one-to-one meeting of the Academic Advisor with faculty
- Performance Appraisal and one-to-one meeting of the Deputy Secretary with the administrative staff
- Regular Town Hall meeting of the Academic Advisor with faculty members
- Starting a morning class for the benefit of students doing professional courses

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 3

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	0	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

The general atmosphere at the College provides an environment conducive to gender equity. Females constitute almost 55% of the students enrolled and almost 50% of the total teaching and non-teaching staff (permanent and temporary) at the college. As per the instructions of Gujarat University, the College has also established a Collegiate Women's Development Cell (CWDC).

Safety and Security

- The College has strictly enforced the Sexual Harassment Prevention policy to ensure safety of the girl students and the female staff.
- The Anti-ragging policy ensures that girls are totally safe on the campus.
- The entire college campus is under surveillance of CCTV cameras.
- There is 24 hours round the clock security on campus.
- There is a guarded parking facility within the campus.
- The girls' hostel is very close to the College, is guarded and has strict policy regarding timings and visitors.

- A separate block houses wash room and rest room facilities for the girls. Facilities in this Ladies' Room are looked after by female cleaning staff only.
- A lady peon is available during regular college hours.
- The lady peon accompanies the girl students for programmes and competitions out of the college campus. If such programmes are at odd timings, arrangements are made to ensure that the girls reach their destinations safely.
- There is complete tuition fee waiver policy for girl students.

Counselling

- Psychological, emotional and social counselling is provided to the girl students by the CWDC and to all students by the "Mitra" Personal Counselling Cell, on a formal as well as informal basis. These matters are confidential, and are not disclosed/discussed publicly.
- Short-term workshops for handicrafts, tie-n-dye, chocolate-making, etc. are conducted by the College under the CWDC, whereby vocational training is provided to the girls to "earn while they learn".
- Gynecologists and beauticians are invited to deliver talks for the physical well-being of the girls.
- Legal experts make the girls aware of their legal rights, and protection available to them under various laws.
- Short term workshops are conducted to teach yoga and meditation for physical and emotional wellbeing.
- Programmes are conducted to teach self-defense techniques to the girls.
- The NCC wing of the College has a girls' battalion.
- The NSS wing of the College conducts "Save the Girl Child" campaign in villages.
- Themes and topics focused on gender sensitization and equality are selected for various competitions and events like skits, mimes, one act plays, painting, poster making, debates, hat speeches, elocution, poetry recitation, essay writing, etc.
- However, in case of grievances, if any, girls can contact the CWDC, the Grievance Redressal Cell or the SCT Cell, as the case may be.

Common Room

- The College has a Ladies Room for the girl students which has seating facility, a toilet block, drinking water facility, sanitary napkin dispenser, etc.
- The lady peon of the college takes care of the arrangements in this room.
- Female cleaning staff is entrusted with the cleaning responsibility.
- The College also has a special Rest Room with wash room and dressing facility for lady faculty members.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 170

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 61.72

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6666

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10800

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The College makes the students conscious about the importance of maintaining a balance with nature and conserving natural resources. The Eco-Buddy Club at the College creates environment awareness among the students by making posters, by organizing programmes and by inviting experts.

Solid waste management

Dust bins at various places in the college building as well as in the campus ensure cleanliness and proper collection and disposal of green waste, bio-degradable waste and recyclable waste. Special arrangement has been made to convert the garden waste and bio-degradable waste into compost, which can then be used as a natural fertilizer for plantation in the campus. The other waste is collected by the municipal corporation.

Liquid waste management

Proper drainage system as per municipal norms is in place.

E-waste management

The College ensures proper disposal of its e-waste. Old computers, monitors, printers, equipments, etc. are either given away as exchange against new purchases, or sold as scrap to appropriate vendors.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- Water is a precious resource, and the College makes its best effort to use rain water to recharge the underground water table. It also make students aware of the need to conserve water.
- Percolation wells have been made at various locations in the college campus, which act as catchment areas for rain water flowing out of the campus.
- Rain water gets collected in the large cricket ground in the college campus, seeps in and recharges the underground water table.
- Proposals for developing rain water harvesting structures in the College campus have been invited and are being analyzed.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Public transport

- The College is centrally located in the Ahmedabad city and is well connected with other areas through the city bus network. About 70% of the students use public transport for commuting between their residences and the College.
- Students who use two-wheelers, are encouraged to use vehicle pool for commuting.
- Construction of the metro line which passes through the area will add to more usage of public transport in the coming days.
- Wherever possible, staff uses carpool to commute to the college.

Plastic-free campus

- Though the use of plastic cannot be eliminated, the College tries to minimize its usage by putting a

ban on plastic in the college canteen. Use of paper cups and plates in the canteen is a step towards a plastic-free campus.

  - Proper disposal of plastic is ensured by having dust bins around the campus.

Paperless office

  - The College has been striving to minimize the use of paper in the office. With all computers connected through LAN/internet, information from one place is easily disseminated to other computers, reducing the need to print documents/notices etc.
  - The College has an ERP, need-based limited access of which is given to students and staff. A lot of important information can be passed on to the students through the ERP. This reduces the use of paper.
  - The College has been trying to eliminate many forms. Students are asked to fill forms for scholarship and other matters online, as a step towards paperless form filling.
  - Students pay fees online. The PDF copy of the fee receipt is also generated online, which can be printed by the students if they wish to. This also is a step towards a paperless office.

Green landscaping

  - A sprawling lush green ground with a walking track and abundant seating are the unique features of the College campus.
  - The College makes efforts to conserve natural resources and make a rational use of the available resources.
  - The NSS of the College organizes tree plantation programmes every year. This also inculcates in the students an understanding to preserve and increase the green cover, not only in the College, but also in the society.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 9.94

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.43	2.38	2.62	2.82	2.00

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 21

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	5	4	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 9

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	1	1

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 33

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	7	9	6

File Description	Document
List of activities conducted for promotion of universal values	[View Document]
Any additional information	[View Document]

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- In order to inculcate patriotism and nationalistic feeling among the students, the College has the practice of celebrating the national festivals viz. the Independence Day and the Republic Day. The national flag is hoisted by a guest who also addresses the student and staff gathering, and also conducts inspection of the College NCC battalion. Freedom fighters, local entrepreneurs and youth icons have been invited as the chief guest for these functions. Students of the College sing patriotic songs. Speeches, dance performances, theatre events and competitions appropriate to the celebration are organized. The College also invites the alumni association members and staff and students of sister institutions on the Campus to attend the programme.
- The College also plays an important role in organizing celebration of the national festivals at the Gujarat University. The College Associated NCC Officer (ANO) and NCC cadets are invited by the University too.
- The NSS unit of the College also participates in the national festival events organized by the Gujarat University.

- The College has been celebrating the birth/death anniversary of great Indian personalities like Mahatma Gandhi, Sardar Patel, Vikram Sarabhai, Dr Sarvapalli Radhakrishnan and others by screening movies on them and by writing their thoughts and philosophy on the notice board in the porch of the College, to make the students aware of the life and work of these great personalities.
- Since 1941, the College has been celebrating and propagating the Gandhian thought and philosophy by organizing the All Gujarat Mahatma Gandhi Elocution Trophy Competition in the month of January or February, around the death anniversary of Mahatma Gandhi. The topic of debate for the competition has always been based on some facet of Gandhian philosophy and is interwoven with contemporary affairs. This way the College has encouraged the modern youth to read about Gandhian philosophy and its applicability in all walks of life.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College maintains complete transparency in all its financial, academic, administrative and auxiliary functions.

Financial Function

- As the College is a grant-in-aid college, a government audit is conducted every year.
- Internal and external financial audits are conducted regularly at the College. Internal financial audit is conducted on a semi-annual basis, and external financial audit on an annual basis.
- Salaries of all employees are directly deposited in their accounts.
- For all purchases, there is a practice of inviting quotations from at least 3 different suppliers. These quotations are sent to the management, which analyses them and selects the best supplier.
- For building maintenance and major renovations, the AES management finalizes the agency for the contract order.
- Cash transactions are minimized and most of the regular payments are made via NEFT or cheques.
- A department/individual who has placed an order, receives the bill, checks it and signs it. Thereafter the Principal checks and approves the payment.
- All payment cheques are signed by the Principal and the Manager of AES.

Academic and Administrative Function

- An Academic Audit is carried out by an external agency every year. This audit covers all academic and administrative matters like students' attendance, faculty leave, lectures and timetable. The report of this audit is sent to the Principal, the Academic Advisor and the management.
- A Departmental Academic Audit is conducted internally every term.
- Students get an opportunity to apply for verification of attendance, exam marks and internal marks. They can see their assessed answer sheets and discuss with faculty, if they so require.
- As far as passing of information regarding students related affairs go, the most important information is sent through SMS to all students. Other important notices are announced through class room broadcast systems and put up on the notice board.
- Academic and administrative committees are formed in the beginning of the year and the Principal

is the ex-officio member of all committees. The Committee conveners have the liberty to schedule selection rounds, events and programmes in consultation with the Principal.

- All important administrative and academic decisions are taken after proper deliberations in faculty meeting and a written record of the discussions/ decisions is maintained.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1: HLCC Model United Nations

1. **Title of the Practice:** HLCC MUN

2. **Objectives of the Practice:** Resolution for a Revolution

- To provide an academic simulation of the United Nations
- To provide a platform to students where they can develop and experience important social skills such as teamwork, coordination, group co-operation, conflict resolution, negotiation, consensus-building, critical thinking, public speaking and listening
- To introduce students to the skills required for diplomacy
- To inculcate among the students a better understanding of the world issues at large.
- To motivate students to develop solutions for world problems
- To foster world leaders who have the mettle to make significant change to make the world a better place

3. **The Context**

HLCC MUN was specially started to develop and evolve a debating culture and public speaking skills among students in Gujarat and to channelize their energies for creating a global community based on understanding and awareness.

It educates students about various social, economic, cultural and political aspects of various countries and also gives them an opportunity to take active part in its functioning by addressing some of the global issues, crisis and trying to resolve them in order to establish world peace.

It creates an awareness among young minds and instils a culture of MUNs among students, by providing an inter-college platform of students from across India and abroad, to debate and discuss global problems, develop leadership skill amongst them.

HLCC MUN encourages a delegate to strengthen his/her over all ability and creates a deeper understanding of the nuances of diplomacy, presentation of research in a stimulated setting.

4. **The Practice**

HLCC MUN is one of the most prestigious MUN's in Gujarat which functions by creating the closest simulation of United Nations. It is an international conference which is organized in collaboration with UNIC (United Nation Information Centre) for India & Bhutan, which enables HLCC MUN to receive recognition at a global level. The 6th edition of HLCC MUN included committees such as United Nations Security Council (UNSC), World Trade Organization (WTO), Human Rights Council (HRC), United Nations Environment Programme (UNEP), Disarmament and International Security Committee (DISEC) and United Nations General Assembly (UNGA) which helps delegates in understanding various aspects of the functioning of the geo-political system.

At the end of each MUN, resolutions were formed and sent to UNIC for India & Bhutan for further deliberations at the UN.

It is our belief that events such as HLCC MUN contribute to an effective development and training of the next generation of young leaders, to propel young minds in the direction of combating global issues as responsible world citizens.

In order to create awareness and train students about MUNning culture, HLCC MUN Society organizes Mock MUNs where students are made aware of the nuances of MUNning skills.

The organising committee conducts orientations in various schools and colleges of Gujarat.

5. Evidence of Success

Having initiated the MUNning culture in Gujarat, the College organized six editions of HLCC MUN surpassing its own targets every year. It is one of the biggest MUN's in Gujarat.

The 1st edition of MUN in 2013 with 70 delegates featured four committees that discussed crucial global issues.

With 149 participants and five committees, the 2nd edition in 2014 advanced from a local to national level event, in collaboration with UNIC for India and Bhutan.

The 3rd edition was of a higher level with 250 delegates participating, inclusive of novices as well as veterans.

The 4th edition of HLCC MUN in 2016 had 300 participants from all over India and abroad, making it an international event. In order to make HLCC MUN a regular annual event, and also to give training via Mock MUNs, the HLCC MUN Society was also initiated.

The 5th edition in 2017 had 555 delegates discussing important issues in 8 committees.

The 6th edition of HLCC MUN in 2018 has taken the bar to a higher level with 678 delegates, UNIC for India & Bhutan Collaboration for the fifth year in a row, 10 committees, and international status for the third year now.

6. Problems Encountered and Resources Required

- **Management :** A very powerful, dedicated and aware team of Organizing Committee members and

a capable leader is required, so that the team remains cohesive and works for the empowerment of all delegates.

- **Fundraising :** In order to charge very nominal fees from the delegates, we need to raise funds by way of sponsorships from various organizations who gel with our idea behind organizing HLCC MUN.

- **Awareness :** Creating awareness about what MUN's are, advantages of participating and above all removing the initial inhibition from first timers is a herculean task. In the 6th edition in 2018, our team of OC members visited and conducted initial training seminars at 16 different schools and colleges in and around Ahmedabad. This was followed up by a series of MOCK MUNs which acted as ice breakers and training programmes. All this had time constraints and was organized within a definite timeline.

Best Practice 2: HLCC Empowerment Initiative

1. Title of the Practice: HLCC Empowerment Initiative

2. Objectives of the Practice:

- To make the students distinct among thousands of commerce graduates who come out of the portals of colleges every year
- To sensitize the students to gender equity, patriotism, environmental consciousness, inclusive growth and human values
- To guide students to choose the right career and develop skills to be industry ready
- To provide pre-placement training to students
- To ensure placements after graduation
- To provide campus placement and internship opportunities to students
- To have tie-up/collaboration with industry and other institutions
- To provide coaching for taking competitive exams for jobs and for pursuing further studies

3. The Context

The HLCC Empowerment Initiative focuses on the holistic development of the students to equip them with a positive attitude and practical knowledge, so that they become industry ready after graduation.

The industry requirement was assessed and analyzed, and the gaps between theory and practice were identified. Keeping in view the requirements of the industry and vacancies in the government sector, collaborations were made with other institutions who could provide necessary support to the College and training to the students.

Making optimum utilization of the College infrastructure parallel add-on courses before and after college hours have been introduced and training curriculum has been designed, so as to prepare the students for entry-level jobs in industry as graduate/ post-graduate trainees. Coaching is provided to prepare students for various competitive government job exams at highly subsidized fees.

4. The Practice

- Talks, workshops and seminars are organized to instill values of a good citizen among the students.
- In order to make the commerce students computer and technology savvy, certificate courses imparting training in Excel and Advanced Excel have been started in collaboration with NIIT.
- The students are provided practical training in accounting software Tally and Tally ERP 9, in collaboration with Tally.
- Commerce students have been provided meaningful insights into the Banking industry and its functioning through a course in Finnacle, provided in collaboration with NIIT.
- Looking to the interest of students in the BPO sector, the College tied up with MT Educare to provide BPO Training to students.
- Forseeing the bright future of banking, finance, services and insurance, the College has started short term certificate courses in BFSI in collaboration with Aadhya Eduventure.
- Looking to the interest of students in government jobs and MBA entrance, the College has started providing coaching to prepare the students for such competitive exams.
- The Placement Cell of the College also arranges special training sessions on individual grooming, how to write resume, how to prepare for interviews, facing interviews, group discussions and internships.

5. Evidence of Success

Aware of their social responsibility, a number of students have taken up assignments with NGOs after their graduation and are working for the betterment of the under-privileged in education (Teach India), cleanliness, etc.

The short-term courses launched by the College have been appreciated by the students, and more students are interested to join these courses year-after-year. At times, College has to screen the students to select the students for the course.

Till now, three batches of students comprising 100 students per batch have completed the coaching for writing competitive exams for government jobs. Approximately 50% of the students who had taken this coaching have been placed at various positions in the government sector.

The training provided and the efforts of the Placement Cell have resulted into a good number of students being placed at ICICI Bank, HDFC Bank, AXIS Bank, TCS, Deloitte, KPMG and other reputed organisations.

6. Problems Encountered and Resources Required

- **Large number of students :** It is challenging to enroll the large number of students of the College eager to join these courses due to limited resources.

- **Lack of financial aid to needy students :** The College finds it challenging to provide aid to financially under-privileged students. As a result, some needy students cannot enroll for these courses.

- **Unavailability of more classrooms :** Due to limited number of classrooms at the College, it is difficult to run more add-on courses simultaneously. The courses and training programmes have to

be scheduled as per the availability of classrooms.

- **Inadequate administrative staff :** The College is currently facing an administrative staff crunch due to the No Recruitment Policy of the Gujarat Government. Though the management has provided resources to address this issue, it is challenging to get administrative support for routine work like typing and circulating notices, collecting fees, keeping proper attendance records, storage of data, etc.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Shaping the Tall "I" and Moulding the strong "We" - Widening Horizons

We at HLCC believe that our Institutional Distinctiveness lies in our endeavor to bring out the latent talents of our students by providing them with a platform to engage in a number of activities geared at bringing out the best in them. Our variegated activities are perfectly in sync with our philosophy, which is:

Enjoy freedom with discipline,

Use knowledge with wisdom;

Fly high with goal.

What distinguishes us from other educational institutes is not only the fine blend of activities we offer, but also the manner in which we propound them and inculcate the values of integrity, competitive edge, team spirit and leadership among our students. In order to put up an event, students work under the guidance of faculty members and take up the entire responsibility from forming a team, leading it to taking care of each aspect like logistics, finance, sponsorship, promotion, scheduling, hospitality, photography, etc. Thus HLCC trains them to co-ordinate, manage and solve problems enabling them to become leaders and team builders, through the following activities.

Mahatma Gandhi Inter-collegiate Elocution Trophy Competition

Since 1941, the College has been celebrating and propagating the Gandhian thought by organizing this prestigious competition in English. The topic of debate for the competition has always been based on some facet of Gandhian philosophy and is interwoven with contemporary affairs.

Prin S V Desai Memorial Lecture

This prestigious lecture is hosted by the College annually in the memory of one of its former Principal Shri S V Desai who spearheaded HLCC from 1943 to 1969. Intellectuals of national repute have been invited as Speakers at this lecture, which is open to general public.

Model United Nation (MUN)

The HLCC MUN, now an annual event, pioneered MUNning in Gujarat in 2013 in order to strengthen students' ability to debate and encourage a deeper understanding of the nuances of diplomacy, international politics and relations.

Sports

With facilities for sports like cricket, basketball, volley ball, football, table tennis and chess available on the campus itself, students are motivated to play as well as represent the college at different competitions at various levels.

National Cadet Corps (NCC)

HL NCC unit has a battalion of around 100 cadets including girls under 1 Gujarat Battalion NCC (Army wing). It grooms the youth into disciplined and patriotic citizens. Cadets go for various camps, events and competitions.

National Service Scheme (NSS)

The NSS unit of 100 students works with the objective to identify the needs and problems of the community and find practical solutions. The unit organizes programmes for national integration, social harmony, community service, awareness drives, etc.

HL Times

HL Times provides a platform to the students to hone their talents in creative writing, fine arts and editing; and to develop marketing, team building and leadership qualities, through three main activities: fortnightly Wall Issue, monthly Library Corner and an annual print magazine.

TEDxHLCC

The college has got the license to organize a TEDx event from TED. TEDxHLCC provides a great podium for thinkers and visionaries to share their ideas with the world and trigger conversations that matter.

HLCC Robinhood Army

HLCC has collaborated with Robinhood Army Club to fight hunger, prevent wastage of food and illiteracy. It collects excess of food from hotels, restaurants, hostels' canteens and distribute it among the less fortunate.

Evening Gurukul

The College has joined hands with an NGO Swash to help and support the needs of underprivileged children from neighbouring slum areas who are given coaching in the classrooms every weekday by a volunteer.

Activity Clubs at HLCC

- Orators' Podium for debates, hat speeches, elocution, poetry recitation, poetry completion, creative writing, essay writing, group discussions, etc.
- Jhankaar Beats Dance Club for classical, folk and western dance
- Harmony Music Club for vocal and instrumental Indian and Western music
- Rainbow Palette Club for fine arts like painting, poster making, collage, cartooning, rangoli, mehndi, clay modeling, photography, face painting, etc.
- Theatre Artists Club for performing arts like drama, skit, mono-acting, mimicry and mime.
- Infostrings Club for management games, case study, advertising and marketing competitions, etc.
- Einstein's Protegees Quiz Club
- HLCC SAYEN Eco Buddy Club for environmental issues and sustainable practices

Modus Operandi

- Various co-curricular committees are formed at the beginning of the year.
- Every activity club has a faculty-in-charge, who is assisted by Students' Council members and student volunteers to organise various activities.
- Freshers are made aware of various activity clubs through an orientation event 'Calypso' at the beginning of each year, and are encouraged to participate in more than one activity.
- Red Carpet is a popular welcome event at the College, which acts as an ice breaking event for the freshers to mingle with seniors.
- Workshops are organized on campus by inviting external experts to hone the skills and talents of the students. Most of the workshops are either conducted free or only a token fee is collected to ensure regular participation.
- Inter-class competitions provide a platform to the students to showcase their talents at the college level.
- Before sending students to represent the college at any intercollegiate level competition, the Prof-in-charge arranges for a selection round.
- Students are prepared for participation at various inter-college competitions by the faculty themselves or by appointing experts from various fields. The College bears the entire expenditure of student participation including registration fees, honorarium to choreographers, musicians, directors, etc., and uniforms, shoes, costumes and accessories required for performances/competitions.

The laurels that our students bring back to the college and the numerous prizes that they win at intercollegiate competitions, or at university and national levels, are testimony to the intensive mentoring that takes place at the faculty to student level. The annual cultural festival "Expressions" provides an opportunity to all students to participate in various competitions and games at the intra-college level.

Thus we ensure holistic development of our students by adding a little wind under their wings so that they soar to the pinnacles of glory and create success stories in their lifetime.

5. CONCLUSION

Additional Information :

NIL

Concluding Remarks :

We at HLCC endeavor to foster positive national aspirations among the budding youth, cater to their need for under-graduate education and to inculcate the right orientation to economic activities in society, thus strengthening the economic and ethical foundations of the country.

Our alumni are prominent personalities in judiciary, civil services, politics, media, corporate management, entrepreneurship, creative writing, entertainment industry and other important walks of life, and are spread all over the world.

Over the years, a number of luminaries and eminent personalities have addressed HLites, the most prominent among them being Shri Narendra Modi, Lord Meghnad Desai, Shri Nani Palkhiwala, Shri Pranab Mukherjee, Dr C Rangarajan, Shri Deepak Parekh, Shri P Chidambaram, Prof Madhu Dandvate, Shri Yashwant Sinha, Dr R A Mashelkar, Shri Baijayant Jay Panda and Dr Shashi Tharoor.

Today's HLCC is a unique blend of traditions and modernity. Young generation of teachers have brought in new ideas and modern concept of education. Widespread use of technology in teaching-learning process and in academic administration are some of the examples. Students of HLCC have always found learning at HLCC an enriching experience. The faculty employ a variety of teaching methods like lecturing, group work, discussions, simulations, case studies and assignments in the class from time to time. Industrial visits, project work, workshops and interaction with experts from various areas are systematically planned by the college with a view to supplementing formal learning in the class. Wherever possible, such activities are made an integral part of evaluation process. Also, for extra-curricular and self-development activities we make a conscious attempt to ensure that we keep pace with changing times but are entrenched in our roots and traditions, thereby preserving our cultural fabric and aspiring towards novel ideas. We ensure a modern outlook with an anchoring in conventional value system.

We believe in "Widening the Horizons" of our students through emphasis on their holistic development and follow the philosophy:

Enjoy Freedom…. With Discipline

Use Knowledge…. With Wisdom

Fly High…. With a Goal

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} Remark : Nomination letter of Prof. S S Shah and Dr. N J Chaniyara not provided by HEI.
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: D. Feedback collected Remark : Feedback collected in metric 1.4.1 provided by HEI.
2.1.1	Average percentage of students from other States and Countries during the last five years 2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}} Remark : DVV made the changes as per pro-rata bases of Passport/domicile certificate provided by HEI for the year 2016-17 and 2017-18. Passport/domicile certificate not provided by HEI for the year 2013-14, 2014-15, 2015-16.
2.1.2	Average Enrollment percentage

TABLE1:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	2	2

TABLE2:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

TABLE3:

2017-18	2016-17	2015-16	2014-15	2013-14
22	17	28	14	11

TABLE4:

2017-18	2016-17	2015-16	2014-15	2013-14
07	02	14	03	11

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
697	703	711	737	649

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
697	703	711	709	649

2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
725	725	725	725	700

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
725	725	725	725	700

Remark : DVV made the changes by looking number of sanctioned seats against the number of students admitted for 2014-15.

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
355	355	355	353	314

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
292	274	279	266	254

2.2.3	Percentage of differently abled students (Divyangjan) on rolls

2.2.3.1. Number of differently abled students on rolls
Answer before DVV Verification : 19
Answer after DVV Verification: 09

	Remark : DVV made the changes as per of disability certificate indicating the differently-abled students provided by HEI for the year 2017-18.
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 15 Answer after DVV Verification: 14
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>2</td><td>0</td><td>0</td><td>0</td></tr>
2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 545 Answer after DVV Verification: 561 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 560 Answer after DVV Verification: 561 Remark : DVV made the changes as per final year result provided by HEI.
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>5</td><td>11</td><td>7</td><td>11</td><td>1</td></tr>

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	6	5	6	0

3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	9	10	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	9	10	3

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	2	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.99	1.44	2.06	2.57	3.39

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.88	9.76	2.09	2.51	3.49

Remark : DVV made the changes as per expenditure for purchase of books and journals (highlighted amount) provided by HEI.

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 99
Answer after DVV Verification: 86

Remark : DVV made the changes as per Average number of students using library 9/8/2017, 20/9/2017, 15/11/2017 and 28/12/2017 in logbook.

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5.07	18.05	1.26	0.89	1.52

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
13.70	26.77	4.60	5.62	5.81

5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
473	671	489	432	380

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
473	671	488	432	380

	Remark : Provided sanction letter of SC Scholarship, ST Scholarship, SEBC/OBC Scholarship, Prof M G Shah Scholarship, Need cum Merit Based Scholarship and Principal's Aid Fund Scholarship in regional language.
5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years 5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
229	315	130	370	301 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
229	315	0	0	0	 Remark : Report of students benefited by guidance for competitive examinations and career counselling not provided by HEI for the year 2013-14, 2014-15 and 2016-17.
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years 5.1.5.1. Number of students attending VET year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
98	130	42	150	61 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
74	130	42	0	0	 Remark : DVV made the changes as per list of student benefited by Vocational Education and Training (VET) provided by HEI and list of student benefited by Vocational Education and Training (VET) not provided by HEI for 2013-14, 2014-15.
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	20	61	9

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	19	58	7

Remark : DVV has not considered certificate of Participation and awards received in essay writing competition provided by HEI.

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	9	11	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	8	5

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	15	12	11	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : The provided link is not accessible

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	9	5	3	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	0	1

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.43	2.74	2.27	2.82	2.00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.43	2.38	2.62	2.82	2.00

Remark : DVV made the changes expenditure on green initiatives and waste management (highlighted amount) provided by HEI for the year 2015-16 and 2016-17.

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : C. At least 4 of the above
Answer After DVV Verification: D. At least 2 of the above
Remark : DVV made the changes as per photos Ramp and Rest Rooms provided by HEI.

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	8	7	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	5	4	4

| 7.1.11 | Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years |
|---|---|

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	8	11	7	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	1	1

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
355	355	355	355	343

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
356	356	356	356	343

| 2.2 | Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification: |
|---|---|

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	18	18	18

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	19

3.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34.31	44.57	22.15	26.36	22.22

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29.37	37.83	19.97	23.98	19.51