

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	H L College of Commerce
1.2 Address Line 1	Late Principal S. V. Desai Road
Address Line 2	Navrangpura
City/Town	Ahmedabad
State	Gujarat
Pin Code	380009
Institution e-mail address	mail@hlcollege.edu
Contact Nos.	079 - 26462820
Name of the Head of the Institution:	Dr. M S Kelshikar
Tel. No. with STD Code:	079 - 26462820
Mobile:	09879742503

Name of the IQAC Co-ordinator:

Dr. N J Chaniyara
Dr. P B Shah

Mobile:

09925035761
09825026247

IQAC e-mail address:

iqac@hlcollege.edu

1.3 NAAC Track ID (For ex. MHC0GN 18879)

HLCC1936

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/61/RAR/62

1.5 Website address:

www.hlcollege.edu

Web-link of the AQAR:

<http://www.hlcollege.edu/AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A+	91.30	2005	5 years
2	2 nd Cycle	A	3.22	2012	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/7/2006

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

2013-14

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

- i. AQAR 2008 – 2009 submitted on 15/10/2009
- ii. AQAR 2009 - 2010 submitted on 04/02/2011
- iii. AQAR 2010 - 2011 submitted on 22/10/2011
- iv. AQAR 2011 - 2012 submitted on 26/07/2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Gujarat University

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

Autonomy by State/Central Govt. / University	<input type="text" value="---"/>		
University with Potential for Excellence	<input type="text" value="---"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="---"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="---"/>	Any other (<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="---"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="---"/>
2.8 No. of other External Experts	<input type="text" value="---"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held:	4

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 **Significant Activities and contributions made by IQAC**

- Successful implementation of semester system for courses at the college.
- Assignments for continuous evaluation.
- Viva voce' in the project work of the students at post-graduate level and also for UG students opting for Statistics as main subject
- College became the host of an inter-collegiate sports meet.
- Introduction of bio-metric machine for all staff members of the college
- Developing data- base of all students of the college and preparing a detail report of the data analysis of the last five years student's data.
- Computerized paper setting by all faculty members.
- Organizing MUN – Model United Nation at the college by inviting students from all colleges of Gujarat.
- Formation of an eco-buddy club for making students aware and sensitive towards eco-friendly campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none">• To set up a special arrangement at the college to cater to the students pursuing professional course along with B.Com• To create an awareness among students about sustainable environment at the campus.• To develop a data base of students and analyse it.	<ul style="list-style-type: none">• Started a morning class• Initiated an Eco-buddy club at the college.• Created a detailed student data base and also analysed it along with a detailed report.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- An external agency is appointed by the management for Academic Audit. All aspects of academics like student's attendance, course completion, leave by the staff members and more are considered in academic audit.
- Student's data base management and data analysis have been initiated by the college. Analysis of student's family background, area of residence, financial background, category, past academic performance, medium of education and many other factors are included in the analysis. Report will help us to understand our students better and accordingly can plan our actions.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1	-	-	-
UG	2	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Analysis of the feedback in the Annexure I

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	--	14	--	2

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	14	--	--	--	2	1	16	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

-- 07 --

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	6	---
Presented papers	4	6	---
Resource Persons	---	---	02

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

- Project work for the final year students of Special Statistics
- Assignment in all subjects
- Industrial visit for second and final year students.
- Inviting experts from industries to deliver lectures and conduct workshops for the students.
- Screening of movies related to topics in the syllabus in the subject of English and Management.
- Display of best five answer papers of each year in the Library.
- Using different teaching techniques like role play as per the topic.

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

183

2.8 Examination/ Evaluation Reforms initiated by the Institution:

- Semester System for all courses at the college.
- Complete secrecy in allocation of paper setting
- Exclusive examination room, computers and photocopy machine for examination
- Assignments for continuous evaluation.

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

0	0	7
---	---	---

2.10 Average percentage of attendance of students

76

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com. Accountancy	1420	5	34	32	22	93
B.Com. Statistics	57	2	39	44	15	100
M.Com	193	8	40	35	14	97

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

- At the end of every academic year, the workload distribution in each subject is completed in advance for the next academic year to enable the teachers to preview their course from every possible angle. Detailed content analysis is made at the departmental level which covers allotment of lectures per topic, preparation of teaching materials to complement explanation, planning suitable teaching technique per topic including the use of technology where possible. The topics to be covered during the first and second terms are decided, and informed to the students by distributing individual copies of the academic programme in the beginning of the next academic year.
- Every year IQAC discusses with all faculty members for use of latest technology in teaching and learning processes. It is after this discussion, Laptops were given to each department and even the Wi-Fi connectivity. It helps the faculty to make maximum use of multimedia aids available in almost all class rooms of the college.
- In every IQAC meeting with the departmental heads, we have a brain storming sessions for improving teaching, learning and evaluating process. It is the outcome of these meetings that college has started remedial classes for academically weak students, reimbursement of all expenses for attending seminars & workshops by faculty, showing answer sheets to the students, display of best answer papers in the library, industrial visits, project work in few subjects, issuing more books per students from the Library and more.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	12	0	9
Technical Staff	1	0	1	0

Criterion – III

3. Research, Consultancy and Extension

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

- Institution grants duty leave to all faculty members who go for conferences, seminars and workshops and also reimburses the registration fees. Such programmes not only keep faculty update with new developments in the subject but also show direction for new scopes of research.
- All expenses like travel expense and lodging boarding of the faculties are reimbursed by the institution if the faculty is presenting a research paper at the conference.
- Study leave are granted to the faculties who want to participate in the research activity.
- Institution also employs on substitute on ad-hoc basis faculty to replace permanent teachers who is going for a long leave for research.
- Laptops and WiFi facility is provided to each faculty which helps them in their research activities.
- College timings are made flexible during non- teaching days for the faculty members engaged in research work.
- Special arrangement in the Library is made for them for uninterrupted research work. Books and journals required for research are subscribed on purchased in our Library.
- Research activity taken up the faculty members are mentioned in the annual report.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	1	1
Outlay in Rs. Lakhs	164961	124197		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	---	---	---	---
Minor Projects		UGC		
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	2011	HRD - Information	89 Lakhs	46 Lakhs
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	---	02	01	01
Sponsoring agencies	---	---	College	Gujarat University	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	---
Commercialised	Applied	---
	Granted	---

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	---	01	---	---	---	---

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="04"/>	College forum	<input type="text" value="06"/>
NCC	<input type="text"/>	NSS	<input type="text" value="6"/>
		Any other	<input type="text"/>

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

CWDC

- The CWDC has been actively conducting the various workshops to make the Girls physically, mentally & economically strong.
- Gynecologist Dr. Manoj Pandya had an interactive session with our girl students on health related issues including hormonal changes, nutrition, skin & hair.
- Gynecologist Dr.Arpana Shukla of the Oncology department of HCG Hospitals delivered an interactive session on “Cancer Care Awareness” where in more than 250 Students attended.
- A one week Yoga workshop was organized by CWDC Yoga Master Ms. Devarshi Patel who trained our girls with different Yoga postures.
- As per the Order from Police Commissioner’s office, all girl students filled up “Police Heart-1091” forms for their personal Safety.

NCC:

Our NCC Cadets volunteered to conduct:

- Blood Donation Camp held at L.D Engineering
- Dandiya 2013 held by H.L College Alumni Association
- Health awareness & Blood donation camp held by H L Alumni Association
- Model United Nations held by H L College of Commerce

NSS:

NSS is a voluntary association which aims at developing student's personality through community service. This time our NSS team organized:

- An interactive seminar on Solid Waste Management, in collaboration with the AMC,
- A Blood Donation camp in Collaboration with the Indian Red Cross Society where in 45 Units of blood was collected.
- An one-day consumer awareness program in Collaboration with “Consumer Guidance Society of India” Mumbai.
- A program on entrepreneurship development to develop skills among the students wanting to start their own Small-Scale Units and create employment.
- A bird saving campaign during Uttrayan was launched in association with “Trust PAPA” organisation.

NSS volunteers as usual participated in 15th August & 26th January flag hosting ceremonies both at the College Level & University Level.

Our NSS Volunteers also helped blind students as readers and writers in collaboration with Blind people Association, Ahmedabad.

HLCC SAYEN ECO BUDDY CLUB

The first environment club in the campus which is a joint effort of South Asia Youth Environment Network (SAYEN) and H L College of Commerce was launched on 12th February this year through PRAYAS – an initiative to create a sustainable campus. This marked the beginning of the **first eco club set up under the SAYEN banner in the country**. The club organised an environment march along with a skit encouraging the students come up with ideas for an environment friendly campus.

HLCC SAYEN Eco Buddy Club has also collaborated with Wealth out of Waste (WOW) to recycle waste collected on the campus. Nephele and Kayin, international interns from Wagenigan University, who developed the SAYEN club manual, worked with the HLCC SAYEN Eco-buddy club members on their action plan, attended the event and interacted with our students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	787 Sq. Mts.			
Class rooms	13	1	College Mgt.	
Laboratories	01			
Seminar Halls	03			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		3	UGC Grant	
Value of the equipment purchased during the year (Rs. in Lakhs)		11.84 Lacs	UGC + State govt. + College Mgt.	
Others				

4.2 Computerization of administration and library

- College administration is in the process of total automation. We are planning to purchase office automation software for smooth and effective administration process. All administrative staff is already trained for computerization process. Currently we have accounting and fees software which has made the accounting work easier and faster.
- Library is now fully computerized. All books have bar-codes and issue of books is done through scanning the book and student I – card. Special software of these has been purchased by the college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	53465	3560486 Rs.	484	126976 Rs.	53949	3687462 Rs.
e-Books						
Journals / Periodicals	48	65809	Renewed	78360	48	
e-Journals						
Digital Database						
CD & Video	130 CDs 14 DVDs	--- Rs. 3800	5 CDs	With books	135 CDs 14 DVDs	--- 3800 Rs.
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	25	Broad band	08	01	05	16	--
Added	10	--	--	06	01	03	--	--
Total	74	25	--	14	02	08	16	--

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

- Computer literacy is now inevitable in all walks of life. College has been organizing various training programmes for administrative staff and students.
- We have a computer subject as a subsidiary subject for the students. This program takes care of developing the basic skills of the computers among students.
- College along with KCG has organized a special two day workshop for developing and enhancing use of ICT in teaching methodology. Workshop gave a hands-on experience on use of modern technology to all faculty members of the college.

4.6 Amount spent on maintenance in lakhs:

i) ICT	128091
ii) Campus Infrastructure and facilities	604289
iii) Equipments	68936
iv) Others	971258
Total:	1772574

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

College is providing number of student support services which are listed below. The awareness of these services is done through class room broadcasting system, notice boards and special sessions of freshers by senior students. Faculty members also play a vital role in enhancing the awareness and providing various student services.

- Formation of Students Council and Event Management Committee which develops the sense of responsibility among students and develops leadership quality.
- Remedial classes for SC/ST/OBC and academically weak students to address the problem of slow learners.
- Orientation to all FY B.Com students for making them aware with the rules and regulations of the college, facilities at the college and activities at the college.
- Library orientation to all FY B.Com students to get them acquainted with library usage.
- Career Counselling for all students to widen the horizons of the students.
- Formation of various clubs for expressing their talent. Organizing workshops and lectures to enhance their skills. All expenses for the activities are borne by the college so that participation of the students is not affected due to financial issues.
- Free well protected two – wheeler parking lots.
- Industrial visits to expose the students to the practical world.
- Maintaining teacher taught ratio by recruiting ad-hoc staff.
- Student's in-charge of every clubs for developing the future leaders.
- Strong and vibrant alumni. Its activities made open for current students gives an opportunity to interact with the alumni.
- Celebrations of National festivals at college to develop the spirit of nationality.
- Acknowledging the contribution and achievements of students in academic, extra- curricular & sports activities by giving certificates and trophies and Cash Prizes.
- Red Carpet- Welcome to FY, Adieu – farewell to TY, Expressions- two days inter-class events.
- Attractive and informative website having regular updates of college announcements and activities.
- Showing of answer sheets and displaying top 10 answer sheets in the Library.
- Full- fledged Youth Magazine designed and prepared by the students and for the students.
- INA Book bank facility
- Merit Based Scholarships & Need Based Scholarship

- Prompt dispensation & dealing of student related work like providing bonafide certificate, NOC, testimonials, duplicate fee receipt etc. Recommendation letters or any other college related documents.
- Free internet facility & Wi-Fi connectivity for students.

5.2 Efforts made by the institution for tracking the progression

- Our T Y B Com students, who are on the verge of completing their course, are a part of the 360 feedback mechanism that we have put in place. So the college receives feedback from every graduating batch.
- Our graduates normally become member of our Alumni. During our regular meetings with the Alumni association, we get their feedbacks in an informal way. This feedback is then communicated to the concerned individuals through the Principal.
- All academic and extra-curricular activity reports are sent to the management. Management gives their feedback and suggestions after referring the reports.
- Director of our trust -AES, is a member of our IQAC, so he is always a part in major decisions for growth and development of the college. During IQAC meetings he uses his corporate experiences and guides us in administrative developments of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1477	193	--	--

(b) No. of students outside the state

08

(c) No. of international students

--

Men	No	%	Women	No	%
	801	48		869	52

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
942	116	42	455	2	1557	945	147	41	535	2	1670

Demand ratio 10:1

Dropout % 4.67

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The college in collaboration with HLCPE arranges for a career counselling session for all First year students in the beginning by the year. This helps them to focus on a career right from the first year, and join any of the add-on courses of their choice along with UG studies.
- We also arrange for interactive sessions with eminent personalities to give our students exposure to the 'not-so-common careers' like fashion-designing, animation & multimedia film making etc.
- Since some of our students aspire to study abroad after graduation, College also promotes foreign education after proper verification of authenticity of the university and colleges coming at the college. College had tie-up with 'Winy Overseas' – a foreign education consultant.
- Books on career planning and brochures received from organizations and institutions of higher learning in India and abroad are made available for student's inspection in the Library.
- Internet facility is also available to the students for this purpose.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	38	2	3

5.8 Details of gender sensitization programmes

All activities of CWDC act as gender sensitizing program.

All events at the college take care of this issue.

- Topics of our Debate and Fine Arts competition, themes of Theatre activities like Skit and Drama act as gender related sensitizer.
- Cookery, Salad making and Hair Styling competitions for boys and girls also serve as gender-sensitizer.

Organizing teams for various events have girls and boys as leaders and even in participation.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	16	14700
Financial support from government	555	1290415
Financial support from other sources	102	323044
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

We have a grievance Redressal cell for students and faculty members managed by two of our faculty members Dr. N. J. Chanyara and Prof. M. S. Bhavsar. Students having grievance can contact these two faculty members and get it solved. Even faculty members having any such issue can take help of the cell.

For girl's students we have CWDC which focuses on development of girls and also addresses issues related to girls.

No major grievance of the students was registered last year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To be among the top 10 commerce colleges in India within 5 to 7 years and to prepare students who are an asset to the society and are model citizen.

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 and moral conviction.

6.2 Does the Institution has a management Information System

College does have separate software for **Accounting, fees collection, Library, attendance, internal marks.** Management has introduced ERP software for finance management. College is in the process of having office automation system shortly.

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

6.3.1 Curriculum Development

- The university has recently introduced the Choice Based Credit System and semesterization in which besides the five compulsory subjects, one Core Subject, one subject Elective and one Foundation and Soft Skill paper has been introduced.
- A few of our faculty members have been providing regular feedback for appropriate inclusion of topics in Academic Bodies and Board of Studies or during interaction with members of the Department of the University.
- On the basis of feedback from our students we had offered them a short course on Stock Market on the basis of market assessment we have offered a course on Animation and Web Designing at our campus.
- College is selecting life skill program and industry program like Personality Development and Life Insurance from the list of programmes Gujarat University provides. Courses are implemented under Soft Skill and Foundation courses.

6.3.2 Teaching and Learning

- At the end of every academic year, the workload distribution in each subject is completed in advance for the next academic year to enable the teachers to preview their course from every possible angle.
- Detailed content analysis is made at the departmental level which covers allotment of lectures per topic, preparation of teaching materials to complement explanation, planning suitable teaching technique per topic including the use of technology where possible. The topics to be covered during the first and second terms are decided, and informed to the students by distributing individual copies of the academic programme in the beginning of the next academic year.
- The requirement for additional teachers as assistants is also identified. Recruitment of new teachers has not been sanctioned by the Government since last years as per the present policy, despite the fact that as many as six permanent teachers have retired during the period.
- Exam schedule/time-table is announced one month advance. Paper style is discussed in each subject in the class.
- College has around 150 students per class which makes the class room teaching strenuous. To cope with this strength in the class and to make every teacher's voice audible every teacher is given a portable mike.
- Every teacher is provided with a laptop for making class room teaching more effective and interesting.
- Project work is introduced for Statistics students to give them hands on training of industry requirements.
- Remedial classes are being conducted for students of weaker section and academically weak students.

6.3.3 Examination and Evaluation

- Assignment to all students which is linked with internal marks.
- We have introduced the system of showing answer sheets to the students.
- System of verification of attendance and internal marks.
- System of preparing sets of 10 best written papers in each subject for reference of students.
- For internal evaluation, teachers exchange solutions of papers and discuss common evaluation and marks pattern if the paper sets are to be divided among teachers.

- All teachers are involved not only in paper setting, supervision and paper checking for internal exams but also in paper setting, supervision, observer's duty, paper-checking and moderation at Gujarat University exams.
- We have started with result analysis of our college student's performance and also comparing with the overall performance of Gujarat University students.

6.3.4 Research and Development

- Duty leave and reimbursement of registration fees to all faculty members who go for conferences, seminars, faculty development programme and workshops.
- Reimbursement of all expenses like travel and lodging and boarding along with registration fees to the faculty who is presenting a research paper at conference.
- Appointment of substitute on ad-hoc basis to replace permanent faculty who is going for a long leave for research activity.
- Faculty members are free to order any number of books and journals required for their research work.
- Students interested in research activities/project work are involved in project work taken by our faculty members.
- M. Com students are motivated by our faculty members to pursue for M.Phil and Ph.D.
- College collaborates with various institutions /G.O. / N.G.O.'s for extension activities.
- The budget given by the Government for our NSS activity is limited. For conducting extension activities of NSS in an effective way college bears the extra expenses.
- Regularly visits of NSS students to Old Age Home, Cancer Hospital, Organizations under privileged sensitizes them towards the society.
- College makes its grounds available for coaching at a very subsidized rate.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Book bank and Free books for needy students through INA Library.
- Customized library software for bar coding and issuing books.
- Water cooler with purifier at the college Library.
- All class rooms with Audio-Visual facility.
- All departments with Laptops.
- Wi-Fi campus.
- Private Contracts for maintenance and cleanliness.
- Free Two Vehicle parking with security.

- Beautiful student friendly campus with sufficient seating arrangements. Permanent Stage for the college programmes which can be used on either side.
- Campus is specially designed for physically disadvantaged individuals.
- Sports facilities with appropriate sized grounds.
- Clubs for different extra co-curricular activities.
- Hygienic refreshments at our Canteen.
- Convenience centre for stationary, photocopy facilities and light refreshments.
- Safe and Secured campus with 24 hours security.
- Separate Ladies Room with required furniture.
- Separate Hostels for Boys and Girls with necessary facilities.
- Spacious newly renovated auditorium, Seminar Room and Conference Room with all modern amenities.

6.3.6 Human Resource Management

- Workshops for developing life skills like team building, inter-personal relations, time management and more.
- Families of the college staff is invited for major programmes of the college.
- Faculty development programmes in and outside campus.
- For ad-hoc appointment family members of staff is given preference.

6.3.7 Faculty and Staff recruitment

Our college is a grant-in-aid college run by a private management. As per government rules all permanent faculty members have been appointed after procuring NOC from the Government for a sanctioned vacancy.

Government has made appointment of teachers with fixed-pay in the subject of Accountancy and Management. To maintain our student – teacher ratio some ad-hoc appointments have been made. The college had invited for interview all those candidates, who have applied informally, some who have been our ex-students and selected from among them.

6.3.8 Industry Interaction / Collaboration

- Industrial visit is organized every year to give industry exposure to the students.
- Experts from industries are regularly invited to the college to deliver lectures and conduct workshops for faculties and students.
- Collaborating with companies for campus interview and placements.

- MOUs with the industry for short term add-on courses at the college.
- Tie-ups with companies for various students' activities of the college.
- College sponsorship team approaches many companies for sponsoring events at the college. These provide them real world exposure and opportunity to interact with top executives of the companies.

6.3.9 Admission of Students

For our B.Com course the students are admitted purely on the basis of university guidelines. We consider the forms of the students seeking admission at our college we declare a specific cut off marks based on the marks they have scored in 12th standard examination. Students whose names appear in the list and pay the fees get admitted to the college. Similar process is applied for M. Com. Course. The whole admission process is very transparent and we do not have any management seats.

6.4 Welfare schemes

Teaching	4
Non teaching	4
Students	4

for

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Sorab & Engineers	Yes	H.O.D
Administrative	Yes	Sorab & Engineers	Yes	Head of Accounts Office

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- University has introduced assignments for all subjects and has linked with internal marks.
- Project work at TY level for Statistics subject.

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

University has not made any major effort to promote autonomy in college. However we as a college have framed a committee to evaluate the pros and cons of autonomy status.

6.11 Activities and support from the Alumni Association

1 GUEST LECTURE:

A lecture on “Development in Accounting – A Global Perspective” was organized on 28th July, 2013 at the H L Auditorium .The Lecture was delivered by CA N P Sarda.

2 HEALTH AWARENESS & BLOOD DONATION CAMP:

A day long Health Awareness & Donation Camp was organized in partnership with the CIMS Hospital and Red Cross Society on 15th September, 2013 at the H L Campus. More than 600 individuals take benefit of different medical test facilities. In total, about 3000 medical tests were conducted and 54 bottles of blood were collected.

3. TEACHER’S DAY:

In order to recognize the invaluable contribution of all principals and professors in the lives of the alumni members, we celebrated the teacher’s day on 5th September, 2013 by cutting with the Principals/Directors and professor of all the institutes.

4. BRAINSTORMING MEETING TO DISCUSS THE SILVER JUBILEE CELEBRATIONS

A brainstorming meeting was organized on 18th September, 2013 at the Sports Club. Prominent HL’ites attended the meeting and discussed regarding the Silver Jubilee celebrations of the H L College Alumni Association.

5 DANDIA 2013:

As every year, we celebrated the festival of Navratri by organizing two spectacular Garba Nights on 12th& 13th October, 2013 .More than 8,000 youngsters and adults enjoyed to the tunes of live garba music.

6 CELEBRATING TOGETHERNESS –SILVER JUBILEE MEGA CELEBRATIONS:

Gala Celebrations were organized on 10th& 11th January, 2014 to commemorate the Silver Jubilee Celebrations of the H L College Alumni Association. Nearly 1,000 alumni of the H L Campus and a number of Students became part of the celebrations. Following are the details:

6.1 “HASAYRO”

On 10th January, 2014 a “Hasayro” ie a fusion Dayro and hasya Kavi Sammelan was organized where Sairam Dave, a renowned Gujarati Artist , presented an extremely entertaining programme.

6.2“Words of Wisdom”

On 11th January, 2014 two lecture were organized of wisdom speakers. Swami Brahmvihariji, of BAPS, delivered his erudite talk on the topic “From nowhere to everywhere “Another engaging talk was delivered by Swami Adhyatmanadaji, of Sivanand Ashram, on the topic of “You own problem”. Also, our alumni and Hon. Minister Shri Saurabh Patel remained present as the Chief Guest.

6.3 “Felicitation Ceremony of H L Achiever’s”

On the occasion of the association’s Sliver jubilee Year it was decided to felicitate leading HL’ites from diverse fields. Nominations for the same were invited from everyone. A committee headed by Shri Prafull Anubhai was created to decide on the parameters and process to select the luminaries. The process of selection was completely transparent and anonymous to avoid any bias. The process of selection was completely transparent and anonymous to avoid any bias. Luminaries from various fields like Business, politics; Judiciary, Entertainment, Culture and Sports were selected for felicitation. Shri Sanjay Lalbhai, President of the AES, remained present and felicitated the luminaries.

6.4 “Down the Memory Lane – Batch meets”

On the pleasant afternoon of 11th January, 2014 the alumni of the HL Campus indulged in nostalgia. Former batch-mates came together and were seen sharing some timeless memories and anecdotes of their HL days. On incessant requests by their former students for a “Class Recall “ professors like Shri M T Patel and Shri B C Thakkar once again stepped in to the shoes of lecturers and re-created the magical moments of Glorious HL days for their students.

6.5 “A Musical Retreat”

To end the celebrations on a perfect note, a musical retreat was organized in the evening on 11th January, 2014. Grammy Award Winner, Padmashri Pandit Vishwa Mohan Bhatt enthralled the audience with his captivating music.

7 HEALTH RUN 2014:

The Health Run was organized on 12th January, 2014 for the members of the association and the students on HL campus. Enthusiastic runners were seen enjoying their run on a pretty cold winter morning.

8 HERITAGE WALK:

A Heritage Walk was organized on 12th January, 2014 for the members of the association. The members enjoyed the walk amidst the walls of old Ahmedabad City with their friends and family members.

9 A SUNDAY WITH SPORTS:

On 26th January, 2014 A Sunday with Sports was organized where the members of the association were seen competing in games of Volleyball, Chess, Carrom and Table-tennis.

10 CRICKET MATCH

As per traditions cricket match was played on 26th January, 2014 between teams of H L College Alumni Association of Past Xavierites. The match was played at the H L College Cricket Ground.

11 PAINTING COMPETITION:

A painting competition was organized on 26th January, 2014 for the children of the members of our association. About 50 children participated in the competition across various age-groups.

12 PHOTOGRAPHY COMPETITION:

An on the spot photography competition was organized on 26th January, 2014 for our members and students under the theme of 'My India'.

13 REIKI WORKSHOP:

A two day workshop of Level 1 USUI REIKI was organized on 1st and 2nd February, 2014. Reiki Master Prof. Hervez Bharucha conducted the workshop. More than 100 members participated in the two –day workshop.

14 ALUMINI NEWSLETTER:

There were two editions of our Newsletter 'Alumni Voice' during the year 2013-2014. I would like to acknowledge the efforts of our Editor Mr.Jainil Shah, for coming up with interesting issue.

15 MEMBERSHIP

We are extremely happy to inform you all that this year we have added 615 new members, the highest ever in any single year.

16 FINANCE:

On the occasion of the association's Silver jubilee it was a unanimous feeling among the alumni fraternity of HL campus to leave the footprints on the sands of time by undertaking an infrastructure an infrastructure project. It has been decided to develop a sports complex, on the HL campus. Towards the project as on 31st march, 2014, we have received donations of Rs.59,23,000 which are being maintained in a separate account. We have also received commitments for more funding which we look forward to realizing in the financial year of 2014-2015.

17 ANNUAL GENERAL MEETING

On 31st July, 2013 the 24th Annual General meeting was held in the H L College Auditorium.

6.12 Activities and support from the Parent – Teacher Association

We do not have a formal Parent –Teacher Association at the college. But many of the student's parents are the alumni of the college and they always support the college. Parents are called to the college if their child does not meet the required attendance or fail in the college exam. Though not formal but parents have strong association

with the college. Their cooperation is also taken for activities like industrial visit, lecture series and training for extra- curricular activities.

6.13 Development programmes for support staff

- Programmes for increase of computer proficiency, more usage of ICT in administration are conducted in an informal manner.
- Workshops of inculcating office etiquettes, time management, positive attitude and more are also part of our yearly activity.

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

- Private contracts for maintaining the greenery of the campus.
- College and Centre for environment education (CEE) have signed a MOU for the South Asian Youth Environment Network Programme (SAYEN) and has started a SAYEN ECO-CLUB in the college having currently almost 25 students. The club focuses on making the students identify the problem areas and find a solution for them and implementing it, so as to bring a change in the campus atmosphere and thereby contribute towards saving the environment.
- NSS wing of the college takes care of the new plantation and trees on campus.
- Exploring options of solar lights at the campus and also installation of solar panels on college building.

Criterion – VII

7. Innovations and Best Practices

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

- Academic Audit by an external agency
- Implementation of semester system for all courses at the college
- Installation of bio-metric machine for all staff members of the college
- Data base management of all students of the college
- Detailed data analysis of students data-base and preparation of report which helps in understanding the students better and can plan customized action
- Appointing voluntary student leaders for each program and event at the college.

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

- A need for background survey and performance of students was felt. We developed a database of all students of the college and a detailed data analysis was taken up.
- For increased answerability of every stake-holder it was decided to go for academic audit by an external agency.
- Biometric machine was installed to increase punctuality and discipline among staff members.
- To avoid theft & pilferage and also check class room discipline during teaching days and examinations, CCTV cameras are installed in class rooms and even in campus. CCTV cameras are also installed at administrative offices for monitoring administrative activities.
- Library Automation is completed.
- Semester and Choice Based Credit System has been successfully implemented at the UG level as per the directives of the Gujarat University in all three years.
- We have successfully hosted the Sports Meet for Ahmedabad Zone on behalf of Gujarat University. Next year we are again going to host the same event.
- Remedial classes were conducted for slow learners. These classes helped these students to understand difficult topics and score well in exams.
- To improve debating skills and provide exposure to students about global matter we introduced Model United Nations and organized intercollegiate competition.
- Free BPO training program for reserved category students and others was organized at the college for inculcating career skills in students.
- Free workshop and seminars to provide exposure on future learning opportunities and career options was conducted for our students.

7.3 Give two Best Practices of the institution

- Remedial classes for slow learners (approved by MHRD)
- Photocopy of ten best written answer paper of each paper to be displayed in library.
- Free training for all activities by inviting experts.
- Reimbursement of all expenses for seminars/workshops for faculty members and staff

7.4 Contribution to environmental awareness / protection

- Starting with Eco-buddy club at the college in association with SAYEN.
- Tie-up with an NGO WOW for clean campus program.
- A special day for environment protection theme was celebrated during cultural festival of the college.

7.5 Whether environmental audit was conducted? Yes No

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

NIL

8. Plans of institution for next year

- To organize a week long program covering various health awareness program and activities of social cause at the college.
- To tie-up with corporate to conduct workshop for teachers of various colleges so that they can train their students in job skills and career training.
- To conduct environment audit
- To organize national level Model United Nation
- To organize inter collegiate sports meet on behalf of Gujarat university
- Renovation of staff, boys and girls toilet
- To organize a state level conference at the college.
- To organize workshops and seminars to make students aware about various alternative career options along with and after B.Com.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I: Feedback Analysis

Faculty Feedback –Form

Please grade the following as under

A=Excellent, B=Good, C=Average, D=Below average

1	Topic Presentation
2	Teaching method
3	Communication skills
4	Subject knowledge
5	Relating theory with practice and reality
6	Variety of illustrations while teaching
7	Handling of class discipline
8	Regularity in conducting classes
9	Timely completion of syllabus
10	Response to questions raised by students
11	Encouragement and support to students for other activities
12	Overall rating of faculty member

COLLEGE FEEDBACK FORM

Please grade the following as under

A=Excellent, B=Good, C=Average, D=Below average

	COLLEGE ENVIRONMENT
1	Class room infrastructure and environment
2	Discipline among the college students.
3	Spirit of healthy competition among the students
4	Facilities available for joining other courses on the campus
5	Attention and motivation at the individual level by the college.
6	Overall cleanliness on the campus.
7	Drinking water and refreshment facilities available on the campus.
8	Arrangements for two wheelers parking
9	Sports facilities on the campus
10	Access to college computers for academic as well as other programmes.
11	Timely display of notices and other announcements.
12	Fee collection and admission procedure

EVALUATION SYSTEM	
1	Advance announcement of syllabus and examination program
2	Discussion of paper style in class.
3	Level of difficulty of the question papers set at the college level
4	The layout/ appearance / visual appeal of the question papers
5	The atmosphere in the examination hall.
6	The standard of assessment of test papers by the examiners / teachers.
7	Rechecking facilities in case of unsatisfactory results.
8	Special care and guidance to the students who have scored low in the exams.
9	Display of results on the notice board.

INTERPERSONAL RELATIONSHIP	
1	Opportunities for interacting with class mates and other class students.
2	Accessibility to teachers in case of course related and other problems.
3	Accessibility to the principal in case of any personal problems.
4	The office staff's willingness to help.
5	Opportunities for developing relations with other college students.

CO-CURRICULAR ACTIVITIES	
1	Opportunities for participation.
2	Variety of programs arranged throughout the year
3	Lead role by the students in planning and organizing the programs.
4	Special incentives to participants of sports and cultural activities.
5	Encouragement by the college for participation in activities held by other institutions.

LIBRARY	
1	Overall atmosphere of the college library.
2	Availability of books.
3	Variety of magazines and journals.
4	Training for the use of internet
5	Co-operation from the library staff.
6	Adequacy of the seating arrangement in the library/ reading room.
7	Easy access to Book and Reference section.
8	Addition in collection of books from time to time.
9	The borrowing facility of books and other materials.
10	I.N.A. library / Book bank services.