

The Annual Quality Assurance Report (AQAR) of the IQAC

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. MHCOGN 18879)

HLCC 1936

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/AQAR2014-15.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)

2015-16

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 01/02/2012
- v. AQAR 2012 - 2013 submitted on 26/07/2013
- vi. AQAR 2013 - 2014 submitted on 23/07/2014
- vii. AQAR 2014 - 2015 submitted on 22/06/2015

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)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

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. <input type="text" value="5"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff Students <input type="text" value="2"/>	Alumni <input type="text" value="1"/> Others <input type="text" value="---"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-----"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="--"/>	International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/>
(ii) Themes	<input type="text"/>

2.14 Significant Activities and contributions made by IQAC

- Academic council is framed by our management in which Principal and a faculty is member along with few members from management.
- Started with few add-on courses like Tally ERP, Communication, Preparatory classes for UPSC, GPSC & other competitive exams as a part of our HLCC Empowerment initiative.
- Organized a faculty development program on “Transactional Analysis” by renowned trainer Dr. Jeetandra Adhia.
- A proposal sent to UGC –NAAC to organize a state level UGC sponsored seminar for quality enhancement at college.
- A committee of the college met Principal of autonomous college to explore the pros and cons of autonomous status of the college
- Detailed academic audit is been made an annual practice at the college.
- Proposal has been sent to UGC for developing a swimming pool at the sports complex of AES.
- Construction of Sports stadium at the college ground is near completion.
- Development of a full- fledged sports complex is ongoing.
- 4 rooms renovated and equipped it with latest teaching and learning equipments and infrastructure.
- Motivating bright students by displaying ranker list on notice board and giving them extra books from library.
- For improving the result of the college, difficulty session was organized, question paper was discussed and answer sheets were shown to students having query after internal exams.
- Assignments of each subject are given 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 for the fourth consecutive year.
- Organized a national level MUN – Model United Nation at the college by inviting students from all colleges of Gujarat.
- An active eco-buddy club for making students aware and sensitive towards eco-friendly campus.
- Care & Share week celebration addressing psychological issues among youth along with social responsibilities of youth.
- Organized a Microsoft Excel training workshop for students of statistics.

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">• Explore academic autonomous status of the college.	<ul style="list-style-type: none">• Met principal of autonomous college to understand pros & cons of the status and formed a committee to explore further.
<ul style="list-style-type: none">• To organize department seminars and conferences at the college.	<ul style="list-style-type: none">• A workshop on “Excel for Data Analysis” for students obtaining for Statistic’s Major Subject was conducted at the college.
<ul style="list-style-type: none">• To organize a week long program in association with various NGOs covering various health awareness program and activities of social cause at the college on a bigger scale.	<ul style="list-style-type: none">• Organized a Care & Share week focussing on mental health of youth
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Organized a faculty development program on “Transactional Analysis” by renowned trainer Dr. Jeetandra Adhia.
<ul style="list-style-type: none">• Steps to improve academic results of the students.	<ul style="list-style-type: none">• Difficulty solving session for weak students and paper discussion in class.• One to one meeting of the students with each department arranged by head of the department.• General meeting of all under performers was called and they were motivated to work hard and consult teachers.
<ul style="list-style-type: none">• Develop few modern and smart class rooms.	<ul style="list-style-type: none">• 4 rooms renovated with modern amenities.• Staff pantry & staff toilets was renovated.
<ul style="list-style-type: none">• Renovation of boys and girls toilet.	<ul style="list-style-type: none">• A proposal for renovation has been sent to management and we are expecting the work to begin soon.

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

- Framed Academic council in which Principal, few members from management are members and Academic Advisor is the chairperson of the Academic Council.
- Complete Academic Audit has been made regular practice.
- Academic Performance Index (API)
- Added few more modules of ERP.
- Introduced HR policy for administrative staff for making them more accountable.
- Advisory Committee formed with Academic Advisor, Principal, Senior Faculty Members, Governing Body Members & Eminent Alumnus are members. The Academic and Administrative plan for 2016-17 was presented by principal and approved by the chairperson.

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		2		
Others		1		
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
17	--	14	--	3

2.2 No. of permanent faculty with Ph.D.

5

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	1	--	--	3	1	17	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	---	02	05
Presented papers	---	03	---
Resource Persons	---	---	---

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

- Starting using a new communication platform “Flint” for sending extra study material to students.
- Discussing while showing answer sheets to the students
- Project work for the final year students of Special Statistics
- Assignment in all subjects and e-assignment in few 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.

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

182

2.8 Examination/ Evaluation Reforms initiated by the Institution:

- Two faculties are assigned paper setting for each paper and one of the paper is drawn in examination.
- Project work for TY special statistics students
- Assignment of subjects for all students
- Showing of answer sheets to students who have applied for rechecking.
- Objective questions in papers to test the concept clarity
- 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	3
---	---	---

2.10 Average percentage of attendance of students

79

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	1679	60	480	529	158	73
B.Com. Statistics	53	4	42	3	4	100
M.Com	228	4	56	19	132	93

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

- Complete Academic audit has been made annual practice at the college. Detailed audit report is submitted to the management and Principal.
- In every IQAC meeting with the departmental heads, we have a brain storming sessions for evaluating the departmental issues and students results of their subject. It is the outcome of these meetings that college has started showing answer sheets to the students, display of best answer papers in the library, issuing more books per students from the Library and more.
- 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.

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	01
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	3	4	0	4
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Introduction of Academic Performance Indicator (API) form for all faculty members. It will motivate faculty members to take more research activities and also update themselves by attending conferences and workshops.
- 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.
- A team of faculty members who have completed minor research projects motivates and guide other faculty members to apply for minor research projects and also other projects.
- 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	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	---	---
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	78 Lakhs	39 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	---	01	03	01	03
Sponsoring agencies	---	College	College	College	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
05	01	02	---	02	---	---

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	<input type="text" value="50"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="44"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="07"/>	International level	<input type="text" value="---"/>

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="5"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="03"/>	College forum	<input type="text" value="07"/>
NCC	<input type="text"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text"/>

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

CWDC

- A Self-Defense training programme was organized by CWDC of our college in association with Suraksha Setu Society (Ahmedabad). where 250 girls participated.
- CWDC also organized a 3 hours' workshop on chocolate making, 30 students participated in the workshop

NCC:

- In the history of Gujarat University, SUO Sanjaysinh Rathod for the consecutive second year secured Gold Medal in Gujarat University NCC Best Cadet Competition – ARMY Wing year 2015-16, and was selected for the Officer's Training Academy Kamptee for SSB capsule training camp.
- Cadets Solanki Nikhil and Monica Ajmera participated in the Republic Day Camp held at New Delhi and attended Prime Minister's Rally 2016.
- Cadets Solanki Nikhil and Monica Ajmera participated in the Republic Day Camp held at New Delhi and attended Prime Minister's Rally 2016.
- Cadet Mitul Vaghela was selected for All India Thal Sainik Camp 2015 where he secured 2nd position in shooting competition in All India TSC and he also first position in Inter Group Competition at Mavalankar shooting competition.
- Our 5 Cadets (SUO Sanjaysinh Rathod, UO Pathan Noman Khan, CPL Bhadauriya Pankaj, L/CPL Solanki Ajay and Cadet Rana Devang)got "A" grade in "B" certificate examination under the Authority of Ministry of Defence Government of India.
- 6 Cadets (CPL Chavda Tejpalsinh , Chavda Ravi , Rathod Ravirajsinh , Solanki Rajesh, Kankare Raj, Solanki Himanshu) attended Basic Leadership Camp. Our Cadet Bhagora Ishwar attended the National Integration Camp.
- 60 cadets attended the International Yoga Day (held 21/06/2015 at the GMDC ground. 2 of our cadets) SUO Sanjaysinh Rathod and Cadet Priya Pathak helped conduct the yoga asanas.
- Our entire Contingent of Cadets under the leadership of Lt H R Bharucha conducted the flag hoisting ceremony at our college, on Republic Day and Independence Day at the Gujarat University.
- Our entire Contingent of Cadets under the leadership of Lt H R Bharucha conducted the flag hoisting ceremony at our college and on Republic Day at the Gujarat University.
- Our NCC Cadets were active participants in the HLCC SAYEN Eco Buddy Club organized by our college and volunteered for:
 - Dandiya 2014 (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.
 - Participated in B SAFAL Marathon against Corruption.

NSS:

- Organize a Week long Care 'N' Share Programme.
- Orientation Program for all new NSS Volunteers by programme officer.
- Visit was paid to "Jeevan Sandhya" an old-age home in Naranpura.
- Visit to "Environment & Sanitary Centre" Sughad Village.
- "Swachchhata Abhiyan" was conducted by NSS Students & Volunteers for campus cleaning.
- Celebration of 15th August & 26th January, by NCC & NSS Students.
- Rajpur Rajendrasinh attended Pre-RDC Camp at Nagpur and Republic Day parade at Veraval.

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.

CARE AND SHARE WEEK:

Under the Care and Share Week we organized:

- A spiritual discourse by Shri Ram Charan Dasa of Iskcon Group Ahmedabad.
- Blood Donation Camp in Collaboration with the Indian Red Cross Society, Ahmedabad and collected 78 Units of blood.
- A discourse by Dr. Hansal Bhachech a renowned psychiatrist of Ahmedabad(with Rotary Club of Ahmedabad Mahanagar.)
- A seminar by Dr. Jitendra Adhia a well known motivational speaker in collaboration with Rotary Club of Ahmedabad Mahanagar.
- Food grains and clothes were collected for the flood affected Disa taluka of Banaskantha, District of Gujarat, & it was personally distributed to the affected people by our team.

HLCC SAYEN ECO BUDDY CLUB

Organized a week long environmental awareness initiative - "Cleanathon" aimed at inculcating the virtue of Cleanliness in students' mind where more than 100 students took part in it.

The Theatre Artists club performed an Environmental sustainability awareness skit.

10 Students for HL College of Commerce, participated actively and gave valuable inputs for the International Conference on Sustainable Development hosted by the Centre for Environment Education, where they made working papers.

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)		0.52 Thousands	UGC + State govt. + College Mgt.	
Others				

4.2 Computerization of administration and library

- Admission process is completely online.
- College has successfully implemented total automation of administration at the college. We have purchased office automation software for smooth and effective administration process. All administrative staff is already trained for computerization process.
- 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.
- College has started using communication platform “Flint” for sending important notices to the students and staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	54252	135404 Rs.	219	126334	54470	126470 Rs.
e-Books	-----	-----	-----	-----	-----	-----
Journals / Periodicals	40	69972	38	55824	38	55824
e-Journals	-----	-----	-----	-----	-----	-----
Digital Database	-----	-----	-----	-----	-----	-----
CD	8	4719	-----	-----	8	4719
CD with Book	152	-----	02	-----	154	-----
Others (specify) DVD	14	3800	-----	-----	14	3800

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	51	01	52	01	01	09	16	--
Added	--	--	--	--	--	--	--	--
Total	51	01	52	01	01	09	16	--

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

- An informal training session for all college staff was conducted by faculty in-charge of ERP-eMLI. Detailed information of various modules of ERP was given in the session.
- Computer literacy is now inevitable in all walks of life. College has been organizing various informal 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 informally conducts programs for developing and enhancing use of ICT in teaching methodology.

4.6 Amount spent on maintenance in lakhs:

i) ICT	167954
ii) Campus Infrastructure and facilities	41671
iii) Equipments	52350
iv) Others	996633
Total:	1258608

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. We have also started using a new communication platform called 'FLINT' for sending important notices to the students.

- Formation of Students Council and Event Management Committee which develops the sense of responsibility among students and develops leadership quality.
- 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

- In our newly implemented we have a module for collecting and analyzing the current and past students.
- 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
1691	228	--	--

(b) No. of students outside the state

39

(c) No. of international students

--

Men	No	%	Women	No	%
	826	48		890	52

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
985	152	60	491	3	1691	828	214	59	610	5	1716

Demand ratio 10:1

Dropout % 3.67

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

College has designed a 90 hours course for preparation of various competitive exams. Students of under graduation and post graduation have registered for this course. We are running this course on weekends to make it more suitable for students.

No. of students beneficiaries

75

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 various professional institutions 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 give counselling to the students for the course we initiate at the college. Complete guidance of job prospects and opportunities after completion of the course.
- 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.
- 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
B. Com - 15	80	20	12
M. Com - 07	153	45	---

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	19	3000
Financial support from government	444	1038195
Financial support from other sources	71	105380
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

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

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 which is 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, and Library**. We are now using majority of ERP software module called **emli**. Modules of attendance, internal marks, student's database and more are implemented. We are in the process of complete office automation.

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

6.3.1 Curriculum Development

- We are a Grant-in-aid college affiliated to Gujarat University and so we do not have liberty of making changes or updating the syllabus. But considering the industry need and market demand, we keep on adding new add-on courses at the college.
- The university has 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.
- 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

- Renovating and upgrading class-rooms to make teaching and learning more effective.
- 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.
- 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 very sensitive 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 practical exposure and work on real life problems.

6.3.3 Examination and Evaluation

- We have implemented a module of examination and result analysis in our ERP software.
- 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.
- 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

- Introduction of Academic Performance Index for all faculty members. This will motivate faculty members towards research.
- 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.
- Faculty members are free to order any number of books and journals required for their research work.
- A team of faculty members who have already completed the minor research project guides and motivates other faculty members to apply for minor research projects.
- 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 disadvantage individuals.
- Sports facilities with appropriate sized grounds.
- 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.
- College collaborates with various corporates and companies for events at the college.

6.3.9 Admission of Students

For our B.Com course the students are admitted purely on the basis of university guidelines. The whole admission process is made online. The whole admission process is very transparent and we do not have any management seats.

6.4 Welfare schemes for

Teaching	2
Non teaching	4
Students	6

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. Committee has met with the Principal and exam co-ordinator of few colleges having autonomous status.

6.11 Activities and support from the Alumni Association

Sr. No.	Date	Time	Subject	Speaker	Venue
1	8/31/2015	6.30 pm	A G M	Members	H L Auditorium H L College Commerce
2	9/6/2015	10.30 To 2.00 pm	Prin. S. V. Desai Memorial Lecture	Shri Baijant Panda (M. P. Loksabha)	I E T Auditorium Opp. L D Arts College
3	9/10/2015	11.50 to 3.00 pm	Teachers day	Governing Council Member	HLCC, HLIC, HLBBA, HLBCA and HLMBA
4	10/17/2015	7.00 To 12.00 pm	Dandia	Members and Guest	H L Campus H L College Commerce
5	10/18/2015	7.00 To 12.00 pm	Dandia	Members and Guest	H L Campus H L College Commerce
6	11/13/2015	7.15 PM	"Prem Ratan Dhan Payo" Hindi Movie Screening	Members	Wide Anngle
7	11/29/2015	7.00 to 10.00 pm	1973 Batchmeet	1973 Batch mates	H L Campus H L College Commerce
8	12/18/2015	7.00 to 10.00 pm	"Abhinaad" Cultural Event	Shri Vikram Hazra	H.L. College of Commerce
9	12/19/2015	7.00 to 10.00 pm	"Abhinaad" Cultural Event	Ms. Mirande Shah	H L Campus H L College Commerce
10	12/20/2015	7.00 to 10.00 pm	"Abhinaad" Cultural Event	Shri Sai Ram Dave	H L Campus H L College Commerce
11	24/01/216	6.30amTo 9.30 am	Fitness Party	Fitness Trainer	H L Campus H L College Commerce
12	26/01/2016	9.30am To 2.00 pm	Cricket Match, Painting & Photography competition	Alumni Members	H L Campus H L College Commerce

13	28/02/2016	9.30am To 2.00 pm	Sports Meet	Alumni Members	H L Campus H L College Commerce
14	28/02/2016	7.30pm To 10.00 pm	Annual Dinner with Housie	Alumni Members	H L Campus H L College Commerce
15	28/02/2016	9.30 am To 02.00 pm	Health Awareness & Blood Donation Camp	Alumni Members	H L Campus H L College Commerce

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.
- Training programmes for using ERP has been conducted at the college.

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

The eco-buddy 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 group organizes a cleanliness awareness campaign & a drive to make campus clean.

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.

- Complete Academic Audit by an external agency.
- Moving towards paper- less office by initializing office automation system.
- Implementation of new modules of ERP.
- Workshops of varied fields for skill development and overall development of students.
- 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 committee has been framed to explore pros and cons of the autonomous status of the college. Committee met Principal and exam co-ordinator of St. Xavier's College, Ahmedabad. We discussed issues with autonomous status and support given by UGC.
- Statistics workshop on Microsoft excel was conducted for students who have opted for statistics as main subject.
- Organized a week long Care & Share program in association with Rotary Club. Program was focussed on mental issues of youth and techniques to overcome it. Expert mind trainers were invited for the program.
- We invited famous life coach to train our faculties. He gave basic training on Transaction Analysis.
- College organized a three days residential workshop for physical education teachers of Ahmedabad city. Workshop was organized at Mt. Abu.
- Department wise one to one meeting with students not performing so well in exam was organized. This meeting was planned to understand their issue and solve them individually. Extra books were given from library to students performing well at exams. This was to motivate bright students.
- Two new rooms were developed which can be used for add-on courses.
- Proposal to renovate boys and girls toilet blocks is send to management and we expected to get approval soon.
- Construction of mini-stadium for cricket is almost completed and we are planning to make it open in next academic year.

7.3 Give two Best Practices of the institution

- As a part of complete automation in administrative process, feedback from students are taken online and even the data of past students are collected online.
- Keeping the industry need and market demand, introduction of add-on courses in association with reputed institutions.
- INA library for economically weaker section of society.

7.4 Contribution to environmental awareness / protection

- Active Eco-buddy club at the college in association with SAYEN.
- A special day for environment protection theme was celebrated during cultural festival of the college.
- NSS group and eco-buddy club monitors each and every plants of the college and take necessary steps for growth and protection of plants

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

- Formation of Academic Council wherein Principal, one faculty member and few members from management are part of academic council.
- Academic Performance Index form for all faculty members.
- Redesigning college website.
- To organize IQAC conference at the college.
- To organize department seminar / conference at the college.
- A FDP and a program for administrative staff.
- To organize a national level Model United Nation program.
- Organize state level Mahatma Gandhi elocution competition.
- Organize an inter-collegiate Art Carnival.
- Care & Share program in association with NGO and government agency.
- To start with few add-on courses like stock market, Business Analytics and statistical programming.
- Organize workshops for various activities that we have at college.
- Industrial visit for students of our college.
- Workshops and training program by Collegiate Women development Cell (CWDC) of the college.
- Steps to improve academic results of the students.
- Renovate few class rooms with modern infrastructure and also staff- room pantry and general toilet block.
- Getting newly developed mini stadium ready for use.
- Up gradation of computers.
- Adding few more modules in our ERP system.
- Career counselling session for students opting for Statistics as main subject.
- Online assignment for few subjects.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I: Feedback Analysis

Faculty Feedback –Form

Faculty Name	Topic Presentation	Teaching method	Communication skills	Subject knowledge	Relating theory with practice and reality	Variety of illustrations while teaching	Handling of class discipline	Regularity in conducting classes	Timely completion of syllabus	Response to questions raised by students	Encouragement and support to students for other activities	Overall AVG
S.S. Shah	87 % Avg: 3.46 [322]	88 % Avg: 3.52 [281]	87 % Avg: 3.45 [311]	95 % Avg: 3.78 [264]	88 % Avg: 3.5 [276]	88 % Avg: 3.52 [252]	94 % Avg: 3.75 [252]	86 % Avg: 3.43 [231]	87 % Avg: 3.45 [258]	87 % Avg: 3.47 [241]	82 % Avg: 3.27 [250]	3.51
N. J. Chaniyara	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0 % Avg: 0 [0]	0
K.V. Vachhrajani	87 % Avg: 3.46 [386]	87 % Avg: 3.48 [326]	91 % Avg: 3.64 [379]	94 % Avg: 3.75 [310]	89 % Avg: 3.53 [332]	89 % Avg: 3.56 [308]	85 % Avg: 3.38 [305]	91 % Avg: 3.61 [289]	88 % Avg: 3.49 [311]	91 % Avg: 3.63 [303]	90 % Avg: 3.57 [304]	3.55
P.M. Parmar	84 % Avg: 3.35 [387]	87 % Avg: 3.45 [328]	86 % Avg: 3.43 [380]	92 % Avg: 3.66 [314]	83 % Avg: 3.31 [328]	87 % Avg: 3.44 [302]	84 % Avg: 3.34 [303]	89 % Avg: 3.54 [286]	89 % Avg: 3.55 [310]	90 % Avg: 3.57 [305]	84 % Avg: 3.33 [303]	3.45
N.S. Bhavsar	83 % Avg: 3.3 [381]	84 % Avg: 3.36 [328]	86 % Avg: 3.42 [377]	93 % Avg: 3.7 [310]	86 % Avg: 3.4 [329]	87 % Avg: 3.47 [303]	87 % Avg: 3.47 [304]	88 % Avg: 3.51 [288]	84 % Avg: 3.34 [310]	90 % Avg: 3.59 [305]	88 % Avg: 3.48 [299]	3.46
Y.D. Shastri	91 % Avg: 3.6 [382]	92 % Avg: 3.68 [329]	94 % Avg: 3.73 [376]	94 % Avg: 3.76 [311]	92 % Avg: 3.66 [329]	92 % Avg: 3.65 [304]	90 % Avg: 3.57 [303]	91 % Avg: 3.6 [286]	90 % Avg: 3.58 [310]	92 % Avg: 3.66 [303]	90 % Avg: 3.6 [305]	3.64
H.B. Choksf	82 % Avg: 3.26 [383]	84 % Avg: 3.35 [327]	85 % Avg: 3.38 [374]	92 % Avg: 3.65 [306]	86 % Avg: 3.4 [328]	86 % Avg: 3.41 [302]	85 % Avg: 3.39 [303]	88 % Avg: 3.5 [288]	87 % Avg: 3.47 [309]	90 % Avg: 3.56 [301]	87 % Avg: 3.44 [299]	3.44

M. S Bhavsa	93 % Avg: 3.71 [321]	95 % Avg: 3.77 [278]	95 % Avg: 3.79 [310]	95 % Avg: 3.79 [262]	92 % Avg: 3.65 [276]	93 % Avg: 3.69 [249]	93 % Avg: 3.69 [249]	93 % Avg: 3.68 [231]	91 % Avg: 3.63 [257]	93 % Avg: 3.69 [239]	91 % Avg: 3.63 [249]	3.7
H.S. Doshi	86 % Avg: 3.41 [380]	88 % Avg: 3.49 [326]	88 % Avg: 3.52 [372]	92 % Avg: 3.65 [305]	87 % Avg: 3.46 [325]	90 % Avg: 3.57 [301]	88 % Avg: 3.49 [304]	89 % Avg: 3.54 [290]	88 % Avg: 3.51 [307]	91 % Avg: 3.6 [300]	86 % Avg: 3.42 [302]	3.51
B.M. Patel	74 % Avg: 2.95 [383]	78 % Avg: 3.1 [326]	76 % Avg: 3.02 [373]	87 % Avg: 3.45 [306]	80 % Avg: 3.2 [326]	82 % Avg: 3.26 [297]	79 % Avg: 3.13 [304]	89 % Avg: 3.52 [286]	85 % Avg: 3.37 [304]	87 % Avg: 3.46 [298]	82 % Avg: 3.27 [300]	3.25
K.H. Baxi	75 % Avg: 2.98 [50]	79 % Avg: 3.13 [38]	75 % Avg: 3 [42]	92 % Avg: 3.66 [38]	82 % Avg: 3.24 [41]	85 % Avg: 3.39 [33]	77 % Avg: 3.06 [36]	83 % Avg: 3.29 [31]	81 % Avg: 3.24 [34]	84 % Avg: 3.34 [32]	71 % Avg: 2.82 [34]	3.2
P.B. Shah	93 % Avg: 3.71 [384]	95 % Avg: 3.79 [330]	95 % Avg: 3.77 [376]	95 % Avg: 3.77 [307]	93 % Avg: 3.71 [325]	93 % Avg: 3.7 [303]	92 % Avg: 3.67 [303]	91 % Avg: 3.61 [287]	92 % Avg: 3.66 [308]	93 % Avg: 3.69 [295]	92 % Avg: 3.67 [301]	3.7
V.M. Bhatt	81 % Avg: 3.23 [384]	85 % Avg: 3.37 [327]	86 % Avg: 3.4 [374]	90 % Avg: 3.59 [311]	86 % Avg: 3.44 [325]	90 % Avg: 3.56 [303]	83 % Avg: 3.31 [304]	89 % Avg: 3.55 [284]	86 % Avg: 3.41 [309]	90 % Avg: 3.57 [301]	87 % Avg: 3.45 [302]	3.44
Rasila ben Patel	87 % Avg: 3.48 [67]	81 % Avg: 3.21 [52]	85 % Avg: 3.4 [68]	86 % Avg: 3.42 [50]	87 % Avg: 3.45 [51]	84 % Avg: 3.36 [50]	78 % Avg: 3.11 [57]	89 % Avg: 3.53 [59]	80 % Avg: 3.2 [55]	92 % Avg: 3.66 [62]	81 % Avg: 3.23 [52]	3.37
Shraddh. Soni	73 % Avg: 2.91 [376]	78 % Avg: 3.1 [322]	76 % Avg: 3.01 [376]	85 % Avg: 3.37 [305]	79 % Avg: 3.14 [325]	81 % Avg: 3.2 [302]	77 % Avg: 3.06 [303]	85 % Avg: 3.4 [288]	84 % Avg: 3.36 [310]	86 % Avg: 3.41 [299]	80 % Avg: 3.16 [301]	3.19
Rupal Rajput	86 % Avg: 3.41 [317]	88 % Avg: 3.49 [278]	89 % Avg: 3.52 [308]	91 % Avg: 3.6 [259]	89 % Avg: 3.54 [275]	89 % Avg: 3.53 [249]	87 % Avg: 3.45 [248]	89 % Avg: 3.52 [229]	89 % Avg: 3.53 [257]	90 % Avg: 3.59 [237]	87 % Avg: 3.46 [250]	3.51
Dhruvi Raval	73 % Avg: 2.89 [269]	76 % Avg: 3 [230]	74 % Avg: 2.96 [271]	85 % Avg: 3.36 [221]	79 % Avg: 3.14 [226]	79 % Avg: 3.15 [212]	77 % Avg: 3.05 [217]	85 % Avg: 3.4 [207]	83 % Avg: 3.32 [222]	82 % Avg: 3.24 [221]	78 % Avg: 3.09 [217]	3.15

Khyati Kothari	84 % Avg: 3.36 [131]	89 % Avg: 3.54 [123]	87 % Avg: 3.45 [140]	89 % Avg: 3.53 [115]	90 % Avg: 3.56 [119]	89 % Avg: 3.56 [104]	86 % Avg: 3.43 [109]	89 % Avg: 3.54 [96]	90 % Avg: 3.59 [110]	89 % Avg: 3.52 [103]	84 % Avg: 3.35 [112]	3.49
Minouti Jani	81 % Avg: 3.22 [49]	85 % Avg: 3.36 [36]	85 % Avg: 3.38 [42]	87 % Avg: 3.47 [38]	83 % Avg: 3.31 [42]	89 % Avg: 3.53 [34]	88 % Avg: 3.5 [36]	87 % Avg: 3.45 [31]	81 % Avg: 3.24 [34]	86 % Avg: 3.44 [32]	75 % Avg: 2.97 [34]	3.35
Sudeep Shah	94 % Avg: 3.73 [180]	94 % Avg: 3.74 [150]	93 % Avg: 3.7 [170]	95 % Avg: 3.78 [142]	93 % Avg: 3.72 [144]	93 % Avg: 3.72 [138]	91 % Avg: 3.63 [135]	92 % Avg: 3.67 [128]	91 % Avg: 3.63 [135]	90 % Avg: 3.6 [125]	86 % Avg: 3.41 [133]	3.67
Rajes hvari shah	74 % Avg: 2.94 [17]	79 % Avg: 3.14 [14]	83 % Avg: 3.31 [13]	83 % Avg: 3.31 [13]	79 % Avg: 3.13 [15]	75 % Avg: 3 [11]	82 % Avg: 3.25 [12]	85 % Avg: 3.4 [10]	84 % Avg: 3.33 [12]	83 % Avg: 3.3 [10]	71 % Avg: 2.82 [11]	3.18
M.S. Kelshik ar	89 % Avg: 3.56 [317]	90 % Avg: 3.57 [269]	91 % Avg: 3.62 [310]	93 % Avg: 3.71 [256]	90 % Avg: 3.56 [266]	90 % Avg: 3.59 [245]	91 % Avg: 3.64 [251]	90 % Avg: 3.58 [237]	90 % Avg: 3.56 [256]	90 % Avg: 3.58 [252]	91 % Avg: 3.62 [251]	3.6
S T Gamit	70 % Avg: 2.78 [244]	70 % Avg: 2.8 [204]	71 % Avg: 2.83 [236]	77 % Avg: 3.04 [193]	74 % Avg: 2.95 [204]	75 % Avg: 2.98 [192]	72 % Avg: 2.84 [192]	84 % Avg: 3.34 [183]	80 % Avg: 3.18 [191]	77 % Avg: 3.05 [193]	75 % Avg: 2.98 [186]	2.98
S K Parmar	89 % Avg: 3.56 [380]	90 % Avg: 3.59 [332]	89 % Avg: 3.56 [377]	92 % Avg: 3.66 [307]	92 % Avg: 3.65 [327]	92 % Avg: 3.66 [300]	90 % Avg: 3.58 [303]	90 % Avg: 3.6 [286]	89 % Avg: 3.55 [308]	90 % Avg: 3.59 [302]	89 % Avg: 3.54 [303]	3.59
H.R. Bharu cha	89 % Avg: 3.53 [350]	91 % Avg: 3.62 [310]	92 % Avg: 3.67 [350]	94 % Avg: 3.72 [281]	92 % Avg: 3.65 [301]	90 % Avg: 3.59 [276]	91 % Avg: 3.62 [281]	89 % Avg: 3.53 [263]	88 % Avg: 3.49 [288]	91 % Avg: 3.63 [282]	91 % Avg: 3.62 [281]	3.61

All Admin Staff Feedback Report

Person	Eagerness to help	Intent to handle the request	Knowledge of the work assigned	Time taken to complete the request	Behaviour	Quality of the work done	Office etiquette	Overall AVG
BABUBHAI PATEL	85 % Avg: 3.39 [187]	84 % Avg: 3.34 [188]	84 % Avg: 3.32 [185]	83 % Avg: 3.31 [189]	83 % Avg: 3.28 [187]	84 % Avg: 3.34 [190]	82 % Avg: 3.27 [217]	3.32
HETAL PURANI	87 % Avg: 3.46 [188]	85 % Avg: 3.37 [187]	85 % Avg: 3.4 [185]	85 % Avg: 3.36 [188]	85 % Avg: 3.38 [186]	85 % Avg: 3.37 [190]	83 % Avg: 3.31 [219]	3.38
PRITESH JADAV	85 % Avg: 3.39 [190]	85 % Avg: 3.37 [189]	86 % Avg: 3.4 [186]	85 % Avg: 3.37 [189]	84 % Avg: 3.34 [188]	86 % Avg: 3.41 [189]	86 % Avg: 3.41 [217]	3.38
JOITARAM SENMA	86 % Avg: 3.42 [186]	85 % Avg: 3.37 [187]	86 % Avg: 3.41 [184]	84 % Avg: 3.35 [187]	84 % Avg: 3.33 [186]	85 % Avg: 3.38 [189]	83 % Avg: 3.28 [213]	3.36
RAKESH PRAJAPATI	86 % Avg: 3.43 [188]	85 % Avg: 3.37 [187]	85 % Avg: 3.37 [185]	84 % Avg: 3.34 [188]	83 % Avg: 3.3 [188]	85 % Avg: 3.38 [191]	82 % Avg: 3.27 [217]	3.35
BACHHARAM PRAJAPATI	85 % Avg: 3.39 [184]	83 % Avg: 3.3 [188]	85 % Avg: 3.37 [184]	84 % Avg: 3.34 [185]	84 % Avg: 3.32 [186]	85 % Avg: 3.37 [189]	83 % Avg: 3.28 [212]	3.34
BADRINATH PANDEY	86 % Avg: 3.44 [186]	86 % Avg: 3.43 [189]	86 % Avg: 3.43 [184]	87 % Avg: 3.45 [187]	86 % Avg: 3.43 [187]	85 % Avg: 3.4 [191]	88 % Avg: 3.5 [216]	3.44
BHAVANABEN TRIVEDI	87 % Avg: 3.48 [186]	88 % Avg: 3.49 [188]	88 % Avg: 3.49 [187]	87 % Avg: 3.46 [188]	88 % Avg: 3.49 [188]	86 % Avg: 3.43 [191]	87 % Avg: 3.47 [217]	3.47

DHARMESHBHAI SHAH	76 % Avg: 3.03 [193]	79 % Avg: 3.15 [190]	82 % Avg: 3.25 [187]	79 % Avg: 3.14 [188]	76 % Avg: 3.04 [189]	81 % Avg: 3.22 [193]	76 % Avg: 3.01 [217]	3.12
KAUSHAL VAKANI	86 % Avg: 3.44 [187]	87 % Avg: 3.45 [186]	86 % Avg: 3.43 [187]	85 % Avg: 3.4 [188]	86 % Avg: 3.44 [186]	87 % Avg: 3.45 [192]	84 % Avg: 3.36 [216]	3.42
ANJALI TRIVEDI	87 % Avg: 3.44 [188]	87 % Avg: 3.45 [187]	88 % Avg: 3.49 [186]	86 % Avg: 3.43 [188]	87 % Avg: 3.44 [189]	87 % Avg: 3.46 [191]	85 % Avg: 3.37 [217]	3.44
MAGANBHAI PARMAR	79 % Avg: 3.14 [188]	82 % Avg: 3.25 [187]	80 % Avg: 3.17 [189]	81 % Avg: 3.22 [188]	78 % Avg: 3.09 [186]	81 % Avg: 3.23 [190]	77 % Avg: 3.07 [216]	3.17
JAGDISH GADHAVI	84 % Avg: 3.35 [187]	84 % Avg: 3.35 [188]	85 % Avg: 3.4 [186]	84 % Avg: 3.33 [187]	84 % Avg: 3.33 [188]	85 % Avg: 3.37 [191]	81 % Avg: 3.21 [216]	3.33
HARSHAD SHAH	85 % Avg: 3.4 [188]	85 % Avg: 3.38 [189]	86 % Avg: 3.4 [187]	85 % Avg: 3.36 [185]	85 % Avg: 3.37 [187]	85 % Avg: 3.38 [191]	82 % Avg: 3.25 [216]	3.36