

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. P B Shah
Prof. M S Bhavsar

Mobile:

09825026247
09426397091

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)

2016-17

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
- viii. AQAR 2015 - 2016 submitted on 03/09/2016 by email

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="1"/> International <input type="text"/>	National <input type="text" value="1"/> State <input type="text"/>
	Institution Level <input type="text"/>
(ii) Themes	<input type="text" value="Quest for Excellence and Efficiency in Higher Education"/>

2.14 Significant Activities and contributions made by IQAC

- Formation of Advisory Committee (8 members) – Principal, senior faculty member, 4 members of management and 1 alumni.
- One to one meeting of all faculty members with Academic Advisor in regards to API forms.
- Organized a two day National Conference on “Quest for Excellence & Efficiency in Higher Education”.
- Initiated the process of redesigning and upgrading college website.
- Organized a 3 days’ workshop in association with ACM on Basics of R Programming for students of special statistics.
- Organized a FDP on “Classroom Experiments in Teaching” in association with Lord Meghnad Desai Academy of Economics, Mumbai.
- A Model United Nation (MUN) was organized this year by our HLCC MUN Society.
- A national level elocution competition - Mahatma Gandhi Trophy (MG Trophy) was organized by the college.
- Intercollegiate Art Carnival was organized to promote various art and craft activities among students.
- A week long program “Care & Share week” was organized this year in association with EDI, Gandhinagar and Rotary Club Ahmedabad Mahanagar.
- Started with few add-on courses like Tally ERP, Finacle in association with BSE, Preparatory classes for UPSC, GPSC & other competitive exams as a part of our HLCC Empowerment initiative.
- Conducted workshops for various co-curricular activities like Theatre, Dance, Music, H L Times, Fine arts and more.
- Under the CWDC two workshops - Tie & Die and Chocolate Making were conducted at the college with an aim to give girls an opportunity to earn while they learn.
- Steps to improve student’s result - compulsory attendance, one to one difficulty solving sessions etc.
- Renovation of four classrooms with latest teaching and learning infrastructure.
- Staff room pantry, staff toilets were renovated.
- Face-lift of permanent stage and creating an open air theatre with all basic facilities.
- Detailed academic audit is been made an annual practice at the college.
- Sports pavilion with 250 seating capacity and additional rooms for indoor sports, meeting and workshops.
- Purchased 30 new computers for the computer lab.
- Almost all departments are now giving online assignments to the students.
- Viva voce’ in the project work of the students at post-graduate level and also for UG students opting for Statistics as main subject
- A unique concept called “Evening Gurukul” has been initiated by our students wherein children of street vendors are given basic education at our college in late evenings.
- Dr.. Shashi Tharoor (Member of Parliament & Former under Secretary General, United Nations) was invited to deliver the S V Desai memorial lecture organized jointly by HLCC, AES and H L College Alumni Association on the topic "The Case for a Presidential System in India" on 6th September, 2016.

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"> Academic Performance Index (API) form for all faculty members 	<ul style="list-style-type: none"> A new API form has been designed by management and one to one meeting with Academic Advisor is fixed every year.
<ul style="list-style-type: none"> Redesigning the college website 	<ul style="list-style-type: none"> The process has been initiated.
<ul style="list-style-type: none"> To organize an IQAC conference at college 	<ul style="list-style-type: none"> Organized a two day National Conference on “Quest for Excellence and Efficiency in Higher Education”
<ul style="list-style-type: none"> Department seminar / Conference 	<ul style="list-style-type: none"> Accountancy Department has planned for a national conference in next academic year.
<ul style="list-style-type: none"> FDP and a program for administrative staff 	<ul style="list-style-type: none"> FDP on “Classroom Experiments in Teaching” in association with Lord Meghnad Desai Academy of Economics, Mumbai. Program for administrative staff has been planned in next academic year.
<ul style="list-style-type: none"> Mini stadium for use 	<ul style="list-style-type: none"> Sports pavilion with 250 seating capacity and additional rooms for indoor sports, meeting and workshops.
<ul style="list-style-type: none"> Renovate few class rooms with modern infrastructure 	<ul style="list-style-type: none"> 4 rooms renovated with modern amenities.
<ul style="list-style-type: none"> Up gradation of computers 	<ul style="list-style-type: none"> Purchased 30 new computers
<ul style="list-style-type: none"> Online assignments for few subjects 	<ul style="list-style-type: none"> Few departments have initiated with online assignments.
<ul style="list-style-type: none"> Care & Share program 	<ul style="list-style-type: none"> A week long program “Care & Share week” was organized this year in association with EDI, Gandhinagar and Rotary Club Ahmedabad Mahanagar.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Formation of Advisory Committee (8 members) – Principal, senior faculty member, 4 members of management and 1 alumni
- New designed Academic Performance Index (API) form by management which every faculty has to fill. Academic Advisor meets every faculty one on one for discussing.
- Purchase of new computers, redesigning the college website, adding few more features in our ERP as part of updating and upgrading technology resources.
- Renovation of few classrooms, Staff pantry, Toilet blocks, permanent stage and development of Mini Sports stadium for the infrastructural changes required for increasing facilities to staff and students.
- Various workshops to enhance various skills among students and helping them for overall development.

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	2	-	1	-
UG	2	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1	2	3	3
Others		2		
Total	5	4	4	3
Interdisciplinary	Tally	R, Finacle		
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.

Yes, In Accountancy & Statistics

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

--

08

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	05	08
Presented papers	02	05	03
Resource Persons	---	---	---

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

- Discussion about expected answer and solutions 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
- Online 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

78

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	1794 (With ATKT)	392	417	494	237	85%
B.Com. Statistics	66	12	35	10	9	100%
M.Com	232	----	190	24	----	92%

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.

- Detailed API forms for all faculty members and then one to one meeting with the Principal and Academic Advisor.

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	01
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	01
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	2	11	---
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	1	YSA & UL	500 US \$	500 US \$
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
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	1	01	----	----	----
Sponsoring agencies	College	College	----	----	----

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

3.13 No. of collaborations

International 01

National 04

Any other 01

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
---	---	---	---		---	---	---

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

1

2

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

12

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	<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="48"/>	State level	<input type="text" value="17"/>
National level	<input type="text" value="09"/>	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="05"/>	College forum	<input type="text" value="09"/>
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text"/>

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

CWDC

- A workshop for girl students on “Body language, Table manners, Dressing Sense and Interview Tips” was organized in collaboration with H L College Alumni Association, by the expert Ms. Sapna Kedia. 40 Girl Students participated in this workshop.
- A Seminar on “Thalassemia Awareness” was organised on 24th September, 2016 in association with CWDC, NSS & Rotary Club Ahmedabad Metro. 250 Students participated in this Seminar followed by an interactive session.
- 75 Girl students joined “Halla Bol (Season-II) organized by “Wajra” O Force Empowerment Foundation on 5th August’ 2016.

NCC:

- Once again, 4 of our NCC cadets after competing for over 5 camps, were selected and went on to represent Gujarat State at the all India Republic Day Camp at New Delhi' 2017.
- Cadet Vanrajsinh Vaghela of TY, Cadet Durgesh Makwana, SY, Cadet Priya Gajera, SY, were selected and took part in The Prime Minister's Rally,
- Cadet Vanrajsinh Vaghela won the 1st Prize in Group Dance
- Cadet Durgesh Makwana won the 1st Prize in Group Dance & 3rd Prize in Group Song
- Cadet Priya Gajera was also selected for The Rajpat Parade. She also won 1st Prize in Group Dance & 3rd Prize in Group Song.
- Cadet Raj Kankare TY after competing for over 3 camps, was selected and attended to compete at The All India Thal Sainik Camp.
- Under Officer Monika Ajmera, TY, was selected to attend the 'Officer Training Academy Camp' At Gwalayar. She also received the Best Cadet Silver Medal by Gujarat University and the Best Cadet female of HLCC.
- Under Officer Pooja Chauhan, TY, was selected For Vibrant Gujarat Summit' 2017 & she also attended The All India Annual Training Camp of Navy at Kerala.
- Cadet Santhumayor Allan, SY, was selected to attend 'The Army Attachment Camp' & Won Gold Medal in Basketball at the camp.
- Cadet Mimoh Kumar attended the Officers Training Academy camp at Kamptee.
- Senior Under Officer Nikhil Solanki, TY, has received the prize of Senior Most Cadet of HLCC & Under Officer Aakash Dayal, TY, has received the Best Cadet male of HLCC.
- 46 cadets attended the International Yoga Day held at the GMDC ground to create a Guinness record, 56 cadets attended the CATC, 2 cadets attended OTA camp, 2 cadets attended NIC.
- Our NCC Cadets were active participants in the HLCC SAYEN Eco Buddy Club organized by our college and volunteered for:
 - Dandiya 2016 (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 unit conducted an orientation programme for freshers and organized a Blood Donation Camp in collaboration with Red Cross Society, in August 2016 where 80 Units of blood was collected. They also organized a programme on Cashless India in December 2016, and a visit to Cancer Hospital, Vasna, in February 2017.

4 students participated in a 7 day National Level Camp organized by the Govt. of Gujarat, 5 students participated in a 1 day State Level Camp organized by Gujarat University.

- Organize a Week long Care & Share Programme.
- Orientation Program for all new NSS Volunteers by programme officer.
- Visit was paid to “Jeevan Sandhya” an old-age home in Naranpura.
- “Swachchhata Abhiyan” was conducted by NSS Students & Volunteers for campus cleaning.
- Celebration of 15th August & 26th January, by NCC & NSS Students.

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 our College NSS group in association with EDI and Rotary Club Ahmedabad Mahanagar organized the Care and Share Week in august'2016.

- Interactive sessions on Developing Entrepreneurial Skills by Dr. Suresh Malodia, EDI on Aug-08, Startup support from Government by Mr. Chandan Chaterjee, MD CED on Aug-09,
- Social Entrepreneurship by Mr. Gejo Sreenivasan, Corporate Mentor on Aug-10,
- Support system for promoting entrepreneurship by Mr. Paresh Vohra, Venture Studio, Ahmedabad University on Aug-11,
- Interaction with start-ups by Dr. Satya Ranjan Acharya, EDI on Aug-12 was conducted

Also a painting competition on theme of entrepreneurship was organized on 8th of August.

Evening Gurukul

We also have an evening Gurukul for the children of the hawkers. Basic education and life skills are taught to these children. We have tied up with an NGO for this initiative.

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 equipment's 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

- We have made it mandatory for students to pay their fees online.
- Admission process is completely online.
- College – University dealing, administrative work, enrolment, exam forms, hall tickets etc is totally online.
- Scholarship forms - Government and college is made online and students get the scholarship directly in their bank account.
- Feedback given by the students is made online.
- 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	54470	126334 Rs.	248	92299	54718	218633 Rs.
e-Books	-----	-----	-----	-----	-----	-----
Journals / Periodicals	40	55824	02	55473	42	111297
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	30	--	--	--	--	05	--	--
Total	51 (30 Scrapped)	01	52	01	01	09 (4 Scrap ped)	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.
- Purchased 25 new computers in the lab and 5 in admin office.
- New tower for better internet connectivity & speed.
- College Server is up graded to fulfil with the quantum of data.

4.6 Amount spent on maintenance in lakhs:

i) ICT	3
ii) Campus Infrastructure and facilities	16.77
iii) Equipment's	9.80
iv) Others	---
Total:	29.57

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
1640	232	--	--

(b) No. of students outside the state

47

(c) No. of international students

Men	No	%	Women	No	%
	747	46		893	54

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
828	214	59	610	5	1716	750	224	63	596	7	1640

Demand ratio 10:1

Dropout % 3.65

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

100

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

124

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 - M. Com - 01	--- 126	--- 19	--- 67

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 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 which is managed by two of our faculty members Dr. N. J. Chaniyara 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.
- Students have grievance in their marks or attendance can give an application and it is resolved by the Principal, office and concerned faculty member.
- Grievance for infrastructure is directly taken care by office and Principal.
- 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.

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

- Renovation of four class rooms to equip with all modern teaching and learning resources.
- Developing a new Sports pavilion with rooms to house indoor games.
- 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. It has now been renovated so that it can be used as open air theatre.
- Campus is specially designed for physically disadvantage individuals.

- Sports facilities with appropriate sized grounds. Mini Sports pavilion is created with seating arrangement of 250 and also has rooms for indoor games.
- 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.
- Four new rooms (Room number 8, 9, 13, 14) were renovated with latest teaching – learning infrastructure.

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.

6.11 Activities and support from the Alumni Association

Sr. No.	Date	Time	Subject	Speaker
1	22-05-16	9.00 am	Career Counselling	JITO
2	30-07-16	6.30 pm	A G M	Members
3	03-09-16	11.50 to 3.00 pm	Teachers day	Governing Council Member
4	06-09-16	10.30 am To 2.00 pm	Prin. S. V. Desai Memorial Lecture	Shri Shahi Tharoor (M. P. Loksabha)
5	09-09-16	04:00 am to 07:00 pm	Womens Deveopment Seminar	Ms. Sapna Kedia
6	08-10-16	7.00 pm To 12.00 pm	Dandia	Members and Guest
7	09-10-16	7.00 To 12.00 pm	Dandia	Members and Guest
8	30-11-16	06:00pm to 08:00 pm	Guest Lecture	CA Rineksh Shah
9	25-12-16	09:00 am to 01:00 pm	Sports, Painting and Photography Competition	Members

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.

In cases where student’s performance is below par & where absenteeism has been recorded, parents have been called for discussion.

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.
- The management conducted two programmes for training non-teaching staff in ERP and GST, for which our staff had been deputed.

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.

- Formation of an Academic Council and an Advisory Committee by the management.
- Appointment of an Academic Advisor.
- 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 new API form has been designed by management and one to one meeting with Academic Advisor is fixed every year to discuss the API Score.
- The process of redesigning the college website is initiated. We are also planning to link our ERP and college website.
- Organized a two day National Conference on “ Quest for Excellence and Efficiency in Higher Education”
- Accountancy Department has planned for a national conference in next academic year. We are also planning for a workshop on NAAC accreditation.
- FDP on “Classroom Experiments in Teaching” in association with Lord Meghnad Desai Academy of Economics, Mumbai. Program for administrative staff has been planned in next academic year.
- Sports pavilion with 250 seating capacity and additional rooms for indoor sports, meeting and workshops.
- 4 class rooms have been renovated with modern amenities.
- Purchased 30 new computers to keep pace with the fast changing technology.
- Few departments have initiated with online assignments.
- A week long program “Care & Share week” was organized this year in association with EDI, Gandhinagar and Rotary Club Ahmedabad Mahanagar.

7.3 Give two Best Practices of the institution



- HLCC Empowerment Initiative for value adding industry based courses in collaboration with reputed institutes.
- Evening Gurukul - evening classes for children of hawkers.

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

- Preparing for 3rd Cycle of Accreditation
- National Conference of Accountancy and Taxation.
- Workshop for reaccreditation process of NAAC
- Faculty Development Program
- Conference by Collegiate Women development Cell (CWDC) along with few workshops
- Administrative Staff training program
- International MUN
- Redesigning college website.
- Linking ERP and college website
- Distribution of Tablets to first year students
- Online feedback by students
- Online Payment of fees
- Usage of Sole 2 software for Library
- To start with few add-on courses like GST, Advanced Excel and Statistical Analysis
- Starting with a morning division for FY students also.
- Organize workshops for various activities that we have at college.
- Steps to improve academic results of the students.
- Collecting past students data to record their progression.
- Renovate few class rooms with modern infrastructure
- Adding few more modules in our ERP system.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____
