The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. 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
Dr. 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/AQAR2017-18.doc

1.6 Accreditation Details

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

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

15/7/2006

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

2017-18

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

   i. AQAR 2013 - 2014 submitted on 23/07/2014
   ii. AQAR 2014 - 2015 submitted on 22/06/2015
   iii. AQAR 2015 - 2016 submitted on 03/09/2016 by email
   iv. AQAR 2016 - 2017 submitted on 28/11/2017 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 ●

H L COLLEGE OF COMMERCE

Regulatory Agency approved Institution   Yes ☐   No ●

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

Type of Institution   Co-education ●   Men ☐   Women ☐

                     Urban ●   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ●   Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify) | ------ |

1.12 Name of the Affiliating University *(for the Colleges)* | Gujarat University |

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

Autonomy by State/Central Govt. / University | --- |

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

> 9

2.2 No. of Administrative/Technical staff

> 2

2.3 No. of students

> 2

2.4 No. of Management representatives

> 1

2.5 No. of Alumni

> 2

2. 6 No. of any other stakeholder and

community representatives

> 1

2.7 No. of Employers/ Industrialists

> ---

2.8 No. of other External Experts

> ---

2.9 Total No. of members

> 17

2.10 No. of IQAC meetings held:

> 4

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 2 |

Non-Teaching Staff Students | 2 | Alumni | 1 | Others | --- |

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

If yes, mention the amount | ------- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | -- | National | 1 | State | --- | Institution Level | --- |

(ii) Themes | **NAAC Accreditation Process** |

H L COLLEGE OF COMMERCE

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

- Academic and Activity calendar was approved by Academic Council and Advisory committee.
- One to one meeting of all faculty members with Academic Advisor in regards to API forms.
- Shri Vallabh Bhanshali was invited to deliver the S V Desai memorial lecture organized jointly by HLCC, AES and H L College Alumni Association on the topic "Enterprise as a Public Good' on 19th December, 2017.
- Organized a One Day National Conference on "Revolution and Reforms in Accounting and Taxation". 500 delegates from industry and academia participated in the conference.
- A workshop on NAAC Accreditation was organized by Ahmedabad Education Society at H L College of Commerce on 2nd December 2017 for the five grant-in-aid colleges under the AES. The purpose of the workshop was to make the colleges aware of the revised scheme of NAAC as they prepare to go for the next cycle of reaccreditation. Around 50 participants from five granted colleges registered for this one-day.
- A FDP on "Leadership in Education" was organized in association with Ahmedabad Education Society on 20-04-2018.
- Organized a FDP on "Intrinsic Motivation and Organisation Building" by Expert Speaker: Shri Beharamgor Dastoor.
- Organized a FDP cum Workshop on "Financial Planning & Equity Market" which was held at the BSE Institute, Ahmedabad.
- About 700 students and all faculty members participated in the Yoga Day celebration on the campus. Expert Yoga trainer was invited to conduct the workshop on 21st June, 2017 to mark International National Yoga Day.
- An international 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.
- A week long program "Care & Share week" was organized this year in association with Ramoji Kiran Universe.
- An ESL workshop was organized on 22nd Jan, 2018 at H L auditorium with the theme of "COMPASSING COMPREHENSIBLE INPUT". 110 undergraduate students from 12 colleges (Guj. Uni.) participated in the workshop.
- The week long Club Fest, was held from 29th to 5th August, 2017 in order to introduce and to motivate freshers to various club activities(, viz. Elocution, Essay writing, General Knowledge Quiz, Mad-Ad and Card-making competitions, fun and games activities and theatre, dance and music performances were held).

- Meditation Workshop by Vilamba Band & Sahaj Yoga Group: The Workshop was conducted by Vilamba a European Band & Sahaj Yoga Group on 4th January, 2018. The 2 groups are proponents of lilting music translating into inner peace for a soul transforming experience. Their music found and instant connect with our faculties and students alike.

- Special Lecture on "The Goods and Services Tax (GST) and its Impact on Indian Manufacturing "on Tuesday, 12th December 2017, the expert speaker Dr. Shahana Mukherjee (PhD-IIMB), Assistant Professor, Meghnad Desai Academy.

- Mr. Chandrashekhar Sharma from QX Ltd. a pre-placement talk on 12th August, 2017 Approx. 150 students attended the talk.

- Mr. Sadanand Dubey delivered a lecture on GST and also a short-term course on GST on 11the July. 2017. Approx. 175 students attended the lecture.

- A two hours special lecture on GST & its Implications organized by H L College of Commerce in association with ICA Education Skills Pvt. Ltd. on Friday 4th August, 2017.

- The workshop on "Data Analysis using PH Stat" was organized in collaboration with Association of Computing Machinery - Ahmedabad Chapter on 10th February for students opting for Statistics major. It was conducted by Prof. Heena Timani from ACM.

- Started with few add-on courses like Tally ERP, Advanced Excel, Job training program for baking and finance sector, 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.

- Redesigning and upgrading college website in final stage.

- Steps to improve student's result - compulsory attendance, one to one difficulty solving sessions etc.

- Detailed academic audit is been made an annual practice at the college.

- 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" was initiated by our students wherein children of street vendors are given basic education at our college in late evenings.

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
• Preparing for 3rd Cycle of Accreditation	• It is in process and we are almost half way of its completion.
• National Conference of Accountancy and Taxation	• A one national conference "Revolution and Reforms in Accounting and Taxation" was organized. 500 delegates participated in this conference
• Workshop for reaccreditation process of NAAC	• A workshop "NAAC Accreditation" was organized in association with Ahmedabad Education Society.
• Faculty development Program	• A FDP on "Intrinsic Motivation and Organization Building" was organized on 25-09-2017. Expert Motivational speaker Shri Behramgor Dastur was invited to take the session. • A FDP on "Financial Planning and Equity market" in association with Bombay Stock Exchange (BSE) was organized on September, 2017. • A FDP on "Leadership in Education" organized in association with Ahmedabad Education Society on 20-04-2018.
• Conference by CWDC	• ___
• Administrative staff training program	• ___
• International MUN	• An International MUN was organized by college on 11th August to 13th August, 2017 and 555 delegates participated in the event.
• Redesigning College Website	• In Process
• Linking ERP and college Website	• In Process
• Distribution of Tablets to First Year Students (Namo E-Tablet)	• 503 Namo E-tablet were distributed to the first year students

• Online Feedback by Students	• Yes, incorporated in ERP
• Online Payment of Fees	• Yes, incorporated in ERP
• Usage of Sole 2 software for Library	• Implemented in Library
• To start with few add-on courses like GST, Advanced Excel and Statistical Analysis	Add on courses and workshops like: • Tally ERP in collaboration with SBP Academy (TIL, Bengaluru) on August, 2017. • Advanced Excel in collaboration with NIIT in September, 2017. • A 3 days' workshop on " Data Analysis using PH Stat" in association with ACM was organized for students opting for special statistics • An ESL workshop on "Compassing Comprehensible Input" was organized on 22nd Jan, 2018. 110 students participated in the workshop.
• Starting with a morning division for FY students also	• One class for FY students has been started in the morning timings
• Organize workshops for various activities that we have at college	• Workshops for various clubs are arranged to sharpen the skills of the students
• Steps to improve academic results of the students	• Remedial classes for weak students to improve results was organized.
• Collecting past students data to record their progression	• Started with the Exit form for TY students and also designed an exhausted data form for past students. Data collection through this new form will commence soon.
• Renovate few class rooms with modern infrastructure	• Approved by management and project will be taken up soon.
• Adding few more modules in our ERP system	Modules added: Leave, Scholarship, Student Banking

2.16 Whether the AQAR was placed in statutory body   Yes [●]   No [   ]

   Management [●]   Syndicate [   ]   Any other body [   ]

Provide the details of the action taken

- A one national conference "Revolution and Reforms in Accounting and Taxation" was organized. 500 delegates participated in this conference.
- A workshop "NAAC Accreditation" was organized in association with Ahmedabad Education Society.
- A FDP on "Leadership in Education" was organized in association with Ahmedabad Education Society on 20-04-2018.
- A FDP on "Intrinsic Motivation and Organization Building" was organized on 25-09-2017. Expert Motivational speaker Shri Behramgor Dastur was invited to take the session.
- A FDP on "Financial Planning and Equity market" in association with Bombay Stock Exchange (BSE) was organized on September, 2017.
- Add on courses and workshops like: Tally ERP in collaboration with SBP Academy (TIL, Bengaluru) on August, 2017, Advanced Excel in collaboration with NIIT in September, 2017, A 3 days' workshop on "Data Analysis using PH Stat" in association with ACM was organized for students opting for special statistics and An ESL workshop on "Compassing Comprehensible Input" was organized on 22nd Jan, 2018. 110 students participated in the workshop.
- An International MUN was organized by college on 11th August to 13th August, 2017 and 555 delegates participated in the event.
- Started collecting data with the Exit form for TY students and we have also designed an exhausted data form for past students. Data collection of last 5 years students through this new form will commence soon.

Part – B

Criterion – I

1. 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		1		
Total	5	3	4	3

Interdisciplinary	Tally ERP	Adv. Excel, SCOPE		
Innovative		ESL		

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **CBSC**
   (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
15	--	14	--	1

2.2 No. of permanent faculty with Ph.D.

8

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	--	--	1	1	14	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

--		13		--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	15	15
Presented papers	03	04	---
Resource Persons	---	01	---

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

- Discussion about desired 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.
- Inviting experts from industries to deliver lectures and conduct workshops for the students.

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

197

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. Question paper should have submitted in soft copy to the college.
- 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.
- In Soft skill Course we have introduce new evaluation pattern: 50% weightage of project and 50% weightage of Exam.

2.9 No. of faculty members involved in curriculum
Restructuring /revision/syllabus development

0	0	1

as member of Board of Study/Faculty/Curriculum Development workshop

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	1797 (With ATKT)	610	476	350	178	90%
B.Com. Statistics	59	11	31	8	9	100%
M.Com	214	----	199	-----	----	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 semester, the workload distribution in each subject is completed in advance for the next semester 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.

- A midterm review of the syllabus completion is done in departmental meetings and accordingly some extra classes are arranges for smooth and effective completion of course.
- Detailed API form is filled by all faculty members and then we have one to one meeting with the Principal and Academic Advisor.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	02
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	02
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	1	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

- Academic Performance Indicator (API) form for all faculty members inspire 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 and also in the management newsletter.

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	2	---
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				
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
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	----	----	01
Sponsoring agencies	College	College	----	----	College

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

3.13 No. of collaborations   International 01   National 06   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   ---

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	53	State level	9
National level	---	International level	---

3.22 No. of students participated in NCC events:

University level	56	State level	14
National level	06	International level	---

3.23 No. of Awards won in NSS:

University level	---	State level	---
National level	---	International level	---

3.24 No. of Awards won in NCC:

University level	2	State level	4
National level	3	International level	--

3.25 No. of Extension activities organized

University forum	06	College forum	11		
NCC	03	NSS	08	Any other	

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

__NCC__:

- 2 of our cadets SUO Durgesh Makwana and UO Priya Gajera secured the gold medal in Gujarat University Best Cadet Senior Division Army Wing.
- 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' 2018. 3 of the girl cadets got the opportunity to take part in the Rajpath March on 26th January'2018.

- 3 of our cadets were selected for the Army Attachment Camp at 17 Maratha Light Infantry, Chiloda, Gandhinagar.
- 2 cadets attended the National Integration Camp at Secundrabad and 2 at Rajkot.
- 1 cadet attended the Trekking Camp at Narmada and 1 at Rajasthan.
- 39 Boy and 17 Girl Cadets – attended various Combined Annual Training Camps.
- Flag hoisting on 15th August and 26th January was carried out under the support of NCC at HLCC and Gujarat University.

Our NCC Cadets were active participants in the HLCC SAYEN Eco Buddy Club organized by our college and volunteered for:

- Dandiya 2017 (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:

- Voters Awareness Programme (in collaboration with Gujarat Govt.) was organized at H L campus.
- Blood Donation camp was organized in collaboration with Red Cross Society at HL Campus where 72 units were collected.
- Neck Ergonomics awareness programme was organized at the college in collaboration with College of Physiotherapy, Ahmedabad.
- Two students participated in Basic Mountaineering Course at Junagadh, organized by Youth Welfare Dept, Gujarat University.
- Stationery collection drive for the underprivileged students was organized at HLCC.
- 68 students visited the cancer hospital at Vasna in the month of Feb, 2018.

SEMINAR ON CREATIVE CAREERS:

On the 17th of July 2017 Ramoji Krian Universe in collaboration with HL College Of Commerce organised a Creative Career Seminar which was held in the HLCC auditorium. The purpose of the seminar was to create awareness and explore the hidden career opportunities in the fields of media, design, creative arts and applied social sciences. Esteemed guests present at the seminar included Professor Ujjwal Choudhary (Director, Ramoji Krian Universe), Ms. Anurita Rathore (Former Features Editor, Ahmedabad Mirror) and Mr. Viveck Vaswani (Bollywood Actor, Director and Producer). Two special invitees Ms. Shital Shah (Gujarati Actress, Director and Producer) and RJ Megha Ritam of Radio Mirchi 98.3FM were also present.

An award ceremony was held to honour and felicitate three young achievers from the city with the Ramoji Krian Universe Young Voyager 2017 Award in recognition of their professional excellence in the field of creative careers. The awardees were Ms. Aditi Gupta, a social entrepreneur and co-founder of Menstrupedia working towards spreading awareness about menstruation; Mr. Ritam Bhatnagar, entrepreneur and founder of India Film Project, which also happens to be Asia's largest content creation festival; Ms. Shaina Shah, actress, director and editor who primarily works in the Gujararti Film Industry. She is also the creative producer at Limelight Pictures School. The Keynote Speaker of the event was famous Bollywood actor, director and producer Mr. Viveck Vaswani who entertained the audience with his creative insights and anecdotes.

Winners of the MOBILE FILMAKING WORKSHOP held at HL College Of Commerce on 7th of July 2017 were also felicitated during the event. The winning film title was 'Mein Aur Meri Mehsusgi' and the winning team was felicitated by celebrity guests Ms. Shital Shah and RJ Megha Ritam followed by a short motivating speech by both the guests.

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 (≥ 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.

- Online Scholarship- All Government scholarship/forms are filled online & amount transferred directly in student's accounts.

- Students Attendance, Internal Marks, Exam Marks are available online through our ERP.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value	No.	Value (Rs.)
Text Books & Reference Books	54718	218633	228	105452	54946	324085
e-Books	-----	-----	-----	-----	-----	-----
Journals / Periodicals	42	111297	-----	-----	40	111297
e-Journals	-----	-----	-----	-----		-----
Digital Database	-----	-----	-----	-----	-----	-----
CD	8	4719	-----	-----	8	4719
CD with Book	154	-----	02		156	-----
Others (specify) DVD	14	3800	-----	-----	14	3800

4.4 Technology up gradation (overall)

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

Total	51	01	52	01	01	09	16	--
	(30 Scrapped)					(4 Scrap ped)		

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 expert from 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:

i) ICT   16750

ii) Campus Infrastructure and facilities   336782

iii) Equipment's   16700

iv) Others   ---

Total: 370232

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, SMS Services and special sessions of fresher's by senior students. Faculty members also play a vital role in enhancing the awareness and providing various student services.

- College has an ERP system where in students get notices, attendance details , marks, scholarship forms, payment of fees and many more features for the students.
- College has a system of having a Faculty in charge in every activity. Faculty promotes this activities in the class.
- 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 through a program called Kalepso.
- Library orientation to all FY B.Com students to get them acquainted with library usage.
- Career Counselling sessions by inviting experts from the industry for all students to widen the horizons of the students. A special career planning session for final year students along with basic interview skills was also conducted at the college.
- 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.
- Full- fledged Youth Magazine designed and prepared by the students and for the students.
- INA Book bank facility
- Merit Based Scholarships & Need Based Scholarship
- Prompt dispensation & dealing of student related work like providing bonafide certificate, NOC, testimonials, duplicate fee receipt etc. Recommendation letters or any other college related documents.
- Free internet facility & Wi-Fi connectivity for students.

5.2 Efforts made by the institution for tracking the progression

- Our T Y B Com students, who are on the verge of completing their course, are a part of the 360-feedback mechanism that we have put in place. So the college receives feedback from every graduating batch.
- Our graduates normally become member of our Alumni. During our regular meetings with the Alumni association, we get their feedbacks in an informal way. This feedback is then communicated to the concerned individuals through the Principal.
- All academic and extra-curricular activity reports are sent to the management. Management gives their feedback and suggestions after referring the reports.
- Director of our trust -AES, is a member of our IQAC, so he is always a part in major decisions for growth and development of the college. During IQAC meetings he uses his corporate experiences and guides us in administrative developments of the college.
- An exit form with data of courses planned after graduation, add on exams cleared etc. for all last year students is made compulsory.
- We have a designed an exhaustive form for the past 5 years students. Data will be collected online and analysed to monitor their progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1606	214	--	--

(b) No. of students outside the state

63

(c) No. of international students

	No	%		Women	No	%
Men	760	47			846	53

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
750	224	63	596	7	1640	680	252	84	572	18	1606

Demand ratio 10:1   **Dropout %** 3.95

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

| 156 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
B. Com M. Com	80 100	9 26	No Data Available No Data Available

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 | 137 | National level | 43 | International level | --- |

No. of students participated in cultural events

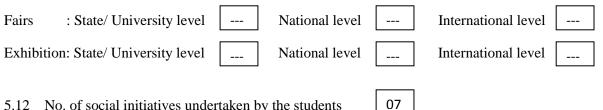State/ University level | 53 | National level | 04 | International level | --- |

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

Sports: State/ University level | 33 | National level | 13 | International level | --- |

| 21 | | 1 | | --- |

Cultural: State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	6	7800
Financial support from government	476	1273916
Financial support from other sources	33	80025
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 | 07 |

5.13 Major grievances of students (if any) redressed:

- We have a grievance redressal cell for students and faculty members which is managed by one of our faculty members Dr. 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, fees, leave, 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.
- Assignments are made online and Assignment to all students which is linked with internal marks.
- We have introduced the system of showing answer sheets to the students who want to verify their marks.
- 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.
- In Soft Skill Course we have modified the evaluation pattern by giving 50% weightage to projects and 50 % weightage to internal examinations.

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.

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	7
Non-teaching	8
Students	3

6.5 Total corpus fund generated

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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	Mehta Sheth & Associates	Yes	H.O.D
Administrative	Yes	Mehta Sheth & Associates	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	Subject	Speaker
1	14-05-17	Career Counselling	JITO
2	28-06-17	GST SEMINAR	Shri P. D. Vaghela
3	29-08-17	AGM	Members
4	05-09-17	Teachers Day	Governing Council Member
5	23-09-17	Dandia	Members & Guest
6	24-09-17	Dandia	Members & Guest
7	19-12-17	Prin. S. V. Desai Memorial Lecture	Shri Vallabh Bhanshali
8	25-12-17	Sports, Painting & Photography Competition	Members
9	26-01-18	Cricket Match & Volley Ball Match	HLCCA Members & APX (Association of Past Xavierites)
10	28-01-18	Annual Fitness Party	Members & Guest

11	25-02-18	Annual Dinner Party & Housie	Members
12	04-03-18	Health Awareness & Blood Donation Camp	Members & Guest
13	17-03-18 & 18-03-18	Annual Programme Abhinaad	Members & Guest

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 ERP was 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. <u>Innovations and Best Practices</u>

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

- Academic Council and an Advisory Committee by the management.
- One to one meeting of Academic Advisor with each and every faculty members.
- Detailed Academic audit
- 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 one national conference "Revolution and Reforms in Accounting and Taxation" was organized. 500 delegates participated in this conference.
- A workshop "NAAC Accreditation" was organized in association with Ahmedabad Education Society.
- A FDP on "Intrinsic Motivation and Organization Building" was organized on 25-09-2017. Expert Motivational speaker Shri Behramgor Dastur was invited to take the session.
- A FDP on "Financial Planning and Equity market" in association with Bombay Stock Exchange (BSE) was organized on September, 2017.
- Add on courses and workshops like: Tally ERP in collaboration with SBP Academy (TIL, Bengaluru) on August, 2017, Advanced Excel in collaboration with NIIT in September, 2017, a 3 days' workshop on "Data Analysis using PH Stat" in association with ACM was organized for students opting for special statistics and an ESL workshop on "Compassing Comprehensible Input" was organized on 22nd Jan, 2018. 110 students participated in the workshop.

- An International MUN was organized by college on 11th August to 13th August, 2017 and 555 delegates participated in the event.
- Started collecting data with the Exit form for TY students and we have also designed an exhausted data form for past students. Data collection of last 5 years students through this new form will commence soon.
- College distributed 503 Namo tablets to all first year students.
- Redesigning of college website has been taken up and we have also planning to link with ERP at the later stage.
- We have completed the task of getting students feedback online and also have added a module of online fees payment in our ERP.
- Various workshop for all our extracurricular activities were arranged in order to sharpen the skills and horn the talents of the students.
- Along with one to one difficulty solving session for students, remedial classes were also taken to improve the result of the students.
- Leave, Scholarship and student fees module has been added in our ERP.

7.3 Give two Best Practices of the institution

- Organizing international Model United Nation event at H L and also organizing TED-X at college.
- Inviting renowned personality of national repute for our annual S V Desai Memorial Lecture and making this program open for all citizens.

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
- One Faculty Development Program
- Conference by Collegiate Women development Cell (CWDC) along with few workshops
- Administrative Staff training program
- Redesigning college website and linking ERP
- Distribution of Tablets to first year students
- Improving of Library infrastructure
- To start with few add-on courses like GST, Advanced Excel and Statistical Analysis under H L Empowerment initiative
- Organize workshops for various activities that we have at college.
- Steps to improve academic results of the students.
- Collecting last 5 years past student's data to record their progression.
- Renovate few class rooms and staff room with modern infrastructure
- Adding few more modules in our ERP system.
- Career Counselling sessions for final year students
- Orientation week for the first year students
- Organizing International MUN
- Organizing TED-Ex and TED- ed
- Publishing of HL Times
- Inviting renowned personality for our annual Prin. S. V. Desai Memorial Lecture
- Developing lush green cricket ground.
- Summer internship for interested students of the college
- Projects for more number of students

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

H L COLLEGE OF COMMERCE