Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**H L COLLEGE OF COMMERCE**
Name of the head of the Institution	**Mona Kelshikar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**079-26462820**
Mobile no.	**9879742503**
Registered Email	**mail@hlcollege.edu**
Alternate Email	**principal@hlcollege.edu**
Address	**Late Prin. S V Desai Road, Navrangpura, Ahmedabad:380 009.**
City/Town	**Ahmedabad**
State/UT	**Gujarat**
Pincode	**380009**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr P B Shah & Dr M S Bhavsar**
Phone no/Alternate Phone no.	**07926462820**
Mobile no.	**9825026247**
Registered Email	**iqac@hlcollege.edu**
Alternate Email	**pbshah@hlcollege.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.hlcollege.edu/wp-content/uploads/2018/08/hlcc-aqar-report-2018-2019.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.hlcollege.edu/iqac/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A+**	**91.30**	**2005**	**28-Feb-2005**	**27-Feb-2010**
2	**A**	**3.22**	**2012**	**15-Sep-2012**	**14-Sep-2017**
3	**B++**	**2.97**	**2019**	**09-Sep-2019**	**08-Sep-2024**

6. Date of Establishment of IQAC	**15-Jul-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Career Orientation Seminar	04-Jan-2020 1	87
FDP on Banking for Business Process Management (in collaboration with TCS)	16-Dec-2019 5	9
Orientation Program for Freshers	28-Jun-2019 5	700
Orientation Program for students for Banking course (in collaboration with TCS)	28-Jan-2020 1	150
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Coordinated all stake holders for NAAC Peer Team visit, which took place on 8 and 9 August 2019. Went for an appeal on receiving the Grade from NAAC. Chalked out a plan for improvement in scores and grade in future. Developed a system for

effective document management at the college. Collaborated with TCS to provide training and career opportunities to students.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To update the College website and fine tune the College ERP	Updated the College website as per the UGC requirements and started fine tuning few modules of the ERP.
To prepare for NAAC Peer Team visit and get a good grade	Coordinated with all stake holders, had a successful PTV and the college was reaccredited with B++ Grade.
To encourage students to adopt a healthy lifestyle and remain fit	Two programs were organized.
To create awareness among students for new career opportunities available to them	Six such programs were organized.
To invite experts and professionals for special lectures for students	Three programs were organized.
To orient freshers as they enter a new phase of life	A week long Orientation Program was organized for freshers.
To initiate debates and discussions on contemporary economic issues	Economics Club was started at the college and four programs were organized.
To organize a conference to further the cause of gender sensitivity	One day state level conference on Empowering Women Legally, Psychologically Financially was organized.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	29-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college has an ERP, which is being used for collection, maintenance and dissemination of information. The modules currently operational are: 1. Student module, which manages their personal information, attendance, internal marks, fees payments, scholarships, feedback and exit forms. 2. Faculty module, which manages their personal information, and data about their personal and professional achievements.

<div align="center">

Part B

</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Tally Advanced Level 1	Nil	09/03/2020	Nil	Yes	Yes
MBA Entrance Exam coaching	Nil	20/05/2019	Nil	Nil	Nil

	Nil	**18/07/2019**	**Nil**	**Yes**	**Nil**
Competitive exams coaching					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**98**	**Nil**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
National Cadet Corps	**15/06/2019**	**703**
National Service Scheme	**15/06/2019**	**703**
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	**Statistics**	**27**
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college regularly collects online structured feedback about the syllabus, its delivery and teaching-learning from the students every semester. This feedback is analysed through the ERP. The course feedback is given to the HODs of the concerned departments. At departmental meetings, the same is discussed

with a view to modifying the teaching methodology so as to address the concerns. The course feedback is also shared informally with the members of the Gujarat University Board of Studies for appropriate modifications in the courses in future. The report of the faculty feedback is shared with the individual faculty. There is a one-to-one meeting of the concerned teacher, the principal and the Academic Advisor for suggestions and corrective action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Statistics	40	60	35
MCom	Accountancy	125	200	128
BCom	Accountancy	670	800	668
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1821	244	8	Nill	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
13	11	6	14	Nill	Nill
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All full-time teachers have been assigned a class to which they act as mentors. The teachers conduct special meetings with the class and mentor the class. The students can approach their class mentors any other time as well if they have any specific issue to be addressed. In addition, the College has a functional Personal Counseling Cell where the students can feel free to contact designated counselors to share their personal problems and to its solution. The Cell supports students in various problematic situations including but not restricted to stress, confusion, conflicts, worry, anxiety, depression, grief, etc. Personal counseling is also helpful for a variety of reasons like coping with major life challenges, dealing with childhood trauma, self-improvement and reaching a greater self-understanding.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1821	13	1:140

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	13	6	Nill	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr Mona Kelshikar	Principal	Member of the Board of Studies of English at Gujarat University
2019	Prof Pravin Parmar	Associate Professor	Member of Board of Studies of Statistics at Gujarat University
2019	Dr Nisha Bhavsar	Associate Professor	Member in the Executive Committee of Gujarat University Area Accountancy Teachers' Association
2019	Dr Parag Shah	Associate Professor	Resource person at the 3-days workshop cum training for faculties and researchers on "Marketing Analytics with R" at Anand Agriculture University" for a project by World Bank
2019	Dr Parag Shah	Associate Professor	Resource person at the 2-days workshop on "Statistical Analysis of Biological Research using R programming" at Dolat-Usha Institute of Applied Sciences, Valsad.
2019	Dr Parag Shah	Associate Professor	Resource person to conduct a

			session on "Basic Statistical Analysis using Excel" at refresher course on Commerce and Management for University and college teachers organized by UGC – Human Resource Development Centre, Gujarat University.
2019	Dr Parag Shah	Associate Professor	Member of Board of Studies of Statistics at Gujarat University

<div align="center">No file uploaded.</div>

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	0500000	Semester	29/02/2020	26/05/2020
BCom	0100000	Semester	29/02/2020	26/05/2020
MCom	0500000	Semester	28/09/2019	26/11/2019
BCom	0100000	Semester	28/09/2019	26/11/2019

<div align="center">No file uploaded.</div>

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the guidelines issued by the UGC and the Gujarat University, the College now follows the semester system for the B Com and M Com programs. Accordingly, the B Com program is a six-semester program and M Com a four-semester program, with emphasis on continuous internal evaluation. • The College follows the examination and evaluation system as declared by the Gujarat University from time to time, where 30 weightage (30 marks) in each course at each semester is given to internal evaluation by the College. Of this, the College allots 15 marks on the basis of performance in the college internal test, 10 marks for assignments/ projects/ seminars/ class interaction and 5 marks for attendance in the class. This pattern of internal evaluation is communicated to the students on the very first day of the College. • If any changes are introduced in the syllabus, examination or evaluation pattern by the University, the University informs the College and the College makes them known to the faculty members as well as the students. • Past year paper sets of the College internal tests and Gujarat University final examination are made available in the library for the ready reference of students as well as faculty. • The College puts a lot of emphasis on assignment writing by students by linking them with internal marks. Assignments comprise of questions in such a way that they cover the entire syllabus in every subject. Assignments in a few subjects like English, Commercial Communication, Statistics and Management are collected in the online mode as against the traditional way of writing them. • Students are encouraged to make presentations instead of writing assignments in certain

courses like Computers to enable self-learning in students. • Students do research, and prepare and submit projects in subjects like Special Statistics as a part of evaluation. A viva-voce examination is conducted as a part of the internal evaluation. • The College insists on regularity in attendance, by linking it to internal marks. Students who have failed to meet the minimum required standards of attendance are not allowed to write the internal test as well as the final examination. • The College has a proper verification system in place for addressing student grievances related to attendance, exam marks, internal marks, etc. Students have an access to their attendance status in the college ERP also. • Students are given an opportunity to see the evaluated answer sheets in the presence of the examiners and are given insights into improving their performance in future. • The College analyses the results of the students for each subject and takes suitable actions for performance improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• As an academic year ends, an academic calendar is prepared for the next year, planning for the teaching days and examination days, considering the holidays and vacation period. Departmental meetings are held for distribution of teaching work load and topics for the next academic year. Students are also provided a copy of these details. • A regular timetable for the entire semester ensures that the classes are held on a regular basis. It is ensured that all topics in all courses are covered appropriately by faculty members in regular classes or special classes to the satisfaction of the students. • Comprehensive internal evaluation of students is done at the college level through project work in few subjects, assignments and internal test conducted by the college. • The tentative dates of examination, pattern of internal evaluation and other relevant details like weightage of tests, attendance, assignments, projects, seminars, etc. are communicated to the students on the very first day of the College. • The cut-off date for ensuring minimum attendance is communicated to the students well in advance. Attendance of the students is uploaded on the ERP regularly. Students can keep a track of their attendance record. Students failing to meet the attendance criteria are informed well in time about the deficit and are debarred from writing the college test. • The questions for assignments are displayed on the notice board, uploaded on the ERP and hard copies are also made available to the students at the Convenience Centre well in time. The date for collection of the assignments is decided well in advance and communicated to the students also. This ensures that students have enough time to write their assignments properly. • The actual dates of the college test are announced at least one month in advance. The schedule for the college test is displayed on the notice board in time for the reference of the students. Till date, the college has always adhered to the schedule and has never been required to revise the test dates or the schedule. • The schedule for the additional test for students who have missed out on the regular test due to any reason is also announced in such a way that the evaluation and other formalities are completed so as not to disturb the academic calendar. • The internal marks are calculated at the college level including marks for attendance, project/assignments and college test and are uploaded on the university portal as per the university schedule. • The tentative dates for the university final examination are declared by the university in its academic calendar every year. The final dates for various examinations and the schedules are announced later on the university website. As soon as the announcement is made, the college displays the dates and the schedules on the notice board. • The college plans all its co-curricular activities in synchronization with the academic calendar. Co-curricular activities are planned so as not to disturb the regular classes.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.hlcollege.edu/student-life/programme-and-course-outcomes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0500000	MCom	Accountancy	112	108	96.43
0100000	BCom	Accountancy, Statistics	538	529	98.33
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NOT APPLICABLE

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Career Awareness in Digital Media Design and Emerging Technologies in collaboration with Xplora Design School, Ahmedabad	Rainbow Palette Club	07/01/2020
Seminar for Awareness for MBA Entrance exam in collaboration with CPLC Pvt Ltd	HLCC Empowerment Initiative	20/05/2019
Seminar for Awareness for UPSC exams in collaboration with Saturn Services	HLCC Empowerment Initiative	18/07/2019
Seminar on Career in SAP	HLCC Empowerment	29/08/2019

in collaboration with ERP Consulting Pvt Ltd	Initiative	
Lecture on Impact of Disruptive Technologies on Career in collaboration with CA Amit Desai and Associates	Info Strings Club	17/01/2020
Orientation Program for students for Banking Course in collaboration with TCS	IQAC	28/01/2020
Lecture on Study and Work Opportunities for commerce graduates in the US	Info Strings Club	05/07/2019
Lecture on Role of Soft skills in employability in collaboration with Synergy School of Business Skills	Placement Cell	30/08/2019
Seminar on Career Planning in collaboration with Super 20 Training Institute	Info Strings Club	04/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Statistics	1	Nill
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Statistics	3

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	Nill	1	7
Presented papers	2	1	Nill	Nill
Resource persons	Nill	Nill	2	1
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.92	0.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing
Campus Area	Existing
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

	No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	55227	2456840	743	216011	55970	2672851
Text Books	Nill	892599	Nill	Nill	Nill	892599
Journals	Nill	Nill	40	96118	40	96118
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	51	1	52	1	1	9	16	0	0
Added	0	0	0	0	0	0	0	0	0
Total	51	1	52	1	1	9	16	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurredon

academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilites
28.07	2551269	18.79	4598199

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Utilizing facilities • The College building is used to conduct not only B Com classes of H L College of Commerce, but also evening classes of the H L Post-Graduate Centre and morning classes of the B Com programme of the Ahmedabad University (the private university established by the Ahmedabad Education Society, the parent body of H L College of Commerce). Thus the class-timings of various institutions are planned in such a manner that there is an optimal use of all infrastructure including common facilities like classrooms, auditorium, seminar room and conference hall. • The college building and staff are made available for conducting Gujarat University examinations, as also for Gujarat University centralized admission procedure, student counselling and form verification procedure. • The college also makes its premises and the staff available for conducting various national level and state level competitive examinations, and staff selection examinations conducted by the Government and High Court on Sundays and holidays and during the vacation period. The building and premises are made available for elections and various government meetings, trainings and programmes. • The premises and grounds of the college campus are also made available to the Alumni Association and other organizations for organizing various programmes. • The college cricket ground, basketball court and pavilion are rented out to sports associations, clubs and corporates for holding their sports tournaments and matches. • Facilities are also provided to conduct examinations of foreign universities and institutes on a special basis on the request of examinees. Maintaining facilities • The College receives a Maintenance Grant from the government for maintaining various physical facilities. These facilities are owned by the management, the Ahmedabad Education Society. The management charges a token rent from the college for using the physical infrastructure, which is covered under the Maintenance grant. • The College prepares a list of required infrastructural changes and maintenance needs in the beginning of the year. For every activity a budget is allocated and utilized. • The College does not directly appoint staff for routine repairs and maintenance. The management runs an office that has an in-house estate department which has appointed all the necessary staff to take care of routine infrastructural repairs and maintenance related to electrification, plumbing and carpentry. Whenever a need arises at the College, a Request Note is raised by the College, the requirement is communicated to the management and is promptly addressed. • Large infrastructural renovations and major repairs/changes in the facilities are taken care by the management, which awards contracts to agencies after scrutinizing minimum three quotations. • For routine maintenance of computers, printers, projectors, close circuit cameras, water purifiers, water coolers, air-conditioners, EPABX lines and gardens for maintaining cleanliness in the campus and in the building and for ensuring round-the-clock security, contracts have been given to outside agencies by the management. The charges/expenses are appropriately charged to various institutions using the common facilities. • Regular Class IV employees of the college maintain cleanliness in the college offices.

https://www.hlcollege.edu/student-life/college-facilities/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Nill**	**Nill**	**Nill**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
89	**89**	**7**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	**Nill**	**Nill**	**Nill**	**Nill**	**Nill**
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)	
Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

HLCC has an active Students' Council comprising of 26 class representatives, two each from twelve classes of B Com and one each from two classes of M Com. Members are nominated to the Council on merit basis. Office bearers, who are nominated from amongst them, take lead in shouldering responsibilities in planning, organizing, delegating and carrying out co-curricular activities at the College. • The Students' Council under the guidance of the Faculty-in-charge organizes inter-college competitions and events, and celebrates various festivals/days at the college viz. Independence Day, Teachers day, Friendship day, Republic day, etc. The Council annually organizes the cultural festival of the college "Expressions". Each member of the Students' Council is assigned the task of coordinating various events and competitions organized by various activity clubs at the College. • The General Secretary and the Ladies Representative are members of the IQAC. The General Secretary plays an important role by providing student inputs for making various changes at the College. The Ladies Representative is a member of the CWDC (Collegiate Women's Development Cell), which works for the financial, social and emotional empowerment of girl students. • The Students Council motivates students to participate in various events and competitions. It also acts as a liaison between the students and the college, making suggestions and discussing problems faced by the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

H L has a strong alumni association since 1988 and has more than 6500 members. H L College Alumni Association (HLCAA) acts as a link between the alumni and the alma mater. It aims to fulfil the desire of past students to have fellowship and helps them create an emotional bond with the college where they spent important years of their lives. HLCAA also enables the alumni to participate in activities which contributes to the general development of the

college. It has its office on the HL campus. H L College Alumni Association regularly organizes: • Entertainment Events - Garba, Live concerts, Drama, Movies • Sports Meet, Health Awareness Camps Health Run • Annual Dinner with Housie • Year-wise Batch Meets • Various cultural and social events • Networking Opportunities • Regular study circle meetings/workshops on emerging topics by expert facilities It also published a periodic Newsletter "Alumni Voice".

5.4.2 – No. of enrolled Alumni:

234

5.4.3 – Alumni contribution during the year (in Rupees) :

300000

5.4.4 – Meetings/activities organized by Alumni Association :

1 07 April 2019 9.00 am Career Counceling JITO H. L. New Building Jainil Shah 300 2 31 July 2019 6.30 pm A G M Members H L Auditorium Mr. Pamil Shah 50 3 05 September 2019 11.50 to 3.00 pm Teachers day Governing Council Member H L C C, AMSOM Mr. Anuj Mehta 50 4 04 October 2019 7.00 To 12.00 pm Dandia Members and Guest H L Ground Mr. Ravi Agrawal 8000 5 05 October 2019 7.00 To 12.00 pm Dandia Members and Guest H L Ground Mr. Ravi Agrawal 10000 6 21 December 2019 06:00 To 10:30 pm 1994 Batch Meet 1993 Batch Mates H L Ground Mr. Bhavesh Rathod Mr. Rajiv Shah 200 7 25 December 2019 9.30am To 2.00 pm Sports Meet Alumni Members H L Plaza Mr. Bhavesh Rathod Mr. Rajiv Shah 150 8 28 December 2019 11:30 am to 02:30 pm Cooking Master Class Alumni Members and Students AES-HLCAA Pavilion Ms. Anchal Agarwal and Ms. Bina Shah 75 9 04 January 2020 06:00 To 10:30 pm 1978 Batch Meet 1978 Batch Mates H L Ground Mr. Bhavesh Rathod Mr. Rajiv Shah 120 10 19 January 2020 07:00 amTo 10.30 am Fitness Party Fitness Trainer H L Plaza Mr. Rajesh Ravani Mr. Jainil Shah 400 11 25 January 2020 11:30 am to 02:30 pm Makeup Skin Care Alumni Members and Students AES-HLCAA Pavilion Ms. Anchal Agarwal and Ms. Bina Shah 60 12 26 January 2020 9.30am To 2.00 pm Cricket Match, Painting Photography competition Alumni Members St. Xaviers Loyla Ground Mr. Mehul Shah 50 13 11 February 2020 05.30 pm To 7.15 pm Prin. S. V. Desai Memorial Lecture Shri Sanjeev Sanyal GICT Auditorium, Mr. Jainil Shah 400 14 29 February 2020 6.30 pm To 10.0 pm Annual Dinner with Housie Alumni Members H L Plaza Mr. Rajesh Ravani 543 15 29 February 2020 06:00 To 10:30 pm Karaoke Alumni Members H L Plaza Mr. Sanjay Shukla 543 16 01 March 2020 9.30am To 2.00 pm Health Awareness Blood Donation Camp Alumni Members H L New Building Mr. Rajiv Shah 250

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management structure of the college is decentralized and participative, with Ahmedabad Education Society (AES) at the helm of affairs. The Academic Council constituted by the AES consists of the Director AES, Academic Advisor and the Principals of the five grant-in-aid colleges under the AES. The Academic Council takes important decisions after elaborate discussions, which are later implemented by the Principals in their respective colleges. The Principals are authorized to govern and manage the colleges within the purview of the rules and regulations laid down by the Government of Gujarat, Gujarat University and the AES. • Within the college, all major decisions pertaining to academic calendar including teaching-learning, examinations, events and activities are taken after discussions at Faculty meetings which are convened by the Principal quarterly. • Professors-in-charge of activity clubs in

discussion with student groups and Principal chart out the plan and budget for various activities. After basic planning, Professors-in-charge take all further decisions on their own.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Few faculty members are on the Board of Studies of the Gujarat University. They become instrumental in bringing about changes in the curriculum.
Teaching and Learning	Student centric methods like role play, case study, simulation, etc have been used to make learning an enjoyable experience for the students. Faculty members used technology to a good extent to involve students in self-learning as well.
Examination and Evaluation	In tandem with the changing requirements of the University and the Government, the College revised the internal evaluation pattern. Assignments were collected and examined, and College internal exams were completed in accordance with the Gujarat University academic calendar before the lockdown came into effect in March 2020.
Research and Development	Faculty members have been encouraged to complete their PhD studies and also involve themselves in research.
Library, ICT and Physical Infrastructure / Instrumentation	Facilities provided include NaMo e-tablets to students under the Government of Gujarat scheme, laptops to faculty and ICT enabled classrooms.
Industry Interaction / Collaboration	The College invites experts from the industry to make the students aware of the requirements and expectations as they graduate. This helps to prepare them well to face the outside world.
Admission of Students	Online admissions centralised at the Gujarat University ensures that admission to the college is done on a merit-based fair system.
Human Resource Management	Training programmes for teaching and non-teaching staff ensure that they are updated with the latest developments.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details

Administration	The College ERP helps in various administrative functions like maintaining faculty and student database, facilitating processes like admissions, fees collection, attendance, examination, etc.
Finance and Accounts	A tailor-made accounting software for accounting helps to maintain college accounts properly.
Student Admission and Support	The admissions are centralized at the Gujarat University and are completely online. The College ERP records the student data from the time of their admission. Students also have access to the ERP through which they can access their progression at the college.
Examination	MCQ based assignments are collected online in a few subjects. Marks entry is done by the faculty in the ERP. Internal evaluation results are derived without any human interface through the ERP.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP on Banking for Business Process Management	Nill	16/12/2019	20/12/2019	9	Nill
2019	Seminar on "Good Lifestyle and its impact on the	Seminar on "Good Lifestyle and its impact on the	01/10/2019	01/10/2019	10	5

Management of Major Diseases"	Management of Major Diseases"				

<div align="center">No file uploaded.</div>

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme in Commerce/Accountancy organised by UGC HRDC Gujarat University	2	16/09/2019	06/10/2019	21

<div align="center">No file uploaded.</div>

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group insurance, Laptops, Air-conditioned staffroom, Personal microphones, Free internet, Reimbursement of registration fees of programmes attended	Group medical insurance, Mediclaim, Conveyance allowance, Uniform Washing allowance, Provident Fund, Pension scheme, Sick leave, Leave encashment	Accidental Death Insurance, Scholarships, Free Wifi, Free workshops, Resource support for activities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
A Square Brand Solutions	20000	Student activities

No file uploaded.

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Mehta, Sheth and Associates	No	Nill
Administrative	Yes	Mehta, Sheth and Associates	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

1. Office Etiquettes skills development workshop by Prof Hervez Bharucha 2. MS Excel training by Dr Parag Shah 3. Documentation training by Prof Pravin Parmar

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Redesigning of the College website 2. Implementation additional modules of ERP at the college 3. Improving documentation

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Career Orientation Seminar	Nill	04/01/2020	04/01/2020	87
2020	Orientation Programme for students for Banking Course	Nill	28/01/2020	28/01/2020	150
2019	Orientation Programme for Freshers	Nill	28/06/2019	03/07/2019	700
2019	FDP on Banking for Business Process	Nill	16/12/2019	20/12/2019	9

Management			

<div align="center">

No file uploaded.

</div>

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Programme to sensitize students towards Violence against Women	20/08/2019	20/08/2019	500	350
State-level Conference on Empowering Women Legally, Psychologically & Financially	05/12/2019	05/12/2019	170	30
Workshop on Cooking	28/12/2019	28/12/2019	35	Nill
S C Dwivedi Interclass Elocution Competition	10/01/2020	10/01/2020	25	13

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college insists on the use of LED lights at all places. LED light fitting is installed whenever any fitting is to be changed. The College ensures proper disposal of its e-waste. Old computers, monitors, printers, equipments, etc. are either given away as exchange against new purchases, or sold as scrap to appropriate vendors. Percolation wells have been made at various locations in the college campus, which act as catchment areas for rain water flowing out of the campus. Rain water gets collected in the large cricket ground in the college campus, seeps in and recharges the underground water table.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	9
Rest Rooms	Yes	9
Scribes for examination	Yes	39

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

advantages and disadvantages	and contribute to local community					

No Data Entered/Not Applicable !!!

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
H L Handbook on Human Values and Professional Ethics	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-handbook-on-human-values-and-professional-ethics.pdf
H L Code of Ethics for Research and Publication	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-code-of-ethics-for-research-and-publication.pdf
H L Handbook on Code of Conduct for students	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-handbook-on-code-of-conduct-for-students.pdf
H L Code of Professional Ethics for teachers	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-code-of-professional-ethics-for-teachers.pdf
H L Code of Conduct for non-teaching staff	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-code-of-conduct-for-non-teaching-staff.pdf
H L Code of Conduct for library users	20/06/2019	https://www.hlcollege.edu/wp-content/uploads/2018/03/hlcc-code-of-conduct-for-library-users.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

No Data Entered/Not Applicable !!!

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solid waste management Rain water harvesting Plastic free campus Moving towards paper less office Promoting use of public transport and encourage vehicle pool Encouraging use of LED lights

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college has a practice of playing a prayer on the classroom broadcast

system everyday before the classes begin for the day. The prayers are selected without any religious bias. The college has a transparent evaluation system. Any student who wishes to see his evaluated exam answer sheet is given a chance to have a look at it in the presence of the evaluator. His doubts are cleared and the student understands how to rectify his mistakes in the future examinations. In case, there is an error in evaluation, the marks are rectified also.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

What distinguishes HLCC from other educational institutes is not only the fine blend of activities we offer, but also the manner in which we propound them and inculcate the values of integrity, competitive edge, team spirit and leadership among our students. In order to put up an event, students work under the guidance of faculty members and take up the entire responsibility from forming a team, leading it to taking care of each aspect like logistics, finance, sponsorship, promotion, scheduling, hospitality, photography, etc. Thus HLCC trains them to co-ordinate, manage and solve problems enabling them to become leaders and team builders. Some activity clubs at the College are: Orators' Podium for debates, hat speeches, elocution, poetry recitation, poetry completion, creative writing, essay writing, group discussions, etc. Jhankaar Beats Dance Club for classical, folk and western dance Harmony Music Club for vocal and instrumental Indian and Western music Rainbow Palette Club for fine arts like painting, poster making, collage, cartooning, rangoli, mehndi, clay modeling, photography, face painting, etc. Theatre Artists Club for performing arts like drama, skit, mono-acting, mimicry and mime. Infostrings Club for management games, case study, advertising and marketing competitions, etc. Einstein's Protégées Quiz Club HLCC SAYEN Eco Buddy Club for environmental issues and sustainable practices

Provide the weblink of the institution

https://www.hlcollege.edu/

8.Future Plans of Actions for Next Academic Year

With the Covid pandemic looming around, the College has planned the following for the abnormal academic year ahead. • To instill psychological preparedness among all stakeholders to adapt to the impending challenges • To upgrade infrastructure at the college for online teaching • To organize training programmes for enhancing technological skills of teachers for effective online teaching • To design online internal evaluation processes at the college • To provide necessary training to administrative staff for initiating online administrative processes • To acquaint the students with the transformation in learning methodology • To provide resource support to needy students for online learning • To encourage students to engage in socially useful activities during the pandemic • To organise webinars for various student support activities like career opportunities in the challenging times, studying abroad, personality development, etc • To utilize government grants received to upgrade employability skills of the students • To organize socially useful activities in collaboration with the Alumni Association • To co-ordinate and organize a Mega Placement Fair in collaboration with the Government of Gujarat