YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	H L COLLEGE OF COMMERCE
• Name of the Head of the institution	Dr Mona Kelshikar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	079-26462820
• Mobile no	9879742503
• Registered e-mail	mail@hlcollege.edu
• Alternate e-mail	principal@hlcollege.edu
• Address	Late Prin. S V Desai Road, Navrangpura, Ahmedabad: 380 009.
• City/Town	Ahmedabad
• State/UT	Gujarat
• Pin Code	380009
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**Gujarat University**	
• Name of the IQAC Coordinator	**Dr Parag Shah & Dr Manisha Bhavsar**	
• Phone No.	**07926462820**	
• Alternate phone No.	**9426397091**	
• Mobile	**9825026247**	
• IQAC e-mail address	**iqac@hlcollege.edu**	
• Alternate Email address	**pbshah@hlcollege.edu**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.hlcollege.edu/wp-content/uploads/2021/08/hlcc-aqar-2019-2020.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.hlcollege.edu/wp-content/uploads/2021/09/hlcc-academic-calendar.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A+**	**91.30**	**2005**	**28/02/2005**	**27/02/2010**
Cycle 2	**A**	**3.22**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 3	**B++**	**2.97**	**2019**	**09/09/2019**	**08/09/2024**

6.Date of Establishment of IQAC	**15/07/2016**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
H L College of Commerce	Finishing School	Knowledge Consortium of Gujarat	2020	200000
H L College of Commerce	Mega Placement Camp	Knowledge Consortium of Gujarat	2020	250000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	No File Uploaded	
9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

In order to facilitate transition to online teaching-learning and evaluation, the college organised training programmes for teaching and administrative staff; and upgraded the infrastructure at the college for online teaching.

To acquaint the students with the transformation in learning methodology, the college provided reference manual and videos to students, in addition to guidance provided by the faculty members.

The college acted as a facilitator to provide 2 GB mobile data daily

free for 2 months to 191 students and also encouraged them to be involved in social activities like food distribution and blanket distribution to the hungry and the needy.	
The college offered Tally training, Finishing School training and various webinars for the students to upgrade their employability skills and to create awareness about various career options available to them.	
The college organised a 2-day mega placement camp in collaboration with the Government of Gujarat, in which 34 colleges, 28 industries and 2000+ students participated.	

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

Plan of Action	Achievements/Outcomes
To instill psychological preparedness among all stakeholders to adapt to the impending challenges	Organised 2 webinars in association with HL College Alumni Association.
To upgrade infrastructure at the college for online teaching	Purchased goose-neck mobile holders, tripods.
To organize training programmes for enhancing technological skills of teachers for effective online teaching	Organised 3 training programmes on MS Teams, Hybrid Teaching & Virtual Classrooms, and Online Learning & Student Engagement Techniques.
To design online internal evaluation processes at the college	Completed Internal evaluation online on MS Teams.
To provide necessary training to administrative staff for initiating online administrative processes	Organised training programmes for administrative staff.
To acquaint the students with the transformation in learning methodology	Provided reference manual and video links of using MS Teams to students. Faculty members also guided them for smooth transition.
To provide resource support to needy students for online	Provided 2 GB mobile data daily free for 2 months to 191

learning	students worth Rs 1.2 lacs.
To encourage students to engage in socially useful activities during the pandemic	Food packets and blankets were distributed by student volunteers of the Robinhood Army Club.
To organise webinars for various student support activities like career opportunities in the challenging times, studying abroad, personality development, etc	Organised 10 webinars on varied topics of interest for students.
To utilize government grants received to upgrade employability skills of the students	Offered 90 hours Tally training progamme and 80 hours Finishing School to the graduating students.
To organize socially useful activities in collaboration with the Alumni Association	Organised webinars and workshops for students, faculty and alumni.
To co-ordinate and organize a Mega Placement Fair in collaboration with the Government of Gujarat	A 2-day mega placement camp was organised, in which 34 colleges, 28 industries and 2000+ students participated.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	20/01/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**92**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2081**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**426**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**637**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**13**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**19**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**19**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**22.93**
4.3 Total number of computers on campus for academic purposes	**52**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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. However, as Covid-19 and the nation-wide lockdown struck in March 2020, the academic year came to an abrupt halt.

Academic planning for 2020-21 could be done only when the UGC, Gujarat government and Gujarat University issued guidelines in June 2020 to start online teaching. Gujarat government procured MS Teams platform for all colleges and provided access to all faculty members, administrative staff and students of the college. HL provided training to its staff members to ensure effective online teaching, and guidance to the students to ensure proper learning at their end. Department wise meetings were held and faculty members together prepared the plan to teach various topics under each course. A timetable ensured regular classes during the entire year. Informal evaluation of course completion was done at departmental level regularly from time to time. Comprehensive evaluation of students was done through online assignments and online internal tests conducted by the college. Final semester-end examination was conducted by the Gujarat University.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Year 2020-21 being an abnormal year due to Covid-19, subsequent lockdowns and regulatory restrictions, the Gujarat University could not publish the academic calendar to be followed by all affiliated colleges. HL, therefore, prepared its own academic calendar for each of the two terms during the academic year. Online classes were conducted on MS Teams platform throughout the year as per the regular timetable which enabled the students to learn at ease from the comfort of their homes. When the government permitted conducting physical classes at the college in January 2021, the college gave students the option to come to the college with all SOPs in place.

Online classes continued for all other students. Comprehensive internal evaluation of students was done through online assignments and online internal tests conducted by the college. When the government of Gujarat suddenly declared the summer vacation during May 2021, the college continued with its online classes during the vacation to complete the syllabus and also conducted online internal exam during the vacation in order to ensure adherence to the academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

73

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics is at the core of a business and an important value for every commerce graduate. These ethics are covered in various topics in courses like Taxation, Auditing and Business Organization and Management. Additionally, various foundation and soft skill courses offered by the College address issues related to professional ethics. Courses like Life Insurance Services (Sem I),

General Insurance (Sem III), Business Process Outsourcing (Sem IV), Market Research (Sem V), Personal Financial Planning (Sem VI) and Business Information Analysis (Sem VI) are aimed to sensitize students towards professional ethics in various industries.

Gender issues are covered in various topics of Economics courses, and stories and other literary genres in the English subject.

Human values issues are addressed in a general sense in various topics of Economics courses and Commercial Communication courses, and in literature teaching in the English subject. Soft skills courses offered by the College at various semesters seek to sensitize students towards various human traits.

Students are made aware of various environmental and sustainability issues as a part of teaching various courses of Economics, and foundation courses, viz. Environmental Studies and Rural Marketing.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

24

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

757

2.1.1.1 - Number of students admitted during the year

757

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

529

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

HL is characterized by the principles of diversity and equity of the students groups who seek admission. They come from urban elitists groups as well as from rural mofussil areas. As students from diverse educational, economic, social, linguistic and locational backgrounds secured admission at the undergraduate level during the Covid year and started studying online, the faculty members tried to help students from vernacular medium and make them feel comfortable with the English language by delivering bilingual lectures for initial few days and by gradually introducing subject specific terminology. Teachers would encourage students to unmute their microphones, participate in class discussions and ask questions, so that their doubts could be solved. Special revision cum remedial classes were held for giving additional attention to slow learners. More practice questions in practical subjects were provided to them. The brighter group in every class was provided with a platform during the class room discussions so that their special abilities are further sharpened. Challenging questions were provided to them. Students, both advanced learners and slow learners, were encouraged to contact individual teachers online for one-to-one clarification

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of doubts.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2081	**13**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

During the year 2020-21, when there was a limited face-to-face contact between teachers and students, it was a challenge to enhance online learning experiences of the students. Learning was made student-centric by boosting the interactive process in academics. As teachers took online classes on MS Teams platform, they could use technology to make classes more interesting and student centric. Wherever possible the practical approach to teaching learning was adopted to ensure that students did not lose interest in online classes. After sharing videos and movie excerpts in the class, wherever possible, teachers posed questions. Students had to analyze and give their viewpoints. This encouraged participative learning. Discussions, quizzes and assignments in online classes made learning a fun activity. Questions were provided in practical subjects like Accountancy and Statistics, and students solved them on their own. Teachers also shared links to free online learning resources like websites, videos, blogs, books, movies, notes, presentations, etc so that students could refer to them at their own convenience.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During the year 2020-21, the pandemic and the subsequent restrictions necessitated exploring new ways of teaching-learning. With colleges closed for a long period, teachers engaged students in online learning using the MS Teams platform. Effective teaching was possible only by using ICT tools. Teachers used various gadgets such as laptops, smart phones, tablets, ipads, digital writing pads, stylus, head-phones, microphones, etc to conduct online classes. Depending on the subject, teachers used presentations, videos, movies, e-books, blogs, websites, notes, etc for making the learning process an enjoyable experience for the students sitting in their homes at various places.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](View%20File)
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

296

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

With online teaching-learning during the year, the College followed the guidelines declared from time to time by the Gujarat University and the government of Gujarat as regards continuous internal assessment. Accordingly, evaluation of students was done through online assignments and exams. The pattern of internal evaluation, tentative dates of assignment submission, college examination, and other relevant details were discussed in the staff meeting, and then communicated to the students. The HODs decided the names of faculty members and the courses for which they would set exam question papers. MS Teams platform was used to conduct online classes as well as internal assessment. Assignments were collected online using MS Forms or Google Forms. College internal exams were conducted online using MS Forms which ensured complete transparency and freedom from any prejudice in internal evaluation. Internal Audit and Academic Audit conducted at the College level also ensures transparency in all evaluation procedures.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

All important matters relating to college internal assessment, examination and assignments, such as pattern, marks, submission deadlines, etc were intimated to the students through circulars put up in MS Teams platform which was used through the year for online teaching. The marks scored by students were put up on MS Teams and uploaded on the college ERP. Any student having any examination or evaluation related grievance could apply to the College for verification. The college informed the teacher concerned, who checked the records and solved the queries. The student would then be intimated of the result of the verification.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College has clearly stated the Program Outcomes (POs) for the B Com program and Course Outcomes (COs) for all courses. The POs and COs have been communicated to the teachers and students by

- Uploading them on the college website
- Displaying them on the notice board
- Communicating them to the teachers in staff meetings and departmental meetings
- Keeping a copy in the course file of various departments
- Making the students aware by communicating to them orally in the class

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College has clearly stated the Program Outcomes (POs) for the B Com program and Course Outcomes (COs) for all courses. They have been communicated to the teachers and students. As the teachers deliver course contents in the respective classes, they make sure that the expected outcomes are attained by the students. Teachers set questions in the examination question papers keeping in mind that they help to measure the outcomes. Marks obtained by the students in the college test and final university examination are a measure of the attainment of the PSOs and COs. Assignments/projects submitted by students and marks obtained by them also indicate the outcomes. Analysis of the results of the students by the college help to evaluate the attainment of POs and COs by the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

637

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>https://surveys.hlcollege.edu/studentsatisfaction/yxJQCBUTqNzsFqZp/H
LCC%20Student%20Satisfaction%20Survey%202020-21.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College motivates innovations and research by teachers as well as students by providing an encouraging environment for research,

though there is no formal independent incubation or research centre. The college provides various facilities, flexibility in timings, special leaves, substitute teachers, books/journals, etc to teachers engaged in research and creation of knowledge. The College encourages faculty members to attend workshops/ conferences/ seminars/ faculty development programmes, circulates relevant information, grants duty leave and also reimburses the registration fees. Such programmes not only keep faculty updated with new developments in the subject but also show direction for new scopes of research. As a part of the College wall magazine H L Times, the college encourages students to prepare articles, wall-papers, posters and exhibits to understand important issues themselves, make other students aware and thereby transfer knowledge. The college encourages innovative thinking by students, who come up with fresh new ideas for doing the same things. The College invites expert speakers from various fields to share knowledge and spark 'out of the box' thinking of students and faculty. Industrial visits and soft skills courses provide an opportunity to the students for practical exposure to theoretical concepts and improvement in their communicative abilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has active NSS and NCC units, which act as liaison units in arranging various extension activities in collaboration with various local organizations. They sensitize the students to various social, health, environmental issues and ensure their holistic development, and groom the softer side of their personality. Blood donation camps, visits to hospitals and old age homes, tree plantation, cleanliness drives, talks by experts for physical and psychological wellbeing, etc and programmes for environment consciousness, gender equity, civic duties, etc are organized to sensitize students to various social issues. However, during the pandemic year, most of these activities could not be conducted due to the government restrictions. However, the HLCC-RHA Club, the college association with Robinhood Army, involved itself in wiping the tears from many faces that suffered during pandemic period. Some of the campaigns included feeding the hungry and offering them food packets and blankets on the street of Ahmedabad.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community

and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

182

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has 12 well ventilated, lighted and spacious class rooms equipped with projectors and class-room broadcast systems which facilitate easy interaction between teachers and students. There is a small classroom for optional subjects. The Computer Centre cum English Language Lab is well equipped with 25 computers with internet connectivity in LAN and a video projector for the use of students. Individual lap tops are provided to all faculty members. ERP software, printers, scanners, photocopiers, etc. are made available to all administrative staff members. Free Wi-Fi connectivity is available for all on campus. The College has a 140 seat auditorium equipped with state-of-art audio-video facilities, to facilitate guest lectures etc. The 20 seat Conference Room with a U-shaped table facilitates learning programmes for smaller groups,

faculty development programmes, discussions, etc. The College has an auditorium-style room with state-of-art audio-video facilities for conducting seminars for an audience of 50. The College has an open access library for independent browsing and a spacious, well lighted reading room. It has a collection of over 40,000 books and a variety of national and international journals, periodicals and magazines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

A sprawling green campus with seating is the unique feature of the HL Campus. The entire campus is Wi-Fi enabled and under surveillance of CCTV cameras with round the clock security. A large open-air HL Plaza theatre with a permanent stage is equipped with amenities necessary to conduct all the co-curricular and extra-curricular activities for the students. The plaza is used to host/celebrate various programmes of the College throughout the year. A standard size lush green cricket ground and a mini-pavilion are a treat for cricket lovers in the heart of the city. The pavilion has an open seating for 300 spectators and houses a well-equipped gym along with facilities for table tennis, carom and chess. Workshops for yoga, theatre activities, etc. as also practices for various activities as theatre, dance, music, etc. are conducted in the spacious rooms under the pavilion. There is a cement-concrete basketball court on the college ground. Arrangements have been made for playing various sports like cricket, basketball, volleyball, tennis, badminton, kabaddi, kho-kho and handball at the AES Sports Complex and sister colleges owned by the parent body.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has automated its library and uses the Software for University Libraries (SOUL) software Version 2.0, which is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. Purchase of books for the library, lending of books to students and maintenance of stock register functions have been automated under the ILMS. Various reports as frequency of book movements, student visits etc. can be generated under the ILMS.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.44

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

2

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The entire campus is under surveillance of CCTV cameras and is Wi-Fi enabled. The management has got a broadband facility of 1 GB bandwidth from Tata Telecom and Airtel to provide Wi-Fi facility to everybody on the campus. The college is equipped with a central public address system; classrooms with projectors; auditorium, seminar room, conference room and computer lab with modern technology. All permanent teachers have been provided individual laptops and portable voice amplifiers. There are 25 computers in the computer lab, 15 for administrative functions and 2 for students' council. There are 2 high-end printer-cum-photocopier machines of A3 size and 9 printers, some with scanning and copying facility. The college has a dedicated rack server of IBM make, Intel Xeon, CPU E5-24070 of speed 2.20 GHz, 8 GB RAM, 1 TB Hard disk, with OS of Windows Server 2012 R2 standard 64 bit, having Fortinet firewall for security. There is an online Qnap backup storage of 4 TB. The college has a Free NAMO Wi-Fi, bio-metric machine for Attendance Management System, EPABX, ERP and a tailor-made accounting software.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

21.05

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College receives a Maintenance Grant from the government for maintaining various physical facilities. 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. 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. Library expenses are financed from government grants and library fee collected from the students.

Optimal use of the infrastructure is ensured. The college building, classrooms, premises, grounds and facilities are made available to sister institutions for conducting classes and programmes, to

Gujarat University for conducting examinations and sports competitions, and to government agencies for conducting various competitive examinations and for elections. The sports facilities are rented out to sports associations, clubs and corporates for holding their sports tournaments and matches. The Auditorium is made available to various institutions and organizations for conducting lectures, seminars, workshops and study circle meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

737

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4209

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4209

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

209

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

65

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

8

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 other members are actively involved in assisting them and in coordinating the activities. The Students' Council under the guidance of the Faculty-in-charge annually organizes the cultural festival of the college "Expressions" and various inter-college and intra-college competitions and events, and celebrates various festivals/days at the college. The Council motivates students to participate in these events and competitions. It also acts as a liaison between the students and the college, making suggestions and discussing problems faced by the students. The General Secretary is a member of the IQAC, and 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

H L College Alumni Association (HLCAA), established in 1988, has more than 6500 members. It 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 enables the alumni to participate in activities which contributes to the general development of the college. It regularly holds wide ranging programmes, educational and entertainment, involving both past and present students, thereby contributing to the College through financial and non-financial means. For these programmes, HLCAA collaborates with various city-based organizations and associations. During the pandemic year 2020-21, though it was not possible to organize all activities, HLCAA did organize webinars where experts addressed contemporary issues like Impact of Covid-19 on financial markets, Releasing fear, Fighting back in pandemic times and Doing business in challenging times. A Career Counseling webinar was also organized. Expert insight into Power dressing for females and a cooking masterclass on Diwali were organized online for alumni and present students. A cricket match was also organized when the situation improved a little.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

HLCC strives to widen the knowledge horizons of its commerce students and adds wind under the wings of our students. All students are provided with equal opportunities for learning and personal growth. The College tries to bridge the gap between academia and industry by initiating value added courses at affordable fees for the students such as Tally ERP, short term Computer Courses, etc. The College prepares its students for careers or study after graduation by providing coaching for exams conducted by UPSC, GPSC, Staff Selection Commission, banks, etc. and for MBA entrance. HLCC MUN, TEDxHLCC, debate competitions and other events hone the global awareness, communication skills and leadership qualities of the students and instill team spirit and sportsman spirit. The College faculty is dedicated to teaching, mentoring and chiseling the creative potential of the students. Social consciousness is instilled in the students so that they can contribute wholesomely to the society. All academic planning is done in advance when the academic year is about to close. Teachers are involved in all decisions. All the academic, administrative and cultural committees are formed with teachers as Convenors and as members and the Principal as an ex-officio member.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. The Heads of Departments (HODs) conduct departmental meetings for syllabus, exam related matters and result analysis. 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. The Students Council keeps in touch with the Professors-in-charge of various student activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Online Teaching-Learning and Evaluation

Year 2020-21 being an abnormal year due to Covid-19, the college functioned according to the guidelines issued by the UGC, Gujarat government and Gujarat University from time to time and made a

smooth successful transition to the new way of education.

HLCC conducted online classes on MS Teams platform throughout the year. Training was provided to teachers to adapt to the online style of teaching and evaluation, and videos and manuals were provided to students to make them comfortable for online learning. When colleges were permitted to conduct physical classes while following Covid protocols, the college continued to conduct separate classes in online and offline modes facilitating students to choose the mode of learning as per their convenience.

In addition to online teaching-learning during the year, the college conducted comprehensive internal evaluation of students through online assignments and online internal tests using MS Teams platform. Assignments were collected online using MS Forms or Google Forms. College internal exams were conducted online using MS Forms. Mock Tests for students made them comfortable with the new way of assessment. The college ensured complete transparency and freedom from any prejudice in internal evaluation.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Being a grant-in-aid college, HLCC works under directions from the Government of Gujarat, the Gujarat University and the Ahmedabad Education Society, and has a decentralized administrative set-up.

The College receives various grants from the Government of Gujarat, for salary, library, general maintenance, etc. and utilizes them as per the norms, and gets the accounts audited from time to time. The salary of government appointed faculty members and office staff is directly credited to their respective accounts. The department of Higher Education looks into various matters like work load of faculty, service records, remuneration, increments, service rules, retirement, pension, implementation of Pay Commission, scholarships to students, etc.

Admissions to B Com and M Com are centralized at the Gujarat University. All academic matters like syllabi for various courses, reference books, course credits, evaluation system, etc. as well as the academic calendar, term setting, teaching days, dates of examinations, holidays and vacations etc. are decided by the University, and communicated to the College.

In absence of regular appointments by the government, deficit in teaching and non-teaching staff at the college is taken care of by appointments made by the AES.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

As the college is a government-aided college, the teaching staff is appointed by the government and gets all benefits as per the rules and regulations of the government of Gujarat. In order to encourage faculty members to attend professional programmes, duty leave is granted and registration fees are reimbursed. Full time faculty

members have been provided with lap tops, free Wi-Fi, photocopy facility and individual collar mikes.

Most of the non-teaching staff at the College at present has been appointed by the AES management, and their salaries and all other benefits are paid by the management. The staff gets the benefit of PF, regular annual increments, holidays as per the Gujarat government and Gujarat University rules, casual leave, sick leave, earned leave, etc. and leave encashment benefits. The staff gets travel allowance for on-duty work. Group medical insurance and Mediclaim of the staff and their family members has been taken by the management. Class 4 employees are provided with uniforms and given washing allowance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

At the end of each semester, regular online feedback regarding teachers' performance with regard to teaching methodology, depth of knowledge, teachers' ability to solve student queries, approach in the class and accessibility of the teacher is taken from all students. Teachers are required to fill up their (Academic Performance Indicators) API forms. The Academic Advisor and the

Principal conduct a personal meeting with each and every faculty member, where the API report and the feedback analysis are discussed. Research conducted by the faculty member and papers published are also discussed and motivation for further research is provided. An Academic Audit is carried out by an external agency every year. The report of this audit is sent to the Principal, the Academic Advisor and the management.

The non-teaching staff has been made aware of the performance report and its parameters. A report is prepared by the Principal and sent to the management every year. The Deputy Secretary of the AES along with the Principal then individually meet every staff member to discuss the same. Positive suggestions are then given to each of them and the annual increments are given thereafter.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

`1.2`

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of funds

The College mobilizes funds by way of sponsorships received from private organizations for various student activities, through college development activities by the alumni association, by rent received on renting the college building for various government exams, fees charged to students for short-term certificate courses and various special services/documents provided to them.

Optimal Utilization of Resources

The College is a classic example of optimal utilization of resources especially the infrastructural resources, the building and the ground, which are shared with the sister institutes. The building is used for running classes, certificate courses before and after routine college hours, and conducting various exams. The college ground is also rented out for various sports events on Sundays and holidays.

Resource Mobilization Policy

The Sponsorship Team of students' contacts prospective sponsors, discusses the deliverables with them and the Sponsorship Committee Faculty Coordinator also talks to them. Upon agreement, the sponsorship cheque is sent to the College in the name of the Principal, and is listed under the Students Council Account. The money is utilized for the concerned activities and is audited too.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Data Digitalization

The ERP at the College is being used for collection, maintenance and dissemination of information. The personal data of all staff members as well as students is now being maintained in the ERP. Students' attendance entry and all marks calculations are also done on the ERP. Faculty members have been given a limited access to the ERP for uploading data related to their personal achievements and activities. Faculty members are given access to the ERP to do the students marks entry themselves, which is later verified by the College. This ensures accuracy and speeds up the work at the College. A need-based limited access of the ERP is given to the students also. They can check their attendance and results through the ERP. Students fill forms for personal data, scholarships, exit forms and other matters on the ERP as a step towards paperless form filling. Students pay fees online.

Academic Audit

As a part of the pursuit of excellence, it was decided to get an Academic Audit conducted by an external agency on an annual basis. This audit covers all academic and administrative matters like students' marks, internal marks, policies, attendance, faculty leave, lectures and timetable.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

Fusion of Online and Offline teaching

Year 2020-21 being an abnormal year due to Covid-19, the UGC, Gujarat government and Gujarat University issued guidelines in June 2020 to start online teaching. HLCC conducted online classes on MS Teams platform throughout the year. When the government permitted conducting physical classes at the college in January 2021, the college gave students the option to come to the college with all SOPs in place. Online classes continued for all other students. Thus, by having a timetable that facilitated students to choose online or offline classes, the college ensured students continue learning as per their convenience.

Online Internal Evaluation

With online teaching-learning during the year, the College followed the guidelines declared from time to time by the Gujarat University and the government of Gujarat as regards continuous internal assessment. Accordingly, comprehensive evaluation of students was done through online assignments and online internal tests conducted by the college. MS Teams platform was used for internal assessment. Assignments were collected online using MS Forms or Google Forms. College internal exams were conducted online using MS Forms which ensured complete transparency and freedom from any prejudice in internal evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The general atmosphere at the College provides an environment conducive to gender equity. Females constitute almost 55% of the students enrolled and almost 50% of the total teaching and non-teaching staff (permanent and temporary) at the college. As per the instructions of Gujarat University, the College has also established a Collegiate Women's Development Cell (CWDC). The College has strictly enforced the Sexual Harassment Prevention policy and the Anti-ragging policy to ensure safety of all females on campus. Surveillance of CCTV cameras and round the clock security on campus ensure security. The girls' hostel is very close to the College, is guarded and has strict policy regarding timings and visitors. A separate block at the college houses wash room and rest room facilities for the girls. Facilities in this Ladies' Room are looked after by female cleaning staff only. A lady peon is available during regular college hours and accompanies the girl students for programmes and competitions out of the college campus. Psychological, emotional and social counselling is provided and short-term workshops, programmes and talks are conducted for the girls. Themes and topics focused on gender sensitization and equality are selected for various competitions and events at the college.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College makes the students conscious about the importance of maintaining a balance with nature and conserving natural resources. The Eco-Buddy Club at the College creates environment awareness among the students by making posters, by organizing programmes and by inviting experts. Dust bins at various places in the college building as well as in the campus ensure cleanliness and proper collection and disposal of green waste, bio-degradable waste and recyclable waste. Special arrangement has been made to convert the garden waste and bio-degradable waste into compost, which can then be used as a natural fertilizer for plantation in the campus. The other waste is collected by the municipal corporation. Proper drainage system as per municipal norms is in place. 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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	**E. None of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

With 65% of our students belonging to the reserved category, 40%

coming from mofussil regions and 60% girl students, the college ensures no student feels neglected, by maintaining a congenial and inclusive atmosphere at the campus.

- A "Sarva Dharma" Prayer at the beginning of every day to invoke the divine blessings creates a harmonic, unifying, peaceful and calm atmosphere.
- Celebration of National Festivals invokes patriotic feelings, solid aridity, harmony and respect for the secular tenets.
- Interclass competitions have underlying themes that promote harmony and tolerance towards all religions, languages and communities.
- Entrusting selections for competitions to teachers ensures each student gets an equal opportunity for participation and a fair chance of selection to represent the college.
- Cells like SCT, WDC, Anti Ragging, Scholarship Committee and Student Council led by teachers are easily accessible by students.
- Illustrations, case studies or questions hurting the sentiment of anyone are never used.
- All students are motivated to apply various financial scholarships, join value added courses and have equal career opportunities.

Students develop a perspective of "Sambhaav" and "Unity in Diversity" and shed the baggage of discrimination that they might have brought along with them at the time of admission.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college conduct following activities in order to sensitize students and employees to the constitutional obligations of citizens and make them responsible citizens.

- Celebrate the National Festivals with aplomb.
- Organize an expert lecture on the Constitution of India.
- Propagate the tenets of equality and secularism by organizing

various theme based competitions which reflect the tenets of equality, fraternity and brotherhood. These include debates, painting, poster making, theatre, dance and music and HLCC MUN.
- Invite guest speakers to educate our students about their rights and responsibilities vis-a-vis the society, state, nation and world.
- Promote community service through a variety of NSS and NCC activities and camps.
- Run the Evening Gurukul for underprivileged students.
- Spread awareness about conserving the Environment through activities under Eco Buddy Club.
- Spread awareness about national and global issues through HLCC MUN platform.
- Organize Blood donation camp every year.
- Spread awareness about Thalessemia, Aids, Organ donation and other such common issues through expert lectures.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File]
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In order to inculcate patriotism and nationalistic feeling among the students, the College has the practice of celebrating the national festivals viz. the Independence Day and the Republic Day. Freedom fighters, local entrepreneurs and youth icons invited as the chief guests hoist the national flag, address the gathering, and conduct inspection of the College NCC battalion. Speech, song, dance and skit performances are organized. The College has been celebrating the birth/death anniversary of great Indian personalities like Mahatma Gandhi, Sardar Patel, Vikram Sarabhai, Dr Sarvapalli Radhakrishnan and others by screening movies on them and by writing their thoughts and philosophy on the notice board in the porch of the College, to make the students aware of the life and work of these great personalities. Since 1941, the College has been celebrating and propagating the Gandhian thought and philosophy by organizing the All Gujarat Mahatma Gandhi Elocution Trophy Competition around the death anniversary of Mahatma Gandhi. The topic of debate for the competition has always been based on some facet of Gandhian philosophy and is interwoven with contemporary affairs. This way the College has encouraged the modern youth to read about Gandhian philosophy and its applicability in all walks of life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices
7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Comprehensive Online Internal Evaluation

The Objectives:

It was challenging to evaluate students during the Covid pandemic and assess the Course Outcomes during online teaching-learning when students were not allowed to come to the campus. However, doing away with exams and assessing/evaluating the students on the basis of assignments/projects submitted during the semester would not be a fair measure of evaluation.

The Context:

Examinations are integral to the educational process. They are an important yard stick to measure quantum of learning that has taken place and provide an important performance measure to assess the course outcomes. However, we encountered some major problems in our examination system due to social distancing and Covid 19 norms during the pandemic.

The Practice:

The distribution of weightages to various forms of internal assessment and external semester end final assessment is decided by the Gujarat University. But the mode of conducting the evaluation at the internal level was left to the discretion of the colleges. In Covid times when teaching and learning mode was online, the college decided to assess the student learning levels and course outcomes on the basis of student performance in the online mode. In order to have a comprehensive online evaluation for all the courses, it was decided give assignments to students which they had to submit online, and also to conduct online exams for all courses.

- Teachers were instructed to apportion marks to online assignments/projects online class room interaction and online exam in the ration of 10:5:10.
- The same was informed to the students at the beginning of the semester.
- The faculty were informed to decide the ranges for awarding grades on certain basis, helping in mind the spirit behind the examination. In doing so teachers were to consider factors

such as toughness of the question set, online teaching-learning, relative mindset of the current batches due to Covid situation, students receptivity and understanding capacity in online mode, relative availability of resources and internet connectivity in students from urban and rural areas.

- The results were displayed to the students after all the exams were over and assignments marks of all subjects were also displayed.
- Those students who could not take the exam on the stipulated date due to technical hitch or missed the assignment submission deadline were given another chance.
- The evaluation was done online.
- The MS Teams Platform was used for complete Internal Evaluation.

Evidence of Success:

In Covid times, online internal evaluation proved to be an absolute boon for our students. We could complete the evaluation process in a timely and transparent manner even during the worst bouts of the pandemic. It was an objective evaluation where no personal prejudices and assessment structures were involved. Due to automatic computation of marks for assignments and internal exams, there were zero grievances and 100% transparency. The result were declared much faster than usual. It was time saving for the faculty members as well as the students. Moreover, students from outside Ahmedabad were not required to spend money and stay in hostels during evaluation and assessment, and could take the exams from their homes in a safe environment.

Problems Encountered and Resources Required:

Complete online internal evaluation system has an inherent tendency for its dilution. Not all students have very high quality technical devices. Internet connectivity was a challenge for few students, especially in rural/mofussil areas. Newly appointed teachers require technical support. Subjective assessment of students' performance could not be done.

The college tried to overcome the challenges. It arranged to provide underprivileged needy students free data plans for a few months. The examination process was simplified and every student could access the online exam even by using the simplest of smart phone device.

Best Practice 2: Online Grievance Redressal

The Objectives:

As faculty members, administrative staff members and students worked from home during the pandemic year, the college resorted to online grievance redressal in order to trouble shoot, solve and minimize the problems that arose.

The Context:

Year 2020-21 will be permanently etched in our memories as a very distinctive year because of the deadly Covid 19 pandemic that wreaked havoc with human life all over the world - a distinctive year that required us to go for lockdowns, work from home, work online, blended learning (offline and online) and maintain social distancing. To manage the new admissions at the college, establish process that helped us to continue with our work unhampered, and for all administrative process, we required online process. In turn, faculty members, students operating from the safety of their homes also faced a number of problems as working from home was a first time experience for all.

The Practice:

It is a common practice for faculty members and students to directly approach office support staff and/or the Principal to solve any grievances and/or routine problems. However during the pandemic year, all the work process at the college were online. These included:

- Admission of new Batch (Process with Gujarat University)
- Admission of existing batches including fees payment
- Admitting students and faculty into online teaching-learning platform MS Teams
- Preparing teachers for conducting online classes through online FDPs
- Creating Time Table and online scheduling of lectures
- Conducting online evaluation through assignments and exams
- Submitting scholarship forms online
- Online exam form and online Hall Tickets for Gujarat University exams
- Late assignment submission, retest requests and any other related problems.
- Display of marks, notices and schedules

Keeping in view the above administrative processes which were initiated online for the first time, it was natural that faculty and students faced a lot of problems in trying to adjust with the system. All students and faculty were informed that admin staff would be working from home during strict lockdown period, and from college office (with 50%) capacity as per Government of Gujarat Guidelines. Personal mobiles numbers and emails were made available to all so that the queries could be raised and resolved at the earliest.

During the lockdown and thereafter, when students were learning and teachers were teaching from the safety of their homes, all their queries were solved either online or telephonically.

A Query Case Team was created on the College MS Teams platform and all queries were solved. Even the faculty played a great role in grievance redressal of students as many of them solved the grievances raised by them through personal chats on MS Team.

Evidence of Success:

It was a practice that was necessitated by the Pandemic times but we will continue with the practice as it is so much more time saving and convenient for all concerned.

Problems Encountered and Resources Required:

It was difficult for the college to address the grievances of some students who did not have a gadget (smart phone, tablet computer) or internet connectivity. Such students had to come down to the college in case they had any queries/problems.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Adapting to Changes in Education during Covid-19 Pandemic

- The administrative staff was granted permission to work from home during the most critical time of the pandemic.
- Students related administrative work, admissions, fees payment, scholarships, access and training in MS Teams, and grievance redressal were managed in a safe online environment.
- The college continued to conduct its routine and special activities and meetings online with the best possible arrangements.

- The basics of online learning and norms of student online behavior were identified and conveyed in the grooming sessions for their best adjustment in the new learning environment.
- For stress relief and mental support, the students were motivated to participate and perform their best in various co-curricular and extra-activities held online. A series of webinars were arranged on variety topics to keep up with the college goal of 'widening horizons'.
- Unlike the common practice of live streaming in most of the colleges, the college preferred to conduct the online and offline classes separately in view of the different needs and expectations of the two different target groups.
- Covid19 protocols were strictly followed on the campus during in person meetings and classes.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To counsel students to psychologically come out of the fear of the Covid pandemic and to encourage them to come to the college to attend offline classes.
- To organise webinars for students on varied topics like career opportunities, studying abroad, personality development, life skills, etc
- To utilize government grants received to upgrade employability skills of the students
- To provide necessary soft skill training to administrative staff
- To organize socially useful activities in collaboration with the Alumni Association