Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**SHETH C D BARFIWALA COLLEGE OF COMMERCE**
Name of the head of the Institution	**Dr. Heena Sunil Oza**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**912612537752**
Mobile no.	**9737114382**
Registered Email	**cdbcollegeiqac@gmail.com**
Alternate Email	**principal.cdbcollege@gmail.com**
Address	**Sahyog Society, Sumul Dairy road, Surat**
City/Town	**Surat**
State/UT	**Gujarat**
Pincode	**395008**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Prof. Priti Pandya**
Phone no/Alternate Phone no.	**02612537752**
Mobile no.	**9375992861**
Registered Email	**pspjgd@gmail.com**
Alternate Email	**cdbcollege_surat@hotmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://barfiwalacollegesurat.ac.in/aqar/

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	https://barfiwalacollegesurat.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**2.77**	**2017**	**27-Nov-2017**	**26-Nov-2022**

6. Date of Establishment of IQAC

15-Jun-2011

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Job Fair	**20-Jun-2016** **365**	**50**
Training of non-teaching	**20-Jun-2016**	**10**

staff	365	
Internet Connection in Computer lab	20-Jun-2016 365	50
Ten Projectors- Grant/Donation	20-Jun-2016 365	1500
Research Work- Encouragement felicitation of NET/GSLET	21-Oct-2016 365	10
Internal Exam performers	21-Oct-2016 365	1500
Center for competitive exam	21-Oct-2016 365	200
Purchased laptop, portable projector, Router for Computer Lab	25-Feb-2017 365	100
Computers purchased for IQAC officer/ Career guidance cell, NSS	25-Feb-2017 365	1500
FDP on Computer literacy for teaching/ non- teaching staff	25-Feb-2017 365	20

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sheth C. D. Barfiwala College of Commerce	Merged Scheme	UGC	2017 365	168768
[View Uploaded File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**

If yes, mention the amount	**300000**

Year	**2016**

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

1) Career Guidance and Placement 2) Promotion of Research by giving recognition for Achievement 3) Training of Administrative staff (Basic /Adv. Computer) 4) Encourage students' for their college result 5) Remedial Classes for slow learners

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

Plan of Action	Achivements/Outcomes
Propose to encourage research activities among teachers.	**Faculty Development Program Felicitation of Research Scholars**
To organize Remedial classes for slow learners.	**Conducted remedial classes**
To organize Department wise guest lecturers.	**Students' know subjectivity very well**
Prepare teaching plan	**Could successfully organize various academic cocurricular and extracurricular activities**
Introduce new certificate course and professional course.	**Tally Add on Course**
Provide study material to students.	**Books and other reference study materials are provided in class**
Regular IQAC meetings for plan and implementation review	**Smooth conduct of college through out the year.**
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
The Surat Education Society	**15-Aug-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	27-Feb-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Teacher management, Student management, fees management, reports, exam management

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college has well established mechanism for curriculum and documentation. The college system of planning the various academic, co-curriculum and extra curriculum activities in alignment with University academic calendar. The HODs of the college prepare Time-Table for each course, each class to be followed on the daily basis. Vacant seats are identified and faculties are recruited by management to ensure total coverage of various courses/ papers well in time. On day to day basis monitoring is in place to make sure that classes are conducted as per time table, and adjustments are made to accommodate any classes remaining vacant for teachers not present. As most of the faculties are experienced they have fair idea of teaching plan. However it is also formally made and new faculties are guided to prepare and follow the same. The college also has additional 'Sandhan' facility, Government of Gujarat initiative to telecast classes. The students are made aware about the times etc. to avail the facilities. The teachers also are encouraged to maintain diary of daily class work, to ensure the classes are conducted as per teaching plan and bridge the gap of any well in time. For documentation purpose, daily attendance sheet for each class, each course is maintained by all faculties. This is also supplemented by Academic Calendar, Time Table, Teaching plan and Teacher's diary.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren urship	Skill Development
NIL	NIL	Nil	Nil	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accountancy	15/06/2016
MCom	Accountancy	15/06/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy	15/06/2016
MCom	Accountancy	15/06/2016

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	29/08/2016	69
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	NIL	0
MCom	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
On the basis of feedback read from all stakeholders the faculties who are in BoS (Board of Study), discuss the important inputs that is how collectively represented at curriculum development staff.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accountancy	80	80	80
BCom	Accountancy (SFI)	500	500	366
BCom	Accountancy (GIA)	750	750	748

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1114	80	23	0	23

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	22	7	14	14	3

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Students find conducive environment at the institute where they stand in no fear of being found lacking in academics, or any other related skills. They receive warm and personality enhancing treatment for academic issues, and even for other difficulties faced in case of being less holistically evolved. Enhancement of academic skills is the chief area of focus. However, the institution aims at an all round development of students with recognizing, training and skill development in other areas of personality development that can lead them to become entrepreneurs in their own right. Students are guided, mentored and offered continual guidance and support in any skill they are found to have potential to develop by faculties themselves. Trained experts are also invited for enhancing the mentor-ship regularly offered by faculties Professional experts are invited at regular intervals in the college for the purpose of counseling remedial classes are regularly held for slow learners faculties are easy to approach for guidance even after working hours through e-Mails, Whatsapp or even a simple call. The teaching faculty staff room has open and easy access to students who are welcomed any time for consultation. Peer pressure or fear is a lost or unrecognized situation experienced by the students, where each faculty has an homely and warm outlook towards students and their difficulties. The college has Art of Living center, Swami Vivekananda center conducting various activities that ensure spiritual development of students, as well as guiding them towards being more responsible, more responsive, better human beings and realizing the significance of enhancing and nurturing human values. Yoga, Pranayam, Meditation , etc. are taught as an aid to overcome anxiety, stress or depression. The essence of human values, reinforcing the necessity to lead useful living that contributes to personal, social, National and International positive impact is imbibed through the extension activities wherein students are motivated and prepared in developing leadership qualities aimed at creating positive impact to society at large. The NSS program officers create awareness in students to be responsible towards their environment and related issues, guiding and encouraging them through various activities as tree plantation, blood donation, annual one week camp at villages, and so on. Sports activities regulate the physical strength building aspect of students which organizes sport events and invites participation

at college, University, State or National levels. The department of Saptadhara activities ensures talent acquisition and building up of inherent skills aimed at a holistic development and enabling an outlet towards positive redirection to potential energy. Such activities have proven to be a source of life sustenance to quite a few, so far. Faculties belong to a rich background of various skills and mentor students themselves all the year round, with expert guidance roped in while participating at University level events.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1194	22	1:54

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	22	0	4	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	1	Semester	26/04/2017	27/05/2017
BCom	2	Semester	26/04/2017	27/05/2017
MCom	3	Semester	26/04/2017	31/05/2017

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

According to university internal Evaluation system, Internal test, unit wise assignments , attendance , quiz ,etc. are included in all subjects by the subject teacher as directed by head of the department at HOD meetings. All the records are submitted to the examination committee. Results are discussed in the parents meeting. Recommendations and suggestion are noted to be discussed at IQAC meetings for effective necessary implementation. Internal examination answer sheets are shown on demand for students to self assess and rectify errors in future. Students ranking first, second and third at internal and university exams are felicitated and offered cash rewards in a formal college function as the annual gathering, to motivate and encourage others. Faculties are provided full liberty to work ingeniously on classroom practices while dealing with assignments so maximum student participation and skill enhancement may be realized.

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

The institute follows a well-planned academic calendar that aims to adequately balance academic and non-academic activities, teaching and examination schedule, taking its guidelines from the University academic Calendar schedule. The teaching plan is prepared by faculties at semester commencement and carefully adhered to ensure effective syllabus completion well in advance before internal exams. This leaves ample scope for revision work, as well as organizing remedial classes for slow learners. Effective monitoring of planned schedule is taken care of by the head of the institution. The college academic calendar committee is headed by the Principal and coordinator of NAAC. Regular daily teaching plan dairy is maintained by faculties.

2.6 – Student Performance and Learning Outcomes

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

https://barfiwalacollegesurat.ac.in/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BCom	Accountancy	287	157	54.70
2	BCom	Accountancy	99	42	42.42
3	MCom	Accountancy	48	43	89.58
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2.7 – Student Satisfaction Survey

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

https://barfiwalacollegesurat.ac.in/students-feed-back/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

0	0	0	Nill	0

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce/ Financial and Management Accounting	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce and Accountancy	5	0

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

Department	Number of Publication
Commerce Accountancy	5
Economics	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nill	0	0	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	13	3	0
Presented papers	3	10	0	0
Resource persons	0	0	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of World Yoga Day	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	25
Traffic Awareness Program	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	150
Cleanliness Campaign	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	130
Environment Awareness Program	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	140
Celebration of Charity Day	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	90
Celebration of Independence Day	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	155
Blood Donation Camp	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	80
Civil Awareness Rally	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	2000
Special Annual 7 Days Camp (Dungra Ta. Kamrej)	N.S.S. unit of Sheth C. D. Barfiwala College	4	42

	of Commerce		
Celebration of World Voters Day	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	4	2000

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Celebration of International Yoga Day	4	25
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Traffic Awareness Program	4	150
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Cleanliness Campaign	4	130
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Environment Awareness Program	4	140
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Celebration of Charity Day	4	90
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Celebration of Independence Day	4	155
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of	Blood Donation Camp	4	80

National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Civil Awareness Rally	4	2000
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Special Annual 7 Days Camp (Dungra Ta. Kamrej)	4	42
National Service Scheme	N.S.S. unit of Sheth C. D. Barfiwala College of Commerce	Celebration of World Voters Day	4	2000

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nill	Nill	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Raksh Infotech	21/08/2016	Tally Course for the students	69

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1370400	1370400

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9218	1302889	501	72405	9719	1375294
Reference Books	10775	1448339	29	10804	10804	1459143
e-Books	0	0	0	0	0	0
Journals	16	28915	13	23045	29	51960
Digital Database	0	0	0	0	0	0
CD & Video	60	18345	5	0	65	18345
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	3449	14309806	0	0	3449	14309806
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

			is developed	content
0	0		0	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	18	0	3	0	0	0	0	100	0
Added	50	1	2	0	0	0	0	0	0
Total	68	1	5	0	0	0	0	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	[0](#)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4837487	4837487	1177552	1177552

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

The college ensures regular maintenance and upkeep of its infrastructural facilities. Policies:- - Keep well maintained - Maintenance is given to agencies having good track record AMC (Annual Maintenance contract) for maintenance/ renewed if having good performance designated staff for looking after maintenance.
https://barfiwalacollegesurat.ac.in/college-policies/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free Ship	596	357600
Financial Support from Other Sources			
a) National	Vidhya Unnati	36	55200

		P.P.Savani Scheme			
b)International		-	0		0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Faculty Development Program	15/02/2017	25	Sheth C. D. Barfiwala College of Commerce
Yoga Day	21/06/2016	25	Art of Living

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	Career Counselling	0	300	0	0
2017	Guidance for Competitive Examination	100	0	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Nill	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	40	B.Com	Commerce	VNSGU	Law

2017	10	B.Com	Commerce Accountancy	VNSGU	Law
2017	15	B.Com	Commerce Accountancy	VNSGU	Others

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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

Activity	Level	Number of Participants
Talent Fest Day	Inter Class	37
Suit and Saree Day	Inter Class	1000
Professional Day	Inter Class	1000
Garba Day	Inter Class	1000
Mono Acting competition	Inter College	1
Cricket Tournament	Inter College	15
Drawing competition	Inter College	2
Drawing competition	Inter Class	17
Mahendi competition	Inter Class	17
West out of best competition	Inter Class	12

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	nil

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

The Students' Council is a formally structured body that represents the Principal as Chairman, followed by inclusion of all faculties as heads of various Saptadhara Bands (Dharas) and Committees responsible for organizing, implementing and supervising extension activities, co-curricular and extra-curricular activities to promote creativity, excellence and leadership qualities, managerial zeal and experience towards skill development in communication among the students, as also enable them to organize managerial events on their own. The following committees form a part of the Students' Council. (List) Every committee includes two students who are a part of the elected representatives of the college. The GS of the college heads the Finance

Committee among students with senior college faculty designated as chairman. Thus, each committee is chaired by faculties who train the students regarding the concerned activities. Students are thus guided and prepared to organize events and guide other students to participate, realize and develop potential skills and talent. Inter class and inter college events are organized wherein the elected representatives actively work with the faculties towards successful implementation of events. The Sports Committee(Yoga and Band), the Cultural Committee(Music and Dance Band), Natyadhara(Drama Band)and the Samudayik Sewa-NSS (Band) significantly contribute towards upholding and realizing the core values aimed at being furthered as stated in the Institutional Vision-Mission statements. Student Elections is an important platform providing regular discipline oriented set up with legal procedures followed that prepares students to comprehend the same at the national platform too. Elections in a Democracy as large as the one India holds, requires deep penetration and training of procedures and legal processes. The institutional elections prove to be a training ground for national concerns, indirectly preparing and training the students for higher goals in life.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

64

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association Meeting was organized on 18th September, 2016.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1)Annual Budget 2)Decentralized Administrative System 1) Annual Budget:- The account department is in charge of maintaining the budget. It manages all the clarity of income and expenditure. There are various budgetary requirements at the institutional level. These include transport, career development center, examination branch, teaching and learning process, extension activities and other co-related activities. All departments head are invited to submit their carefully processed budget proposal for every academic year with a monthly break-up to the accounts department. This budget proposed is formulated after lengthy discussion at department meetings organized by the head of department. They arrive on a conclusive summary after discussing the essential requirement to fulfill the needs of the departments including the budget required for student development activities like guest lecture, seminars, workshop, conference etc. All proposals from various person in-charge, faculty and students are discussed in department meetings, reviewed and forwarded to the reporting authority for further processing. The Principal, after consulting the concerned persons, forwards it to the chairman (secretary) for approval. The chairman then calls the leadership team for a meeting and effects further refinement of the budget. A final proposed budget including all anticipated income and expenditure prepared by the accounts departments is presented to the

governing body approval. As the document is an outcome of an integrated approval of participatory process, it is approved by the governing body. Any objections or concerns by the members are discussed, recorded and decisions with majority of acceptance are made for making changes in the proposals. Approval of budget is communicated to all individuals who proposed them, through proper channels. Accounts departments releases funds on a requirement basis, as planned. Through successful delegation it enhances the productivity of the college. Through participative management each person in-charge handles the allotted activity and ensures its complete and constructive delivery. 2)_Decentralized Administrative System The head of the institution in consultation with course coordinator takes the lead in the governance and management of the institution. The faculty members along with the course coordinator and other governing member of the financial committee support day to day functioning of the administration. The Management inspires the staff members by its personal interaction during get together meetings and motivate the staff to give their best in the teaching assignments. They encourage and sanction funds to utilize for different development activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates. The principal coordinates with the teaching, non-teaching and students body members for the effective functioning of the college. Participative management is practiced in various initiatives.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	We believe in team building and collective decision making. The institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skill in accordance with the latest technology. Salary, pay scale and increments are given to staff member as per Government norms which lead to employee satisfaction. The institute grants Medical, Causal, On Duty, and special leave to all faculty members. And non-teaching staff avail of Medical, Causal and privilege leaves as per the norms of the university. Maternity leave is provided as per university and UGC norms. Duty leave is provided for attending enrichment courses /seminars/conference/workshops and exam duties. The faculty and staff members are entitled to avail of summer and winter vacations as per guidelines of the university. We have Biometric, CCTV facility as an aid to human resource.
Library, ICT and Physical Infrastructure / Instrumentation	The library material can be availed via INFLIBNET-Gandhinagar. One can subscribe for online database through

	login and password. All the computers have internet facility. Fire extinguisher is placed for security of library materials. The college library has 9719 books, 108045 reference books and 29 journals.
Research and Development	The library facilitates research-oriented books, journals e-journals for research reference. Faculty members are provided with computer facilities which help them carry out their research work. The institute has Wi-Fi enabled internet facilities for necessary access to online resources. Faculty members are encouraged to publish their research contributions in various journals and conferences. The institute motivates faculty members to attend research-oriented seminar/ workshops/ conferences etc. and grants appropriate leave for the same.
Examination and Evaluation	As per University rules, internal examination is conducted in each semester and the students are invited to check their answer books on demand, before declaration of Internal result. Students ranking First, Second and Third are motivated with cash prizes We follow a disciplined strategy for evaluating learning taken place that includes class tests, assignment, viva and presentation. Marks are displayed on the notice board and students are welcomed to resolve issues, if any. Additional test is conducted for students who have been unable to appear at the internal examination. Re-assessment of internal test answer books in cases of student queries is also carried out by inviting applications for the same. University examination is conducted by the University through its centralized process.
Teaching and Learning	In line with university academic calendar college prepare academic calendar to ensure smooth teaching and learning along with co-curriculum and extra curriculum activities. As per the requirement of the deficit teaching staff is recruit by management well in advanced to insure full coverage of syllabus in time and conduct continuous evaluation . The teachers also maintain teaching plan and academic dairy ensure smooth teaching environment . also, remedial classes/ doubt solving for

	individual student and mentoring is done.
Curriculum Development	Our college is affiliated to Veer Narmad South Gujarat University, Surat and follows the curriculum and syllabus prescribed by the university for all courses. Most of our faculties represent Board of Study and contribute towards curriculum development. HODs arrange meeting of their department before their BOS meeting to discuss about syllabus, necessary recommendations and suggestions to be represented at the Board meeting.
Admission of Students	Our college is affiliated to Veer Narmad South Gujarat University, Surat. Centralized online admission procedure followed by the university results in merit based admission.
Industry Interaction / Collaboration	As part of strategy for improving student support system whenever the college plans for launching an add on course, the college interacts and collaborates with the professionals and appropriate private academic institutes having proficiency related to the programme.

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

E-governace area	Details
Nill	nil

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Training Program for Non-	Workplace Training	06/03/2017	06/03/2017	5	10

teaching Staff	Program				

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	22	15/02/2017	15/02/2017	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Policy	Group Insurance Policy	1. Gov. free ships and scholarships 2. Giving sets of free books from the college Book Bank 3. Organizing programmes for career Guidance, Personality development, developing interview skills etc. 4. Cash award to students who exceed in academic, co-curricular and extra curricular activities. s

6.4 – Financial Management and Resource Mobilization

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

? Yes, the annual budget is prepared by college and management every year for the requirements of various departmental activities. The account of the institution is subjected to an audit by a certified external chartered accountant appointed by the management. The income and expenditure are from different sources are audited regularly by the auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Darshnaben Jardos (Sansad Sabhya Grant Equipment)	814080	Developed computer skill in teaching and non-teaching staff

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6.4.3 – Total corpus fund generated

	39800000			

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	Management (Surat Education Society, Surat)
Administrative	Yes	KCG	Yes	Management (Surat Education Society, Surat)

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

1. Introduced offline parent feedback form. 2. Efforts will be made to activate this association. 3. Parents are always invited for appreciation Ceremony of Meritorious students on talent fest and annual price distribution ceremony.

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

1) FDP for Basic Computer training for non-teaching staff 2) ERP Modules for office admin training program 3) Mobile app training program 4) university HRMS module training program 5) University online admission training program

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

NAAC first cycle accreditation done in November 2017. So not applicable.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	MS Office	14/09/2017	14/09/2017	27/12/2017	22
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence Training	05/07/2016	05/07/2016	139	0

Kamya Margdarshan	11/08/2016	11/08/2016	180	0

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

Percentage of power requirement of the University met by the renewable energy sources
currently NIl. however, the College has perspective plan to achieve 100 percent power requirement through solar energy in phased manner. It has been postponed for this year with the expectations to get grant/ subsidy for solar energy plant which involve large capital expenditure.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
Prospects	15/06/2016	• For getting admission in B.Com clear guidelines have been provided. • Payment of fees and submission of documents and relaxation in fees and scholarship. • For outsider getting provisional eligibility certificate. • Rules and regulation laid down by the college and university relating to attendance, assignment, text performance, discipline, internal and University exam.
Code of conduct	15/06/2016	Issued by institution:- 1) Regular attendance. 2) Grievances redressal for all. 3)Rules for leave and leaving the campus during college hours (maintaining movement resister) 4) Preparing and submitting personal academic and extra

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2016	21/06/2016	25

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

1. No vehicle day 2. No Plastic Use 3. Tree plantation 4. Water Harvesting 5. No mobile day

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 : 1. Title of the Practice : Nurturing students through academic and other activities through well planned Academic and Activities Calendar 2. Objectives of the Practice To prepare the students for professional, social and personal life 3. The Context Many of our students come from modest income group whose parents had no opportunities to go for higher education. Overall, the students have very limited exposure and are not aware of their potential. So a culture of nurturing the human resource by providing opportunities for overall personality development along with academics progression is needed to help the students to groom in better personality to lead a progressive life personally, professionally and socially. 4. The Practice The College prepares before the start of academic year, the academic and activities calendar. The activities consists of community work, sports, yoga, values nurturing through Vivekand and Gayatri centre, debate and elocuation, Book reading and review competition, gender equity programs, social and cultraual activities, career counseling, expert lectures, workshops, annual gathering , field visits and so on. The academic and activities calander is published in Prospectus and uploaded on website and College notoce board so that students are aware of various academic and other activvites. The induction program is also conducted for new ly admitted students to make them aware of campus life and inspire them to participate and get involved with the College and facukties and work in teams. The notice for various activities circulated in calss as well as published on notice board. The committee members also visit the classes to encourage students to participate. The process of participation of students in various events like sports, NSS, cultural activities, debate, Book review competition, Drawing and handicraft, career counseling, placement, field visit, boold donation and so on allow them to build self- confidence, team spirit, sportsmanship, leadership skills, meticulous palnning, hard work, resource and time management, and so on. In the process of participation in various individual and group events, students are mentored by respective faculties and senior peers, help to build strong of students for the College and mentors The process of participation helps them to unfold hidden talents and groom them into more balanced emotional person which is a very important capability development to handle personal, professional and social life. This also helps to make them more committed to academic performance. 5. Evidence of Success On an average 50 to 60 activities within college and inter college take place and as per the liking and aptitude of the students, they get chance to participate. This has made the campus life very vibrant and youthful. Students have strong bonding with College and faculties. Our several Alumini students have settled well as lawyers, Bankers, entrepreneurs, builders, acedemicians, CAs, and give credit to College for nurturing 6. Problems Encountered and Resources Required The various activities require planning in advance for

effective time and resource management, large pull of human resources. With the involvement of experience faculties the problems are manageable. 7. Any other information : pl. refer 2.5.3 for more details of academic and activities calendar. Best practice 2 : 1. Title of the Practice : Decentralized and participative management through various committees for quality compliances, extension, co-curricular and admistrative activities 2. Objectives of the Practice Development of Organizational commitment of academic and administrative staff through empowerment for achievement of mission of the institute 3. The Context The College has mix of experience and young talented faculties as well as administrative staff. Their involvement and commitment in making the campus life efficient and effective requires them academic and administrative empowerment. So the management has encouraged the culture of decentralized and paerticipate management. 4. The Practice: The College is run by Surat Edecation Society. The Executive body of Chairman, Secreatary and Joint Secretary lead the college by the good governance and support in fulfilling strategic objectives. The Principal of the College is the head of the institute steering the College for achieveing its quality education objectives. The Principal is having team of academic staff, most of them are in permanent employment and any shortfall is filled by management to ensure smooth teaching and learnin and students progression. With the more number of retiring office staff due to super annuation, many of the vacancies are filled by the management who are young having good computer literacy but less experienced. the College has various committees like IQAC for quality education, NAAC steering committee for quality compliance, students' council committees like planning forum, gymkhana committee, Excursion committee, cultural and social activities committee, finance committee etc. for extention and co-curricular activitie, NSS committee for community work, mentors for better student grooming, administrative committees like admission committee, Time table committee, internal evaluation committee, career counseling committee, placement cell, anti ragging cell, Students Grievences cell, sexual harassment prevention cell, event management committee, social media and press committee, Art of Living Chapter, Vivekanand Centre for life skills, Soft skill co-ordinator, and so on. These committees consists of faculties and administrative staff and in certain committees students representative. The committees plan their work before start of year, meet periodically and ensure the execution of work in best possible and cordial way. 5. Evidence of Success Through out the year the campus life is full of academic and students progression activites, community work like tree plantation, blood donation, visit to orphanage, extension activites like expert lectures, active participation of students in various cultural and social activities, national festivals along with tight academic schedule in semester set up with relatively very high students – teacher ratio as well as students- support staff ratio. This is process has made the faculties and support staff empowered leading to building strong organization commitment. 6. Problems Encountered and Resources Required: These involve very huge human resource and their commitment and also commitment of financial resources. However with support of management and legacy of good organization culture the problems are manageable. 7. Any other information : Since year 2012 the College is having acting Principal and t the College has been running the show with lots of vibrancy in campus life due the legacy of decentralized and participative management.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://barfiwalacollegesurat.ac.in/best-practices/

7.3 – Institutional Distinctiveness

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

Providing quality education to students by maintaining disciplined academic atmosphere on campus and prepare them for the challenges and requirements of present day job markets. • Adopting ICT based teaching learning methods and maintaining a learning conducive atmosphere on campus. • Conducting community welfare activities • Conducting extra-curricular and extension activities to inculcate competence, confidence and excellence that affects socio-cultural changes leading to economic development. • The institution's traditions and value orientations are chiefly imparting education as a transformative process to make the students well meaning citizens who are responsible, efficient, creative, economically self sufficient and good human beings with a clear vision about their goals and realizing them.

Provide the weblink of the institution
https://barfiwalacollegesurat.ac.in/our-distinctiveness/

8.Future Plans of Actions for Next Academic Year

- Preparation of NAAC SSR- 1st cycle - Conducting the college activities in organized way by preparation and implementation of Academic plan and implementation though active participation by stakeholders. - SWOC analysis and make long term future plan, covering 2nd cycle of NAAC accreditation and further - infrastructure augmentation -yearly formal mechanism for students satisfaction survey and stakeholders feedback -industry academia linkage for placement - developing research ambience