

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

City C.U. Shah Commerce College

1.2 Address Line 1

Lal Darwaja. Nr. Dinbai Tower

Address Line 2

Ahmedabad

City/Town

Ahmedabad

State

Gujarat

Pin Code

380001

Institution e-mail address

citycomcollege@rediffmail.com

Contact Nos.

079-25506934 , 079-25506930

Name of the Head of the Institution:

Prin. Dr. S.K. Trivedi

Tel. No. with STD Code:

Mobile:

94260 48955

Name of the IQAC Co-ordinator:

Prof. H. M. Joshi

Mobile:

9998011115

IQAC e-mail address:

Munno1976@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

GJCOGN13577

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC(SC)/05/RAR/030, 03/03/2015

1.5 Website address:

www.citycomcollege.org

Web-link of the AQAR:

www.citycomcollege.org

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	2.81	2008	2013
2	2 <sup>nd</sup> Cycle	B+	2.434	2014	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/06/2006

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Gujarat University

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

Yes

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

16

2.2 No. of Administrative/Technical staff

09

2.3 No. of students

1809

2.4 No. of Management representatives

01

2.5 No. of Alumni

121

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

-

2.10 No. of IQAC meetings held

Three



2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) NIL

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Regular meetings
- Awareness Related Discussions
- Discussions of SSR
- SSR discussion with staff co-ordination
- Discussion with staff for NAAC result of Cycle-2.
- Suggestions by PEER TEAM

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Work on Peer Team Suggestions	Improved Academic Achievements of Staff & Better Formalization of Work

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management ☐ Syndicate ☐ Any other body ☒

Provide the details of the action taken.

After the second cycle for NAAC Accreditation this is the first AQAR which is in new format. Highly dissatisfied with the grade given by NAAC. For justification there is huge fees asked by NAAC which we cannot afford but we will continue to develop the higher values for the institution and come up from the frustration related to the result. There is vast difference between report given by peer team and the result.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
-	-	-	-	-
Diploma	-	-	-	-
Certificate	02	-	-	-
Others	-	-	-	-
<b>Total</b>	04	-	-	-
Interdisciplinary	-	-	-	-
Innovative	04	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.Com. & M. Com.)
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☐ Students ☒  
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per Gujarat University Syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	02	09	1	02

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	4								4

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest:02

Visiting:03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	05	08
Presented papers	15	01	00
Resource Persons	-	-	03

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

- Stress on regular attendance
- Teaching through discussion & use of Audio-Visual aids
- Teaching through Commerce Lab. A new concept.



2.7 Total No. of actual teaching days

during this academic year

293

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bar Coding

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

04

-

04

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	516	2.32	19	32.94	9.30	62.08
PG(2014)	84	0	1.19	50	21.43	89.71

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Stress Laid on following Criteria-wise Planning
- Research Environment is Created
- Stress on formal documentation

2.13 Initiatives undertaken towards faculty development

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

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	10	-	01
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Following suggestions of Peer Team.
- In First Cycle, accordingly, stress is laid on Research work.
- Updating activities of Research Committee

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
04	04	-	-	-	-	-

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

01

04

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

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

NIL

SRF

NIL

Project Fellows

NIL

Any other

NIL

3.21 No. of students Participated in NSS events:

University level

04

State level

00

National level

00

International level

00

3.22 No. of students participated in NCC events:

University level

26

State level

1

National level

01

International level

00

3.23 No. of Awards won in NSS:

University level

00

State level

00

National level

00

International level

00

3.24 No. of Awards won in NCC:

University level

00

State level

00

National level

00

International level

00

3.25 No. of Extension activities organized

University forum

√

College forum

√

NCC

√

NSS

√

Any other

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

- Cleanliness Programmes, Blood Donation Camp, Adoption of Village – NSS
- Women Vocational Courses
- Rifle shooting, participation of Girls.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4148sq.m.	-	GLS	4148 sq.mt.
Class rooms	15	-	GLS	15
Laboratories	02	-	GLS	
Seminar Halls	02	-	GLS	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

- Internet enabled Computerization of administration
- SOUL Software - Library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29552	1081950	900	45487	30452	1127445
Reference Books	731	15500	-	-	731	15500
e-Books	-	-	-	-	-	-
Journals	32	2960	20	2050	52	5010
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	53	805	-	-	53	805
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computers in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	58	44	08	-	04	-	03
Added	-	-	-	-	-	-2	--	-
Total	65	58	44	08	-	06	-	03

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- PPT prepared by Teachers as per the needs
- MsWord-learnt & practiced by staff members
- Use of Internet and research related activities.
- Internal and University exam related work.
- Tally accounting training for UG and PG students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	9840
ii) Campus Infrastructure and facilities	1408
iii) Equipments	12480
iv) Others	384936
<b>Total :</b>	<b>408664</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Better support system & feedback formalized
- Better CWDC formalization
- Student Counselling & Youth Empowerment strengthened.

## 5.2 Efforts made by the institution for tracking the progression

- Results & Internal Viva Assessment.
- One to one help during teaching
- Bridge Course
- Star Batch
- Remedial Teaching

5.3 (a) Total Number of students 1814

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1250	68.90		564	31.10

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1143	238	17	332	01	1731	927	126	271	490	-	1814

Demand ratio 1:9 Dropout % 17.47

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Guest lectures arranged.
- Competitive Exam books available in library
- Useful newspapers & Magazines.

No. of students beneficiaries 294

## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="02"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>



## 5.6 Details of student counselling and career guidance

- 6 students of TYBCom Joined C.A. after B.Com.
- 2 students of TYBCOM joined ICWAI after B.Com.
- 17 students of TYBCOM completed CPT.

No. of students benefitted

25

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	29	03	04

## 5.8 Details of gender sensitization programmes

- CWDC Counselling, workshops.
- Participation in classroom activities for confidence build up.
- Expressing self through Essays, Creative writing etc.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

11

National level

06

International level

00

No. of students participated in cultural events

State/ University level

50

National level

00

International level

00

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

Sports : State/ University level

11

National level

00

International level

00

Cultural: State/ University level

00

National level

00

International level

00

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	650	2509560
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_NIL\_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Mission: "To expand the frontiers of knowledge and promote its dissemination through constant innovations and reforms in teaching and learning methods, seamlessly available to the whole community from among whom innovators and leaders will emerge."

Vision: "The college shall provide high quality learner-centric education, strive towards continuous development by taking innovative steps, provide professional capabilities and training to all and work together for the development of knowledge society",

#### 6.2 Does the Institution has a management Information System

Our Managing Body, Gujarat Law Society, looks after the needs of the college and takes care to provide all necessary help as and when needed. The Credit Society and Social Groups take care of establishing a link with the staff.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- We follow University Syllabus & Curriculum
- Better Curriculum requires better Committees and regular follow-up work is done- which is the priority of college.

#### 6.3.2 Teaching and Learning

- Stress on Improving College results.
- Stress on Completing courses on time.
- Focus on Revision work.

#### 6.3.3 Examination and Evaluation

- Proper Discipline maintained.
- Exams conducted as per University schedule.
- Evaluation process includes Re-assessments
- Grievances of students properly looked after.

#### 6.3.4 Research and Development

- Environment of college conducive for Research work
- Library enriched for better Resources.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library updates stock of Books time to time
- Sound Software for better functioning.
- Library committee vigilant about the needs of students & teachers.

#### 6.3.6 Human Resource Management

Training programmes, seminars, social programmes etc. arranged by Gujarat Law Society, our parent body. At college level, decentralization of work through formation of committees.

### 6.3.7 Faculty and Staff recruitment

- Gujarat Law Society provides for visiting faculty.
- Library staff is also provided.

### 6.3.8 Industry Interaction / Collaboration

- Placement programmes are organized
- Youth Empowerment programmes are organized.

### 6.3.9 Admission of Students

- Admission is done purely on merit basis.
- Our Academics and environment of college attracts students to join the college.
- We understand the priorities of middle class students.

### 6.4 Welfare schemes for

Teaching	GLS Credit Society
Non teaching	GLS Credit Society
Students	Various Scholarships

### 6.5 Total corpus fund generated

-

### 6.6 Whether annual financial audit has been done

Yes

☒

No

☐

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	GLS
Administrative	Yes	KCG	Yes	GLS

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☐      No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Semester system implemented and followed.
- Regular Revision work.
- Previous year Exam papers solved for better preparation
- Calling of Papers with Computerized sheets of marks.
- Re-assessment.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No

6.11 Activities and support from the Alumni Association

Prof. R. O. Patel and Shri Mansuri from LIC provided guidance lectures for the students and provided them subject oriented guidance.

6.12 Activities and support from the Parent – Teacher Association

Their experience share with existing Students. Those regularly guide to the existing students during the meeting.

6.13 Development programmes for support staff

- Our Parent Body, GLS has organized non-teaching staff computer training programed.
- Such programmes, seminars etc. are regularly organized.
- GLS Credit Society and GLS Social Group looks after the needs of staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Cleanliness maintained on regular basis.
- Plantation of trees
- Proper water facilities.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Entire staff involved in SSR writing enabling them to plan before they act.
- Encouragement & motivation by Head of the Institution in regular work, research activities etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Academic Calendar of University is followed.
- Planners prepared and implemented.
- Various Committees formed for proper inspection of work.
- Regular meetings with the Head of the Institution helps in working with co-ordinated efforts.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Our Research Activities done by Staff members.
- Our Commerce Lab- a unique Lab established for commerce-related excellent knowledge

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Cleanliness as a constantly observed activity.
- Tree plantation & Care taken.
- Proper water supply is maintained.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- We focuss on academics as priority.
- Experienced faculty helps as an asset to teacher's learning.
- SWOT Analysis for NAAC helps to set goals & future improvements.

## 8. Plans of institution for next year

- Semester System makes us plan of strictly following of teaching plans
- We plan to provide better study material to Students, year by year.
- More stress is laid on English Learning.
- Better Youth Empowerment Programmes.

*Prof. H.M.Joshi*

*Dr. S.K.Trivedi*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\*\*\*

## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

UPE - University with Potential Excellence  
UPSC - Union Public Service Commission

\*\*\*\*\*