

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution City C. U. Shah Commerce College. Ahmedabad.

Name of the Head of the institution : Prin. Dr. S. K. Trivedi

Designation: Principal

Does the institution function from own campus: Yes. The Parent Institute Gujarat Law
Society is situated at Law Garden. Ahmedabad.

Phone no./Alternate phone no.: 079-25506934

Mobile no.: 9426048955

Registered e-mail: citycomcollege@rediffmail.com

Alternate e-mail : as above

Address : Laldarwaja. Opp. Dinbai Tower. Ahmedabad

City/Town : Ahmedabad

State/UT : Gujarat

Pin Code : 380001

2. Institutional status:

Affiliated / Constituent: Affiliated

Type of Institution: Co-education/Men/Women : co-education

Location : Rural/Semi-urban/Urban: Urban

Financial Status: Grants-in aid/ UGC 2f and 12 (B)/

Self financing (please specify): Grant in aid college

Name of the Affiliating University: Gujarat University
 Name of the IQAC Co-ordinator : Prof. Bina L. Shukla
 Phone no. : 7698366811
 Alternate phone no. -
 Mobile: 9427805513
 IQAC e-mail address: binashukla3110@gmail.com
 Alternate Email address: As above

3. Website address: citycomcollege.org

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: We follow Gujarat University Academic calendar which is given on website of Gujarat University on gujaratuniversity.org.

5. Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|-----------------|-------|-------|-----------------------|-----------------|
| 1 st | B+ | 2.81 | 2008 | 2013 |
| 2 nd | B+ | 2.434 | 2014 | 2019 |
| 3 rd | | | | |
| 4 th | | | | |
| 5 th | | | | |

6. Date of Establishment of IQAC: DD/MM/YYYY: 15/06/2006

7. Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|----------------------|--|
| Quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| Our entire staff is engaged in preparation and planning of IQAC as we all are focussing on Criterion assigned to us as well as the questions linked with other Criterion. So time to time meetings and discussions and planning takes place which then becomes action plan. Our students participate in academic, co-curricular, extra curricular, NSS, NCC, Community useful services etc. as per plan we prepare, which is provided by IQAC, keeping in mind the broad areas | All through the Year | Entire teaching, Non-teaching staff & Students |

| | | |
|--|--|--|
| covered under the requirement of NAAC and our experience of dealing with our students. | | |
|--|--|--|

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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 |
|------------------------------------|--------|-------------------|--------------------------------|--------|
| Commerce | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Formation- 2008

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: - Year: -

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

*

A regular plan for methodically following planner, schedule etc.

- * Division of work, formalizing of record maintenance as per plan
- * Stress on Teaching, learning and evaluation for students as well as teachers
- * Timely meetings to plan activities, formation of committees, allotment of work
- * Regular feedback obtained from faculties, suggestions given and discussions of action plan

is strictly followed by all

13. 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 |
|---|--|
| Academic planner received as per Gujarat University | Activities, Programmes, Teaching work based as per the academic planner. |
| NAAC Criteria wise distribution of work | Work done in organized manner as per the distribution which is reflected in our reports |
| Stress on Faculty development | University paper setting, paper assessment work, attending seminars, presenting papers, writing books and articles etc are done all through the year |
| Planning for NSS and Extension activities | Various programmes, visits, campaigns etc are planned and implemented |

14. Whether the AQAR was placed before statutory body? Yes /No: -

Name of the Statutory body: - Date of meeting(s): -

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: -

16. Whether institutional data submitted to AISHE: Yes/No: -

Year: -

Date of Submission: -

17. Does the Institution have Management Information System?

Yes

Our Parent Body Gujarat Law Society is looking after the smooth administration of our college. The college follows formal Management Information System, whereby, the college staff approaches the College Head/Principal for all the requirements, guidance and plan of action for academic work. The college has formed various committees for the work allocation and the same is discussed with the Head of the institution by way of meetings, formal and informal discussions etc. We have all the programmes, seminars, social activities, patriotic functions, other academic activities all arranged at the Central Building of Gujarat Law Society and the entire staff of college is a part of GLS family. All the other

academic institutes and their staff members also meet during such meets. The Management takes care to have a link for such activities. We are informed, instructed, provided guidance and we can share our problems during such activities and meets. The Social Group of GLS and the Alumni group of GLS performs remarkable activities.

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. | | | | | |
| The institute follows the curriculum prepared by Gujarat University. | | | | | |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year | | | | | |
| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development | |
| Taxation in Practice | - | During the year | IT return filing, GST, Income Tax | - | |
| 1.2 Academic Flexibility | | | | | |
| 1.2.1 New programmes/courses introduced during the Academic year | | | | | |
| Programme with Code | | Date of Introduction | | Course with Code | |
| - | | - | | - | |
| 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 | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
| - | - | - | - | - | - |
| Already adopted (mention the year) | | | | | |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year | | | | | |
| | Certificate | | Diploma Courses | | |
| No of Students | 50 | | | | |
| 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 | |
| - | | - | | - | |
| 1.3.2 Field Projects / Internships under taken during the year | | | | | |
| Project/Programme Title | | | No. of students enrolled for Field Projects / Internships | | |
| - | | | - | | |
| 1.4 Feedback System | | | | | |
| 1.4.1 Whether structured feedback received from all the stakeholders. | | | | | |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents | |
| Yes | No | No | Yes | No | |
| 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) | | | | | |
| <p>Every year, our college collects feedbacks from existing students. Every Professor improves his/her teaching methods according to received feedback. They try to incorporate teaching methods which are easy and beneficial for the students. At the same time, the facilities, books in library, administrative system etc. are modified as per the need and suggestions of the students. The sports activities are greatly successful due to active participation of students and the suggestions received by them.</p> <p>Beyond this, our college is also having an Alumni group of some of its students. Every year, the college organises a meeting of its Alumni students. The suggestions which we receive from Alumni are implemented.</p> | | | | | |

| CRITERION II -TEACHING-LEARNING AND EVALUATION | | | | | |
|---|--|---|--|--|--|
| 2.1 Student Enrolment and Profile | | | | | |
| 2.1. 1 Demand Ratio during the year | | | | | |
| Name of the Programme | | Number of seats available | Number of applications received | Students Enrolled | |
| UG | | 600 | Online Process for Admissions, so no Physical Applications received. | 595 | |
| PG | | 125+25=150 | | 133 | |
| 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 full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| 2018-19 | 1690 | 233 | 15 | 07 | 07 |
| 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 (<i>LMS, e-Resources</i>) | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
| 14 | - | - | - | - | - |
| 2.3.2 Students mentoring system available in the institution? Give details. | | | | | |
| - | | | | | |
| Number of students enrolled in the institution | | Number of fulltime teachers | | Mentor: Mentee Ratio | |
| - | | - | | - | |

| 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 |
| - | - | - | - | - |
| | | | | |
| 2.4.2 Honours and recognitions 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 | |

| | | | | | |
|--|----------------|---|--|---|--|
| - | - | - | - | | |
| | | | | | |
| 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: 1. 12—6-18 to 04-11-18 = 95 days 2. 26-11-18 to 24-04-19 = 102 days As per University Circular. Generally Gujarat University declares the results after 45 days from the date of completion of Semester exam. | | | | | |
| Program me 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 | |
| UG | 031 to 036 | 1 to 6 | 05-12-18 | 10-04-19 | |
| PG | 051 to 054 | 1 to 4 | 05-12-18 | 12-04-19 | |
| 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level | | | | | |
| As a result of Continuous Internal Evaluation system, the teachers are benefitted because it is only after appearing for NAAC Accreditation that we started assigning value to Research activities and self development activities. Our contribution towards getting important degrees, appearing for paper presentations, writing articles and books has increased considerably. This has helped us in scaling up in our own areas. At the same time, we have also started taking more interest in University level work such as Paper assessment work etc. | | | | | |
| 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters | | | | | |
| We have been following Academic calendar prepared by Gujarat University and we have to follow the calendar for conducting of Examination, Submission of Internal Exam marks and such other matters. | | | | | |
| 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) | | | | | |
| | | | | | |
| 2.6.2 Pass percentage of students | | | | | |
| Program me Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage | |
| 036 | UG | 544 | 426 | 78.31 | |
| 054 | PG | 102 | 96 | 94.12 | |
| 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) | | | | | |
| 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 Academic year |
| Major projects | | - | - | - | - |
| Minor Projects | | - | - | - | - |
| Interdisciplinary Projects | | - | - | - | - |

| | | | | |
|---|----------------------|-----------------------|-------------------------------|----------|
| Industry sponsored Projects | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students Research Projects (other than compulsory by the College) | - | - | - | - |
| International Projects | | | | |
| Any other(Specify) | | | | |
| Total | | | | |
| | | | | |
| 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(s) | |
| - | - | | - | |
| | | | | |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year | | | | |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
| - | - | - | - | - |
| | | | | |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year | | | | |
| Incubation Centre | Name | | Sponsored by | |
| -- | - | | - | |
| | | | | |
| Name of the Start-up | Nature of Start-up | | Date of commencement | |
| - | - | | - | |
| | | | | |
| 3.3 Research Publications and Awards | | | | |
| 3.3.1 Incentive to the teachers who receive recognition/awards | | | | |
| State | National | | International | |
| | | | 01 Prof. P.T. Jariwala | |
| 3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center) | | | | |
| Name of the Department | | No. of Ph. Ds Awarded | | |
| Economics | | 01 | | |
| | | | | |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year | | | | |
| | Department | No. of Publication | Average Impact Factor, if any | |
| National | Commerce/Accountancy | | | |
| | | 2 | --- | |
| International | Commerce/Accountancy | 5 | --- | |
| | | | | |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year | | | | |
| Department | | No. of publication | | |
| Accountancy/Commerce/ Statistics | | 14 | | |

| | | | | | | |
|---|--------------------|--|---------------------|--|---|---|
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index | | | | | | |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
| - | - | - | - | - | - | - |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) | | | | | | |
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
| - | - | - | - | - | - | - |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year : | | | | | | |
| No. of Faculty | | International level | | National level | State level | Local level |
| Attended Seminars/ Workshops | | 8 | | 11 | 1 | 2 |
| Presented papers | | 7 | | 4 | 0 | 0 |
| Resource Persons | | 0 | | 0 | 0 | 0 |
| 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 co-ordinated such activities | | Number of students participated in such activities |
| Blood Donation | | Red Cross Society | | 03 | | 44 |
| Beti Padho Beti Bachao & Cleanliness Awareness Programme | | City C. U. Shah Commece College | | 01 | | 12 |
| Charity Day | | City C. U. Shah Commece College | | 02 | | 12 |
| Medical Camp at Chandiyel village | | City C. U. Shah Commece College | | 17 | | - |
| Health Awarenss, Adult Education, Vyashanmukti | | Lions Club of shahibaug & Lions club of Samvedna | | 01 | | 42 |
| Programme at Bhatpur | | City C. U. Shah Commece College | | 01 | | 42 |

| | | | | |
|---|---|---|---|---|
| village Dairy Visit at Chandiyl village | | | | |
| 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 | No. of Students benefited |
| - | | - | - | - |
| | | | | |
| 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 coordinated such activities | Number of students participated in such activities |
| Swachta Abhiyaan | City Campus College | Swachta Abhiyaan | 16 | 100 |
| | | | | |
| 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 |
| - | | - | - | - |
| | | | | |
| 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-To) | participant |
| - | - | - | - | - |
| | | | | |
| 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 and Activities | Number of students/teachers participated under MoUs |
| - | | - | - | - |
| 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 | | |
| No. Infrastructure is sufficient | | - | | |
| | | | | |
| 4.1.2 Details of augmentation in infrastructure facilities during the year | | | | |
| Facilities | | | Existing | Newly added |
| Campus area | | | 4148 Sq. Mtr. | - |
| Class rooms | | | 15 | - |
| Laboratories | | | 02 | - |
| Seminar Halls | | | 02 | - |
| Classrooms with LCD facilities | | | 04 | - |
| Classrooms with Wi-Fi/ LAN | | | - | 15 |
| Seminar halls with ICT facilities | | | 02 | - |
| Video Centre | | | - | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | | - | - |

| | | | | | | |
|---|---|------------|--------------------|-------|-------|-----------|
| Value of the equipment purchased during the year (Rs. in Lakhs) | | - | - | | | |
| Others | | - | - | | | |
| | | | | | | |
| 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 partially) | Version | Year of automation | | | |
| SOUL 2.0 Version | | 2.0 | | | | |
| 4.2.1 Library Services: | | | | | | |
| | Existing | | Newly added | Total | | |
| | No. | Value | No. | Value | No. | Value |
| Text Books | 19039 | - | 125 | 16860 | 19164 | - |
| Reference Books | 11588 | - | - | - | 11588 | - |
| e-Books | - | - | - | - | - | - |
| Journals | 04 | 5250 | - | - | 04 | 5250 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 14 | - | - | - | 14 | - |
| Library automation | partially | - | - | - | - | - |
| Weeding (Hard & Soft) | 1776 | 136,559=50 | - | - | 1776 | 136559=50 |
| Others (specify) | | | - | - | | |
| Magazines | 18 | 7620 | - | | 1818 | 7620 |
| Book Bank Books | 1993 | - | - | - | 1993 | - |
| P.G. Books | 2881 | - | - | - | 2881 | - |

| 4.3 IT Infrastructure | | | | | | | | | |
|---|------------------|--------------------|----------|------------------|--|--------|--------------|-------------------------------|--------|
| 4.3.1 Technology Upgradation (overall) | | | | | | | | | |
| | Total Computer s | Comp uter Labs | Internet | Browsing Centres | Com puter Centr es | Office | Department s | Available band width (MGBPS) | Others |
| Existi ng | 89 | 1 | 3 | 1 | 1 | 1 | Commerce | 100 Mbps | - |
| Adde d | - | - | - | - | - | - | - | - | - |
| Total | 89 | 1 | 3 | 1 | 1 | - | Commerce | 100 Mbps | - |
| 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 | | | | |
| - | | | | | - | | | | |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc | | | | | | | | | |
| Name of the teacher | | Name of the module | | | Platform on which module is developed | | | Date of launching e - content | |
| - | | - | | | - | | | - | |

| 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 incurred on maintenance of physical facilities |
| - | - | - | - |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (information to be available in institutional Website, provide link) | | | |
| 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 | | - | - |
| Financial support from other sources | | | |
| a) National | | - | - |
| b) International | | - | - |
| 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 implementation | Number of students enrolled | Agencies involved |
|--|---|---|-------------------|
| Remedial Coaching for Semester I Gujarati Medium Students Bridge Course for Semester I English Medium Students Students use Language Lab as and when they enrol for SCOPE Exam and for TALLY Training Career Counselling is done as per the requirements of students. | During First Semester for the Entire Semester | All the students who take admission to Semester I every year are given the coaching | - |

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 by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|------|--------------------|--|---|--|---------------------------|
| - | - | - | - | - | - |

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year (CWDC Cell For Women, sugg. Box & discipline committee.)

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---------------------------|-----------------------------|--|
| 1 | 1 | 9 days |

5.2 Student Progression

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| - | - | - | 18 | 81 | 14 |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|---------|--|--------------------------|---------------------------|---|-------------------------------|
| 2018-19 | 303/55% | B.Com. | Commerce | PG Center. City C. U. Shah Comm. College & Others | M.Com., L.L.B., & others |

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 | No. of Students selected/ qualifying | Registration number/roll number |
|-------|--------------------------------------|---------------------------------|
|-------|--------------------------------------|---------------------------------|

| | | |
|---------------------------|---|--------------|
| | | for the exam |
| NET | - | - |
| SET | - | - |
| SLET | - | - |
| GATE | - | - |
| GMAT | | |
| CAT | | |
| GRE | | |
| TOFEL | | |
| Civil Services | | |
| State Government Services | | |
| Any Other | | |

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

| Activity | Level | Participants |
|-----------------------------------|------------|-------------------------------------|
| Gujarat University Youth Festival | Zone Level | 1400+(in more then 26 competitions) |

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/ International | Sports | Cultural | Student ID number | Name of the student |
|------|--------------------------|-------------------------|--------|----------|---------------------|---------------------|
| 1 | Cross Country | National | Yes | - | M.Com II R.No 97 | Yadav Umeshkumar |
| 2 | Kho Kho | National | Yes | - | T.Y.B.Com R.No458 | Pingulkar Jyoti |
| 3 | Chess | National | Yes | - | F.Y.B.Com RNo. 525 | Shaikh Sohil |
| 4 | Soft Ball | National | Yes | - | M.Com I R. No. 78 | Dabhi Hinal |
| 5 | Cricket | National | Yes | - | T.Y.B.Com R.No. 324 | Chipa Saleemabanu |

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution

Our college students are selected as Class Representatives on merit basis for each class and as General Secretary also on merit basis. They work as a link between the class students and administration. Val in September 2018. About 41 colleges participated in many different competitions and more than 1400 students took part in many events from different colleges. Out of them, 54 students from our college took part in 12 competitions and represented our college. Our students won in competitions of skit, mine, one act play and poster making. About 23 students took part and represented our colleges in other institutions.

Total 77 students represented in inter college tournaments and 81 students represented in college into college inter

| |
|--|
| <p>class tournaments of Sports from our college. College won 5 awards in inter college tournaments in the competition of Cross country, kho kho, chess, soft ball and cricket.</p> <p>About 112 students represented our college in various activities organized by NSS like cleanliness campaign, blood donation camp, swachhta Abhiyan, tree plantation at Chandial Village, Drama 'Beti Bachao Beti Padhao' in lali village. Annual shibir of NSS was planned for 7 days and the theme was "Disease free and clean Environment People Awareness Camp for village improvement."</p> <p>Our college hosted City Zone Youth fest</p> |
| 5.3 Alumni Engagement |
| <p>5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details : Yes. The college Alumni members are registered by the college but the participation of all the activities and programmes is conducted by our parent body Gujarat Law Society at Law Garden campus. Ahmedabad. The Alumni members are normally gathering at central building with a view to have a huge Alumni group and provide interaction to all of them with other college Alumni group. Various programmes are planned by GLS for them. Our Alumni members participate in the same.</p> |
| 5.3.2 No. of registered enrolled Alumni: 131 |
| 5.3.3 Alumni contribution during the year (in Rupees) : Nil |
| 5.3.4 Meetings/activities organized by Alumni Association : At GLS(our parent institution) |
| 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 |
| <p>Formation of Committees and work allotted as per the committees responsibilities to enable the faculty members to plan and work independently in their given areas.</p> <p>Participate management at every level is ensured by a healthy discussion of the Head of the institution with the teaching and non teaching members, before implementing any new plan, activity, change in routine activities and allocation of new work. The opinion of every person is given due consideration. Proper planning is done with detailed discussion with everyone.</p> |
| 6.1.2 Does the institution have a Management Information System (MIS)? |
| Yes/No/Partial: |
| Yes. Our Parent Body, Gujarat Law Society Management members take active interest in the growth and development of students and teachers, they remain present for important programmes, provide financial aid as and when needed, provide main campus for important programmes and all the institutes under GLS are participating in various programmes at GLS. |
| 6.2 Strategy Development and Deployment |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following: |
| <p>Curriculum Development : Our college follows University Syllabus and Curriculum. Various committees are formed and IQAC committee members co-ordinate with the committees for implementation of Syllabus and study plan.</p> |
| <p>Teaching and Learning : The academics of our college is the greatest strength we have as we have students coming from lower middle class who opt for our college due to excellence in teaching and learning. The college has best faculties who are dedicated to the cause of teaching. We stress on providing excellence in education, our academic environment is in tune with future prospects available Our stress on completing courses on time and teaching work We focus a lot on revision work and students interaction with faculty members. Vocational value based lectures are arranged to facilitate students to prepare for employment and also for competitive exams. Competitive exam</p> |

related knowledge is made available in the library. Students can refer to newspapers, magazines etc.

Examination and Evaluation : The Exams are conducted as per the schedule given by Gujarat University. The college looks after 30 marks internal exams which are based on viva and assignments. The University exams carry 70 marks for each paper. The students are thoroughly prepared for facing the internal exams. The college conducts exams as per University rules. College ensures strict discipline. Exams conducted as per University Schedule. Our Evaluation Process includes re-assessment. Grievances of students properly looked after.

Research and Development: Environment of college conducive for Research work. Major staff members are involved in research activities. We have 12 faculty members who are Phds, One faculty member is also Phd Guide and the professors have excelled in Paper Presentations and Publications. The college environment is conducive to research activities.

Library, ICT and Physical Infrastructure / Instrumentation: The Library books as per the change in syllabus and demands of students are updated time to time. SOUL software helps for better functioning. Library committee takes all care of needs. New books etc. updated as per need.

Human Resource Management : Gujarat Law Society, our Parent Body organizes various programmes, seminars etc and also social get-togethers. We also have rich Alumni which is looked after by Central GLS and various programmes are arranged. At college level we have the able administration of the Head of the Institution and various committees are formed for smooth working.

Industry Interaction / Collaboration : Placement Programmes are organized. Guest Lectures & Youth Empowerment Programmes are organized. Many Govt. exam related coaching institutes and private coaching institutes address students in way of presenting seminars etc. for providing awareness of how to appear for competitive exams and how to face interviews. They also highlight the role of such preparation in global environment.

Admission of Students : Admission is done purely on merit basis. Our academic environment motivates students, in large number to join our college. We understand the priorities of middle class students

6.2.2 : Implementation of e-governance in areas of operations: The college administration work is done with the help of computers. The data are maintained accordingly. The programmes necessary for admission, financial management etc. are installed and used. Computer facilities used by faculty members. Use of Internet and research related activities.

Internal and University exam related work. Tally accounting training for UG and PG students.

Planning and Development The college administration work is done with the help of computers. The data are maintained accordingly. The programmes necessary for admission, financial management etc. are installed and

| | | | | | |
|---|--|--|--|---|--|
| used. Computer facilities used by faculty members . Use of Internet and research related activities. | | | | | |
| Internal and University exam related work. Tally accounting training for UG and PG students. | | | | | |
| Administration, Finance and Accounts: Packages installed and work done with the help of Excel and other programming. | | | | | |
| Student Admission and Support : Admission of Students is done online by Gujarat University and the number of students allotted to college takes admission purely on merit basis with all the record maintained | | | | | |
| Examination :The examination of 70 marks theory is taken by Gujarat University and 30 marks Internal is taken by College which is submitted to University as per the schedule provided. The entire process is maintained on our computers in a methodical manner. | | | | | |
| 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 Self funded by Teachers | | | | | |
| 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 | |
| -- | -- | -- | -- | -- | |
| 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 | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
| --- | --- | --- | --- | --- | --- |
| 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 | Date and Duration (from – to) | |
| ---- | | | ---- | ---- | |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): | | | | | |
| Teaching | | | Non-teaching | | |
| Permanent | Fulltime | | Permanent | Fulltime/temporary | |
| - | - | | Librarian 01 | Full time | |
| 6.3.5 Welfare schemes for | | | | | |
| Teaching | | | | GLS Credit Society | |
| Non teaching | | | | | |
| Students | | | | Needy students provided help by faculty members in paying fees, provision for conditional admission for late fees submission. | |
| 6.4 Financial Management and Resource Mobilization | | | | | |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) | | | | | |

| | | | | |
|--|------------------------------------|-------------------------------|-------------------------------|------------------------|
| 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/ Grants received in Rs. | | Purpose |
| - | | - | | - |
| 6.4.2 Total corpus fund generated - | | | | |
| 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 | Govt. Of Gujarat |
| Administrative | Yes | KCG | Yes | Govt. Of Gujarat |
| | | | | |
| 6.5.2 Activities and support from the Parent – Teacher Association | | | | |
| Informal feedback from parents are received | | | | |
| 6.5.3 Development programmes for support staff : Computer learning and other programmes organized by GLS | | | | |
| | | | | |
| 6.5.4 Post Accreditation initiative(s) Formalizing records, arranging meeting for pre plan, improvising on points suggested by Peer Team members | | | | |
| 6.5.5 | | | | |
| 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 | | | | |
| No | | | | |
| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to----- -) | Number of participants |
| --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- |

| | | | |
|--|------------------|----------------------|---------|
| 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-to) | Participants | |
| 1. Police Heart Safety Awareness Programme. | 28-08-2018 | Female: 54 | Male: - |
| 2. Health Awareness Programme (Airport Authority) | 11-01-2019 | Female: 151 | Male:- |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: - Percentage of power requirement of the College met by the renewable energy sources | | | |
| 7.1.3 Differently abled (Divyangjan) friendliness | | | |
| Items Facilities | Yes/No | No. of Beneficiaries | |
| Physical facilities | Yes | 02 | |

| | | |
|--|--------------------|---|
| Provision for lift | No | |
| Ramp/ Rails | Yes | In the entrance, a slop is provided |
| Braille Software/facilities | No | - |
| Rest Rooms | Room opp to Room 4 | |
| Scribes for examination | Yes | Provided by Gujarat University and facilities are made for them accordingly |
| Special skill development for differently abled students | No | - |
| Any other similar facility | No | - |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|------|--|--|-------------------------------------|------------------------|------------------|--|
| --- | --- | --- | --- | --- | --- | --- |

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

| Title | Date of Publication | Follow up (maximum 100 words each) |
|-------|---------------------|------------------------------------|
| - | - | - |

7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration (from-----to-----) | Number of participants |
|----------|-----------------------------|------------------------|
| - | - | - |

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

Tree plantation and pots in campus and on floors and maintenance of the same. Cleanliness is ensured. Proper water facilities on each floor is ensured. Dustbins are provided on each floor.

7.2 Best Practices

Describe at least two institutional best practices

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

Best Practices:

1. Stress on Research activities for faculty members: An awareness to develop self in order to become better teachers is ensured by NAAC guidance. The faculty members have engaged in Ph.D. and in research activities including paper publications, presentations and book publications. At the same time attending workshops etc is also regularly done by the faculty members. The books necessary for such activities are purchased and the faculty members have also updated their knowledge by participating in various programmes organized in surrounding colleges as and when required.
2. The Students are given additional knowledge and exposure with the help of regularly arranged guest lectures and seminars. It is remarkable that the academics of our college is the best among the colleges of city

area and hence most of the students in our college, who hail from lower middle class do not have to attend any extra coaching for their regular studies. So for arranging additional guest lectures for them, much efforts are taken but only after ensuring that the students do not miss their regular lectures. We have many institutes coming for banking, insurance, management, airlines, UPSC exams, Other competitive exams and for other BPO jobs. The students get all the necessary knowledge in college itself which is a greatest boon for them as they can plan their career much early in life, with appropriate plan and preparation.

7.3 Institutional Distinctiveness

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

The institution ensures best results year after year, compared to University exams in UG and PG education. Not only this, the students are also provided with a vision for life, given opportunities to have the best career guidance and social guidance, along with the process of teaching in day to day life. Our priority is our students and that is why, the students are given thorough training whenever they participate in cultural, sports and other areas in college level, inter college level or state level competitions and programmes. Our NSS unit ensures to provide ample community services to let the students develop a sense of becoming useful to the country. Hence our distinctive area, is to prepare our students in academics, fit to get good job but at the same time, we mould their lives, provide them vision and show them the right direction in life. Like a family member, we are preparing our middle class students to face any crisis in life. Our students are best placed in spite of their poor family background and it is due to the teachers, understanding their priorities that we stress on future needs of our students.

8. Future Plans of action for next academic year

Our Future Plan of action for next academic year:

- Ensure the best results at University level for UG and PG students.
- Enable students to have different activities and programmes necessary for their overall growth and development.
- Develop leadership qualities in them and make them aware of their future opportunities.
- Provide a research conducive environment for the faculty members for further research in their respective areas.
- Formalizing of our work performed, keeping in mind different areas and filing work accordingly.
- Provide better computerized system for office work and for maintenance of records.
- Plan for more extension activities for our students.

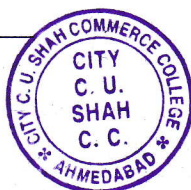
Name **Dr. B.L. Shukla**

Name **Dr. S.K. Trivedi**

B.L. Shukla

[Signature]
PRINCIPAL
CITY C. U. SHAH COMMERCE
COLLEGE, LAL DARWAJA,
AHMEDABAD-380 001

Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advancement 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 |

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in