The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution:

S G M English Medium College of Commerce and Management

Year of Report: June 2012 - May 2013

Kindly provide the details of the institution

Name of Institution:	Sardar Gunj Mercantile Co-op Bank Limited (Anand) English Medium College of Commerce and Management
Year of Establishment of the Institution:	July 1997
Address Line 1:	Opp.Shastri Maidan
Address Line 2:	Nr.Sardar Patel University
City/Town:	Vallabh Vidyanagar
State:	Gujarat
Postal Code:	388120
Email Address:	principal@semcom.ac.in

1. **NAAC Accreditation/ Reaccreditation Details**

Year of Accreditation/ Reaccreditation:	December 2009
Current Grade:	A
CGPA:	3.18

2. **Institutional Status**
Affiliated Permanent

3. **Contact Person Details**

Name of Head of Institution:	Dr Nikhil Zaveri
Contact Phone:	+91-2692-231811
Email:	principal@semcom.ac.in
Website URL:	www.semcom.ac.in
Name of IQAC Co-ordinator	Dr Kamini Shah and Ms Nehal Daulatjada
Email:	kshah@semcom.ac.in and ndaulatjada@semcom.ac.in

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

4. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	04
Post Graduate (MA/M.Sc./M.Com etc.)	01
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	02
Professional Programmes(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	13
Any other programme offered (Specify)	0

5. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programes designed	0
Programes under revision	03
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	5
Number of NAAC peer team recommendations implemented	5
Number of UGC/any other expert committee Recommendations implemented	5
Number of review committee recommendation under implementation	-
Number of NAAC peer team recommendations under implementation	4
Number of UGC/ any other expert committee recommendations under implementation	-

6. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	42
Total faculty on rolls	40
Faculty added during the year	2
Faculty positions vacant	-
Faculty left during the year	4
Total number of visiting faculty	1
Total number of guest faculty	1

7. Qualification of Faculty

PhD and Above	13
MPhil	19
Masters	42
Any other (Specify)	27

8. Faculty qualification improvement

PhD awarded to existing faculty	2
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	2

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	22
Administrative staff (Actual strength)	22
Added during the year of reporting	2
Left during the year	1
Number of posts vacant	-

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	5
Technical Support Staff (Actual strength)	5
Added during the year	-
Left during the year	-
Number of posts vacant	-

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.
It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by
faculty, students, alumni, and other stakeholders (social perception of the institution)
inline with the vision, mission and goals of the institution.

12. Establishment details
     30-DEC-2005

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	34 (As on 1st Apr 2013)
Number of Alumni in IQAC	02
Number of Students in IQAC	01
Number of Faculty in IQAC	20
Number of Administrative Staff in IQAC	02
Number of Technical Staff in IQAC	01
Number of Management Representatives	03
Number of External experts in IQAC	02
Number of any other stakeholder and community representatives	03

14. IQAC Meetings

Number of IQAC meetings held during the year	5

15. Whether Calendar of activities of IQAC formulated for the academic year
Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	0
Number of value added programmes proposed	13
Number of skill oriented programmes proposed	13
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	3
Number of cocurricular activities proposed	13
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	4
Any other programmes proposed (Specify)	0

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	0
Number of value added programmes implemented	13
Number of skill oriented programmes implemented	13
Number of faculty competency and development programmes implemented	1
Number of other staff development programmes	0

implemented	
Number of student mentoring programmes implemented	3
Number of cocurricular activities implemented	12
Number of inter departmental cooperative programs implemented	0
Number of community extension programmes implemented	4
Any other programmes suggested that are implemented (Specify)	0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	03
Number of participants from the institution	147
Number of participants from outside	03
Number of external experts invited	12
Number of external conferences/seminars/ workshops on institutional quality attended	02
Number of events conducted with IQACs of other institutions as collaborative programes	0

19. Did IQAC receive any funding from UGC during the year ?
NO

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC (Input 0 if NA/NIL) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	0
Amount Received from any other source including the college management	**Rs 374934/-**

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Number of seminars/conferences/workshops organized by IQAC within the institution- 03
- Number of participants from the institution - 147
- Number of participants from outside- NIL
- Number of external experts invited – 12
- Number of external conferences/seminars/workshops on institutional quality attended-02
- Number of events conducted with IQACs of other institutions as collaborative programs - NIL
- Amount Received from UGC – NIL
- Amount Received from any other source including the college management - **Rs 374934/-**

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programes developed or designed by faculty	0
Number of faculty members involved in curriculam restructuring/revision/syllabus development	40
Number of programes in which evaluation process reformation taken up and implemented	03
Number of active teaching days during the current academic year	181
Average percentage of attendance of students	71
Percentage of classes engaged by guest faculty and temporary teachers	6
Number of self financedprogrammes offered	05
Number of aided programmes offered	0
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?
YES

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	100%

25. Is feedback for improvement provided to the faculty?
Orally, by the Prinicipal to individual faculty members.

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	1
Number of major ongoing projects	0
Number of minor ongoing projects	1
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	3
Number of research publications in peer reviewed journals	34
Number of research publications in international peer reviewed journals	24
Number of research publications in national peer reviewed journals	10
Number of research papers accepted for publication in international peer reviewed Journals	0

Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	0
Number of books published	2
Number of edited books published	0
Number of books (single authored) published	2
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	27
Number of international conferences attended	20
Number of national conferences attended	7
Number of papers presented in conferences	27
Number of papers presented in international conferences	20
Number of papers presented in national Conferences	7
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	3
Number of faculty acted as experts resource persons international	0
Number of faculty acted as experts resource persons national	3
Number of collaborations with international Institutions	2
Number of collaborations with national institutions	2
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	4,12,915/-
Amount of external research funding received in the year	70000/-
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	2
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	7 %

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1080
Actual enrollment during the year	1094
Student dropout percentage during the year	1.82%
Success percentage in the final examination across the courses	75.72%
Number of academic distinctions in the finalexamination and percentage	474
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	22
Number of students qualified in UGC NET/SLET	2
Number of students qualified GATE/CAT/other examination (Specify)	71 (GCET, MAT, C MAT, IELTS, CAT, IPCC, IBSAT,SNAP,CA,CS)

28. Does student support mechanism exist for coaching for competitive examinations?
YES

29. Student participation, if response is yes to Qn. 28

Number of students participated	4

30. Does student counselling and guidance service exist ?
YES

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	1094

32. Career Guidance----------MOU, CS, CA, IAS Academy

Number of career guidance programmes organized	4
Percentage of students participated in career guidance programmes	61.19%

33. Is there provision for campus placement?
YES

34. If yes to Qn. 32

Number of students participated in campus selection programmes	64
Number of students selected for placement during the year	60 (4 – students joined their family businesses)

35. Does gender sensitization program exist ?
YES

36. If Answer is Yes to Qn 34

Number of programmes organized	2

37. Student activities

Number of students participated in externalcultural events	89
Number of prizes won by students in external cultural events	41
Number of cultural events conducted by the institute for the students	7
Number of students participated ininternational sports and games events	0
Number of students participated in nationallevel sports and games events	3
Number of students participated in state level sports and games events	0
Number of students participated in universitylevel sports and games events	188
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	06
Number of sports and games events conducted by the institute for the students	16

38. Composition of students

Percentage of Scheduled Caste	1.83%
Percentage of Scheduled Tribe	0.46%
Percentage of other backward communities	3.56%
Percentage of women students	34.19%
Percentage of physically challenged	0
Percentage of rural students	21.15%
Percentage of urban students	78.85%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	3
Amount disbursed as financial support from the institution	175250
Number of students awarded scholarship from the institution	1
Number of students received notable national/international acheivements/recognition	129

40. Student initiatives

Number of community upliftmentprogrammes initiated by students	0
Number of literary programmes initiated by Students	3
Number of social action initiatives based on science / environment initiated by students	3
Number of student research initiatives	232 (BBIC+ Green bus.)

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created ?
YES

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?
YES

43. Whether benchmarking is created for institutional quality management efforts ?
YES

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

Sr. No.	Areas of Development	Improvement observed (in percent)
1.	Increase in the Faculty participation in the seminars	10%
2.	Increased use of ICT base teaching-learning	10%
3.	Increase in the online journal – magazine subscription	5%
4.	Environment awareness amongst Students by tree plantation	20%
5.	Increase participation of students in co-curricular activities	20%
6.	Students' chairs for all classes to be replaced	10%
7.	To enhance placement linkages with Corporates	1%

45. Is a Management Information System (MIS) in place ?
YES

46. If answer to question 44 is Yes, please provide details of MIS applied to
1. Administrative procedures including finance
Students' Fee Payment, Attendance System, Faculty Data, Faculty Performance Appraisal, Faculty Evaluation, Peer review system, TALLY, Payroll software, SARAL for tax. Library software.

2. Student admission
Admission Inquiries, Admission Tests, Admission Details

3. Student records
Students' Profile, Students' Attendance, Students' Performance, Advance Diploma in Global Business (For maintaining Activity Report of Students), Students' Counseling, Student Council Alumni, Students' Information

4. Evaluation and examination procedures

Examination Details, Students' Result

5. Research administration
IT Project, Industrial Report, Faculties' Research Details

(Enter the respective details corresponding to the serial numbers)

Infrastructure Details, Usage Details of Library resources, Laboratory, Laptop, HRD and Auditorium,Co-curricular and Extracurricular activities

47. Existence of learning resource management

	YES	NO
Edatabase in library	YES	
ICT and smartclass room	YES	
Elearning sources (eBooks,eJournals)	YES	
Production of teachingmodules	YES	
Interactive learning facilities	YES	

48. Internal resource mobilization : Kindly provide the amount contributed

Research	0
Consultancy and training	8100
Student contribution	151000
Alumni contribution	220000
Well wishers	654631

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	334915
Amount spent for student welfare	1526176
Amount spent for staff welfare	360930

50. Is delegation of authority practiced
YES

51. Does grievance redressal cell exist ?

	YES	NO
Faculty	YES	
Students	YES	
Staff	YES	

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	09
Number of grievances resolved	08

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	**0**
Number of grievances resolved	**0**

55. Has the institution conducted any SWOT analysis during the year

YES. The institute conducted SWOT analysis during the year with the help of Internal Quality Assurance Cell.

56. The SWOT analysis was done by internal or by external agency
Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Multi-cultural & Multi-disciplinary learning environment.
- Innovative activities.
- Involvement of students in college activities.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Lack of academic flexibility for new courses.
- Locational Disadvantage
- Self –financing Institution/Very young institution

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Support from industries
- IT infrastructure

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Increase in number of integrated courses after class XII.
- Funding from UGC

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Planning for "Teaching through Tablet" from the Academic Year 2013 – 2014, first of its kind in India in the field of Commerce & Management Education.
- Increase in number of PhD and NET qualified faculty
- Recognition under Section 12 (b) of UGC Act
- Increase in number of research publications
- Library upgradation
- Minor Research project from UGC

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

Positive. The NAAC has played a very important role in shaping and organizing various academic as well as non-academic activities of institution which can be identified as below:
  1) NAAC has helped in strengthening the quality benchmarks for the overall excellence of the Institute.
  2) It has helped in continuous development and creation of awareness for improving quality among teachers, students, staff and other stakeholders.
Following are some of the suggestions for the quality enhancement within the institute:

1) There must be a system of continuous interaction with resource person for quality improvement.
2) NAAC criteria must contain features which focus on global standards for quality improvement in order to make the institute globally competitive.
3) Making SSR submission online.
4) Online help and support for solving queries.
5) Prompt response from NAAC.