# YEARLY STATUS REPORT - 2020-2021

| Part A |
|---|
| **Data of the Institution** |

| 1.Name of the Institution | SHAH N.H. COMMEERCE COLLEGE, VALSAD |
|---|---|
| • Name of the Head of the institution | DR. GIRISHKUMAR N. RANA |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 026322254224 |
| • Mobile No: | 9824100773 |
| • Registered e-mail | shahnhcc@yahoo.com |
| • Alternate e-mail | principalnhcc41@gmail.com |
| • Address | DR. MOGHABHAI DESAI VIDYA SANKUL,SHREE MORARJI DESAIU NAGAR,TITHALROAD, COLLEGE CAMPUS, VALSAD |
| • City/Town | VALSAD |
| • State/UT | GUJARAT |
| • Pin Code | 396001 |
| **2.Institutional status** | |
| • Type of Institution | Co-education |
| • Location | Rural |

| | | |
|---|---|---|
| • Financial Status | **Grants-in aid** | |
| • Name of the Affiliating University | **VEER NARMAD SOUTH GUJARAT UNIVERSITY SURAT** | |
| • Name of the IQAC Coordinator | **PROF. K.R. BHAVSAR** | |
| • Phone No. | **02632254224** | |
| • Alternate phone No. | **9824100773** | |
| • Mobile | **9825237675** | |
| • IQAC e-mail address | **shahnhcc@yahoo.com** | |
| • Alternate e-mail address | **principalshahnhcc@gmail.com** | |

| | |
|---|---|
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://shahnhcc.com/uploads/document/notice_pO9HjxfS1659079933.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://shahnhcc.com/ |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.44** | **2009** | **15/06/2009** | **14/07/2014** |
| **Cycle 2** | **B** | **2.62** | **2015** | **03/03/2015** | **02/03/2020** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **08/06/2009** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Shah N.H. Commerce College | NSS | vnsgu, Surat | 2021 | 31,460 |
| Shah N.H. Commerce College | Placement cell | KCG | 2021 | 2,50,000 |
| Shah N.H. Commerce College | Finishing School | KCG | 2021 | 1,25, 000 |
| Shah N.H. Commerce College | Maintenance | State Govt. | 2021 | 1,37,666 |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes |
| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | 4 |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |
| • If yes, mention the amount | |

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

During Pandemic period all the staff members delivered online lectures through Microsoft Teams and students attended lectures on

| their device |
|---|
| Motivated teachers to attend and present research paper in webinar and Conference |
| National Level webinar was Organized in Economics and NSS |
| Encouraged creativity in students through Finishing School |
| Introduced and started soft skill certificate courses. |

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Academic Growth | used ICT equipment while delivering lecture |
| Cleanliness and Environmental Awareness | Tree Plantation program was organized by NSS and NCC team |
| Woman Empowerment | Conducted program through Gynecologist to bring awareness of hygiene and well as personal security |
| Career Development Guidance | Finishing school classes started to build up skill and personality development |
| Creativity Development | Various vocational and certified courses started ( B.VOC and web designing) |
| Admin staff Skill development | Technical up gradation training was organized |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Nil | Nil |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2020-2021 | 19/03/2022 |

**15.Multidisciplinary / interdisciplinary**

| |
|---|

**16.Academic bank of credits (ABC):**

| |
|---|

**17.Skill development:**

| |
|---|

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

| |
|---|

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

| |
|---|

**20.Distance education/online education:**

| |
|---|

# Extended Profile

**1.Programme**

| 1.1 Number of courses offered by the institution across all programs during the year | 2 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

**2.Student**

| 2.1 Number of students during the year | 1978 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **1328** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | **420** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

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

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 Number of Sanctioned posts during the year | **1** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **11** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **2825076.6** |
| 4.3 Total number of computers on campus for academic purposes | **82** |

# Part B

## CURRICULAR ASPECTS

### - Curricular Planning and Implementation

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

The College is currently having the following mechanisms for effective delivery of curriculum delivery and documentation:

1. At the beginning of an academic session, Departmental meetings are held for every department in which the topics in the syllabus are discussed and distributed to the teachers.

2. Academic calendar is prepared at the beginning of the academic session with important dates like start and end of the session, internal examination,Assignment topics, etc. for the smooth completion of the session.

3. Number of classes for each topic is decided according to the syllabus assigned to each topic/Group/paper etc.

4. College administration provides a well-constructed time table for each year /semester for both UG and PG classes.

5. Departmental Heads prepare the academic routine with the due approval of the Principal.

6. Teachers prepare their lectures according to the syllabus and classes allotted.

7. Classes are held according to the schedule under the supervision of college administration.

8. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and Blackboard method b. ICT-enabled teaching-learning method. c. Distribution of class notes by teachers.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | **Nil** |

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

**Month**

**Academic Calendar Year – 2020-21**

**Particulars**

**June & July**

1. **Admission Process**
2. **Counseling**
3. **Celebrated International Day through Zoom App**
4. **Celebrated Guru Purrnima through Microsoft Teams**
5. **Sybcom & Tybcom online classes started through Microsoft Teams**
6. **Farewell program was organized for retirement of Prof. R.P.Patel (Statistics)**

**August**

**Various Online Competitions was organized at inter-class and inter-college level**

1. **Drawing**
2. **Poster making**
3. **Mehndi**
4. **Best out waste**
5. **Book review**
6. **Quiz competition**
7. **Story writing competition**
8. **Debate competition**
9. **Essay competition**
10. **Sanskrit verse singing competition**
11. **Patriotic song competition**
12. **Wall painting**
13. **Independence Day Celebration**

**September**

1. Teacher's Day Celebration
2. Webinar on "Role of NSS Program Officers and Volunteers in Disaster & Covid-19 Management''
3. N.S.S Day Celebration
4. Tybcom sem- 6 University Exam
5. A national webinar was organized by Economics Department on "Issues of Indian Economy after Covid-19"

## October

1. College Internal Exam
2. Assignment Work – Internal Assessment
3. Assessment and Supervision Work
4. Gandhi Jayanti Programme
5. To introduce the Certificate CourseNovember

1.Diwali vacation

## December

1. Covid Awareness Program organized by N.C.C.
2. Fit India Cycleothen 2020 Competition was organized

## January

1. Pustak Ganga Abhiyan was organized by NCC and NSS
2. National Youth Day
3. Republic Day Celebration
4. University Exam (Sybcom sem-3 & Tybcom sem-5)

## February

1. Internal Examination
2. Assignment work
3. Blood Donation
4. Youth Festival

## March & April

1. University Exam (Fybcom sem-1)
2. Supervision & Assessment Work

## May

**1. Summer Vacation & F.Y.B.Com Admission Process**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | **Nil** |

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

**A. All of the above**

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

**- Academic Flexibility**

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

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

**2**

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

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

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

**14**

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

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

**4399**

## 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

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

## - Curriculum Enrichment

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

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

**Co-curricular and Extracurricular Activities**

**Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:**

**1.Gender 2.Environment and Sustainability 3.Human Values and Professional Ethics**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | **No File Uploaded** |

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | No File Uploaded |

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

0

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

## - Feedback System

## - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

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

| - Feedback process of the Institution maybe classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://shahnhcc.com/uploads/document/notice_IwgxeT7Z1659351534.pdf |

## TEACHING-LEARNING AND EVALUATION

### - Student Enrollment and Profile

#### - Enrolment Number Number of students admitted during the year

## - Number of sanctioned seats during the year

**1**

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

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

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

**1308**

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

### - Catering to Student Diversity

- The institution assesses the learning levels of the students and organizes special Programmesfor advanced learners and slow learners

**Activities for Slow Learners:**

1. All the departments conduct extra classes for the slow learners as well as ATKT students.
2. They are provided easy to catch subjective material.
3. All the required textbooks are provided by the library with minimal charges for each semester.
4. Extra coaching and individual guidance is provided by the subject teachers if needed, after solving question papers of previous university examination.

**Activities for Advanced Learners:**

1. These students are motivated to use additional resources like reference books, journals and online platforms.
2. Guest lectures are organized on important topics to have related advanced knowledge.
3. They are supported with additional materials, personal guidance & coaching.
4. Seminars are also organized for the students.
5. Additional classes and mock tests are conducted with a view help them in to become a GST practitioners, tax consultant or to pass competitive exams like NET, SET, Banking, GPSC, UPSC etc.
6. Exposure to seminar on Research Methodology and paper presentation is provided.
7. Subject wise and class wise first five toppers and university rank holders are felicitated on the Annual Day.
8. To enhance leadership and team building qualities in students, they are inspired to become class representatives and to join extension activities.
9. We nominate such students to represent the college or department in intra & inter-college competitions.

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| 1978 | 12 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

## - Teaching- Learning Process

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

Following initiatives are undertaken by our college to convert the traditional teacher centric learning into student centric method.

- Different student centric methods such as Project based learning, Experimental learning, ICT based learning, Participative learning, and Teaching-learning presentations are used.
- Audio-visual Teaching aids are effectively used in the classroom to make traditional teaching more worthy and interesting.
- We invite academic subject experts from outside to share their expertise for the benefits of the students.

The college has direct access to Inflibnet.

- Whenever it seems appropriate, we follow method like Role Play, Group Discussion, PPT Presentation, Dialogue Making, Case Studies, Industry-Visit, Bank-visit, and Internship Training.
- For teachers and students different level seminars are organized. They are motivated to attend them seriously and do learn how to do research work, and present research papers.
- A workshop was organized for the account and statistics department faculties to know how to use ICT while solving examples/sums during their teaching hours.
-
- Student centric workshops like Poster-making, Photography, Chocolate-Making, Varli Painting, Rangoli and Beauty care etc. are organized to make them self-employed.
- To nurture students' Skills seminars on CV writing and confidence, Resume writing and Interview Etiquettes, Personality development are organized.
- To develop the employability skills students were motivated to participate in webinar

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

**To make learning more interesting and student friendly, Shah N.H. Commerce College's faculty uses the latest ICT tools to enhance the traditional teaching-learning process.**

- **The college has around 14 desktops, 10 laptops and 20 MBPS fibre line from a Private Company. We do have free NAMO WiFi facility provided by the state Government.**
- **During the Covid-19 pandemic our teaching-learning takes process through the government sponsored Microsoft Teams Application.**
- **To provide the additional online education facilities, we do have purchase paid version of Zoom Application.**
- **To facilitate teachers to directly stream web pages and videos, our Classrooms and Computer laboratory are equipped with 14 projectors, Internet and Wi-Fi facilities.**
- **Printers and scanners are available in the Administrative office and the Library.**
- **Seven Wi-Fi routers of NAMO Internet and Three Wi-Fi Routers of Quest Private Company and 19 access points are installed to provide easy internet access to faculty and students.**
- **All faculties including students are registered with INFLIBNET (Information and Library Network) by the college to have access of online reading materials like E-Book and E-Journals and 771 Educational CDs.**
- **The college library has access to 6000 e-journals and 31,35,000 e-books accessible on https://nlist.inflibnet.ac.in/.**
- **The library also has 20 computers with Internet connectivity and one printer.**
- **Faculty regularly consults and shares material from e-books, web pages, you-tube videos.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **Nil** |

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

**- Number of mentors**

**16**

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

 **- Teacher Profile and Quality**

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

**11**

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

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

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

**4**

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

 **- Number of years of teaching experience of full time teachers in the same institution (Datafor the latest completed academic year)**

**- Total experience of full-time teachers**

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

 **- Evaluation Process and Reforms**

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

**Shah N.H. Commerce College is a Grant-in-aid college affiliated to Veer Narmad South Gujarat University, Surat which is guided by the regulations formulated at the University level so far syllabi, examination and evaluation process is concerned.**

- **College has a transparent and continuous internal assessment system. 20 marks in each paper are awarded through internal assessment while the remaining 50 marks are awarded by the University- appointed examiners on the basis of performance of students in the university examinations by SGPA evaluation method.**
- **The internal assessment is carried out through a mechanism specified by Veer Narmad South Gujarat University, Surat. 5 marks are awarded on the basis of attendance and are calculated as per university rules. (1 mark if attendance is**

67% to <70%, 2 marks if attendance is 70% to < 75%, 3 marks if attendance is 75% to < 80% , 4 marks if attendance is 80% to < 85% , and 5 marks for attendance over 85% ) A student needs to attend at least 75% of the classes in order to appear in the end- semester examination.

- 5 marks are awarded on the basis of the Class assignments. Teachers mostly provide alignments questions from the syllabus.The process for internal assessment is mentioned on the college website and in the college prospectus. During regular classes, it is restated by teachers from time to time.

-

| File Description | Documents |
|---|---|
| Any additional information | [View File]() |
| Link for additional information | Nil |

 - Mechanism to deal with internal examination related grievances is transparent, time- boundand efficient

Shah N.H. Commerce College has a dynamic mechanism to ensure that the process of Internal Examination is transparent, time-bound and efficient in the best interest of students.

- The college has a central Examination Committee which takes up necessary measures to make sure objectivity and clearness in the process.
- Notifications are displayed on college notice boards and posted through the students' whatsApp group to communicate information related to internal assessment to students.
- The semester wise attendance record, which is a part of Internal Assessment, is maintain by college.
- The consolidated marks sheets containing attendance marks are displayed on the notice board as well as posted through the students' whatsApp group. Our students are given plentiful time to point out grievance, if any.
- Answer books of internal examination and assignments are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. Attendance Marks to students are compensated on medical grounds and for participation in extracurricular activities.

- **The final Internal Mark sheets are sent to the university only after each student confirms the record. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the college, the college rectifies such errors.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | **Nil** |

## - Student Performance and Learning Outcomes

- Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Programme outcomes cover an wide range of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website.**

**However, they also have some common outcomes that are summarized here.**

**N. H. Commerce College has formed a system of enhancing life skills beyond the textual learning and through plenty of co-curricular and extracurricular activities.**

**Teachers instruct students to pursue everlasting knowledge that helps to live a smooth life organizing different Seminars/ Workshops related to Personality Development or grooming of life.**

**Students are trained to identify, formulate, and analyse real life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects.**

**Training in critical thinking enables them to understand and analyse modern societal, environmental and cultural problems. Students learn to ask questions and test possible answers.**

Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

We empower students to become future teachers, entrepreneurs, scientists, soldiers and administrators with motivation. They acquire the ability and sensitivity to lead India to strengthen its place in the community of nations.

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

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

However, they also have some common outcomes that are summarised here.

Our College has been providing a number of opportunities besides the classroom teaching through plentiful other co-curricular and extracurricular activities.

Teachers instill among students seek for everlasting knowledge while all together training them in the art of self-learning. We develop in students the attitude to keep learning, remain efficient and updated.

- Students are trained to recognize, invent, and analyze real life problems, find and develop solutions and reach suitable conclusions using subjective knowledge.
- Training in critical thinking enables them to comprehend and analyze current social, environmental, national and cultural problems. Students learn to ask questions and test promising answers.

Enhancing their communication skills allows them to present their ideas effectively.

Our College infuses among students commitment to constitutional values.

We consent students to become future Teachers, Entrepreneurs, Soldiers and Administrators, Banker, Investors and Financial Consultant with motivation.

Mechanism of communication of Programme and Course Outcomes

The College has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

Fresh applicants can get the required information from the college prospectus as well as from the website.

To make our students responsive citizens, our students are prepared with all necessary skills. Course outcomes are kept in focus while scheming for extra and co-curricular activities for students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

**- Pass percentage of Students during the year**

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

200

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

**- Student Satisfaction Survey**

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

https://shahnhcc.com/uploads/document/notice_oyYICLdB1659430498.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

 **- Resource Mobilization for Research**

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

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

NIL

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

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

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

0

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

 **- Number of Seminars/conferences/workshops conducted by the institution during the year**

 **- Total number of Seminars/conferences/workshops conducted by the institution during**

**the year**

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

**- Research Publications and Awards**

**- Number of papers published per teacher in the Journals notified on UGC website duringthe year**

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

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

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

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

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

**- Extension Activities**

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

**EXTENSION ACTIVITES:**

**NATIONAL SERVICE SCHEME (NSS):**

**The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. NSS is an extension dimension to the higher education system to orient the student youth to community service while they are studying in educational institutions. It is being implemented by the Ministry of Youth Affairs and Sports, Government of India.**

**The objectives of NSS are:**

1. **To understand the community in which they work**
2. **To understand themselves in relation to their community**
3. **To identify the needs and problems of the community and involve them in problem solving process.**
4. **To develop among themselves a sense of social and civic responsibility**
5. **To utilize their knowledge in finding practical solution to individual and community problems**
6. **To develop competence required for group-living and sharing of responsibilities**
7. **To gain skills in mobilizing community participation**
8. **To acquire leadership qualities and democratic attitude**
9. **To develop capacity to meet emergencies and natural disasters**
10. **To practice national integration and social harmon·**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**- Total number of awards and recognition received for extension activities from**

**Government/ government recognized bodies during the year**

0

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

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

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

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

**- Number of students participating in extension activities at 3.3.3. above during the year**

**- Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/ Red Cross/ YRC etc., during the year**

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

 **- Collaboration**

 **- The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**0**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

 **- Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

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

## INFRASTRUCTURE AND LEARNING RESOURCES

 **- Physical Facilities**

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

**The college have all the basic infrastructure amenities for curricular, co-curricular and extracurricular activities**

**Classrooms: The College has 22 well ventilated, lighted and spacious class rooms equipped with projectors and class-room broad cast systems which facilitate easy interaction between teachers and**

students.

Computer Centre : The lab is well equipped with 21 computers with internet connectivity in LAN and a video projector for the use of students.

Computing Equipment: Individual lap tops are provided to all faculty members. ERP software, printers, scanners, photocopiers, etc. are made available to all administrative staff members.

Auditorium: We have an auditorium (Sanskar Bhavan) on our campus which is big enough to accommodate 1000 people.

Multipurpose hall : The College has an multipurpose hall with state-of-art audio-video facilities for conducting seminars for an audience of 100.

PG Bhavan : we have Maa Sharsvati Vidhya Bhavan for PG course.

Hostel Facility- Accommodation available : the management has provided a separate hostel for boys and girls with capacity of 160 students.

Ramp and Railing for Physical disabilities:

Library: we have a huge library area of 1345.36sq.mt in our college,. s . It has a collection of over 63,000 books and a variety of 37 national journals,periodicals and magazines.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |
| Paste link for additional information | Nil |

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

Campus: A sprawling green campus with seating is the unique feature of the College Campus. The entire campus is Wi-Fi enabled and under surveillance of CCTV cameras.

Cricket Ground: we have huge play ground which can comfortably

facilitate game like Cricket , Hockey, Kho-Kho, Kabbadi, Football, Tug of War, Handball, Archery and Regular NCC parade ,Disaster rescue training program etc..

Indoor Sports Room: we have separate indoor games room which has all the equipment to facilitate game like Table Tennis, Chess, Carom, Judo, Taekwondo, Boxing, Yoga, Practice every day.

Fitness Centre: We have fitness Centre room latest gym equipment like treadmill, six station multi gym, Dumbbells, Cycle etc.

Auditorium : - the annual cultural festival ,Annual Day and Prize distribution we celebrate every year 21 June international yoga day on a large scale on auditorium ,Our College building is also utilized for competitive examinations like staff selection, civil services, judiciary, assembly election and NCC B and C certificate exam.We have multipurpose hall the students do their small program organised like National festivals Teachers' Day Workshops to yoga, meditation, aerobics, dance, etc.

Collegiate Women's Development Committee,Ladies common room ,Gymkhana room,NSS room,NCC room,Computer lab ect.

Nearly 250 student take part in cultural and 300 students are enrol of NSS Units. 53 Boys & Girls are active under NCC Army wing.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

We have total 22 classrooms out of which 14 classroom are equipped with LCD projector. We have a digital education and learning lab in the college which has 21computer lab & 19 in Library.

- Number of classrooms and seminar halls with ICT facilities

13

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

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

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

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

 **- Library as a Learning Resource**

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

**The College has partially automated. Its library and uses the Software for University Libraries (SOUL) software Version 2.0, which is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. In library total 19 computers for students & staff and 01 computer for librarian with WI-FI connection. A one LCD screen with dish antenna to BISAG program of Gujarat Government.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | **Nil** |

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

**A. Any 4 or more of the above**

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

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

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

**149720**

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

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

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

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

### - IT Infrastructure

- Institution frequently updates its IT facilities including Wi-Fi

**In our college we are using the interent of 50 MBPS Speed Quest interent which is distributed in 10 classes.we have two computer labs in that40 computers are there for students. Presently we are using NAMO WIFI and 7 routers.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

### - Number of Computers

**83**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

### - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

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

### - Maintenance of Campus Infrastructure

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

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

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

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

**We staunchly believe in the principle of "Optimum utilization of resources" and adhere to this principle very strongly. The College building is used to conduct not only B Com classes of Shah N H Commerce College , but also morning classes of the J P Shroff Arts Collegeoptimal use of all infrastructure including common facilities like classrooms, auditorium, seminar room GirlsComman room. Washroom act.**

**Maintaining facilities**

**The College receives a Maintenance Grant from the government for maintaining various physical facilities. These facilities are owned by the management, the Shree Nootan Kelvani Mandal. The management charges a token rent from the college for using the physical infrastructure, which is covered under the Maintenance grant.**

**Large infrastructural renovations and major repairs/changes in the facilities are taken care by the management, which awards contracts to agencies after scrutinizing minimum three quotations. For routine maintenance of computers, printers, projectors, close circuit cameras, water purifiers, water coolers, air-conditioners, EPABX lines and gardens; for maintaining cleanliness in the campus and in the building; and for ensuring round-the-clock security, contracts have been given to outside agencies by the management. The charges/expenses are appropriately charged to various institutions using the common facilities.**

**Regular Class IV employees of the college maintain cleanliness in**

**the college offices.**

**The library books are purchased under UGC/ government grants. Some library expenses are financed from the library fee collected from the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

 **- Student Support**

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

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

**1242**

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

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

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

**0**

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

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

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

0

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

0

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

**- The Institution has a transparent mechanism for timely redressal of student**          **E. None of the above**

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

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

 **- Student Progression**

 **- Number of placement of outgoing students during the year**

 **- Number of outgoing students placed during the year**

**0**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

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

 **- Number of outgoing student progression to higher education**

**19**

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

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

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

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

 **- Student Participation and Activities**

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

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

0

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

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

**DUE TO COVID-19 PENDAMIC PERIOD NO STUDENTS PARTICIPATED OFFLINE IN THE COLLEGE.**

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

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

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

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

**- Alumni Engagement**

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

**ALUMNI REGISTRATION DATE :11-06-2021**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://shahnhcc.com/uploads/document/notice_cmk47z2U1659350607.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### - Institutional Vision and Leadership

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

**Vision:**

**To provide affordable quality education while equipping students with knowledge and skills in there chosen stream inculcate values, identify hidden talents, provide opportunities for students to realize their potential and thus shape the future leaders, entrepreneurs and above all good human beings.**

**Mission:**

**To strive for the quality education in keeping with college, "Excellence in education and make best career for future and prepare young minds for imbibing knowledge, Skills and sensitivity"**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

**Decentralization of Management:**

Trustee is the apex decision-making body at the college level and the principal has a very instrumental role in bridging the college and management.

Examination committee conducts smooth examination work through strict discipline at graduate and post-graduate levels along with sincere, timely evaluation work to ensure timely publication of results. Faculties are assigned responsibilities to accomplish their targets through time-table committee for prompt and regular classes.

College has maintenance committee to ensure the repair and overall maintenance.

Physical Instructor looks after sports events and encourages sports participation in competition at college, university, state and national level.

All the staff members work under the leadership of humble principal and discipline committee maintains campus discipline so as to provide safe environment to the students in general and girl students in particular. It ensures congenial ambience to the differently able students also.

.College is kept clean and green, tree plantation is carried out by the N.S.S students. Other agencies also come forward to help these activities Such as JCI

Periodical blood donation camps under the aegis of Rotary Club of valsad and JCI. Thalassemia (Sickle Cell) test and diagnostic programmes under legal awareness, safety programmes keep all the stake holders updated.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

- **Strategy Development and Deployment**

- The institutional Strategic/ perspective plan is effectively deployed

PLAN- APPRISE THE PLAN TO THE STAKEHOLDERS.

Integrate the vision, mission, Goals, objectives and mode of implementation by incorporating various aspects of women-empowerment, Innovation, quality enhancement and sustenance, Learneroriented approach in a well-concerted manner.

Emphasis on developing core-competencies, helping attitude, Team work, diverse student ambience, multi-cultural and ethical values, community participation, critical thinking ability, communication skills, self-study, managerial traits, problem-solving, responsible behavior and entrepreneurship skill. Inculcating social responsibility awareness to extend financial help to the economically weak stakeholders. To develop capacity to adopt traditional and technological methods to transfer as well as share information.

EXECUTION: - Implementation and Monitoring

The management defines the plan for the overall development of the institute and gets it intimated to the principal for further execution. The IQAC, Committees, HODS, Students, Staff kept abreast all the knitty – gritty of their plan under the able guidance of the principal.

Every department prepares the plan in accordance with the goals and objectives of the institution. Accountancy department successfully conducted "A certificate course in Accounting Techniques" and "Certificate course in GST, Tally" to make students well-versed in technology based course during the last few years.

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

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

the college has a well-organized organizational structure and hierarchy. It successfully interacts for Academic and Administrative purposes. Leadership is ably provided by the management and

administrative head. Academic and administrative setup is guided by the dynamic principal of the college

Management and trustees keep eyes on planning, finance, infrastructural needs, Quality management and evaluation as well as on the appointment of adhoc lecturer. Head of the administration, principal adroitly conducts the administration by convening periodical meetings of the teaching/administrative staff so as to assign responsibilities through various committees.

NSS: under the supervision of POs, volunteers undertake various extension activities that are helpful for environment, community and volunteers themselves too. Library committee: looks after purchase & maintenance of the books and overall smooth functioning of the library. Time-table, Academic, Cultural, grievances redressal, research, library and other committees contribute their co-operation in their own ways. Principal encourages transparent interaction with the staff and students for smooth resolution of problems. Their roles are well-defined and appreciation is done every now and then for successful performance. The IQAC monitors and takes initiatives for Quality enhancement and sustenance.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | **Nil** |
| Upload any additional information | View File |

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

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

## - Faculty Empowerment Strategies

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

**Institution provides various welfare schemes to promote efficiency, health awareness, righteousness, commitment to build up an effective team.**

**OUTLINES OF MEASURES**

**Extend all possible physical and mental health to a large community of staff members for a conducive working environment and work culture. Array of facilities help them to raise their living standard and motivate them to give their best to the Institution.**

**WELFARE MEASURES FOR TEACHING AND ADMINISTRATIVE STAFF.**

**Salary and Increments: Teaching staffs are given UGC scale by the state Government as per rules and regulations. Pay revision is considered and increments are given as per rule of the Government and UGC. Likewise, Administrative staffs are also provided salary and increments in accordance with state Government's pay scale. They are given advance pay also during festive occasions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

## - Number of teachers provided with financial support to attend conferences/workshops

**and towards membership fee of professional bodies during the year**

0

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

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

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

0

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

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

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

0

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

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

**Updating teaching methodology and adequate use of IT devices, PPT presentations and innovative approach find place in self-appraisal of the teachers. College has conducted ON-LINE feedback for students as well as for Ex-Students also. IT promotes building up a good teacher-student relationship for overall benefit of the students and the Institution. Feedback from other stake holders is also collected during parent teacher meet (PTM). It help the management, teaching & non-teaching staff to understand their expectations, seek their suggestions so that necessary measures can be adopted to accomplish educational objectives and overall discipline particularly for the safety of girl students Parents are also encouraged to meet the principal and the faculties for a better understanding of the fulfillment of their ward's educational goal. They can also give their feedback orally during such meetings, which are discussed by the principal and respective faculty for necessary actions. As our institute has family kind of harmony among all, students can meet principal and give their feedback orally. And as per feedback necessary action is taken. Faculties submit their report for the responsibility assigned to them by the principal so that corrective steps can be initiated.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

**- Financial Management and Resource Mobilization**

- Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute carries out Audit every year on Annual basis which involves Internal and External audits. Trust conducts Internal and external Audit by CA (chartered Accountant) firms.

Name of the auditor (Internal- (External) Hiten Desai & Compan

Our is a grant -in -aid college, overall audit is done by Government Account Officer. The Institution carries out audit on annual basis for the grant allocated by the state Government for various expenses. Government of Gujarat sanctions grant for expenditure under different head. Grant under UGC is also audited. All the grants allocated by the UGC in different plan have been cleared and NOC is available to the institute. Students belonging to ST/SC are given scholarships under Online process in which amount is transferred to the beneficiaries account directly.

PROCEDURE

Management appoints Internal Auditor who conducts audit quarterly and report is ultimately placed before the Trust. All the admin staffs and the principal co-ordinate with each other for proper and smooth execution of the auditing procedure. Institute follows a standard procedure of purchase. It invites 3 quotations and lowest cost quoted out of these quotations is finally given work order. This audit reports are put forward to AGM for further approval.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File]() |

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

 **- Total Grants received from non-government bodies, individuals, Philanthropers duringthe year (INR in Lakhs)**

0

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

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

**OPTIMAL UTILIZATION OF RESOURCES**

**Grants received from UGC are utilized for various infrastructural requirements. plan of UGC, LCD projectors, Screen, electronic Podium, have been installed in the classroom for Teaching – learning process. It helps keeping themselves updated for net – based teaching also. Under NaMo Wi-Fi plan, students and teacher enjoy free use of internet. Even tablets have been provided to students by the Government of Gujarat at concessional rate during the last three years for academic purpose. As every year girl students are increasing in our institute, to meet their need facility of sanitary vending machine and Burning Incinerator are provided to them in the Girl's common room.**

**For enrichment of library: To meet the need of knowledge thirst of the students, requirements are put forward to librarian by the faculties and students. The librarian forwards the requirement to the library committee for the approval of the principal, and after that different books are purchased from grant sanctioned by UGC. A fitness center came into being from the sanctioned grant of UGC, which is looked after by the physical Instructor.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## - Internal Quality Assurance System

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

**Response:**

**The IQAC of college has been active and committed to Quality assurance and sustenance through definite strategies which lay stress on providing need-based, job-oriented, value-based education accessible to all the stakeholders of different economic strata.**

**IQAC has institutionalized two significant best practices during the last five year:**

**1. Quality enhancement and professional development.**

**2. Programmes pertaining to skill development.**

**Quality Enhancement**

**With a view to facilitate academic quality enhancement and develop professional ability as continued process so that teacher can keep themselves updated and very much in tune with the fast changing contemporary need. IQAC with valuable leadership of principal undertook following measures:**

**The IQAC under the chairperson analyses in detail about ways and means of planning and conducts national and state level seminar, workshop, conference and Faculty Development Programs before the commencement of academic year. IQAC and management always encourage faculties to attend professional development programmers like seminar, workshops, conference, FDP. IQAC had played vital role in ensuring and promoting research in college by providing infrastructural access and incentives. An exclusive research room is available for research scholars with all IT facilities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

 - The institution reviews its teaching learning process, structures & methodologies of operationsand learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Response:**

**The Institution monitors Continuous review of Teaching Learning**

process under the supervision of IQAC, which, in turn, intimates the principal for suggestion and guidance. Following observations and necessary initiatives have been made:

1. Promoting optimal use of ICT in teaching-learning and evaluation.
2. Emphasis on skill Development.
3. Transparent and all inclusive approach in Assessment and Evaluation

TEACHING LEARNING REFORM:

OPTIMAL USE OF ICT

1. The IQAC makes all possible effort to put ICT in full practice in Teaching-Learning process to add quality to deliverance of Lecture.
2. Most of the classrooms have LCD, SCREENS, Wi-Fi, mikes.
3. Teachers are equipped with laptops for enhancing the teaching process through audio- visuals means.
4. With the use of ICT, faculties impart complex perceptions in a more effective manner and students can easily comprehend well in their memory.
5. E-journals "N-List" (National Library and Information services) were subscribed for the benefit of faculty and students for research and Academic purpose.
6. Admission and results are done through ICT.
7. College website is updated time to time with new events, photos, upcoming events, news etc.
8. On line tests are conducted.

Continuous assessment for academic excellence.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

 - **Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF**

A. All of the above

**any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### - Institutional Values and Social Responsibilities

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

**GENDER EQUITY PROMOTION PROGRAMS**

**Seminar on women empowerment in india**

**Seminar on 'Women's rights arehuman rights'**

**Seminar on Education and Women Empowerment**

**Seminar and medical camp on Gynaecological issues of Girls**

**Karate and self-defence Training for girls**

**Seminar on genetics, Life Style Diseases and Yoga**

**Karate Training for girls**

**Seminar on 'yoga for Wellness and Health'**

**Seminar on Women empowerment**

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

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

**D. Any 1 of the above**

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

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

**ENVIRONMENT POLICY**

**The Shah N.H.Commerce College Environmental Committee been created with the mission to initiate, implement, promote and practically lead environmentally sustainable practices in our college campus. The goal of collegeis to effectively decrease the detrimental effects and limit the negative impact of all college campus activities on our environment's health.**

**The main objectives of the Environment Policy Guidelines are:**

**1. Make the campus as well as the activities in college environmentally sustainable.**

**2. Be eco-friendly and safe while not compromising on the essence and experience of student and academic life.**

**3. Create green events and inculcate a more aware and sustainable**

attitude among the students. Keeping these main objectives, the following sub-objectives will serve as guidelines to initiate the process of making the campus greener and sustainable:

1. Introduce a uniform waste management system which incorporates:

a. To plan to reduce the amount of waste generated.

b. To plan to reduce generating waste that reaches the landfills.

c. To plan segregation process so as to reach wastes to recyclers.

2. To make the energy consumption of college more efficient.

3. To ensure the hygiene and sanitation requirements in campus are maintained

4. To encourage awareness campaigns and promote greener attitudes through physical displays and educational curriculum.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

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

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

**- Green campus initiatives include**

**- The institutional initiatives for**

C. Any 2 of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

   - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

**reading material, screen reading**

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

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

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Yoga Day, Teacher's Day, Garba Day, Traditional Day. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversity.**

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

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

**India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities**

governed and guided by the Constitution irrespective of caste, religion, race sex. Shah N.H.Commerce Collegesensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

A. All of the above

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

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

**Celebrations of National festivals like Independence day, Republic day and Gandhi Jayanti in University is an integral part of joyful learning, community building and thought provoking processes. Every year these daysare celebrated with great enthusiasm, dedication and pride. Students are exposed to the essence of various festivals through music, dance, debates and a variety of interesting activities and projects. Events such as poster making, best out of waste or any other relevant medium are conducted to celebrate festivals and important days in the University. Ita was a period of covid-19 so teacher's was celeberated online. The other international days like Yoga day, Women's day were also celeberated with full co-operation of college staff.**

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

## - Best Practices

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

**BEST PRACTICE – I**

**1. Title of the Practice**

**True Condolence and Remembrance: Value Inculcation**

**BEST PRACTICE – II**

**1. Title of the Practice**

**"Making Most of Time: No Free Lectures"**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## - Institutional Distinctiveness

- Portray the performance of the Institution in one area distinctive to its priority and thrust within200 words

**The institute is running with its broad prospective vision based on emphasizing quality, innovations cost – effectiveness of higher education. Institute always take priority to do the work of its domain inculcating quality which includes highly qualified faculty members, transmission of content through electronic media, follow – up of activities as per the schedule academic calendar result oriented work policies. Institute has well defined prospective plan to do academic non academic work which includes work priority as per times need. Institute always take priority to all development aspects of the students and to prepare them as professional good citizen. Institute always feel thrust for need based planning work which helps the students, faculty members staff to perform in excellence. All the above aspects make the institute distinguish in all round performance, as a result the institute has been declared B category institution in over all evaluation by State Govt. agencies Affiliating university.**

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

The College is currently having the following mechanisms for effective delivery of curriculum delivery and documentation:

1. At the beginning of an academic session, Departmental meetings are held for every department in which the topics in the syllabus are discussed and distributed to the teachers.

2. Academic calendar is prepared at the beginning of the academic session with important dates like start and end of the session, internal examination,Assignment topics, etc. for the smooth completion of the session.

3. Number of classes for each topic is decided according to the syllabus assigned to each topic/Group/paper etc.

4. College administration provides a well-constructed time table for each year /semester for both UG and PG classes.

5. Departmental Heads prepare the academic routine with the due approval of the Principal.

6. Teachers prepare their lectures according to the syllabus and classes allotted.

7. Classes are held according to the schedule under the supervision of college administration.

8. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and Blackboard method b. ICT-enabled teaching-learning method. c. Distribution of class notes by teachers.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | **Nil** |

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

**Month**

**Academic Calendar Year – 2020-21**

**Particulars**

**June & July**

1. **Admission Process**
2. **Counseling**
3. **Celebrated International Day through Zoom App**
4. **Celebrated Guru Purrnima through Microsoft Teams**
5. **Sybcom & Tybcom online classes started through Microsoft Teams**
6. **Farewell program was organized for retirement of Prof. R.P.Patel (Statistics)**

**August**

**Various Online Competitions was organized at inter-class and inter-college level**

1. **Drawing**
2. **Poster making**
3. **Mehndi**
4. **Best out waste**
5. **Book review**
6. **Quiz competition**
7. **Story writing competition**
8. **Debate competition**
9. **Essay competition**
10. **Sanskrit verse singing competition**
11. **Patriotic song competition**
12. **Wall painting**
13. **Independence Day Celebration**

**September**

1. Teacher's Day Celebration
2. Webinar on "Role of NSS Program Officers and Volunteers in Disaster & Covid-19 Management''
3. N.S.S Day Celebration
4. Tybcom sem- 6 University Exam
5. A national webinar was organized by Economics Department on "Issues of Indian Economy after Covid-19"

**October**

1. College Internal Exam
2. Assignment Work – Internal Assessment
3. Assessment and Supervision Work
4. Gandhi Jayanti Programme
5. To introduce the Certificate CourseNovember

1.Diwali vacation

**December**

1. Covid Awareness Program organized by N.C.C.
2. Fit India Cycleothen 2020 Competition was organized

**January**

1. Pustak Ganga Abhiyan was organized by NCC and NSS
2. National Youth Day
3. Republic Day Celebration
4. University Exam (Sybcom sem-3 & Tybcom sem-5)

**February**

1. Internal Examination
2. Assignment work
3. Blood Donation
4. Youth Festival

**March & April**

1. University Exam (Fybcom sem-1)
2. Supervision & Assessment Work

**May**

  1.  **Summer Vacation & F.Y.B.Com Admission Process**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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

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

## 1.2 - Academic Flexibility

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

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

**2**

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

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

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

**14**

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

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

**4399**

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

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

## 1.3 - Curriculum Enrichment

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

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

**Co-curricular and Extracurricular Activities**

**Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:**

**1.Gender 2.Environment and Sustainability 3.Human Values and Professional Ethics**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | **No File Uploaded** |

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | **No File Uploaded** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | **No File Uploaded** |

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

**0**

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

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **D. Any 1 of the above** |

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

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **A. Feedback collected, analyzed and action taken and feedback available on website** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://shahnhcc.com/uploads/document/notice_IwgxeT7Z1659351534.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

1

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

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

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

1308

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

## 2.2 - Catering to Student Diversity

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

**Activities for Slow Learners:**

1. **All the departments conduct extra classes for the slow learners as well as ATKT students.**
2. **They are provided easy to catch subjective material.**
3. **All the required textbooks are provided by the library with minimal charges for each semester.**
4. **Extra coaching and individual guidance is provided by the subject teachers if needed, after solving question papers of previous university examination.**

**Activities for Advanced Learners:**

1. **These students are motivated to use additional resources like reference books, journals and online platforms.**
2. **Guest lectures are organized on important topics to have related advanced knowledge.**
3. **They are supported with additional materials, personal guidance & coaching.**
4. **Seminars are also organized for the students.**
5. **Additional classes and mock tests are conducted with a view help them in to become a GST practitioners, tax consultant or to pass competitive exams like NET, SET, Banking, GPSC, UPSC etc.**
6. **Exposure to seminar on Research Methodology and paper presentation is provided.**
7. **Subject wise and class wise first five toppers and university rank holders are felicitated on the Annual Day.**
8. **To enhance leadership and team building qualities in students, they are inspired to become class representatives and to join extension activities.**
9. **We nominate such students to represent the college or department in intra & inter-college competitions.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **1978** | **12** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

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

**Following initiatives are undertaken by our college to convert the traditional teacher centric learning into student centric method.**

- **Different student centric methods such as Project based learning, Experimental learning, ICT based learning, Participative learning, and Teaching-learning presentations are used.**
- **Audio-visual Teaching aids are effectively used in the classroom to make traditional teaching more worthy and interesting.**
- **We invite academic subject experts from outside to share their expertise for the benefits of the students.**

**The college has direct access to Inflibnet.**

- **Whenever it seems appropriate, we follow method like Role Play, Group Discussion, PPT Presentation, Dialogue Making, Case Studies, Industry-Visit, Bank-visit, and Internship Training.**
- **For teachers and students different level seminars are organized. They are motivated to attend them seriously and do learn how to do research work, and present research**

papers.

- ◆ **A workshop was organized for the account and statistics department faculties to know how to use ICT while solving examples/sums during their teaching hours.**
- ◆
- ◆ **Student centric workshops like Poster-making, Photography, Chocolate-Making, Varli Painting, Rangoli and Beauty care etc. are organized to make them self-employed.**
- ◆ **To nurture students' Skills seminars on CV writing and confidence, Resume writing and Interview Etiquettes, Personality development are organized.**
- ◆ **To develop the employability skills students were motivated to participate in webinar**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

**To make learning more interesting and student friendly, Shah N.H. Commerce College's faculty uses the latest ICT tools to enhance the traditional teaching-learning process.**

- ◆ **The college has around 14 desktops, 10 laptops and 20 MBPS fibre line from a Private Company. We do have free NAMO WiFi facility provided by the state Government.**
- ◆ **During the Covid-19 pandemic our teaching-learning takes process through the government sponsored Microsoft Teams Application.**
- ◆ **To provide the additional online education facilities, we do have purchase paid version of Zoom Application.**
- ◆ **To facilitate teachers to directly stream web pages and videos, our Classrooms and Computer laboratory are equipped with 14 projectors, Internet and Wi-Fi facilities.**
- ◆ **Printers and scanners are available in the Administrative office and the Library.**
- ◆ **Seven Wi-Fi routers of NAMO Internet and Three Wi-Fi Routers of Quest Private Company and 19 access points are installed to provide easy internet access to faculty and students.**
- ◆ **All faculties including students are registered with**

**INFLIBNET (Information and Library Network) by the college to have access of online reading materials like E-Book and E-Journals and 771 Educational CDs.**

- ◆ **The college library has access to 6000 e-journals and 31,35,000 e-books accessible on https://nlist.inflibnet.ac.in/.**
- ◆ **The library also has 20 computers with Internet connectivity and one printer.**
- ◆ **Faculty regularly consults and shares material from e-books, web pages, you-tube videos.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **Nil** |

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

## 2.3.3.1 - Number of mentors

**16**

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

## 2.4 - Teacher Profile and Quality

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

**11**

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

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

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

**4**

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

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

**2.4.3.1 - Total experience of full-time teachers**

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

**2.5 - Evaluation Process and Reforms**

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

Shah N.H. Commerce College is a Grant-in-aid college affiliated to Veer Narmad South Gujarat University, Surat which is guided by the regulations formulated at the University level so far syllabi, examination and evaluation process is concerned.

- ◆ College has a transparent and continuous internal assessment system. 20 marks in each paper are awarded through internal assessment while the remaining 50 marks are awarded by the University- appointed examiners on the basis of performance of students in the university examinations by SGPA evaluation method.
- ◆ The internal assessment is carried out through a mechanism specified by Veer Narmad South Gujarat University, Surat. 5 marks are awarded on the basis of attendance and are calculated as per university rules. (1 mark if attendance is 67% to <70%, 2 marks if attendance is 70% to < 75%, 3 marks if attendance is 75% to < 80% , 4 marks if attendance is 80% to < 85% , and 5 marks for attendance over 85% ) A student needs to attend at least 75% of the classes in order to appear in the end- semester examination.
- ◆ 5 marks are awarded on the basis of the Class assignments. Teachers mostly provide alignments questions from the syllabus.The process for internal assessment is mentioned on the college website and in the college prospectus. During regular classes, it is restated by teachers from time to time.
- ◆

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

Shah N.H. Commerce College has a dynamic mechanism to ensure that the process of Internal Examination is transparent, time-bound and efficient in the best interest of students.

- The college has a central Examination Committee which takes up necessary measures to make sure objectivity and clearness in the process.
- Notifications are displayed on college notice boards and posted through the students' whatsApp group to communicate information related to internal assessment to students.
- The semester wise attendance record, which is a part of Internal Assessment, is maintain by college.
- The consolidated marks sheets containing attendance marks are displayed on the notice board as well as posted through the students' whatsApp group. Our students are given plentiful time to point out grievance, if any.
- Answer books of internal examination and assignments are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. Attendance Marks to students are compensated on medical grounds and for participation in extracurricular activities.

- The final Internal Mark sheets are sent to the university only after each student confirms the record. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the college, the college rectifies such errors.

| File Description | Documents |
|---|---|
| Any additional information | [View File](View File) |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes cover an wide range of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. The specific learning outcomes of various courses are built into the curriculum of each

discipline and are available on the University website.

However, they also have some common outcomes that are summarized here.

N. H. Commerce College has formed a system of enhancing life skills beyond the textual learning and through plenty of co-curricular and extracurricular activities.

Teachers instruct students to pursue everlasting knowledge that helps to live a smooth life organizing different Seminars/ Workshops related to Personality Development or grooming of life.

Students are trained to identify, formulate, and analyse real life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects.

Training in critical thinking enables them to understand and analyse modern societal, environmental and cultural problems. Students learn to ask questions and test possible answers.

Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

We empower students to become future teachers, entrepreneurs, scientists, soldiers and administrators with motivation. They acquire the ability and sensitivity to lead India to strengthen its place in the community of nations.

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

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

However, they also have some common outcomes that are summarised

here.

Our College has been providing a number of opportunities besides the classroom teaching through plentiful other co-curricular and extracurricular activities.

Teachers instill among students seek for everlasting knowledge while all together training them in the art of self-learning. We develop in students the attitude to keep learning, remain efficient and updated.

- Students are trained to recognize, invent, and analyze real life problems, find and develop solutions and reach suitable conclusions using subjective knowledge.
- Training in critical thinking enables them to comprehend and analyze current social, environmental, national and cultural problems. Students learn to ask questions and test promising answers.

Enhancing their communication skills allows them to present their ideas effectively.

Our College infuses among students commitment to constitutional values.

We consent students to become future Teachers, Entrepreneurs, Soldiers and Administrators, Banker, Investors and Financial Consultant with motivation.

Mechanism of communication of Programme and Course Outcomes

The College has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

Fresh applicants can get the required information from the college prospectus as well as from the website.

To make our students responsive citizens, our students are prepared with all necessary skills. Course outcomes are kept in focus while scheming for extra and co-curricular activities for students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

## 2.6.3 - Pass percentage of Students during the year

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

200

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

## 2.7 - Student Satisfaction Survey

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

https://shahnhcc.com/uploads/document/notice_oyYICLdB1659430498.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

**0**

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

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

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

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

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

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

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

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

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

**3.3 - Extension Activities**

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

**EXTENSION ACTIVITES:**

**NATIONAL SERVICE SCHEME (NSS):**

**The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. NSS is an extension dimension to the higher education system to orient the student youth to community service**

while they are studying in educational institutions. It is being implemented by the Ministry of Youth Affairs and Sports, Government of India.

The objectives of NSS are:

1. To understand the community in which they work
2. To understand themselves in relation to their community
3. To identify the needs and problems of the community and involve them in problem solving process.
4. To develop among themselves a sense of social and civic responsibility
5. To utilize their knowledge in finding practical solution to individual and community problems
6. To develop competence required for group-living and sharing of responsibilities
7. To gain skills in mobilizing community participation
8. To acquire leadership qualities and democratic attitude
9. To develop capacity to meet emergencies and natural disasters
10. To practice national integration and social harmon·

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

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

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

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

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

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

**The college have all the basic infrastructure amenities for curricular, co-curricular and extracurricular activities**

**Classrooms: The College has 22 well ventilated, lighted and spacious class rooms equipped with projectors and class-room broad cast systems which facilitate easy interaction between**

teachers and students.

Computer Centre : The lab is well equipped with 21 computers with internet connectivity in LAN and a video projector for the use of students.

Computing Equipment: Individual lap tops are provided to all faculty members. ERP software, printers, scanners, photocopiers, etc. are made available to all administrative staff members.

Auditorium: We have an auditorium (Sanskar Bhavan) on our campus which is big enough to accommodate 1000 people.

Multipurpose hall : The College has an multipurpose hall with state-of-art audio-video facilities for conducting seminars for an audience of 100.

PG Bhavan : we have Maa Sharsvati Vidhya Bhavan for PG course.

Hostel Facility- Accommodation available : the management has provided a separate hostel for boys and girls with capacity of 160 students.

Ramp and Railing for Physical disabilities:

Library: we have a huge library area of 1345.36sq.mt in our college,. s . It has a collection of over 63,000 books and a variety of 37 national journals,periodicals and magazines.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

Campus: A sprawling green campus with seating is the unique feature of the College Campus. The entire campus is Wi-Fi enabled and under surveillance of CCTV cameras.

Cricket Ground: we have huge play ground which can comfortably

facilitate game like Cricket , Hockey, Kho-Kho, Kabbadi, Football, Tug of War, Handball, Archery and Regular NCC parade ,Disaster rescue training program etc..

Indoor Sports Room: we have separate indoor games room which has all the equipment to facilitate game like Table Tennis, Chess, Carom, Judo, Taekwondo, Boxing, Yoga, Practice every day.

Fitness Centre: We have fitness Centre room latest gym equipment like treadmill, six station multi gym, Dumbbells, Cycle etc.

Auditorium : — the annual cultural festival ,Annual Day and Prize distribution we celebrate every year 21 June international yoga day on a large scale on auditorium ,Our College building is also utilized for competitive examinations like staff selection, civil services, judiciary, assembly election and NCC B and C certificate exam.We have multipurpose hall the students do their small program organised like National festivals Teachers' Day Workshops to yoga, meditation, aerobics, dance, etc.

Collegiate Women's Development Committee,Ladies common room ,Gymkhana room,NSS room,NCC room,Computer lab ect.

Nearly 250 student take part in cultural and 300 students are enrol of NSS Units. 53 Boys & Girls are active under NCC Army wing.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

We have total 22 classrooms out of which 14 classroom are equipped with LCD projector. We have a digital education and learning lab in the college which has 21computer lab & 19 in Library.

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

13

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

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

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

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

**4.2 - Library as a Learning Resource**

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

**The College has partially automated. Its library and uses the Software for University Libraries (SOUL) software Version 2.0, which is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. In library total 19 computers for students & staff and 01 computer for librarian with WI-FI connection. A one LCD screen with dish antenna to BISAG program of Gujarat Government.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | **Nil** |

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

**A. Any 4 or more of the above**

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

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

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

**149720**

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

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

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

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

## 4.3 - IT Infrastructure

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

**In our college we are using the interent of 50 MBPS Speed Quest interent which is distributed in 10 classes.we have two computer labs in that40 computers are there for students. Presently we are using NAMO WIFI and 7 routers.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**83**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

## 4.3.3 - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

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

## 4.4 - Maintenance of Campus Infrastructure

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

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

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

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

**We staunchly believe in the principle of "Optimum utilization of resources" and adhere to this principle very strongly. The College building is used to conduct not only B Com classes of Shah N H Commerce College , but also morning classes of the J P Shroff Arts Collegeoptimal use of all infrastructure including common facilities like classrooms, auditorium, seminar room GirlsComman room. Washroom act.**

**Maintaining facilities**

**The College receives a Maintenance Grant from the government for maintaining various physical facilities. These facilities are owned by the management, the Shree Nootan Kelvani Mandal. The management charges a token rent from the college for using the physical infrastructure, which is covered under the Maintenance grant.**

**Large infrastructural renovations and major repairs/changes in the facilities are taken care by the management, which awards contracts to agencies after scrutinizing minimum three quotations. For routine maintenance of computers, printers, projectors, close circuit cameras, water purifiers, water coolers, air-conditioners, EPABX lines and gardens; for maintaining cleanliness in the campus and in the building; and for ensuring round-the-clock security, contracts have been given to outside agencies by the management. The charges/expenses are appropriately charged to various institutions using the common facilities.**

**Regular Class IV employees of the college maintain cleanliness in the college offices.**

**The library books are purchased under UGC/ government grants. Some library expenses are financed from the library fee collected from the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**1242**

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

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

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

**0**

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

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

| File Description | Documents |
|---|---|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

0

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

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | E. None of the above |
|---|---|

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

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

19

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

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

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

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

0

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

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

**DUE TO COVID-19 PENDAMIC PERIOD NO STUDENTS PARTICIPATED OFFLINE IN THE COLLEGE.**

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

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

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

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

### 5.4 - Alumni Engagement

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

**ALUMNI REGISTRATION DATE :11-06-2021**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://shahnhcc.com/uploads/document/notice_cmk47z2U1659350607.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

Vision:

To provide affordable quality education while equipping students with knowledge and skills in there chosen stream inculcate values, identify hidden talents, provide opportunities for students to realize their potential and thus shape the future leaders, entrepreneurs and above all good human beings.

Mission:

To strive for the quality education in keeping with college, "Excellence in education and make best career for future and prepare young minds for imbibing knowledge, Skills and sensitivity"

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

**Decentralization of Management:**

**Trustee is the apex decision-making body at the college level and the principal has a very instrumental role in bridging the college and management.**

**Examination committee conducts smooth examination work through strict discipline at graduate and post-graduate levels along with sincere, timely evaluation work to ensure timely publication of results. Faculties are assigned responsibilities to accomplish their targets through time-table committee for prompt and regular classes.**

**College has maintenance committee to ensure the repair and overall maintenance.**

**Physical Instructor looks after sports events and encourages sports participation in competition at college, university, state and national level.**

**All the staff members work under the leadership of humble principal and discipline committee maintains campus discipline so as to provide safe environment to the students in general and girl students in particular. It ensures congenial ambience to the differently able students also.**

**.College is kept clean and green, tree plantation is carried out by the N.S.S students. Other agencies also come forward to help these activities Such as JCI**

**Periodical blood donation camps under the aegis of Rotary Club of valsad and JCI. Thalassemia (Sickle Cell) test and diagnostic programmes under legal awareness, safety programmes keep all the stake holders updated.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**PLAN- APPRISE THE PLAN TO THE STAKEHOLDERS.**

**Integrate the vision, mission, Goals, objectives and mode of implementation by incorporating various aspects of women-empowerment, Innovation, quality enhancement and sustenance, Learneroriented approach in a well-concerted manner.**

**Emphasis on developing core-competencies, helping attitude, Team work, diverse student ambience, multi-cultural and ethical values, community participation, critical thinking ability, communication skills, self-study, managerial traits, problem-solving, responsible behavior and entrepreneurship skill. Inculcating social responsibility awareness to extend financial help to the economically weak stakeholders. To develop capacity to adopt traditional and technological methods to transfer as well as share information.**

**EXECUTION: - Implementation and Monitoring**

**The management defines the plan for the overall development of the institute and gets it intimated to the principal for further execution. The IQAC, Committees, HODS, Students, Staff kept abreast all the knitty – gritty of their plan under the able guidance of the principal.**

**Every department prepares the plan in accordance with the goals and objectives of the institution. Accountancy department successfully conducted "A certificate course in Accounting Techniques" and "Certificate course in GST, Tally" to make students well-versed in technology based course during the last few years.**

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

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

the college has a well-organized organizational structure and hierarchy. It successfully interacts for Academic and Administrative purposes. Leadership is ably provided by the management and administrative head. Academic and administrative setup is guided by the dynamic principal of the college

Management and trustees keep eyes on planning, finance, infrastructural needs, Quality management and evaluation as well as on the appointment of adhoc lecturer. Head of the administration, principal adroitly conducts the administration by convening periodical meetings of the teaching/administrative staff so as to assign responsibilities through various committees.

NSS: under the supervision of POs, volunteers undertake various extension activities that are helpful for environment, community and volunteers themselves too. Library committee: looks after purchase & maintenance of the books and overall smooth functioning of the library. Time-table, Academic, Cultural, grievances redressal, research, library and other committees contribute their co-operation in their own ways. Principal encourages transparent interaction with the staff and students for smooth resolution of problems. Their roles are well-defined and appreciation is done every now and then for successful performance. The IQAC monitors and takes initiatives for Quality enhancement and sustenance.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

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

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

## 6.3 - Faculty Empowerment Strategies

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

**Institution provides various welfare schemes to promote efficiency, health awareness, righteousness, commitment to build up an effective team.**

**OUTLINES OF MEASURES**

**Extend all possible physical and mental health to a large community of staff members for a conducive working environment and work culture. Array of facilities help them to raise their living standard and motivate them to give their best to the Institution.**

**WELFARE MEASURES FOR TEACHING AND ADMINISTRATIVE STAFF.**

**Salary and Increments: Teaching staffs are given UGC scale by the state Government as per rules and regulations. Pay revision is considered and increments are given as per rule of the Government and UGC. Likewise, Administrative staffs are also provided salary and increments in accordance with state Government's pay scale. They are given advance pay also during festive occasions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

0

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

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

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

0

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

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

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

0

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

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

**Updating teaching methodology and adequate use of IT devices, PPT presentations and innovative approach find place in self-appraisal of the teachers. College has conducted ON-LINE feedback for students as well as for Ex-Students also. IT promotes building up a good teacher-student relationship for overall benefit of the students and the Institution. Feedback from other stake holders is also collected during parent teacher meet (PTM). It help the management, teaching & non-teaching staff to understand their expectations, seek their suggestions so that necessary measures can be adopted to accomplish educational objectives and overall discipline particularly for the safety of girl students Parents are also encouraged to meet the principal and the faculties for a better understanding of the fulfillment of their ward's educational goal. They can also give their feedback orally during such meetings, which are discussed by the principal and respective faculty for necessary actions. As our institute has family kind of harmony among all, students can meet principal and give their feedback orally. And as per feedback necessary action is taken. Faculties submit their report for the responsibility assigned to them by the principal so that corrective steps can be initiated.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

### 6.4 - Financial Management and Resource Mobilization

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

The Institute carries out Audit every year on Annual basis which involves Internal and External audits. Trust conducts Internal and external Audit by CA (chartered Accountant) firms.

Name of the auditor (Internal- (External) Hiten Desai & Compan

Our is a grant -in -aid college, overall audit is done by Government Account Officer. The Institution carries out audit on annual basis for the grant allocated by the state Government for various expenses. Government of Gujarat sanctions grant for expenditure under different head. Grant under UGC is also audited. All the grants allocated by the UGC in different plan have been cleared and NOC is available to the institute. Students belonging to ST/SC are given scholarships under Online process in which amount is transferred to the beneficiaries account directly.

PROCEDURE

Management appoints Internal Auditor who conducts audit quarterly and report is ultimately placed before the Trust. All the admin staffs and the principal co-ordinate with each other for proper and smooth execution of the auditing procedure. Institute follows a standard procedure of purchase. It invites 3 quotations and lowest cost quoted out of these quotations is finally given work order. This audit reports are put forward to AGM for further approval.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File]() |

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

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

0

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

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

OPTIMAL UTILIZATION OF RESOURCES

Grants received from UGC are utilized for various infrastructural requirements. plan of UGC, LCD projectors, Screen, electronic Podium, have been installed in the classroom for Teaching – learning process. It helps keeping themselves updated for net – based teaching also. Under NaMo Wi-Fi plan, students and teacher enjoy free use of internet. Even tablets have been provided to students by the Government of Gujarat at concessional rate during the last three years for academic purpose. As every year girl students are increasing in our institute, to meet their need facility of sanitary vending machine and Burning Incinerator are provided to them in the Girl's common room.

For enrichment of library: To meet the need of knowledge thirst of the students, requirements are put forward to librarian by the faculties and students. The librarian forwards the requirement to the library committee for the approval of the principal, and after that different books are purchased from grant sanctioned by UGC. A fitness center came into being from the sanctioned grant of UGC, which is looked after by the physical Instructor.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

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

**Response:**

**The IQAC of college has been active and committed to Quality assurance and sustenance through definite strategies which lay stress on providing need-based, job-oriented, value-based education accessible to all the stakeholders of different economic strata.**

**IQAC has institutionalized two significant best practices during the last five year:**

**1. Quality enhancement and professional development.**

**2. Programmes pertaining to skill development.**

**Quality Enhancement**

**With a view to facilitate academic quality enhancement and develop professional ability as continued process so that teacher can keep themselves updated and very much in tune with the fast changing contemporary need. IQAC with valuable leadership of principal undertook following measures:**

**The IQAC under the chairperson analyses in detail about ways and means of planning and conducts national and state level seminar, workshop, conference and Faculty Development Programs before the commencement of academic year. IQAC and management always encourage faculties to attend professional development programmers like seminar, workshops, conference, FDP. IQAC had played vital role in ensuring and promoting research in college by providing infrastructural access and incentives. An exclusive research room is available for research scholars with all IT facilities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**Response:**

**The Institution monitors Continuous review of Teaching Learning process under the supervision of IQAC, which, in turn, intimates the principal for suggestion and guidance. Following observations and necessary initiatives have been made:**

1. **Promoting optimal use of ICT in teaching-learning and evaluation.**
2. **Emphasis on skill Development.**
3. **Transparent and all inclusive approach in Assessment and Evaluation**

**TEACHING LEARNING REFORM:**

**OPTIMAL USE OF ICT**

1. **The IQAC makes all possible effort to put ICT in full practice in Teaching-Learning process to add quality to deliverance of Lecture.**
2. **Most of the classrooms have LCD, SCREENS, Wi-Fi, mikes.**
3. **Teachers are equipped with laptops for enhancing the teaching process through audio- visuals means.**
4. **With the use of ICT, faculties impart complex perceptions in a more effective manner and students can easily comprehend well in their memory.**
5. **E-journals "N-List" (National Library and Information services) were subscribed for the benefit of faculty and students for research and Academic purpose.**
6. **Admission and results are done through ICT.**
7. **College website is updated time to time with new events, photos, upcoming events, news etc.**
8. **On line tests are conducted.**

**Continuous assessment for academic excellence.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

GENDER EQUITY PROMOTION PROGRAMS

Seminar on women empowerment in india

Seminar on 'Women's rights arehuman rights'

Seminar on Education and Women Empowerment

Seminar and medical camp on Gynaecological issues of Girls

Karate and self-defence Training for girls

Seminar on genetics, Life Style Diseases and Yoga

Karate Training for girls

Seminar on 'yoga for Wellness and Health'

**Seminar on Women empowerment**

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

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

**D. Any 1 of the above**

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

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

**ENVIRONMENT POLICY**

**The Shah N.H.Commerce College Environmental Committee been created with the mission to initiate, implement, promote and practically lead environmentally sustainable practices in our college campus. The goal of collegeis to effectively decrease the detrimental effects and limit the negative impact of all college campus activities on our environment's health.**

**The main objectives of the Environment Policy Guidelines are:**

**1. Make the campus as well as the activities in college environmentally sustainable.**

**2. Be eco-friendly and safe while not compromising on the essence and experience of student and academic life.**

3. Create green events and inculcate a more aware and sustainable attitude among the students. Keeping these main objectives, the following sub-objectives will serve as guidelines to initiate the process of making the campus greener and sustainable:

1. Introduce a uniform waste management system which incorporates:

a. To plan to reduce the amount of waste generated.

b. To plan to reduce generating waste that reaches the landfills.

c. To plan segregation process so as to reach wastes to recyclers.

2. To make the energy consumption of college more efficient.

3. To ensure the hygiene and sanitation requirements in campus are maintained

4. To encourage awareness campaigns and promote greener attitudes through physical displays and educational curriculum.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **- The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | C. Any 2 of the above |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

| | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | |

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

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-** | C. Any 2 of the above |

**reading software, mechanized equipment**
**5. Provision for enquiry and information :**
**Human assistance, reader, scribe, soft copies**
**of reading material, screen        reading**

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

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

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Yoga Day, Teacher's Day, Garba Day, Traditional Day. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversity.**

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

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Shah N.H.Commerce Collegesensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

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

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

**Celebrations of National festivals like Independence day, Republic day and Gandhi Jayanti in University is an integral part of joyful learning, community building and thought provoking processes. Every year these daysare celebrated with great enthusiasm, dedication and pride. Students are exposed to the essence of various festivals through music, dance, debates and a variety of interesting activities and projects. Events such as poster making, best out of waste or any other relevant medium are conducted to celebrate festivals and important days in the University. Ita was a period of covid-19 so teacher's was celeberated online. The other international days like Yoga day, Women's day were also celeberated with full co-operation of college staff.**

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

## 7.2 - Best Practices

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

**BEST PRACTICE – I**

**1. Title of the Practice**

**True Condolence and Remembrance: Value Inculcation**

**BEST PRACTICE – II**

**1. Title of the Practice**

**"Making Most of Time: No Free Lectures"**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

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

**The institute is running with its broad prospective vision based on emphasizing quality, innovations cost – effectiveness of higher education. Institute always take priority to do the work of its domain inculcating quality which includes highly qualified faculty members, transmission of content through electronic media, follow – up of activities as per the schedule academic calendar result oriented work policies. Institute has well defined prospective plan to do academic non academic work which includes work priority as per times need. Institute always take priority to all development aspects of the students and to prepare them as professional good citizen. Institute always feel thrust for need based planning work which helps the students, faculty members staff to perform in excellence. All the above aspects make the institute distinguish in all round performance, as a result the institute has been declared B category institution in over all evaluation by State Govt. agencies Affiliating university.**

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

7.3.2 - Plan of action for the next academic year

Identify more and more students and prepare them for UPSC/GPSC,NET/SLET, and other competitive exams

? Provide training to teaching staff for effective implementation of the Quality Assurance Procedures

? Encourage our teachers to initiate Major Minor Research Projects

? Green Initiatives: 1.Solar Panels to harness solar energy.

2. Paperless communication

3. Total LED lighting in all classrooms

- ? Smart class will be constructed.

- ? Voluntary internship programme will be introduced

- ? Introduction of Learning through Teaching project.

- ? Effective involvement of ALUMNI for the betterment of the institution.

- ? To organize more number of workshop and national level conference.

- ? To plan for extra coaching to Advance as well as Slow learners.

- ? To Organize maximum Guest Lecture for deep subjective updates.

- ? Formal allocation of class wise mentorship

- ? Thinking to start Economics and Business News Highlight Bulletine during prayer assembly session.

CO-ORDINATOR
NAAC
Shah N. H. Commerce Collage
VALSAD

PRINCIPAL,
SHAH N. H. COMMERCE COLLEGE,
VALSAD.

02/08/2022