



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHAH N.H.COMMERCE COLLEGE,VALSAD

**DR.MOGHABHAI VIDYASANKUL SHRI MORARJI DESAI NAGAR COLLEGE
CAMPUS, TITHAL ROAD P.O BOX NO 48 VALSAD 396001 GUJARAT
396001**

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nootan Kelvani Mandal Sanchalit Shah N.H. Commerce College, Valsad is a premier Institution in the Southern part of Gujarat with student strength more than two thousand. It is located at Tithal Road,,Valsad. It has a glorious history and a brilliant vision for the future that encompasses an unrelenting quest for excellence in the field of Commerce, Management and Computer Education. It was established in 1973 as College of Commerce and later named as Shah N.H. Commerce College . It is rendering yeoman service in the sphere of education for more than last six decades. The courses offered by the College are affiliated to Veer Narmad South Gujarat University, Surat(Gujarat) and recognized by Government of Gujarat. The college is included in 2(f) and 12(b) schedule of UGC Act 1956. It also allotted "RUSA", Grant of Rs.2/- Crores by the University Grant Commission, New Delhi. At present, college is Re-accredited at "B" grade by NAAC, 2nd Cycle.

The dynamic and professional approach of the management and dedication of the teaching faculty has made the college register the phenomenal progress over these years. The college has a rich Library, a unique Multi-Gym, Faculty Digital Research Centre, well equipped computer labs, CCTV for surveillance, ICT facilities in the class rooms, e-attendance, Wi-Fi campus and e-administration.

The College has established its own brand equity as one of the top most Commerce colleges, excellence of performance in academics has been our goal. The College is known for securing ranks to the University. Till date more than 150 students have obtained ranks within first three and ten ranks declared by the University.

The college has completed 49 years and entering in Golden Jubilee year of the Institution Goodwill in rural as well as Tribal area of Gujarat. . The Society has started to celebrate Golden Jubilee in 2022. His Excellency Honorable Ex Prime Minister of India and the son of legend land Valsad Late Shri Morarji Desai served as the founder President of Shri Nootan kelavani Mandal , Valsad.

Vision

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

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Good old reputed Commerce College, in Southern part of Gujarat in India.
2. Quality, Value and Need-Based Education .
3. Good leadership qualities and transparent in governance.Strong Alumni Base and Excellent Registered Alumni Association.Excellent ambience for Teaching –Learning.
4. Excellence in Academics, sports and Cultural Activities .
5. Students with diverse backgrounds and variety of potential talents & skills. Dedicated and Resourceful highly qualified faculty.
6. Rich learning Resources N-List, Inflibnet, and Granthalaya. Very Good infrastructure with all ICT enabled e classroomss
7. Pratibha Puraskar to meritorious students. It is one of Best Practice.
8. Focus on Research through field studies, Minor Research Projects, Internships, Publications. National and International achievements in sports-University Blues and Championships Supportive and Innovative Extension Activities with very strong NSS,NCC and Innovation Club/Strat Up,Placement Cell,Campus Interview. Institute provides laptop to all the faculties for management budget.
9. Due to Corona we successfully keep the students studied on line. In whole Gujarat, We were the first in Online Education,

Institutional Weakness

Need of collaborations and MOUS related to NEP- 2020 Accepted.

Industry-Academia linkages need to be explored

Limited industrial and business grants in the region due to poor industrial development

Language barrier

Institutional Opportunity

Scope for further Diversification of Academic.

Programmes Opportunities for Socially relevant Research.

Scope for more skill-based value-added courses Inculcating strong awareness about social responsibility. Innovation in Teaching –Learning process.

Developing Entrepreneurial skills promoting Self-employment by Start Up and Innovation.

Institutional Challenge

To promote industry-oriented Research.

To strengthen Industry- Academia Relationship.

To place increasing number of students for industry internship.

To manage Health and Hygiene Issues & restructuring facilities on the campus. Impact of slowdown in the Economy, Corona Effect on- Social life of Rural and Tribal areas.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Shah Narottamdas Harjivandas Commerce College is affiliated to Veer Narmad South Gujarat University, Surat and follows the curriculum prescribed by the University. The college believes in realising the curricular aspects by defining program outcome, program specific outcome, course outcome, lesson plans and flowchart that bring out the desired abilities.

The college is offering two UG and two PG programme and has expected to be sanctioned Research Centre affiliated to University. The academic calendar is designed to mark the academic events; curricular and co-curricular activities, scheduling of different examinations, planning of workshops, seminars, FDP etc. The institution adheres to the norms prescribed by affiliating University respect to Continuous Internal Evaluation (CIE) System. The students are made aware of the academic calendar. Curricular review and development is done regularly to keep in pace with developments in respective fields to meet the requirement of academia, industry, profession and society.

More than 20% of teachers / faculties contribute in designing University curriculum as member on Board of Studies. More than 25% of teachers / faculties are involved in university curriculum as a member on Board of Examination. During the last five years 14 Add on and Certificate Programs in which 5200 students have participated. These programs are designed on par with industrial requirements as well as transferability in life skills along with curriculum. The institution has created a handbook on Professional Ethics and Human Values which is helpful to the students to imbibe these concepts into their learning. The institution champions the cause of Environmental protection and sustainability. Environmental Studies, is a compulsory subject for several UG programme like B.COM . Students are undertaking field projects and internships every year. The college has taken effective steps for curriculum delivery through establishment and provision of ICT enabled classrooms, language laboratory, video conferencing facility, LCD projectors and strengthening of research infrastructure.

Feedback on syllabus is obtained from the Students, Teachers, Alumni and Employers. The analysis of the feedback is carried away and placed before the Board of Studies of affiliating University and is available on the college website.

Teaching-learning and Evaluation

The institution attracts diverse students in good percentage from other states for the various programmes. All admissions are done online and strictly in accordance to the norms of University with complete transparency and displayed on college website. An admission committee comprising of teachers and administrative staff ensures that the admissions for various categories as per the norms of reservation policy is strictly considered and adhered to. After completion of admission process, an orientation programme is arranged for freshers of UG and PG programmes. Faculty members will guide the new batch students regarding infrastructure, facilities available and different activities of the college as well as explain the rules and regulations of College regarding discipline in accordance of affiliated University. At the same time various In-house events and seminars are organized for all students.

The college focuses on assessing the various learning levels of the students and organizes special programmes for both advanced and slow learners. The college encourages the students to get familiar with environment and exposes to experiential learning, participation and problem solving methodologies. The college is successful in using ICT enabled learning management system (LMS) and other E – resources.

The mentoring activity of the college has been very effective with issues related to students' academic

performance, discipline, personal issues and focus on their results coupled with counseling and other creative and innovative teaching methodologies used by our qualified, competent and experienced diverse staff. Along with academic programmes, co-curricular and extracurricular activities are organized for the overall development of students. The Career Guidance and Placement Cell assist the students about competitive examination and career opportunities. The Start Up and Innovation as well as Finishing School, Various Employability Programmes are also executed related to NEP-2020.

Most of our teachers upgrade their qualifications periodically to complete their doctorate and other research assignments with active involvement in curricular, co-curricular and extension activities.

The evaluation process is robust and transparent. The institution has created efficient grievance handling mechanism.

POs, PSOs and COs are well stated, displayed on the college website and communicated to the students. The mechanism for attainment of PO and PSO is put into place. The results are analysed on all parameters. Student Satisfaction Survey is conducted every year.

Research, Innovations and Extension

Being a seasoned, premier institution in the field of commerce, the college would likely to get approval for its research centre for Ph.D. in commerce and allied areas in the year 2022.

The management and the institution extend maximum possible support to promote research culture in the college. Its primary objective is to promote, sustain and extend research in all possible domains of the curriculum. In the last 5 years 38 workshops/seminars have been conducted by the college out of which 9

workshops/seminars related to research methodology, IPR and entrepreneurship.

The faculty members published 8 books and published 3 research articles in international conferences and 1 article in state level conference.

The PG students allotted the work of survey, analysis, Data Collection etc. regarding helping hand of research scholars to accomplish their thesis. In near future, we would like to start the research centre.

The institution has initiated various extension activities in the neighbourhood to address the social, health and sanitation issues. With its social wing NSS, and NCC and Green Club the college has identified varied needs of the society and conducted Swachh Bharat Abhiyan, polio eradication programme, plantation drive, AIDS, traffic and voting awareness programmes in the last five years. In the last 5 years, 44 activities were conducted by our NSS, NCC and Green Club wings, which instill among the students, a sense of belongingness to the society and humanity.

Infrastructure and Learning Resources

The institution has adequate infrastructure for effective institutional functioning. Regular maintenance and periodic replenishment of infrastructure is equally taken care of. Sufficient resources have been allotted for regular upkeep of the infrastructure, IT resources, library and playground. An effective mechanism for maintenance and utilization of the physical, academic and support facilities have been chalked out to promote optimum usage of the available resources.

There are in all 16 class rooms and seminar halls which are technology enabled. Further there are 02 computer labs exclusively dedicated to students. Total no of 81 high configuration computers are earmarked for student's use. Additionally laptops are also provided to faculty members of B.COM and M.Com for regular usage. Infrastructural facilities both physical and academic are periodically developed and augmented. There is one auditorium with all acoustic facility with a seating capacity of 700.

A well-established library with 150 seating capacity has 17000 books, 321 titles, 50 journals/Magazines, 06 News Papers to cater to the needs of students and faculty. Library augmentation is carried out on regular basis. Separate reading environment is provided for boys, girls and staff. A dedicated digital library consists of e-books and e-journals. College library has access to Inflight N-List for online access to e-resources.

IT infrastructure of the college is maintained and upgraded on regular basis by the college IT Cell. The educational licenses, IT equipment, Wi-Fi paraphernalia and other ICT tools are purchased/ upgraded after routine assessments. Two dedicated internet lines 100mbps (leased Offline) & 20Mbps (FTTH line) are available to cater to the internet requirements of the institution.

A maintenance committee is constituted consisting of staff from various departments who oversee the maintenance and upkeep of the physical infrastructure, facilities, open areas, gardens and other infrastructure. The department, with support from office, continuously monitors and maintains the campus. Maintenance of infrastructure facilities, services and equipment's is done as per the guidelines laid out by the competent authorities. Infrastructure enhancement, equipment's purchase, repair and maintenance, library maintenance and development are accomplished as per the Standard Operating Procedures (SOP) laid out by the concerned authorities.

Student Support and Progression

College provides various facilities in the form of indoor and outdoor programs, encourages for participation in co-curricular activities. Along with government schemes, institution is providing financial aid to meritorious students of the Shah Narottamdas Harjivandas Commerce College staff and to the students who are excelling in academics and sports. More than 5000 deserving students have received scholarships, free ships and fee concessions. Slow learners are provided with remedial coaching. Medical facilities and welfare schemes are also available to all the students. The Career guidance and placement cell arranges regular trainings for entrepreneurial skills and conducts campus recruitment drives. In addition to this Start Up and Innovation Club is attached with Govt. Of Gujarat along with Knowledge Consortium of Gujarat (KCG). There is also initiative since last three years through Govt. Of Gujarat regarding Mega Placement Camp at every Year ,in which College Principal is a Nodal Officer for whole District Zone in which 21 Colleges are guided and arrange Mega Placement Camp of Gujarat. The Finishing School is also initiated by Gujarat Higher Education and Knowledge Consortium of Gujarat (KCG) in which students participate and certificate s awarded by Govt.Of Gujarat. College NCC/NSS/Green Club ,Finishing School units are rendering services to the society through organizing free health check-up& blood donation camps.

The college has well established career guidance and placement cell with a dedicated Campus Placement & Training Officer. The career guidance and training of students towards a better career through On/Off campus recruitments with the support of placement & training officer is done in the regular student's curriculum. The On/Off campus placements during the last five years are more than 80 in numbers. After graduating, students are opting for PG & professional courses like MBA, M.COM, MCA, CA, ICWA, CMA, MHRD etc.

The college has a registered alumni association (Under Society Act 1860 having the register No.GUJ/1751/Valsad, Trust Act,1950 having the register no. F/1796/VALSAD) which undertakes various activities to support current students. The Four ISO 45001;2018 ,ISO 9001:2015 ISO 14001:2015,ISO 21001:2018 have gone through assessment of our Institute.

Governance, Leadership and Management

Shah Narottamdas Harjivandas Commerce College aims to provide excellent education in Commerce, Management and Computer(Digital) Education. There is a vision and mission statement in the institution that guides the direction and objectives determined by the college. The activities of the college are decentralized by the formation and functioning of various committees to encourage effective participation.

The perspective plan is prepared in the institution to ensure that the institution adheres to the goals and objectives determined in consultation with stakeholders. There is an administrative setup which consists of three tiers for effective administration. There are also committees, cells and service rules for the efficient functioning of the institution. The organ gram depicts the organization structure of the institution. There is implementation of e-governance in areas of operation namely administration, finance and accounts, student admission and support, and examination.

The institution has effective welfare measures for teaching and non-teaching staff. Financial support is provided

to faculty members to attend seminars, workshops and conferences. Faculty improvement programme, faculty development programme, workshops, seminars, conferences, special lectures are regularly organized for the faculty members. Every year, the performance of the teaching and non-teaching staff is assessed through structured feedback.

The institution receives grants from the Government and fees from students. The statements of income and expenditure are audited. Proposals for grants to University Grants Commission are made for the necessary requirements.

The IQAC has been constituted with representative stakeholders from all segments of the institution. The main task of the IQAC is to effectively plan quality measures to sustain and enhance quality in the activities of the institution. IQAC has conducted both internal and external academic audit every year. IQAC has organized faculty development programmes, professional development programmes and orientation programmes for teaching and non-teaching staff in the past five years. The IQAC with an exclusive chamber has been evolving academic plans and implementing them for the harmonious growth of the college. IQAC has been functioning to supervise academic activities to enhance quality in teaching-learning evaluation, research, community oriented activities and human resource management etc.

Institutional Values and Best Practices

comprises of Institutional values and Best practices. The Institution is always at the forefront in fulfilling the requirements to uphold the values of the institution and innovate and integrate Best practices in the Institution. The Institution organize gender equity programme, self protection, Health and Mind both for Boys and Girls. The women development cell is proactive in organizing such innovative and equity based programmes. The institution is also sensitive towards safety of both students and faculty members, therefore the Management has arranged for security guards at every entry into the campus along with hostels.

The Institution has ensured the utilization of energy through energy conservation measures. The Institution has installed solar plan of 20 kilowatt energy for lights, Water Geysers in College. rainwater harvesting unit, bore well recharge pits. The Institution has ensured for disabled friendly facilities like ramps, and paved walkway for PWD's. National Festivals are celebrated as a mark of respect for the sacrifices made by our national leaders. The Institution maintains complete transparency in its financial, academic and auxiliary functions by a participative mechanism. The Institution organizes activities such as Swachh Bharat Abhiyan, International women's day, Tiranga Yatra, Sahitya savrdhan Yatra, Blood donation camps etc. for the promotion of universal values, human values, and national integration, etc. The Institution is pro to cultivate and maintain ethics and values of Humanity and professionalism. The institution conducts classes on the human values and professionalism where students are keen to develop the concepts and put them into practice wherever their life and career takes them.

The Institution has followed many practices among them the Best Puraskar/awards of different awards and Flag hoisting by Veterans (Retired Employees) and Academic Achievers. 23 awards is a Student- oriented best practice honoring students for their meritorious performance by the donations of ex staff members and other donors, while Flag hoisting is an employee centric best practice, where, the employee feels honored and develops a sense of gratitude and loyalty towards the institution. The Institution has developed a holistic approach towards institutional distinctiveness which scrutinizes 360 degree development of the students in

Society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHAH N.H.COMMERCE COLLEGE,VALSAD
Address	DR.MOGHABHAI VIDYASANKUL SHRI MORARJI DESAI NAGAR COLLEGE CAMPUS, TITHAL ROAD P.O BOX NO 48 VALSAD 396001 GUJARAT
City	VALSAD 396001
State	Gujarat
Pin	396001
Website	www.shahncc.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Girishkumar N. Rana	02632-254224	9824100773	-	pro.girish_rana@yahoo.com
IQAC / CIQA coordinator	Kaushik R. Bhavsar	02632-8200787512	9825237675	-	kaushikbhavsar85@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Gujarat	Veer Narmad South Gujarat University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	18-05-1983	View Document
12B of UGC	15-02-1994	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	DR.MOGHABHAI VIDYASANKUL SHRI MORARJI DESAI NAGAR COLLEGE CAMPUS, TITHAL ROAD P.O BOX NO 48 VALSAD 396001 GUJARAT	Rural	0.4617	1865.99

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Accountancy	36	XII	English,Gujarati	2340	2049
UG	BCom,Statistics	36	XII	English,Gujarati	83	83
PG	MCom,Accountancy	24	B.COM	English,Gujarati	348	259
PG	MCom,Statistics	24	B.COM	Gujarati	88	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				9			
Recruited	0	0	0	0	6	1	0	7	2	1	0	3
Yet to Recruit	0				0				6			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				11			
Recruited	0	0	0	0	0	0	0	0	3	8	0	11
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				24
Recruited	2	0	0	2
Yet to Recruit				22
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	8	6	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	6	0	0	2	0	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	7	0	10
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		14	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1051	14	0	0	1065
	Female	1164	11	0	0	1175
	Others	0	0	0	0	0
PG	Male	85	3	0	0	88
	Female	187	4	0	0	191
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	14	25	26	27
	Female	34	45	58	47
	Others	0	0	0	0
ST	Male	260	345	399	504
	Female	367	425	514	608
	Others	0	0	0	0
OBC	Male	134	160	211	223
	Female	312	328	364	309
	Others	0	0	0	0
General	Male	250	281	343	399
	Female	347	369	391	402
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1718	1978	2306	2519

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/interdisciplinary::As we have started the self certified courses and also our affiliation University accepted NEP -2020,So in curriculums also started to be revised. NEP itself focus on Multidisciplinary/interdisciplinary.
2. Academic bank of credits (ABC):	Academic bank of Credits is also the necessary part of NEP-2020th University has already accepted the NEP-2020 by passing the resolution in Boards and Statutory Bodies Academic Council as well as Syndicate.College has also attached with ABC.
3. Skill development:	The Skill Development is also the part of NEP -2020 and Gujarat Government has also having some

	scheme for the same. Veer Narmad South Gujarat has already started both the aspects of skill Development as well as start up and Innovation. We established Startup as well as Innovation Club, attached with Government of Gujarat .
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	.Our State Knowledge Consortium Of Gujarat(KCG) ,Higher Education Dept. all have accepted the NEP-2020. According to that direction we Veer Narmad South Gujarat University, Surat (Guj.)the first to accept the NEP-2020.The process of ABC at State and University Level has started .
5. Focus on Outcome based education (OBE):	We plan to frame the courses for rural languages like Gamit, Chaudhari as well as Kokani and also the Tribal Culture Culture Courses will be framed and to be started on line. We planned to getting collaboration for foreign education as well foreign Courses centers and foreign languages.
6. Distance education/online education:	In Corona period the students have given the education in regular education online

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes From Year :2021-22
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Year : 2021-22 : Electoral Literacy Club: Coordinating Faculty: Prof. Mahesh.G.Patel Students Coordinator : (1) Gupta Gopalbhai Devendrakumar (Male)(R.N-82 Sem-3 , 7990543900) (2) Bulsara Rashi Rajeshbhai (Female) (R.N-544 , sem-3 , 9427379686) Year : 202-23 : Electoral Literacy Club: Coordinating Faculty: Prof. Mahesh.G.Patel Students Coordinator : (1) Joshi Parth Dilipbhai (Male)(R.N-299 Sem-4, 884994140) (2) Patel Diya Dineshbhai (Female) (R.N-384 Sem-4 , 9624941011)
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under	(1) Electoral Registration of New Voters (2) Voting Awareness Campaign Through Seminar, Street Drama , in Valsad City and Rural Area. (3) Assisting district election administration in conduct of poll (4) Promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender (5) Enhancing participation of the under privileged sections of society especially disabled

<p>privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>persons, senior citizens. (6) Drawing Competition Organized for the purpose of Voting Awareness and promotion of ethical voting.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Awareness Drives Like Seminar, and Street Play.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters. those students who enter in the age of 18 will be registered at college.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2306	1978	1736	1620	1724

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 19

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	11	11	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
58.19	45.64	141.51	54.48	51.71

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Response:

Shah N.H.Commerce College is an affiliate college with Veer Narmad South Gujarat University. Surat. Gujarat and Follow its curricular aspects. With the objective of achieving excellence in education. the institution ensures timely preparation of academic calendar and timetable: distribution of workload availability of adequate facilities and periodic assessment and review. Various co-curricular activities are too planned and held throughout the academic session to provide experiential learning to students. Feedback from stakeholders is taken to further enhance the teaching-learning process. Our institution has taken several initiatives to ensure effective curriculum delivery.

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 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 it important dates like starts 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. Time tables are prepared in advance before each session each year /semester for both UG and PG classes and are sticking in classrooms as well as college notice Board , and Whatsapp Group as well as on the College website. enabling students to attend class right from the beginning of the academic session.

Prospectus containing information regarding programmers and curriculum are circulate with admission form and also uploaded on website.

5. Departmental Heads prepare the academic routine with the due approval of' the Principal. University Board of Studies meeting comprising senior faculty (Departmental heads) of our college department. Submission of revised syllabus to Academic Council which houses diversified representatives for evaluation/ suggestion and approval. Major curriculum revision has been carried out every two three years for PG/UG programmers respectively and minor changes were at that every year as per the current requirements. Departmental heads informed to respective fellow teachers regarding syllabus changes and get suggestions from them and presented before principal as well as university meetings.

Departmental heads also discuss regarding outcomes.

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.

d. Group discussion amongst the students during the class.

e. Assignment Conducted for fulfillment of their degrees.

f. Seminars and Special talks by experts are also arranged regularly for advance studies and also plan for regular class test.

g. Community service and extension programmes are part of the curriculum for all programmes.

h. Online education has also been applied in period like Corona learn from home.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 99.18

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4500	4397	83	167	140

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

For the holistic development of our valuable student professional ethics, gender equality, human values, environment and sustainability knowledge and glimpse of it has appear in our curriculum. Our institution follow the curriculum executed by VNSGU University Surat Gujarat. This cross cutting issues appear in our curriculum and other programs organized by our college

Gender sensitivity

Gender issue are covered in various topics in Environmental study economics subject, various stories and other literacy generals in English subject to cover same.

For gender sensitivity there hands on gender sensitivity activities that allow students to interact with real life circumstance by women development cell, anti ragging cell NSS, NCC with other member play vital role in beginning about gender equity among students through personal counseling organized special lectures by expert teachers, tips on counseling students to prevent such cases as well as medical expert and legal expert deliver, important knowledge on female related issues time to time, women development cell organize skill based program like beauty care, Self defense etc to promote women empowerment.

Environment and sustainability

Students are made aware of various environmental and the day one of the commencement of academic program Environmental study subject in B.com. level students are taught and train for environmental issues like global warming, various pollution is used climate changes, degree of soil loose of biodiversity, population is you economical importance etc. environmental study subject is compulsory course and students are taught on various environmental expert and sustainability moreover NSS work through its various activities like tree plantation cleanless drive under swachh Bharat Abhiyan visiting place for human preparation beside solid waste management and also awareness regarding rain harvesting

Human values

Human values issues are address in various topics in the subject of HRM ,economics and also in Literature teaching in the English subject moreover in welcome of fresher and orientation program principle and senior faculties address to students to make understanding vision,mission and environment of the college also emphasize is lead on the importance of discipline in college and also in life,NSS in charge teachers help students to multiple activities Pertaining to stand front raising of various natural calamities and the blind spirit of Patriotism is include in calculate by celebrating Independence Day, Republic Day, Gandhi Jayanti,Ambedkar Jayanti and birth anniversary of great national leaders as well as tribute on death anniversary through elocution competition, poster making competition and motivational lectures.

Professional ethics

Ethics is most important in everyday life and also professional ethics is at core of a business so it is an important value for every Commerce students professional ethics are covered in various topics in course like Business related ethics in taxation, auditing, banking ,business administration ,statistics , environmental study , business regularity framework subject this are aimed to sensitize students and professional ethics in various Industries moreover professional ethics are well wide or installed among the students through various activities for skill development under innovation club and finishing School provide training to students for different soft skills.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 3.64

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 84

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from

various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 95.75

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2306	1978	1736	1620	1724

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2320	2240	1740	1740	1740

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 99.75

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2089	1308	1567	1462	1554

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2089	1328	1567	1462	1554

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 209.64

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 using ICT tools

Response:

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 Inflightnet.
- 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.
- Subject oriented extension programmes under taken by the commerce, accountancy and statistics department give wide exposure to the students to differentiate the theoretical/textual knowledge and practical/field work.
- Socio political environment is created by conducting Student Union Election.
- Workshop encourages creativity, innovation and adaptation of ideas which help them to final solution to meet the challenges of contemporary society.

- Ecological awareness is provided by performing Nukkad Play like event and rallies to save and conserve environment, celebrating Environment day and organizing Poster-making/Drawing Competition on “Save Environment”.
- 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 enhance the Managerial skills of the students, they guided to manage events organized at our venue like Kalamaha Kumbh and motivated to join Hotel Management and Tourism classes by the Government.
- To make them aware with Environment Conservation issues they are exposed to Cleanliness Drive, Swachhta Pakhvadiyu, Water Harvesting Survey and Tree Plantation etc.
- To develop the employability skills students were motivated to participate in GST Seminar and Campus to Corporate-internship training.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 70.51

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	16	15	15

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 30.91

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	3	3	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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 assign innovative subjective topics to students to expand their thinking and problem solving capacity.
- 10 marks are awarded on the basis of the semester wise Internal Test conducted by the College. Students are informed about the schedule of the test well in advance through their class-wise whatsApp Group as well as college Notice Board. Assessed answer books are shown to the students on their demand if any query is received from the students.
- 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.
- The Students are required to check their internal assessment record before it is sent to our University to be included in their final university mark sheet.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Programme outcomes cover an extensive range of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. Shah Narottamsdas Harjivandas Commerce College, Valsad offers a number of programmes in Commerce & Interdisciplinary each of them with unique and well-defined outcomes. 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 indoctrinate among 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 taught 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 contemporary societal, environmental and cultural problems. Students learn to ask questions and test possible answers.

Students are guided to responsibly interact with the planet, to maintain natural resources, work towards sustainable living and avoid jeopardizing the ability for future generations to meet their needs.

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

Working in departmental and societal activities fosters in students team spirit and brings their leadership qualities to the fore. Students learn to embrace plurality, respect others' views, mediate disagreements, and arrive at conclusions while maintaining professional and life ethics.

Shah Narottamsdas Harjivandas Commerce College ,Valsad instills among students allegiance to

constitutional values to mould them into an empathetic, informed citizen.

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 56.74

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
596	271	540	489	529

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
755	541	988	989	1001

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.65

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

3.2.1.Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. The details are as under:

1. Promoting Innovation
2. Human Resources:
3. Research infrastructure
4. Collaborations

The Institution has also Research committee for development of innovation ideas.

The Institution has planned out to create and establish Commerce and Management research centre for which it is applied to Veer Narmad South Gujarat University, Surat, Gujarat. Our university appoint a Local Inquiry Committee for that and will come on 26-12-2022, for which would likely to be sanctioned within a short period.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 10

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	2	1	2	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.42

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	6	10	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.11

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	1	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

EXTENSION ACTIVITIES: 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.

EVENTS ORGANIZED:

•	1.	1.	NAME OF ACTIVITY	NAME OF THE SCHEME	IMPACT SENTISITIZING
1.	1.	1.	MASK DISTRIBUTION IN BHAGDAWADA VALSAD	1.	1.
1.	1.	1.	TIFFIN SERVICE IN SLUM AREA	1.	1.
1.	1.	1.	1.	1.	1.
1.	1.	1.	BLIND DAY CELEBTATION	1.	VERY GOOD
1.	1.	1.	PLEDGE FOR ORGAN DONATION	1.	1.
1.	2021-22	1.	DEMONSTRATION FOR LIFE SAVING FROM NATURAL CALAMATIES	1.	VERY GOOD
1.	1.	1.	SERVICE IN HEALTH CHECK UP CAMP AT MAGOD DUNGARI VALSAD	1.	VERY GOOD
1.	1.	1.	CLEANLINESS PROGRMME AT PARNERA HILL IN VALSAD	1.	VERY GOOD
1.	1.	1.	DENTAL CAMP AT BHAIRAVI VILLAGE	1.	VERY GOOD

			VALSAD		
1.	1.	1.	EYE CHECK UP AND FREE SPECTACLES DISTRIBUTION CAMP	1.	VERY GOOD
1.	1.	1.	AAYURVEDIK CAMP AT BHAIRAVI VILLAGEVALSAD	1.	VERY GOOD
1.	1.	1.	CLEANLINESS PROGRAMME AT BHAIRAVI VILLAGEVALSAD	1.	VERY GOOD
1.	1.	1.	1.	1.	VERY GOOD

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File Description	Document
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3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

NIL

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 248

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

2021-22	2020-21	2019-20	2018-19	2017-18
41	39	65	52	51

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

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 81 computers with internet connectivity in LAN and a video projector for the use of students. Students who have offered Computer as an optional and other value added certificate courses like Tally, Advanced Excel, etc. use the lab. The lab is also made available for use during the University admission process, and for students on request. speed of internet line with 100 MBPS.

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. Personal computers are also made available to the Students Council and other committee members. All first and second year students have been provided subsidized Tablets under the NAMO scheme to facilitate learning. Free Wi-Fi connectivity is available for all on campus.

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 : Considering to the fact that many students of our campus come from interior villages and seeks hostel facility, the management has provided a separate hostel for boys and girls with capacity of 160 students.

Ramp and Railing for Physical disabilities: Physically disable students are given extra care and guidance throughout their course duration. Ramps are constructed on the campus and Railing are installed on strain for their convenience.

Library: we have a huge library area of 345.36sq.mt in our college,. The library has separate reading zones and also has IT zone zones for accessing e-resources. our college library has well lighted spacious reading area with sitting capacity for 100 students . It has a collection of over 63,000 books and a variety of 37 national journals,periodicals and magazines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 33.21

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
3.91	4.48	99.14	2.24	6.98

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The college has a huge collection of books, journals and magazines. This includes a good collection of rare books and also bound volumes of old journals in various subjects. The college is sensitive towards keeping the rare books in a well maintained way. They are stored safely in a separate cupboard. A list of some of these rare books is given below.

No	Title
1	100 Tough Questions for Japan
2	Ahmedabad
3	Bhagavdgomandal bhag-1 to 9
4	Britanica Learning Library
5	Cambridge encyclopedia
6	Census of India:- Vol XII part I B Assam Manipur and Tripura
7	Comprehensive grammer of the english language
8	Economic & Commercial Geography
9	Encyclopaedia of economic development : Money inflation and development, Vol I
10	Encyclopedia of economics
11	Encyclopedia of world faiths : survey of the world living religions
12	Family word finder
13	Great Treasury of western thought
14	Great western political thinkers : Vol I
15	Guiness encyclopedia
16	Gujarati sahityakosh khand - I & II
17	Gujarati viswakosh khand - 7

18 Gyan gangotri granth shreni - 3, 5, 11, 13, 14

19 Handbook of management

20 India & Pakistan a geography

21 India at a glance

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Shah Narottamdas Harjivandas Commerce College, Valsad has successfully oriented the campus and office activities towards integrating IT into everyday activities, and updates it as per requirement. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user friendly, efficient and transparent. The college classrooms are equipped with projectors and CCTV cameras. There is a central public address system with nodes on all classrooms and lobbies. All permanent teachers have been provided individual laptops and portable voice amplifiers to facilitate the use of latest technology and have better communication in big classrooms. A 1000 seat auditorium, a 100 seat seminar room are all equipped with modern technology for conducting various programmes. The college has a well-equipped computer lab with 21 computers with internet connectivity in LAN. 8 other computers are available for various administrative functions, and 19 for the use of the students. There are 2 high-end printer-cum-photocopier machines of A3 size (including one colour) and 9 printers, some with scanning and copying facility. The college has a dedicated rack server of IBM make, Intel Xeon, CPU E5-24070 of speed 2.20 GHz, 8 GB RAM, 1 TB Hard disk, with OS of Windows Server 2012 R2 standard 64 bit, having Fortinet firewall for security. There is an online Qnap backup storage of 4 TB. The entire campus is Wi-Fi enabled as the management got a broadband facility of 1 GB bandwidth from Tata Telecom and Airtel to provide Wi-Fi facility to everybody on the campus. Free NAMO Wi-Fi has been installed in 2018 for use of faculty, staff and all students. All first and second year students have been motivated to buy subsidized Tablets issued by the government under the NAMO scheme to facilitate learning. The College collects them from the government and distributes them to the students. The students are encouraged to bring these handheld devices to the college and use them for learning purposes. The entire campus is under surveillance of CCTV cameras. A bio-metric machine has been installed as a part of the Attendance Management System for teaching and administrative staff.

The EPABX connects various offices.

The ERP is being used for collection, maintenance and dissemination of information. The personal data of all staff members as well as students is now being maintained in the ERP.

A Tally Premiere accounting software is being used to maintain the accounting records. The software for the library as well as for cash receipts software and identicard software are being utilized. The portal like examination, admissions, affiliation of our university, The Gujarat Govt Portal of Grant, Cogent (Higher education portal of faculties finance and pay directly attached), PFMS portal, NIRF, GSIRF, AISHE, Govt Portal for scholarship of SC/ St/OBC/EWS/MINORITY etc. portal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 10.43

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 221

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 27.45

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
11.36	13.80	18.09	20.38	32.88

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 60.04

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1355	1242	1115	1011	899

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: D. 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 33.11

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
238	00	924	713	1225

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 100

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
82	101	160	160	160

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
82	101	160	160	160

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	4	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	4	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 33

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	18	15	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 49.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
97	19	44	36	51

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Our College has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, financial funding, guidance and placement. This was registered under Societies f/1796/valsad dt.11-jun-2021. Alumni Association is to foster a mutually beneficial relationship between the college and its alumni.

Objectives of the Alumni association:

To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.

- To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.
- To provide and disseminate information regarding their Alma Matter, its graduates, Faculties and students, to the alumni.
- To initiate and develop programs for the benefit of the alumni.
- To assist and supporting the efforts of the Institution in obtaining funds for development.
- To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.
- To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.
- To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Alma Matter.
- To collect, publish and distribute such information as may be useful to the alumni and their Alma Mater.

Activities and Contributions:

Few Alumni gave Guest lecturers to the existing students on some contemporary technological developments and career guiding focuses.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision:

To provide affordable quality education while equipping students with knowledge and skills in their 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”

OBJECTIVES

- ‘Impart education of the highest standard through the value based
- holistic teaching and learning by integrating traditional and
- Innovative practices.

- ‘Create a platform to the students for exploring their creative

- potential and nurturing the spirit of Entrepreneurship and critical
- thinking.

- Inculcate a strong belief in hard work and core values of gender
- equality, human rights and ecology in order to make them socially
- responsible citizens.

- Equip students with the skills needed to adopt better to the changing global scenario and gain access to multiple career and Opportunities.

- Provide inclusive education by making it accessible to all sections of
- society. In addition to provide and promote quality , transparency,
- compliance and sustain ability in governance.

- To update education system accordingly New Education Policy(NEP)-2020, regarding curriculum, skill based program and related to increase the placements as well as employment for the students.

CORE VALUES

- **Imparting value based education.**
- **Achieving excellence in curricular and co-curricular activities,**
- **Inculcating research culture among staff & students.**
- **Making students socially responsible citizens.**

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.

The principal, IQAC, Various Committee along with other faculties works together for the institute's development. IQAC plays a very significant role in overall monitoring of the curriculum delivery, co-curricular, extra-curricular activities to ensure quality assurance.

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.

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

The college encourages participation in **extra-curricular** and **co-curricular activities** in tune with academic calendar.

Counseling of students is conducted through **guest lectures** and other **cells of the college like grievance redressal cell, women cell, and anti-ragging cells.**

The college promotes participative management through representation of students on various committees such as **study tour, Library, sports, NSS, NCC, various seminars, workshops etc. Alumni Association plays a significant role in collective representation of ex-students and experts from education, industry by giving their valuable advice.** Our senior students help in online admission process (Filling up forms, understanding of needy document etc.)

National Service Scheme (NSS) instills the value of social responsibility and culture of volunteer service. National Cadet Corps (NCC) grooms cadets with the spirit of discipline, bravery, nationalism etc. Cultural committee, **UDISHA club, Saptdhara** (Cultural Club),

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

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. Appointment of teacher is made in accordance with the Rules and Regulations of UGC and State Government in association with affiliated University. University has its rules and regulations based on UGC guidelines and state directives. State Government provides UGC Scale to the faculties and tries to implement once pay revision is done periodically.

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. Admission committee counsels students for various subject combinations, make them understand the online process and help them filling up forms. Examination Committee ensures the smooth functioning of exam, evaluation, sorting out issues related examination, and avoids malpractice.

Under the supervision of NSS 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. Decentralized Administration promotes smooth Functioning and sense of accountability as well. Transparency and Accountability are regularly monitored by internal and external Audits. Faculty Development and Research programs are encouraged. The Institution offers good relationship with all the stakeholders of staff and transparent admission and appointment is done as per Gove/UGC rules.

The college offers co-education in safe and healthy environment, which attracts particularly girl students of the Every stakeholders play role in smooth functioning of the Institution through administration, the Grievance and Redressal cell, Anti-ragging cell, ST/SC committee, Women cell along with Internal Complaint cell. Suggestion box is available. Suggestions given by our stake holders are always welcome, open for learning and change. Smooth access to administration facilitates clear communication among all stakeholders so that a cordial academic and administrative environment is established.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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.

Teaching and Administrative staffs get pension and Gratuity as per state government rules and regulations.

LEAVES

1. Staff members enjoy their sanctioned leaves as per state Government policies.
2. Duty leave is given for attending conference, workshop, seminar, university meetings etc.
3. Female staff members get maternity leave.
4. Medical leave, casual leave are also given.
5. Paternity leave is also in trend nowadays given by government.

APPRECIATION AND INCENTIVES

The teachers are provided travel grant by state government (LTC) At college level, teachers are exempted from registration fee for seminars, Workshops, conference etc. IQAC motivate to the faculties for attending workshop, seminar etc. Administrative staffs especially peons, security guards and other 4th grade employees are provided uniforms, washing allowance. Teachers awarded with Ph.D., MPhil, GSET, NET degrees and other achievement are felicitated during Annual Day program in the presence of trustees and other distinguished guests.

FINANCIAL SUPPORT

Students' belonging to weaker position is given financial help by the teaching staffs in the kind of fee or other mode. ST/SC/OBC students enjoy scholarships provided by the state Government. Washing allowances are given to the staff. Peons are given loans also. All the faculties financially help our supporting staff suffering from serious disease.

INFRASTRUCTURE

Faculties have access to use ICT, LCD, LED, Library, personal Laptops (Provided by UGC) for teaching and Research work. Wi-Fi is also functional. Students enjoy GYM and sport facilities. Security guards are provided rooms and Quarters for their families. We have well-furnished separate staff room for faculties with computer, AC and water cooler facilities. Staff room has attached gents and ladies washrooms. It has net access also.

MEDICAL AND INSURANCE COVER

Group Insurance and Employee Insurance are provided to the members of staff community as per state Government policies.

Medical help to peon:

our peon named Chetan kumar K. Patel, suffered from kidney stone and operated. such medical expenses are beared by staff (Rs. 25000) and from college account (Rs. 25000).

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.64

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 18.82

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	11	4	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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.

(Internal & External Audits)

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) Hiten Desai & Company

Name of the auditor (External) Hiten Desai & Company

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.

Highest Donation Recieved from ATUL Co.Ltd.Valsad, Gujarat.

SHAH N.H. COMMERCE COLLEGE,VALSAD has input and install Solar System of 20 Keg. Watt at the Commerce Campus of Rs. 1300000/-value donated by Atul Foundation Ltd.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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:

IQAC and management always encourage faculties to attend professional development programmers like seminar, workshops, conference, FDP. During last five years 2 of the faculties got Ph. D. Degree, M.phil, NEET and GSET. Institute also conducted seminar on “How to write Research Paper” for PG students.

Skill Development and Employability

In order to keep pace with changing need of job market and self-employment, IQAC chalked out plan during the last five years. It has realized that “transferable skills” are the crying need of the hour; hence IQAC has properly institutionalized the aspects of the employability involving wide range programmes of the institution. Focus on employability skills across all programs,

- 1.Introduced certificate courses on Tally, GST for need-based, job-oriented avenues.
2. Placement cell played significant role in organizing programmes on various aspects of jobs like interviews, group discussions, personality development, pre-placement training, career-guidance, job counseling, GT tests, etc.
- 3.Personality development, soft-skills training were made mandatory for majority student. MOU under with “MAA FOUNDATION” “Rotary Club” “JCI” “Lions Club” “Vidisha Paper mill” “Vasudhara Dairy” was signed.

Examination:

As a distinct practice, the institute makes hard work in printing question papers in a highly confidential manner so as to sustain faith and confidence in its examination system as well as online exam are conduct through Google form.

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.

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.

Continuous assessment for academic excellence.

Continuous assessment is an inevitably integral part for attaining success. IQAC has taken recourse to series of initiatives to enhance Teaching-Learning process which are as follows:

- 1.All UG and PG program under CBCS scheme.
- 2.Examination committee
- 3.Library committee
- 4.Record of Questions in the library
- 5.Internal Examination:
- 6.Class test
- 7.Assignments, group discussion, term papers, seminars, viva, workshops, field survey, industrial

visit etc.

8. Definite stipulated time for tests and evaluation Feedback WhatsApp Group for students.

9. Parent - teacher meeting

10. University Examinations semester-wise

File Description	Document
Upload Additional information	View Document
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Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

7.1.1 Title of the programme

3A (i) Screening of the film 'shradhha'

3 B (ii) An interactive session on PC & PNDT (Save Girl) was held with a local non- governmental organization called Anjana Ghosh Memorial Social Welfare Trust.

3C (iii) Workshop on Self Defense in collaboration with 7th Chakra Arts

For Self Preservation.

3 D (iv) Workshop on Trafficking of Women and Children. 3 E (v) Seminar on Women, Violence and Rights.

3 F (vi) Workshop on Elocution

3 G (vii) Workshop on Musical Meditation

• **Year of the activity:** 3A (i) 13th January 2016

3 B (ii) 7th May 2016

3 C (iii) 27th August 2016

3 D (iv) 18th November 2016

3 E (v) 10th March 2017

3 F (vi) 28th and 29th April 2017. 3 G (vii) 2nd May 2017

- **Number of participants:** 3A (i) - 60.

3B (ii) - 30 3C (iii) - 25 3D (iv) - 50

3F (v) - 40

3G (vi) – 10

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- 1.) The position of the college in the heart of the city enables students and staff to commute to and from it conveniently. The surrounding areas students have provided State Transport Concessional passes As well as Railway Concessional passes. The transportation facilities through the letter and recommendation of College , is also available from Valsad Railway Station to college Campus
- 2) System of the admission strategies is to exploit the location advantages for prominent display of the posters and banners for this purpose at strategic points along the bus, tram, auto and metro routes.
- 3) The proximity of the institution Having big sports ground as well as more scope for development having big area of institutions land of seventy Acres, makes it easier for it to conduct its annual sports and other activities there.
Its location in a premier South District as well as South Gujarat part of neighborhood enables the college to expose its students to cultural, athletic and other co- curricular events more easily than it would have been otherwise.
- 4) No question arise for the pollution but very fresh and air because of our totally Green campus as well as nearby the bank of Tithal Sea having very clean era of environment protected by it.
- 6) The slum adopted by the NSS unit of the college being near our volunteers do not have to commute far for their Special Camp or follow up activities and hence their output is more effective.
- 7) Situated in a triangle between the Tithal Sea Bank, the Sai & Swaminarayan Temple students of the college are exposed to the pluralistic ethos and demography of the nation in the very vicinity of their institution.
- 8) The slum adopted by the NSS unit of the college being near our volunteers do not have to commute far for their Special Camp or follow up activities and hence their output is more effective.
- 9) Situated in a in a triangle between the Tithal Sea Bank, the Sai & Swaminarayan Temple the students of the college are exposed to the pluralistic ethos and demography of the nation in the very vicinity of their institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE – I

To build a vibrant and supportive community by markedly expanding opportunities to connect and explore ideas for the benefit of nation and its people, SHAH NAROTTAMDAS HARJIVANDAS COMMERCE COLLEGE, VALSAD have sensed the societal requirements and provided excellent opportunities that are responsive to the needs of the community. Our educational College help students to meet Economic, Social, Creative and Environmental challenges to become participants in shaping their future. The College give each one ample scope to ponder and reflect on various knowledge portals in the library. Our best practices through delivery of variety of programmes will ensure the opening up of frontiers of higher order thinking and problem solving to instill and ignite creative sparks that lie in the young aspirants. The steps/initiatives followed by our College foster the cooperation between thoughts and actions by learning through exchange of ideas, expertise and best practices. Some of these practices are given below:

1. Title of the Practice: IMPLEMENTATION OF GREEN INITIATIVES

2. Objectives of the Practice:

- Follow sustainable construction practices.
- Solid waste management program to separate recyclable waste and dispose all waste in non-polluting and responsible manner.
- Energy and water conservation measures.
- Establish campus renewable energy sources like roof-top solar power plants, etc.
- Green belt development.

3. The Context:

GGI believes that it is important for us to be involved in environmental issues therefore: we engage the campus community and take care of the environment and surroundings. The main aim of the practice is to impart knowledge, create awareness and develop an attitude of concern and to nurture necessary skills to handle the environmental issues and challenges. Our ambition is to stimulate each student and staff to increase their knowledge about environmental issues and be aware of the environmental aspects and their duties and responsibility towards the environment. In order to spread knowledge about our responsibility towards the environment, we continuously communicate this work both internally and externally. The College is more enthusiastic in the direction to improve our environmental impact by adding new initiatives to support nature and environment as well. So the following parameters are of main concern:

- To implement practices to ensure pollution free environment
- To use renewable energy
- To conserve water and energy in the campus

4. The Practices:

The College encourage students and teaching staff to do the same and contribute to a green future. The institution focuses on promotion of recycling and reusing practices and sustainable environmental management that entails the principle of the 3 "R": "Reduce, Reuse and Recycle". The College performs an energy study on the types of contracting, power required, most advantageous tariff and lighting mechanisms, taking into account the electrical needs of the campus. Also the College takes advantage of natural lighting and study light needs in the different areas of the classrooms and work places. We encourage our students and staff to turn off lighting in unoccupied spaces, whether in meeting rooms or in vacant offices or in offices outside working hours and unused electronic equipment, avoiding the "standby" mode. Our efforts are more in the direction to improve the environmental impact and to support mother-nature. Some details of which are as follows:

- Bore well recharge pits are constructed in the College campus for harvesting the rain water.
- The College is using renewable energy like solar energy.
- Recently the College has installed Solar Power Generation Plant of 10 kWh.
- The College has preserved Flora and Fauna on the campus.
- Signboards/posters are displayed in the College campus for encouraging ideas of plastic-free campus, noise pollution, and environmental awareness.
- The College organizes seminars/workshops etc. on environment-related issues.
- LED bulbs are installed in the Colleges buildings to save electricity.
- For Safety and Security Measurements, the College have fire extinguishers and CCTV system in campus.
- Protected Water Supply measures taken are: In-house water treatment plant and RO drinking water machines.

5. Evidence of Success:

- This best practice has proven to be successful through the following activities:
- Through periodical tree plantations, Flora and Fauna on the campus has enriched, which has turned into eco-friendly campus. Out of total required, electrical power consumption is met through the use of Solar Energy.
- Awareness campaign for the plastic-free campus through signboards/display boards made campus plastic free. Green audit and Energy audit of the campus is done periodically.
- For quality management system, the following are the evidential proofs: Certification for E-waste Certification
- for Solid Waste Certification
- for Water quality Certification for Air quality

Thus, initiative entitled "IMPLEMENTATION OF GREEN INITIATIVES" is practised in the institution in very efficient manner.

6. Problems Encountered and Resources Required:

While carrying out this practice, following problems are encountered by the College

- Green Campus initiatives are challenging, so it requires determination and a long-term assurance from all the stakeholders.

- Green Campus initiative is rather expensive practice. It needs an expert advice and investment of resources.
- Sufficient manpower to maintain them.
- Less awareness of students and community towards environmental issues.

BEST PRACTICE – 2

Title of the Practice :

DISATER MANAGEMENT BECOME SOCIAL RESPONSIBILTY

Disaster Management provides personalized support to the Society by the students and aids in professional socialization. It serves as the platform to be student-centric and ensures the development of holistic individuals. programme facilitates; establishing a vibrant relationship with the student and teacher, installs the confidence to fight with the accidentally incidence of fire, flood as well as any cause against public disaster along with mental situation to be controlled .The problems and have a meaningful Disaster Management provides plat form provide the training to attain the Disaster.

2. Objective:

The objective of Mentoring is:

- To achieve the vision of the institution viz., to develop all round personality of the students on progressive lines.

-To provide a continuous learning process for both the disaster in uncontrolled situation to be handled .

'• To establish a vibrant relationship between the society and young generation training for socialization .

The Context:

The Context included in website link : https://shahnfcc.com/uploads/document/notice_GK08I6e71670578339.pdf

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

7.3.1

Its avowed aim of catering to the educational needs of young students from diverse castes, creeds and socio-economic levels against the background of nurture has borne fruit over the years as its span expanded from a few subjects under the VN S GU to a range of academic programmes, courses and subjects.

- To accommodate this expansion it has developed from its humble origin in a rented building to an institution comfortably housed in three blocks of its own having a chapel/conference hall, computer education centre, auditorium, audio-visual rooms, virtual classroom, library, smart classrooms, laboratories, staffrooms, offices, gymnasium, hostel and many other facilities.
- The students, in emulation of their founders' outlook are encouraged to adopt a lifestyle characterized by "plain living and high thinking". To that end the young women are encouraged to use all the academic and other resources at their disposal for their overall growth.
- Girls from rural interiors, first generation learners, members of depressed communities, young adults from impoverished backgrounds, students with medical histories and the differently-abled are all accommodated in the inclusive fabric of the institution which responds to the different levels of learning abilities of its students.
- The college has retained its hostel precisely to continue to house girls from the geographical and socio-economic margins, giving them a sound education at an affordable price and equipping them for the wider world. In this it has been successful as generations of hostellers have found a niche in the world after completing their stay and education in the college.
- Many students from an economically modest background are financially sponsored and supported by the institution and other stakeholders so that they may complete their education and become, in due course contributing members of society.
- By introducing relevant subjects into the college curriculum from time to time the institution has kept in tune with the demands of its primary stakeholders, the students.

Most importantly the students are taught with care and compassion with the teachers organizing remedial and extra classes for the weaker students.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Action Taken: Related Report of Peer Team -2015 visit.

1. Programmes offered now no annual system, already been on CBSS method bifurcated in Sem. System through University System since 2011.

2. Already started since four (4) years, the Mega Placement Camp under the coordinator Dr. Girishkumar Rana Principal of College (Zone) for 14 Colleges included through Govt. of Gujarat Higher education Dept. as well as Knowledge Consortium of Gujarat (KCG) having centralize to all over Gujarat.

3. Already personality development and also Career Guidance Cell is also activated well organized at College Campus.

4. It is also to be applied but other Courses of self Certified Courses approved by University has already been started under NEP -2020.

5. Para -2 is already specified, which is part of Placement.

6. The students of our college already appear/join C. A. C.S. ,ICWA, MBA entrance exam and also to the professional courses our faculty members guide the students for not only admissions but also provide guidance and motivation the curriculum part of their courses . we allow them for the same and also allow them for the same courses.

7. Now self Certified University approved Courses which are having six month Courses already having practical which is a part of NEP-2022 GST, Tally & Accountancy as well as Web Designing ,Animation started through NSQRF under UGC and attached with BSFI ,NASCOM and also NSDC.

8. We would like to start the PGDBM as well as Post Graduate Courses for Commerce and Management in near future.

9. In 2020-2021 we started M.Com English Medium as well as one class of English Medium increased for F.Y.B.Com. in English Medium in 2020 -21.,

Concluding Remarks :

Additional Information :

Shah Narottamdas Harjivandas Commerce college, Valsad (Guj.) is known as abbreviated name

SHAH N.H. COMMERCE COLLEGE,VALSAD relentlessly provides qualitative and value-added education for all-round development of employable graduates endowed with lifelong learning skills and ethics at

professional and personal level.

SHAH N.H. COMMERCE COLLEGE,VALSAD obtained The Four ISO 45001;2018(Occupational Health & Safety),ISO 9001:2015 (Quality Management System), ISO 14001:2015(Environmental Management Systems),ISO 21001:2018(Educational Organizations Management Systems) have gone through assessment of our Institute.

SHAH N.H. COMMERCE COLLEGE,VALSAD obtained Alumina Association under Society Act 1860(21) Reg. No. Guj./1751-Valsad and Under Public Trust Act,1950 (29) No .F/1796/Valsad.

SHAH N.H. COMMERCE COLLEGE,VALSAD has input and install the Fire Safety in the campus according to the norms of Govt. of Gujarat.

SHAH N.H. COMMERCE COLLEGE,VALSAD has input and install Solar System of 20 Keg. Watt at the Commerce Campus of Rs. 1300000/-value donated by Atul Foundation Ltd.

Collaborator for Course Certifications during Covid-19

Dynamic Curriculum up-keeping with industry trends

Outcome Based Education (OBE) implemented

Quarterly publication of “Akanxa” focusing all the activities of College.

Active Professional Chapters and Students Clubs across all departments professional-bodies/

Book bank facility available to all students

Institute has Green club and promotes Green Campus and Waste management Programme . nucleus of upkept traditional and Cultural Values

All Institutional level activities are updated in our Website as well as Social Media Channels

The buildings and roads within the college campus are garlanded with tall trees and landscapes to maintain pollution free environment ,Green Campus initiatives: Students advised to opt common transport to reduce pollutant emissions and encouraged to use paper bags to reduce use of plastic

RO Water facility in the campus.

Certified Courses.

F.Y.B.COM. SEM. I- E – Communication Skill F.Y.B.COM. SEM. II - Entrepreneurialism Online Marketing
S.Y.B.COM. SEM. III - Online India S.Y.B.COM. SEM. IV- E - Accounting T.Y.B.COM. SEM. V- Soft Skill
for Campus Placement M.Com. Part – I SEM. I Basics of Investment M.Com. Part – I SEM. II Derivatives
Market Option Strategies M.Com. Part – II SEM. III Technical Analysis M.Com. Part – II SEM. IV
Fundament Reseach & Portfolio Management