



ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC: 2011-12

SPB English Medium College of Commerce, Surat.



Address:

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The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC(Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

2.	
1) Kindly provide the details of the institution	
Name of Institution:	SPB English Medium College of Commerce
Year of establishment of the Institution:	1991
AddressLine1:	V.T.Choksi Campus, Near Lal Bungalow
AddressLine2:	Athwa Lines,
City/Town:	Surat
State:	Gujarat
Postal Code:	395007
Email Address:	contact@spbcommerce.org

2) NAAC Accreditation/ Reaccreditation Details	
Year of Accreditation/ Reaccreditation:	June 2009
Current Grade:	B
CGPA:	2.53

3) Institutional Status	Grant-in-Aid College
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4) Contact Person Details	
Name of Head of Institution:	Prin. (Dr.) V. D. Naik
Contact Phone:	98795 22614
Email:	contact@spbcommerce.org
Website URL:	spbcommerce.org
Name of IQAC Co-ordinator	Dr. M. R. Noronha, (M: 9998221321)
Email:	m_r_noronha@yahoo.co.in

3.	
SECTION I	
This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.	
5) Number of academic programmes existing (Enter a number; 0 for nil)	
Undergraduate (BA/B.Sc./B.Com etc.)	1
Post Graduate (MA/M.Sc./M.Com etc.)	1
Research Programmes (M.Phil/PhD)	2
Certificate Programmes	0

Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/ Par a medical/Nursing etc)	0
Other value added programmes	0
Any other programme offered (Specify)	0

6) Details on Programme Development (Enter a number; 0 for nil)	
New programmes added during the year	0
New programs designed	0
Programs under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	5
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	0

7) Faculty Details (Enter a number; 0 for nil)	
Total faculty strength required as per norms for all programmes	16
Total faculty on rolls	15
Faculty added during the year	1
Faculty positions vacant	1
Faculty left during the year	0
Total number of visiting faculty	2
Total number of guest faculty	15

8) Qualification of Faculty	
PhD and Above	10
M. Phil	1
Masters	4
Any other (Specify)	0

9) Faculty qualification improvement	
PhD awarded to existing faculty	1
M.Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10) Administrative Staff Details (Enter a number; 0 for nil)	
Administrative staff (total sanctioned)	13
Administrative staff (Actual strength)	9
Added during the year of reporting	0
Left during the year	1
Number of posts vacant	4

11) Technical support Staff Details (Enter a number; 0 for Nil)	
Technical Support Staff (Total sanctioned)	0
Technical Support Staff (Actual strength)	0
Added during the year	0
Left during the year	0
Number of posts vacant	0

4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12) Establishment details	
Year of establishment of IQAC	2009-10

13) Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	5
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	2
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	0
Number of any other stakeholder and community representatives	1

14) IQAC Meetings	
Number of IQAC meetings held during the year	2

15) Whether Calendar of activities of IQAC formulated for the academic year	Yes
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16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	0
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	0
Number of faculty competency and development programmes proposed	0
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	0
Number of co-curricular activities proposed	42
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	0
Any other programmes proposed (Specify)	0

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	0
Number of value added programmes implemented	2
Number of skill oriented programmes implemented	0
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	0
Number of co curricular activities implemented	42
Number of inter departmental cooperative programs implemented	0
Number of community extension programmes implemented	0
Any other programmes suggested that are implemented (Specify)	0

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	0
Number of events conducted with IQACs of other institutions as collaborative programs	0

19) Did IQAC receive any funding from UGC during the year?	
Yes	
No	✓

20) If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)	
Amount Received from UGC	0

Amount Received from any other source including the college management	0
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21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)	
<ul style="list-style-type: none"> • Book bank facility for students has been started • Zero balance accounts for students are opened with Dena bank and scholarships are paid to them through this account. 	

5.	
SECTION III	
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.	
22) Number of academic programmes existing (Enter a number; 0 for nil)	
Number of new academic programs developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/ syllabus	9
Number of programs in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	177
Average percentage of attendance of students	79%
Percentage of classes engaged by guest faculty and temporary teachers	6%
Number of self-financed programmes offered	1
Number of aided programmes offered	4
Number of programmes discontinued during the year	0

23) Whether any systematic student feedback mechanism is in place?	No
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24) Feedback Details (If answer to Question 23 is Yes)	
Percentage of courses where student feedback is taken	-

25) Is feedback for improvement provided to the faculty?	-
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26) Faculty Research, Projects, and Publication details for the year	
Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	2
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	0
Number of research publications in peer reviewed journals	9
Number of research publications in international peer reviewed journals	9
Number of research publications in national peer reviewed journals	
Number of research papers accepted for publication in international peer reviewed journals	7
Number of research papers accepted for publication in national peer reviewed journals	2
Average of impact factor of publications	-
Number of books published	12
Number of edited books published	12
Number of books (single authored) published	0
Number of books(co-authored) published	12
Numbers of conferences attended by faculty	28
Number of international conferences attended	0
Number of national conferences attended	28
Number of papers presented in conferences	9
Number of papers presented in international conferences	0
Number of papers presented in national conferences	9

Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons- national	3
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	2
Number of PhDs awarded during the year	3
Percentage of faculty members invited as external experts/resource persons/ reviewers/ referees or any other significant research activities	20%

6.	
SECTION IV	
This section deals with Student Mentoring and Support System existing in the Institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.	
27) Number of academic programmes existing (Enter a number; 0 for nil)	
The total intake of students for various courses (Sanctioned)	1524
Actual enrollment during the year	1464
Student dropout percentage during the year	0.5%
Success percentage in the final examination across the courses	82%

Number of academic distinctions in the final examination and percentage	7%
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28) Does student support mechanism exist for coaching for competitive examinations?	Yes
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29) Student participation, if response is yes to Qn. 28	
Number of students participated	33

30) Does student counseling and guidance service exist?	Yes
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31) Student participation, if answer to Qn. 30 is yes	
Number of students participated	65

32) Career Guidance	
Number of career guidance programmes organized	4
Percentage of students participated in career guidance programmes	21%

33) Is there provision for campus placement	Yes
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34) If yes to Qn. 33	
Number of students participated in campus selection programmes	40
Number of students selected for placement during the year	15

35) Does gender sensitization program exist?	Yes
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36) If Answer is Yes to Question 35	
Number of programmes organized	2

37) Student activities	
Number of students participated in external cultural events	58
Number of prizes won by students in external cultural events	3
Number of cultural events conducted by the institute for the students	10
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	23
Number of students participated in state level sports and games events	23
Number of students participated in university level sports and games events	107
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	4
Number of prizes won by students in state level sports and games events	9
Number of prizes won by students in university level sports and games events	13
Number of sports and games events conducted by the institute for the students	2

38) Composition of students	
Percentage of Scheduled Caste	5%
Percentage of Scheduled Tribe	2%
Percentage of other backward communities	31%
Percentage of women students	62%
Percentage of physically challenged	0.5%
Percentage of rural students	12%
Percentage of urban students	88%

39) Scholarships and Financial Support	
Number of students availing financial support from the institution (Govt. & Other sources)	318 (306 + 12)
Amount disbursed as financial support from the institution (Govt. & Other sources)	₹ 4,37,520 (4,18,675 + 18,845)
Number of students awarded scholarship from the institution	12
Number of students received notable national/international achievements/recognition	0

40) Student initiatives	
Number of community upliftment programmes initiated by students	0
Number of literary programmes initiated by students	0
Number of social action initiatives based on science / environment initiated by students	1
Number of student research initiatives	0

7.	
SECTION V	
This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.	
41) Whether perspective plan for overall development activities is created?	
Yes	✓
No	

42) If the answer for Qn. 41 is yes, is the plan implemented and monitored?	
Yes	✓
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	✓
No	

44) If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Continuous Internal Assessment
- Class room seminar by students
- Industrial visits
- Self-appraisal by faculty members
- Regular evaluation by administration
- Regular monitoring of students' attendance
- Academic audit
- Academic and physical expansion
- Net worked library
- Use of ICT (Information and Communication Technology)
- Promotion of credit based co-curricular and extra-curricular activities

45) Is a Management Information System (MIS) in place?	
Yes	✓
No	

46) If answer to question 45 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
 2. Student admission
 3. Student records
 4. Evaluation and examination procedures
- (enter the respective details corresponding to the serial numbers)
1. Tally, Exactly, payroll, tax, fees, PF, In house ERP system
 2. Online through website of the university.
 3. In house ERP system.
 4. In house ERP system.

47) Existence of learning resource management		
	Yes	No
e- database in library	✓	
ICT and smart class room	✓	
e- learning sources (e- Books, e- Journals)	✓	
Production of teaching modules		✓
Interactive learning facilities	✓	

48) Internal resource mobilization : Kindly provide the amount contributed	
Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0

Well-wishers	0
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49) Infrastructure and welfare spending: Please specify the amount	
Amount spent for infrastructure development	₹ 7,84,126
Amount spent for student welfare	₹ 4,90,715
Amount spent for staff welfare	

50) Is delegation of authority practiced	
Yes	✓
No	

51) Does grievance redressal cell exist?		
	Yes	No
Faculty	✓	
Students	✓	
Staff	✓	

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

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

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

55) Has the institution conducted any SWOT analysis during the year	
Yes	✓
No	

56) The SWOT analysis was done by internal or by external agency	
Internal	✓
External	

- 57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)
1. Well qualified and experienced teaching faculty.
 2. Excellent open self library with book-bank facility.
 3. Imbibing research culture among faculty and students.
- 58) Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)
1. Limited Campus
 2. Inherent weaknesses related to grant-in-aid colleges.
 3. Time constraints for students pursuing professional degree courses.
- 59) Kindly provide two opportunities identified from the SWOT analysis (in bullet format)
1. A major programme with Taxation-Accountancy combination introduced.
 2. Increasing acceptability of students by industry.
- 60) Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)
1. Inevitable pressure to admit number of students beyond UGC Norms
 2. Entry in professional courses at an early age.
- 61) Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)
- 12 Books were published during the year by the faculty (Author and Co-author)
 - 2 Minor research projects are on the verge of completion
 - 5 students are rank holders in CA/ICWA/CS foundation/ inter/ final examinations.
 - Significant achievements made by the students in sports and cultural activities related Youth festival organised by the univesrdity and state government.
- 62) How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)
- NAAC is serving as catalyst in our functioning as
- Its recommendations are helping us in improving our quality of teaching, learning and Research activities.
 - It is helping us in discovering our strengths and weaknesses.
 - It is showing us the right path to move forward to achieve our goals and objectives

Prin (Dr.) V.D. Naik
Principal

Vice Prin. (Dr.) M.R. Noronha
Co-ordinator, IQAC