



Gujarat Law Society's



H.A. College of Commerce



Annual Quality Assurance Report 2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2016-17

I. Details of the Institution

1.1 Name of the Institution

H.A.College of Commerce

1.2 Address Line 1

Opp. Law Garden

Address Line 2

Ellisbridge

City/Town

Ahmedabad

State

Gujarat

Pin Code

380006

Institution e-mail address

hacollegeofcommerce@gmail.com

Contact Nos.

079 26445459

Name of the Head of the Institution:

Prin. Dr.Sanjay Vakil

Tel. No. with STD Code:

079 26307676

Mobile:

09824019103

Name of the IQAC Co-ordinator:

Prof. Dr. Anuradha Pagedar

Mobile:

09327012334

IQAC e-mail address:

hacollegeofcommerce@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN10140

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/17/A&A133

1.5 Website address:

www.hacollege.org

Web-link of the AQAR:

hacollege.org/AQAR/2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Four Star	NA	1-11-2001	2006
2	2 nd Cycle	B	2.84	30-09-2009	2014
3	3 rd Cycle	NA	2.70	15-09-2016	2021

1.7 Date of Establishment of IQAC : DD/MM/YYYY

22nd July, 2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 07-06-2010
- ii. AQAR 17-05-2011
- iii. AQAR 07-05-2012
- iv. AQAR 04-12-2013
- v. AQAR 19-11-2014
- vi. AQAR 06-10-2015
- vii. AQAR 25-10-2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Gujarat University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NA"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>

2.11 No. of meetings with various stakeholders:

Faculty

03

Non-Teaching Staff Students

01

Alumni

02

Others

N

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

1

International

National

State

Institution Level

1

(ii) Themes

Usage of ICT in Teaching

2.14 Significant Activities and contributions made by IQAC

Presentation of IQAC activities and its contribution towards quality management during the AAA peer team and NAAC peer team visits for the 3rd cycle of reaccreditation

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none">To prepare for the NAAC visit for the NAAC accreditation cycle 3.To prepare for the visit of AAATo conduct a physical fitness workshop, and NSS camp on cleanliness driveTo introduce a bridge course in EnglishTo begin a certificate program in accountancy and financeTo apply for Green auditTo organise a one day workshop of IQAC and CWDC of the college	<ul style="list-style-type: none">We were able to accomplish what we planned for in the beginning of the year along with additional activities for students' progression.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Infrastructural development undertaken by the management

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	1	NA	1	NA
UG	1	NA	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others				NA
Total	2	NA	1	NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

- 1.2 (i) Flexibility of the Curriculum: **CBCS** / Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Manual

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes; syllabus was revised by Gujarat University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	01	13	–	02

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	02	01	-	-	-	-			

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	08	02
Presented papers	02	07	01
Resource Persons	00	01	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Usage of ICT, Academic and Industrial Visits, Visits to libraries

2.7 Total No. of actual teaching days during this academic year

212

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Assignments / seminars

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01

2.10 Average percentage of attendance of students

65.8%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com Sem 6	581	10	40	57.8	13.26	58.3
MCom Sem 4	133	4.59	49.90	39.78	15.15	89.12

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC organized a Three day faculty development program for the staff members on e Commerce and Company law amendments.
- IQAC organized lectures and workshops for students emphasizing on improving their soft skills by inviting experts on various subjects.
- The IQAC suggested to have teaching in subjects like Law and Management on the basis of case studies

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	06
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	01	-	-
Technical Staff	NA	NA	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty members were motivated to contribute their research articles and papers to peer reviewed journals having ISSN for publication.
- IQAC suggested having ISSN for publishing the Conference proceedings.
- IQAC Felicitates the faculty members who present paper at international conferences

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	-
Outlay in Rs. Lakhs	NA	-	1.80 lacs	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	01	00
Non-Peer Review Journals	01	03	00
e-Journals	00	00	00
Conference proceedings	01	04	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	NA	NA	NA	NA
Minor Projects	2014-15	UGC	1.80 lacs	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA
Projects sponsored by the	NA	NA	NA	NA

University/ College				
Students research projects <i>(other than compulsory by the University)</i>	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	01	NA	NA

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	-	-	-	-	-
	Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

Type of Patent		Number
National	Applied	NA
	Granted	NA

3.16 No. of patents received this year

International	Applied	NA
	Granted	NA
Commercialized	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	NA	01	NA	NA	NA	NA

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

03

06

3.19 No. of Ph.D. awarded by faculty from the Institution

NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

NA

SRF

NA

Project Fellows

NA

Any other

NA

3.21 No. of students Participated in NSS events:

University level

100

State level

12

National level

NA

International level

NA

3.22 No. of students participated in NCC events:

University level

11

State level

05

National level

04

International level

NA

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="17"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Blood Donation Camp

The college NSS Unit conducted a blood donation drive on 9 August 2016. The Principal, staff and students participated in this drive and about 75 units of blood were collected by the Red Cross Society.

Spreading Awareness of Traffic Rules

After learning traffic rules in a seminar organized at the college, the students were taken on the city roads to spread awareness about traffic rules to the public at large, where they served as volunteers. HACC won the award for the best participation in this drive conducted by the traffic police of the city.

Tree Plantation Day

The college conducted a tree plantation drive to mark Kargil Day on 26 July 2016. The NSS unit of the college conducted this drive and planted trees together with the Principal and staff members. Each tree will be looked after by the students of the NSS unit. This drive was to create an environment consciousness in the students.

Guest Lecture on Traffic Awareness

The Traffic Consultation Committee arranged a seminar on traffic awareness at the college. The seminar focused on the importance of rules in creating traffic awareness among the people. The topic discussed was Gandhigiri on C.G Road.

Training Programme on Civil Defense:

The college organized a six-day training programme on Civil Defense, wherein 200 students participated. Lectures and practical training were conducted by qualified instructors where all many methods of dealing with common mishaps and small disasters were taught. The students were tested at the end of the training.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.83 acres	-	-	1.83 acres
Class rooms	16	-	-	14
Laboratories	02	-	-	02
Seminar Halls	02	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Library and office are semi automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3576	*	95	4120	5631	
Reference Books	25558	*	09	*	25558	*
e-Books	*	*	*	*	*	*
Journals	30	*	07	*	59	*
e-Journals	*	*	*	*	*	*
Digital Database	*	*	*	*	*	*
CD & Video	160	*	*	*	160	*
Others (specify)	313	*	*	*	313	*

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	1	10	02	NA	NA	NA	NA
Added	-	1	-	03	NA	01	NA	NA
Total	50	02	10	05	NA	01	NA	NA

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

01

4.6 Amount spent on maintenance in lakhs :

i) ICT	NA
ii) Campus Infrastructure and facilities	NA
iii) Equipments	NA
iv) Others	NA
Total :	NA

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students' feedback is taken on regular intervals. A Compliant Box and Suggestion boxes are installed. Anti-ragging and students' counseling and grievance redressal cells are monitored by IQAC

5.2 Efforts made by the institution for tracking the progression

Information provided by the students are analyzed and required steps are taken by the Principal in consultation with IQAC.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1771	259		

(b) No. of students outside the

State

NA

(c) No. of international students

NA

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1723	1247	14	247	01	1771	1359	142	13	256	01	

Demand ratio 10%

Dropout % 0.01

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

A training program was organized for the college students regarding preparation for UPSC Examinations on 2-2-2017

A training program was organized for the college students by Nirman Academy regarding preparation for UPSC Examinations on 22-8-2016

5.5 No. of students qualified in these examinations

NET

NA

SET/SLET

01

GATE

NA

CAT

02

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

The IQAC along with the job Placement cell of the college organized Job Placement Activities in collaboration with QX Pvt Ltd 30-03-2017 and Numero UNO Consultancy on 27-03-17.

A seminar was conducted on GST On 23-03-17.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	175	02	25

5.8 Details of gender sensitization programmes

A Gender sensitization workshop was conducted by the collegiate women's development committee.

Twenty five girl students of the college participated in an international meet organized by WDC of GLS University on 21 January 2017.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	1771	Rs.16813220
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	NA	NA

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There is a students' grievances redressal cell and IQAC actively participates in resolving issues.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision of the College:

“To address the academic needs of a developing society by providing an all-round and quality education to the students; to cater to the process of nation building and social upliftment by providing a platform for all classes of students for their overall growth and development; to uphold the tradition of the institution by striving towards excellence and a better society; to develop a foresight that is futuristic and optimistic.”

The Mission of the College:

“In times when the country is marching towards its sovereignty, and looks towards committed and genuine higher education institutions, the college has the mission of working towards the fulfilment of the vision of the college in all honesty, integrity and dedication. As the country aims for global acclaim in the fields of governance, industry and human development, the college is committed to its mission of developing in its students a universal perception, a sensitivity towards humanism, leadership and entrepreneurial skills, and a comprehensive character. In order to address the need of social upliftment in the country and to create an egalitarian environment for all Indian citizens, devoid of discrimination and exclusivity, the college has undertaken the mission of contributing towards the betterment of the society and the country by inculcating values of fairness, tolerance, determination and discipline in the students through its practices of fair admission processes, equal attention to all students, equal opportunity to all, and a balanced staff intake. In keeping with its tradition of pioneering social development, the college encourages new practices of continual dynamism and replacing obsolete customs with novel traditions of fairness, discipline and patriotism.”

6.2 Does the Institution has a management Information System

Yes. Results and Important information are uploaded on the web site of the college. Internal speakers system is used to communicate urgent matter. Achievements of students and staff members are published in the GLS VOICE- A news letter of the management. Notice board is updated with the photographs of the college activities. Students are informed about any information through SMS

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Faculty members are actively involved in the task as and when the university and Gujarat Text Book Board revise the syllabi.

6.3.2 Teaching and Learning

Usage of ICT in the class rooms, presentation by students and a syllabus based movie screening and visits of various libraries and industries as well..

6.3.3 Examination and Evaluation

Examination and Evaluation work has been carried out by the college as per the guidelines of Gujarat University.

6.3.4 Research and Development

IQAC encouraged and motivated faculty members to participate in conferences, seminars, workshops and publication of articles in books and journals having ISBN and ISSN.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library has been partially automated.

6.3.6 Human Resource Management

Lectures and talks on subjects related to enhancing soft skills were carried out. Eminent personalities were invited for the same.

6.3.7 Faculty and Staff recruitment

No

6.3.8 Industry Interaction / Collaboration

Industrial visits are arranged to interact with the industry. Collaboration and linkages have been established with Rotary Club, Sambhav Group, Shanti Business School, and Ahmedabad Municipal Corporation.

6.3.9 Admission of Students

Admission procedure was followed as per the guidelines of the university. The centralized admission system was implemented as per university directives.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	-

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	NA	NA
Administrative	Yes	KCG	NA	NA

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University rules and regulations are followed. College must implement the directives of the university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Mr. CHIRAG Patel an alumnus donated the entire tuition fees for higher education of five students at NEW JERSEY CITY UNIVERSITY, USA.

GLS alumni Association conduct events on regular intervals. Alumni of HACC contribute by peer counseling and offering their valuable services honourarily as and when college requires.

6.12 Activities and support from the Parent – Teacher Association

Parents of some of the students interact with some of the teachers in formal and informal way as well and make healthy suggestions. Many of them were carried out by the college. Parents are invited by the college to attend college functions. Parents actively help the faculty members in cultural events.

6.13 Development programmes for support staff

During the vacation period, one faculty member was sent for the administrative training.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college is placed near Law garden which provides a green cover and the campus of GLS itself has number of trees.

Green audit has been carried out.

Tree plantation programme and regular follow-up of the planted trees is a regular practice.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Donating towards national causes at times of calamities
- Renovated and refurbished the entire library
- Conducting Swachhta Abhiyaan activities
- Drafting an academic plan – KSHITIJ - of proposed events to be held in the college. Making an actual academic plan at the end of the semester of events and activities held, so as to compare the proposed plans and the actual events
- Signing Memorandums of Understanding with Industry partners for training of students, and with hostels for boys and girls in the surrounding area of the college
- Using audio-visual aids for teaching/learning
- Giving students exposure to subjects and ideas which are outside of their syllabi
- Inviting experts and guests to the college to address the students
- Organizing programmes to expose commerce students to various literary and other art forms
- Organizing “edutainment” programmes so as to sensitize students towards social issues as well as enable learning management skills through fun
- Spirituality based programmes inviting spiritual leaders
- Yoga activities conducted
- Celebrations of significant days to remember great leaders, writers, thinkers
- Culfest and fun activities with a teaching-learning twist
- Students participated in traffic awareness and helped traffic police in managing the traffic in real - life situations.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

We managed to achieve the targets we set during the previous year within our scope.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

The college prepares a team of student volunteers who help in organizing events

We have our past students who actively accept the responsibility of providing coaching to the students in sports and cultural activities.

7.4 Contribution to environmental awareness / protection

Students were inspired to switch off the lights when the classes got over and notices to that effect have been placed in all the classrooms. They were asked to get reading material in soft copies. They keep the campus free from plastics.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The Principal Dr. Sanjay Vakil and a delegation of faculty were invited as special guests at a GALA at NEW JERSEY CITY UNIVERSITY, USA, in March 2016.

The Principal and three faculty members went to USA to attend this event and visit New Jersey City University USA during 25th March to 4th April 2016 to strengthen and enhance the ties between the H.A. College of Commerce and New Jersey city University.(Report Attached)

8. Plans of institution for next year

- The College plans to establish an NCC unit formally.
- A study circle on Gandhian thoughts to be established
- Organize rallies to promote cleanliness under the SWACHA BHARAT ABHIYAAN.
- Arrange Industrial visits to impart hands-on experience to the students.
- Participation in Faculty development programmes of UGC to be enhanced.
- Conduct a workshop on Gender sensitization.
- To select and facilitate qualified students to study abroad under the Patel Scholar's program.
- To select students for NISWARTH scholarships.
- To invite more experts in different fields to impart non-academic knowledge to students.
- To brainstorm about different ways in which to make students more active and participatory both academically and co-curricularly.

Name: Dr. Anuradha Pagedar

Coordinator, IQAC

Signature of the Coordinator, IQAC

Name: Prin. Dr. Sanjay Vakil

Chairperson, IQAC

Signature of the Chairperson, IQAC

Annexure: 1

H.A. COLLEGE OF COMMERCE	
ACADEMIC CALENDAR 2015 -16	
Sem-1,3,5	
5/06/2015 to 11/06/2015	Gujarat University F Y B Com Sem1 Admission Process
6/19/2015	Celebration of H A College's 60th Birthday
20/06/2015	International Yoga Day Celebration
26/06/2015 to 29/06/2015	GU First Round Admission Work
	M.Com Admission Process
07/07/2015	Orientation Program for FYBCom. Sem1 Students
10/07/2015	Welcome Program for Sem1 Students and 60th Year Celebration Flag Off
7/13/2015	Commencement of Basic English Course- Bridge Course
20/07/2015	eSwasthiya Mediserve Pvt. Ltd.- Free Dental Check Up
21/07/2015	eSwasthiya Mediserve Pvt. Ltd.- Free Eye Check Up
21/07/2015	Uma Shankar Joshi's Birth Anniversary Celebration
23/07/2015	Inter- Class Competition 2015-16: Clay Modeling, Cartooning & Hat Speech
24/07/2015	Inter- Class Competition 2015-16: Drawing, Collage & Poster Making
7/25/2015	Inter- Class Competition 2015-16: Rangoli & Elocution
27/07/2015	Inter- Class Competition 2015-16: Handicraft & Singing
27/07/2015	Lecture on Self Defense: Dr. Kanan Desai, ACP Crime Branch, A'bad
29/07/2015	Inter- Class Competition 2015-16: Poetry Writing & Recitation, Classical/ Instrumental
31/07/2015	Guru Purnima Celebration- Guru Vandana- A lecture on significance of Guru by Prof. Jayesh Mandakana, L & C Mehta Arts college
31/07/2015	Meeting of in-charge professors of colleges for youth festival
01/08/2015	Inter- Class Competition 2015-16: Mahendi, Spot Photography & Acting
03/08/2015	IBS: Lecture on Business Ethics
04/08/2015	Blood Donation Camp-Red Cross & Thalesemia Awareness Seminar by eSwasthiya Mediserve Pvt. Ltd.
07/08/2015	A Lecture on General Fitness by Mr.Rajan Dalal
10/08/2015	A lecture by Swami Shyamsarandassa of Hare Ram Hare Krishna Mission: 'How to Focus?'
12/08/2015	Vanche Gujarat'
19/08/2015 to 22/08/2015	Workshop on Banking System by NIIT
19/08/2015	Inter-Class Quiz Competition, 2015
22/08/2015	Visit of Sem. 5 to IIM Ahmedabad
28/08/2015	Celebration of Zaverchand Meghani's Birth Anniversary
04/09/2015	Celebration of Teachers' Day
09/09/2015 to 11/09/2015	Gujarat University Youth Festival- SANGAM 2015

15/09/2015	'Swchchta Abhiyan'-A Lecture by Shri Kirit Solanki, MP
18/09/2015	H A Elocution Trophy 2015
22/09/2015	Swchchta Abhiyan Poster Making Exhibition
9/26/2015	Seminar to Guide & Counsel Students for UPSC, GPSC and CAT exams
30/09/2015	Elocution Competition- Sat Sai Seva Sansthan
01/10/2015	Inter-change of Thoughts on Gandhi
02/10/2015	Tree Plantation on the Ocassion of Gandhi Jayanti
03-10-2015 to 13-10-2015	College Internal Exams
11/10/2015	H A Garba at Gujarat University Convention Hall
16/10/2015	CWDC- 'Gender Sensitisation'- Prof. Falguniben
16-10-2015 to 22-10-2015	1 NSS Camp at Bakrol
17/10/2015	Valedictory Function of Sem.1- Basic English Bridge Course Students
19/10/2015	A Talk on Climate Change & Orientation of Volunteers regarding NAAC
19-10-2015 to 26-10-2015	Retest of Sem 1, 3 and 5
20/10/2015	ICT Seminar- Prof. Sarvaiya
21/10/2015	Seminar on Human Rights - Dr. Mayuriben Pandya
27/10/2015	H A Garba at GLS Lawn
28/10/2015	Industrial Visit of Sem. 5 Students to Claris

H.A. COLLEGE OF COMMERCE	
Academic Calendar 2015-16	
Sem-2,4,6	
DATE	ACTIVITY
1/12/2015	Lecture by Dr. Suchak wrt NAAC
4/12/2015	Aids Awareness Programme-'World Aids Day'- Shri Pawanbhai Bhardwaj
3/12/2015 to 12/12/2015	Sem 5 Gujarat University Exam
14/12/2015 to 21/12/2015	Sem 3 Gujarat University Exam
23/12/2015 to 01/01/2016	Sem 1 Gujarat University Exam
1/2/2016	One Day National Conference on 'The Status of Commerce Education in India'.
1/7/2016	Training Program for Preparing PPT- IQAC-Harishbhai Sasiya
1/9/2016	Medical Camp for GLS Coop Credit Soc Members-' Prevention is Better than Cure'.
1/9/2016	Lecture on Swami Vivekanand- Prof. Rajeshbhai Vyas , Godhra Arts College
1/11/2016	Days' Celebration- Autograph Day and One- Minute Games
1/12/2016	Days' Celebration- Group Day and Slogan Day-'Save Birds'
1/13/2016	Celebration of Refreshment Day
1/16/2016	Gujarat University Sports Day
1/22/2016	Dr. Khushbu Chanderiya, Physiotherapist- Back and Neck Problems among Students

1/23/2016	Alumni Meet- Shri Sudhirbhai Nanavati, Shri Mukeshbhai Patel, Shri Saurabh Sparkar
25-01-2016 to 31-01-2016	NSS Camp at Bakrol
1/28/2016	INT Performance-'Ramilo Ne Yaar'-Semi Final Round
1/29/2016	Shri Sharad Vora- Elite Institute-Career Awareness Drive
1/29/2016	Bisag Lecture
1/30/2016	Cycle Rally-Swachhta Abhiyan- 'My Own Street'-Mayaor A'bad-Shri Gautam Shah
2/4/2016	World Cancer Day-Dr. Bhavesh Parekh, HCG
2/4/2016	Leadership Workshop- Mr. Akash Jaiswal and Ms. Anju of 'The Blue Ribbon Movement.'
2/9/2016	Career Counseling- Princ. Dr. Neelam Trivedi, GLS, B.Ed College
2/10/2016	CWDC-Dr. Raman Patel and Dr. Neetu Patel- awareness amongst girl students regarding PCOD
2/12/2016	TCS Campus Placement- Udisha
2/12/2016	Saraswati Vandana'- Vasant Panchami
2/14/2016	My Own Street'-HACC sponsored Swachhta Campaign
2/15/2016	No Vehicle Day'-Visit of Mayor A'bad- Shri Guatam Shah
2/15/2016	Preparing students for jobs- Art of Resume Writing-Udisha
2/15/2016	Advanced Accounts and Taxation - Short Term Course
2/16/2016	ICICI Prudential Life Insurance- Campus Placement Drive-Udisha
2/16/2016	ICA(Institute of Computerised A/C)-Career Guidance in Accounts, Finance and Taxation-Shri Sadanand, Bombay
2/20/2016	Web Designing Workshop-TOPs Technology, A'bad-Shri Himanshu Parekh
2/21/2016	Matrubhasha Din'--Prof. Yashwant Waghela, Sadguna Arts College, A'bad
2/25/2016	Annual Day 2016 Celebration- Presided by Shri Kholi, Governor Gujarat
2/28/2016	Radio Mirchi- Mirchi Neon Run
3/1/2016	Motivational Lecture by Mr. Lee Lu, coordinator of International Affairs, NJCU
3/1/2016	Interviews of selected candidates for MBA program at NJCU
08-03-2016 to 17-03-2016	College Internal Exams
3/18/2016	College Sports' Day
21-03-2016 to 23-03-2016 and 28-03-2016 to 29-03-2016	College Retest
4/2/2016	Farewell Function
4/22/2016	Farewell Function organised by GLS for HA retirees
4/23/2016	Faculty Development Program on Accountancy and Commerce- CA Sameer Shah and Vivek Shah- Taxation and Contemporary Issues in Company Law
4/23/2016	Celebration of World Book Day
4/25/2016	Faculty Development Program on Accountancy and Commerce- Shri Salil Bhatt- E- commerce and Contemporary Practices in Business

Annexure 2

Innovative events and drives

1. Celebration of International Yoga Day (21 June 2015): International Yoga Day was celebrated on 21st June 2015 at the GLS lawns. Prof. Viral Raval from Lakulish Yoga University addressed the gathering of staff and students. He spoke about the significance of Yoga, the need to practice it in contemporary times, and the huge benefits of this ancient Indian system of wellbeing. He also demonstrated different yogasanas with agility and flexibility. Then he went on to make the audience also perform different asanas. The students and the staff tried out various positions and postures as directed by him. He then made the audience do some breathing exercises of pranayam and kapaalbharati. About 150 students participated in the programme, and fifteen staff members were present.
2. Library Renovation (April, May, June, July 2015): As part of the preparation for the Reaccreditation process the college team of students and staff re-arranged the library of

more than 30,000 books. These volunteers spent an extra 5 hours daily to arrange the books, make a log of the newspapers and magazines, and re-organize the furniture. They also come on holidays and Sundays to accomplish the task. In the process of arrangement, they glued the torn pages of certain books and covered some of them to prevent the further damage. They segregated and labeled the books to make for an easy access in future.

3. Swachhta Exhibition (22 Sept. 2015): All the various drives for cleanliness undertaken by the college during the last year were showcased in the Swachhta Exhibition held at the college. The media coverage, the photographs and details about the different swachhta activities, and posters on cleanliness made by the students were displayed in the exhibition room. The Mayor of Ahmedabad City of the time, Smt. Minaxiben Patel, and Shri Sudhir Nanavati, Executive Vice-president, GLS, inaugurated this event.
4. Visit of the NJCU President from USA: On the 28th of October, a team from NJCU, including NJCU President, Sue Henderson Mr. Lee Lu, the Coordinator of Asia Program of NJCU, and Ms. Tamara Cunningham visited the college to formalize the Memorandum of Understanding between the two institutions wherein five students from HACC will be sponsored for an MBA programme at NJCU.
5. Sardar Patel Birth Anniversary Book Exhibition (30 Oct. 2015): An innovative initiative was taken by the Readers' Club of the college on the birth anniversary of Sardar Patel. Rare and old books about the life of the iron man of India were displayed and students were encouraged to browse through them so as to get a peek into the personality of this great freedom fighter.
6. Refreshment Day (13 Jan. 2016): The college students made and sold refreshment snacks to collect money for social service programmes. These self made food items were assembled and sold by groups of students to the staff and students of the college. The fund collected from the profits will be donated to orphanages and old age homes.
7. Screening of Documentary film: "HACC (23 Jan 2016): An Odyssey of Sixty Years": The college produced a documentary film made by the students and staff with the photographs and pictures of the past and interviews of eminent alumni. It was like walking down the memory lane of the past sixty years.

Annexure 3

BEST PRACTICES

1. Title of the Practice

Students' Steering Committee

2. Goal

- To enhance the teaching /learning of the students with regards to management and administration, data collection, report writing and documentation

- To increase student-participation and support in the accreditation process
- To give a platform to the creativity and innovative aspects of the students
- To create a co-ordination between the faculty members and the volunteering students
- To assist the Steering Committee of the staff in the preparation of the Reaccreditation report
- To fulfil the vision and the mission of the college

3. The Context

The Re-accreditation process is not simply a singular event. It is a culmination of the functioning of the college since its previous accreditation. The documentation, data collection and report writing of the past six years is no easy task. With the faculty members engaged in their routine academic activity, inadequate administrative staff, and students unaware of the process and value of reaccreditation, the college considered it an innovative and worthwhile practice to set up the Students' Steering Committee in this context.

Students do not learn only in the classrooms. They learn better through practical experiences and exposure. Working on the preparation for accreditation, the learning of the students especially in the commerce faculty is enhanced in terms of application of management skills, data collection, documentation and filing systems, and report writing.

By working in tandem with the staff members, the students learn through observation as well. In addition, they also learn team work and group dynamics.

The college has some special students who have innovative ideas, dedication towards the college, and outstanding skills, which can be very beneficial to the upliftment of the college. The Students' Steering Committee gives a platform to the students to bring out their innovative ideas and use them in a committed manner for the betterment of the college.

4. The Practice

- The Students' Steering Committee is based on the structure of the Steering Committee of the staff members.
- A team of two staff members and two student members work together on one criterion of the Re-accreditation Report.
- The staff members frame and write the answers to the questions in the report, and the students assist in data collection.
- The students make pertinent and innovative suggestions for each criterion after reading it.
- The data collected for each criterion is then filed and documented by the students and their professors in-charge.

5. Evidence of Success

As a result of this innovative practice, the following have been attained:

- An organized documentation and filing system
- Division of jobs in data collection and compilation, so that there is less work pressure
- Students have learnt how to manage and compile data
- Students have got familiar with the techniques of report writing
- Students have learnt about the Reaccreditation process and about NAAC
- A spirit of team-work is fostered
- The overall quality of the reaccreditation report is improved
- The overall quality of the college functioning is improved
- Students have a platform to make effective suggestions for the betterment of the college, and this is evident in many criterions prepared for the report.
- The problem of insufficient staff has also been solved to some extent
- The Students' Steering Committee worked during the vacation to clean and organize the library so that it would be ready for use when the new academic year begins. Through the heat and the dust, the student volunteers worked in coordination with the staff members and with the encouragement of the Principal towards refurbishing the library.

6. Problems Encountered and Resources Required

- To get students who would commit themselves to working after college hours
- To get permissions for the students from their parents/guardians
- Language and communication barriers
- To encourage faculty members to rely upon and work with students
- Incapacity of students to attend classes due to the work they are involved with

7. Notes (Optional)

This innovative practice may appear time-bound, but the college plans to continue having a committee of student volunteers who would work on the different activities of the college throughout their tenure. There is already a group of registered student-volunteers in the college who help organize various functions and events. The Students' Steering Committee has encouraged their enthusiasm and given recognition to the ones who work hard. Students learn to work through various obstacles like language, gender, seniority and age. They also learn to follow instructions and co-ordinate with each other. Staff members are able to teach the students the practical aspects of assessment and management.

Students and staff members learn the different aspects of administration and management of the college by viewing it through different perspectives. The students of the Students Steering Committee are given extra coaching and teaching in order to make up for their lost lectures.

1. Title: Social Outreach Programmes

In order to sensitize students to the less privileged sections of society, the college conducts different social outreach programmes. The intent of these programmes is:

- To encourage students towards working for social causes
- To create a compassion and bonding towards all citizens of the country, including the marginalized and have-nots
- To reach out for causes that are not centred around the individual, but society and nation, thus contributing towards nation-building and civic sense

To assist the under-privileged in society in whatever small way possible

- To fulfil the vision and the mission of the college

2. The Context

The college is committed towards society and nation-building and has stated so in its vision and mission statements. In this context, it is the duty of the institute to contribute responsible and sensitized citizens to the society and to India. Together with mental stability and intelligence, a well-developed personality is one which has a sense of service and patriotism. The college aims to mould its students in this manner through its various outreach programmes. It is generally observed that students with a commerce bent of mind are usually not prone towards social causes. These activities and outreach programmes make commerce-minded students sensitized towards society and country, teaching them the ultimate goal of life. The founding fathers of the management and the donor of the college whose name the college carries, were social reformers, patriots and philanthropists. In this context, it is only fitting that the college continues in the tradition it was established.

3. The Practice

The college has an established NSS unit which carries out many outreach programmes mentioned in the report above. Besides this, the college conducts various social outreach programmes apart from the NSS activities. The general outreach programmes conducted by the college:

Rallies: The College organized four rallies in different locations of the city to spread the awareness of cleanliness and a pollution free neighbourhood. They also went door to door to collect signatures on

pledges to keep the city clean so that people in their own neighbourhoods too committed themselves towards cleanliness and civic sense. There was one more rally conducted in support of the rape victim of the Nirbhaya case. Also, during the youth festival this year, the college took out a rally on women empowerment in India yesterday, today and tomorrow.

Swachhta Abhiyaan: HACC conducted various cleanliness awareness drives in the city in collaboration with Rotary Club of Ahmedabad, Ahmedabad Municipal Corporation and Sambhaav Group. These drives included rallies, talking with the residents of the area and distributing dustbins to them. They were conducted at Bodakdev, Vastrapur, Maninagar and Gupta nagar areas of Ahmedabad.

Gandhi Army: The volunteers of the NSS unit of the college took part in a programme called Gandhi Army under the instructions of Gujarat University. This programme included making a caricature of Gandhiji with students standing in the shape of his face drawn in a public ground.

“My Own Street”: To promote the cleanliness drive, the college adopted a road under the My Own Street initiative. The Law Garden road opposite the college has been adopted by HACC in collaboration with Rotary Club, Ahmedabad Municipal Corporation and Sambhaav Group.

Competitions: Different competitions of drawing, poster making, essay writing, slogan writing etc have been held in the college with social themes. For instance, the college conducted a poster making competition with the theme of swachhta / cleanliness.

Leelapur Camp: The students of the NSS unit went to a village called Leelapur where they stayed for one week and conducted different social awareness and upliftment programmes. They spread the message of cleanliness, de-addiction, turning away from blind faith, and gender equality through street plays and practical activities. They also conducted programmes of tree-plantation, digging a lake, helping construct toilets, etc. The professors in-charge also stayed alternatively with the students.

Bakrol Camp: 60 students of the NSS unit went to another village, Bakrol, from the 16 to 22 January 2015 to spread the message of cleanliness and social upliftment. This village has been adopted by the Gujarat Law Society. The staff members of the college took turns in residing with the students at the village. The students worked to improve drainage and garbage-management in the village, and conducted street plays and other cultural programmes for the villagers. They spread the message of cleanliness, de-addiction, turning away from blind faith, and gender equality through street plays and practical activities. In future, the management plans to set up a school at this village.

Visits:

Visit to orphanage and home for the destitute: As part of the social service and extension activities, the College visited the Mother Teresa home for orphans and the Mother Teresa Home for the Destitute. Gifts and useful items were distributed to the inmates of these homes by the students. The staff members and the students contributed and collected funds for these items. Visit to Home for the Mentally Challenged: The college students and staff members visited “Prakash”, a home for the mentally challenged. Donations and gift items were taken to this place, and students and staff members interacted with the inmates of this home.

Visit to hospitals: The students are taken to the pediatric cancer ward of the Civil Hospital. They contributed and collected funds with which gifts were purchased for the patients. The students sang songs, danced and interacted with the cancer afflicted children, thus feeling the satisfaction of bringing a smile to a child in pain.

Visit to Municipality School: The college arranged for the students to visit a municipality school wherein they interacted with the students, taught them in the classrooms and danced and sang songs with them. This created a feeling of reaching out, imparting knowledge and creating bonds of affection towards the have-nots.

Health and welfare programmes:

AIDS Awareness Programme: An AIDS awareness programme was conducted by the college NSS unit in August 2014. Patients suffering from AIDS were invited to the college and they interacted with the students informing them about the dreaded disease. Students were shown how AIDS does not spread by touch and the students tied RAKHI's to these patients, and the patients reciprocated by tying rakhis to the students.

Blood Donation Camp: The NSS unit conducted a blood donation camp on 20 August 2014 at the college. The Red Cross organization came to the college and made the arrangements. The volunteers of the NSS unit and other students and staff members donated about 26 units of blood.

Traffic Awareness Programme: The college conducted a traffic awareness programme for the students on 28 August 2014 to teach them the importance of following traffic rules and observing discipline on roads. ACP Shri Rajdeepsinh Jhala and ACP Siddi had come to address the students. Shri Amit Khatri made a power point presentation to the students and conveyed the message of civic sense and road safety in a very entertaining manner. They also took a pledge to follow traffic rules.

Contribution towards natural calamities: The college contributed to the Nepal Earthquake fund this year. Fourteen thousand rupees were collected by the college and donated to a national charitable organization called Seva Bharati – Gujarat.

Outreach programmes with fun and “edutainment”:

A Refreshment Day is organized every year wherein groups of students prepare different food items, bring them to college on a particular day and sell them with a small profit. The items are sold at affordable prices and students enjoy the variety of dishes served by their classmates and friends. The profits are calculated after deducting the expenses of the students. Each group of students selling the items donated their profit towards a charity fund. Staff members also participated in this event. Together with purchasing food from the stalls, they also donated towards the charity fund. This fund was then used to purchase food items, winter clothing and other necessities. The college then took the students to orphanages, civil hospital, home for the destitute, old age homes and institutes for the mentally challenged, to distribute these items.

Charity Day: On this day, students “adopt” a child from the slums for one day. They look after the child, feed it, entertain it and teach it basic lessons.

Women Power Celebrated with Radio Mirchi: On Rakshabandhan in 2014, the college found an unusual way of celebrating Rakshabandhan by adding to women’s protection. In collaboration with the police department of the city and Radio Mirchi, Ahmedabad, the students had a fun time with RJ Megha from Radio Mirchi who spread the message of women’s power and their protection. The message of the new Women’s Helpline number was publicised at this function, and students were informed how they could use this helpline for protection against harassment. They were also encouraged to respect women, and wristbands spreading the same message were distributed to them.

4. Evidence of Success

Social outreach programmes cannot have a measuring rod for success. Nevertheless, the students learnt the realities of life through the visits to these places. They were sensitized to the marginalized persons of society, made aware of the medical facts of diseases and social apathy towards different classes of people. They were also taught to overcome divisions of caste and class, repulsion towards disease and squalor, and self-centredness. The vibrations of the waves created by these socialistic programmes can be sensed in the media coverage.

5. Problems Encountered and Resources Required

It is very challenging to inculcate values of humanitarianism and patriotism permanently in commerce-minded students. It is not easy to convince a commerce-minded student to participate in such outreach programmes. The college is a grant-in-aid college, and has no extra funds for such programmes. Moreover, the students in the college are mostly from the middle class. This makes their ability to raise funds limited. Time and space are a constraint for events like charity day, visits etc. Logistics are a problem when students have to be taken to different places for these outreach programmes.

6. Notes (Optional)

This practice of reaching out to the underprivileged is an uplifting experience, creating bonds of empathy not only between the students and the inmates of the various hospitals and homes visited, but also amongst the students themselves and the faculty members. The appointment of the new Principal, Prin. (Dr.) Sanjay Vakil, has given an impetus to the outreach programmes, and brought about a wave of making a difference in society. It is due to him that social outreach programmes have become our best practice. The management also lends a hand in the outreach programmes. Shri Sudhir Nanavati, Executive Vice-president, GLS, is also the national swachhta ambassador, and takes the lead in such social welfare programmes.

There are occasions every year when students have tears in their eyes on seeing or meeting some of the inmates, when they are so deeply touched by the outreach work they do, and this becomes a life changing experience for them, taking them on the path of service and outreach.