



Yearly Status Report - 2018-2019

Part A					
Data of the Institution					
1. Name of the Institution		J.ZSHAH ARTS AND H.P.DESAI COMMERCE COLLEGE, AMROLI			
Name of the head of the Institution		Kishorsinh N. Chavda			
Designation		Principal			
Does the Institution function from own campus		Yes			
Phone no/Alternate Phone no.		0261-2499382			
Mobile no.		9825897197			
Registered Email		principal@acs.ac.in			
Alternate Email		prin1@acs.ac.in			
Address		At and Post - Amroli , Station- Utran, Ta.- Choryasi, Dist. - Surat , Gujarat , (India)			
City/Town		Surat			
State/UT		Gujarat			
Pincode		394107			
2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Sejal A.Desai			
Phone no/Alternate Phone no.		02612255740			
Mobile no.		9712529125			
Registered Email		sejal.desai6@gmail.com			
Alternate Email		sad@amrolicollege.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)					
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :					
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To

1	B	2.27	2008	23-Mar-2008	23-Mar-2013
2	B	2.74	2014	21-Feb-2014	21-Feb-2019
3	B++	2.94	2019	09-Sep-2019	09-Sep-2024

6. Date of Establishment of IQAC

17-Apr-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
NIRF	12-Apr-2018 365	4146
GSIRF	28-Feb-2019 365	4146
ISO Audit	22-Sep-2018 365	4146
AQAR	29-Oct-2018 365	4146

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
J.Z. Shah Arts and H.P.Desai Commerce College, Amroli	NSS	VNSGU	2019 365	67502
J.Z. Shah Arts and H.P.Desai Commerce College, Amroli	Saptdhara	KCG	2018 365	20000
J.Z. Shah Arts and H.P.Desai Commerce College, Amroli	Finishing School	KCG	2018 365	500000
J.Z. Shah Arts and H.P.Desai Commerce College, Amroli	Udisha	KCG	2018 365	20000
J.Z. Shah Arts and H.P.Desai Commerce College, Amroli	Placement cell	KCG	2019 365	50000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Updating website for college with all mandatory disclosures on website 2. Recommend to renovate library from feedback analysis and it was renovated. 3. To develop skills of students finishing school certified course and Basic Computer Course with IITB Spoken Tutorial was conducted. 4. ISO Audit of college has been successfully complete. 5. College entered in procedure of NAAC on 20/02/2019. Students Database was updated.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1. Curricular aspects	Yearly academic plan prepared and implemented.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Local Management Committee</td> <td>14-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Local Management Committee	14-Mar-2020
Name of Statutory Body	Meeting Date				
Local Management Committee	14-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	12-Apr-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>College has user friendly and efficient management system to take the institution a step further in the right direction and to boost student success. Student: This module manages student related information such as personal data, attendance, gender, students admission date, batch, course, Extra Curriculum Activity Attendance, Exam : Exam module manages exam related tasks at various levels. The Exam module covers Exam Structure, Exam Marks Entry, Exam Master, Student Exam Result etc. It fits very well with a university examination system. Utility: Utility module takes care of Quick Update (Change Multiple Student Division, Subject Group, Admission Status Etc.), Semester Transfer, Alumni information, Student Year Transfer, Update Student Status, Generate Roll Number, Manage File Upload, Online Fees Configure (Student can login or not on fees payment page) etc. SMS: SMS module manages communications with different stakeholders through SMS Master, SMS Template, SMS Single List. HR: HR module manages Leave Configuration, Leave Request, Employee Yearly Leave, Pending Leave, Department Master etc. Supervisor Allotment : Supervisor Allotment module covers various exam related duties, Exam Block Master ,Exam Session Master, Exam Master ,Exam Session Selection, Absent Supervisor, Block Availability, Generate Block Allotment ,Block Allotment Report, Supervisor Report ,Supervisor Allotment, Unlock Exam, Supervisor Payment Report, Examiner Type, Examiner Payment Slip Online Exam : Online Exam module maintains Language Master, Topic Master ,Import Question ,Online Exam Question Master , Online Exam Master, Exam Attendance, Configuration Certificate : Certificate module manages Online Certificate Type, Online Certificate Request, Certificate Issue, Certificate Fees Collection Fees : Fees module manages Fees Register, Fees Refund Register, Extra Fees Register , Fees Pending , Daily Fees Register ,Gender Wise Fees Collection , Yearly Fees Register (Term Wise) Reports are generated from ERP such as for Attendance: Attendance Register, Student Attendance Details, Lecture Summary ,Subject wise Attendance Register FOR Student : Student Register, Student details, Student Lock Data, Student Status Details ,Cast Gender Wise Student Strength ,Professor Wise Lecture Details ,ICard Details Status (Generated or Not) FOR Fees : Fees Register, Fees Refund Register ,Extra Fees Register, Fees Pending ,Daily Fees Register ,Gender Wise Fees Collection ,Yearly Fees Register (Term Wise) FOR Exam : Exam Wise Marks ,Exam Result ,</p>				

Student Top List , Subject Wise Result , Exam Mark Sheet , ERP helps the management, faculty and teachers to streamline the data, monitor the performance of the students and make smart decisions towards development of college.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum, admission and evaluation are followed as per the rules and regulations of state government and affiliating university at UG and PG levels. The implementation of curriculum is done through: 1) Curriculum Planning: The Principal, HOD and IQAC deploy the action plan at the beginning of the year. The Principal calls the meeting before the commencement of each academic year to decide the various academic committees to execute the plan with HOD and all the faculties' members of the college. All the faculty members prepare their lesson plan and teaching diaries. Various committees design the academic calendar. Enrichment of curriculum various activities are also included in the academic calendar. Principal informs to HOD about designing the teaching plan and syllabus, content of topics, references, E- resource, to do research and projects. Schedule of academic calendar and time table are displayed on I- Notice board, Notice board, Google Classroom and on web-site to make aware for general Communication. 2) Curriculum Delivery: Pedagogy includes theory session by using chalk- talk, ICT enabled lectures, Presentations, Assignments, discussions, Industrial Visits, Case studies, Power Point Presentations, Problem solving learning practices, problem solving exercises, Career Guidance Programmes, Computer education, guest lectures, Google classroom, term papers, group discussion, Exam paper discussion, commerce lab. Student centric methods are adopted. The Class mentors closely monitor class curriculum through-out the year. HOD continuously assesses and interacts to the department members and provides assistance to resolve their problems that come across during the year. During the process of learning, the learner is motivated not only for academic or career development but also to be a responsible citizen of the nation and world at large. 3) Curriculum Enrichment: Enrichment of curriculum is done through value -added certificate courses offered to develop the communication skill and soft skill to improve in professional and inter-personal communication. Career guidance club enhances career opportunities and keep them abreast with current scenario. Effective English language learning is made possible to all by providing compulsory training in Language Lab. Faculties motivate students to participate in academic and cultural events. Industrial educational visits are arranged. For such awareness many guest lectures are arranged. In effective operationalization of the curriculum prescribed by the university, the institution signs MoUs with different institute. All faculties attend such workshops and seminars to update on current scenario at regular basis. Social orientation is inculcated by organizing, Pulse-Polio Program, Tree Plantation, social rally and street play with NSS, Alumni association & Government. 4) Feedback System: IQAC reviews on teaching & other activities through online/offline designed feedback system. Feedback is collected from students, teachers, parents, Industrialist & alumni on curriculum. The evaluation of performance is done by IQAC and suggestions are communicated to the university through the staff members who are also members of the Board of Studies to help to design and develop the curriculum. Action taken report prepared from feedback analysis and communicated to LMC for making plan of action.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Finishing School	Nil	05/10/2018	20	Empoyability	Presentation Skill, Resume Writing, Body language, Time management, Professional goal setting and Ethics, Leadership and management Skills, Interview skill and Group discussions
IIT-B Introduction to Computer	Nil	15/02/2019	45	Empoyability	Computer Skills

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Adv. Account Auditing	12/06/2018

BA	Gujarati	12/06/2018
BA	Economics	12/06/2018
MCom	Financial & Management Account	12/06/2018
MA	Gujarati	12/06/2018
MA	Economics	12/06/2018
MA	English	12/06/2018

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	5514	Nil

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	12/06/2018	734
Campus To Corporate (C2C)	12/06/2018	556
Digital Marketing	12/06/2018	635
Digital India	12/06/2018	433
Value Education	12/06/2018	1706
Skill Development Programme	12/06/2018	1134

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Advance Account & Audting	2
BA	Gujarati	3
BA	Economics	3
BCom	Advance Account & Audting	34

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Institute aims to offer the best possible environment and learning experience to encourage students to perform to their full potential and capability. Feedback is an essential element of the learning process. The college collects the feedback on various curriculum aspects and courses from different stakeholders such as the students, alumni, Faculty, Employers and Parents through online. Students play a pivot role in the evaluation, development and enhancement of the quality of this learning experience. Feedback from students allows the institute to evaluate how its service provision is viewed by its one of the most important stakeholders i.e. students. The student feedback focuses on the following aspects: 1. General questions on the college 2. Lecturing methodology 3. Lecturer attributes 4. Method of assessment 5. Administration and resources. 6. College facility environment Structured feedback is taken through an online mechanism integrated with college ERP system. The schedules are announced on the college Whats app group, Google classroom and through Circulars informing students about opening and closing dates. The feedback analysis process has put an increasing emphasis on the need for involvement of students in the quality assurance of higher education. Feedback forms are analyzed and from feedback analysis action plan of college for next academic year is prepared. Student's feedback helps in adhering the process of quality assurance. Result of the feedback process is made available to the Teachers of the each department concerned, heads of Departments, and areas for appropriate follow-up action are identified and communicated to the concerned person. The result of the student feedback process, as well as the recommendation and the action taken on the basis of such recommendation are important consideration for the course review which each Department is required to undertake.

CRITERION II - TEACHING- LEARNING AND EVALUATION**2.1 - Student Enrolment and Profile**

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English	75	13	13
MA	Economics	70	45	45
MA	Gujarati	70	16	16
MCom	Financial & Management Account	140	127	127
BA	Economics	130	117	117
BA	Gujarati	130	99	99
BCom	Advance Account & Auditing	1540	1520	1520

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3708	438	23	Nil	34

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
57	50	1933	26	4	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes The College has established Mentoring System in each division. One teacher is allocated as a mentor in every division and one teacher is appointed as Assistant Mentor according to total strength of the class. The class mentors closely monitor class curriculum through-out the year. Mentors continuously monitors and motivates the students not only in academic matter or career development but also be a responsible citizen of the nation. Class mentor list is published on the college website and prospectus to make aware for general communication. Role of class Mentor:

- To encourage students for participating in various educational and extracurricular activities.
- To discuss with students about career opportunities.
- To identify slow learners and advance learners.
- To help students in all means, such as a preparation of examination and solved their difficulties.
- To prepare internal marks for university examinations
- To prepare list of top five students of internal examination, to motivate and encourage them for better results at university level exam.
- In case of irregular numbers, the class advisor invites the parents to make them aware of their child's absence and do counselling, if needed.
- The Class mentor also play the role of a counselor in case of students who are depressed or going through some emotion crisis.

List of Mentor : F.Y.B.A.-I(GM): Prof. H.D.Dave F.Y.B.A-II(GM): Prof. N.B.Bariya S.Y.B.A.-I(GM): Prof.V.M.Chaudhari S.Y.B.A.-II(GM): Prof. R.D.Jha, Prof.H.B.Patel T.Y.B.A.-I(GM): Dr.R.C.Gandhi T.Y.B.A.-II(GM): Prof. G.B.Joshi F.Y.B.COM.-I(GM): Prof.S.V.Kulkarni F.Y.B.COM.-II(GM):Dr.PunitaB.Patel F.Y.B.COM-III(GM): Prof.J.D.Vachhani F.Y.B.COM.-IV(EM): Prof.B.N.Patel F.Y.B.COM.-V (EM): Prof. C.U.Naik F.Y.B.COM.-VI(EM): Prof.B.A.Thakor F.Y.B.COM.-VII(EMSF): Prof.Shweta P.Patel F.Y.B.COM.-VIII(EMSF): Prof.M.B.Shah F.Y.B.COM.-IX(GMSF): Prof.M.H. Tailor F.Y.B.COM.-X(GMSF): Dr. Z.L.Parmar F.Y.B.COM.-XI(GMSF): Dr. Z.L.Parmar S.Y.B.COM.-I(GM): Prof.J.B.Chaudhari S.Y.B.COM.-II(GM): Prof.K.G.Patel S.Y.B.COM.-III(GM): Prof.K.S.Sutaria S.Y.B.COM.-IV(EM): Dr.B.N.Dhimmar S.Y.B.COM.-V(EM): Prof.N.S.Trivedi S.Y.B.COM.-VI(EM): Dr.R.R.Agarwal S.Y.B.COM.-VII(EMSF): Prof.K.N.Savaliya S.Y.B.COM.-VIII(EMSF): Prof.Chirag.K.Sidhpuria S.Y.B.COM.-IX(GMSF): Dr. Kruti A.Patel S.Y.B.COM.-X(GMSF): Dr.Mayank Sodha T.Y.B.COM.-I(GM): Prof. B.D.Patel T.Y.B.COM.-II(GM): Prof.B.N.Patel T.Y.B.COM.-III(EM): Prof. N.V.Upadhyay T.Y.B.COM.-IV(EM): Dr.G.N.Rana T.Y.B.COM.-VI(EMSF): Dr. Kruti A.Patel T.Y.B.COM.-VII (GMSF): Prof.Chirag.K.Sidhpuria M.COM.SEM-I to III(GM): Dr.R.D.Rana M.COM.SEM-I to III(EM): Dr.B.N.Dhimmar M.A. SEM-I to III (Guj.): Dr.R.C.Gandhi M.A. SEM-I to III (Eco): Prof.K.S.Sutariya M.A. SEM-I to III (Eng.): Prof.S.V.Kulkarni

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4146	57	1 : 72

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
61	57	4	15	12

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state	Designation	Name of the award, fellowship, received from Government or recognized bodies
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	level, national level, international level		
2018	Prof. Sonal V. Kulkarni	Associate Professor	Dr. Sarvepalli Radhakrishnan Education Excellency Award 2018 from NGO's like Do Before Die, Parenting for Peace, SEA, Wake Educate, Dream High, Primex, WE, Crystal Palace etc.
2018	Prof. Dr. Punita P. Patel	Associate Professor	Best ANO by NCC
2018	Prin.Dr. Kishorsinh N. Chavda	Principal	Best District Chair Person by International Lions Club

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2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BCom	B.Com	VI	25/03/2019	20/05/2019
BA	B.A.	VI	25/03/2019	13/05/2019
MCom	M.Com	IV	25/03/2019	10/06/2019
MA	M.A.	IV	25/03/2019	24/05/2019

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since Evaluation is an integral part of the teaching-learning process, the college is particularly aware of its importance. The triple principle that the college follows in this regard is: transparency, regularity and punctuality. Meticulous Evaluation is like a clinical thermometer to evaluate education. Our Institute prepares, publishes the academic calendar for the year well in advance. For planning continuous internal evaluation is based on working, teaching outcomes. The Institution makes very honest and continuous evaluation system which is transparent and for the betterment of the students. Both the summative and the formative modes of evaluation are used by teachers. 1.Mnemonics and mind mapping are included as an innovative practice. 2.Remedial measures are taken by conducting additional lectures by adhoc staff to clarify doubts and re-explaining the critical topics. 3.Unit tests are conducted prior to sectional examinations and study material. 4.Topic wise question banks are provided for all subjects. 5.Lesson plan by teachers. 6.E-Content materials are provided to the students. 7.The institute regularly conducts, group discussions, seminars, guest lectures and case studies. 8.TheinstituteeffectivelyusesGoogleclassroomandWhatsAppgroup, i-noticeboardforthe academic and examinations section wherein all the notices related to the examination and academics can be circulated and communicated to all students 9.For UG and PG students University Exams papers are display on college website and i-notice board. Students are encouraged to solve previous years University Exam question papers. 10.Poor performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students. 11.Monitoringtheimprovementinlearningofslowlearnerandencouragingtheadvancedlearnersby reviewing their performance in exams 12. Use of technology in classrooms. Online attendance. 13.Strictattendance. Poorperformanceduetofrequentabsenteeismisdealtbysendingregistered letters to the parents of such students. 14.Communication network to keep parent informed. 15.Teachers are encouraged for quality improvement programmes. 16.Compulsory language training. 17.Answersheetsofmeritorious studentsineachsubjectareseparatedputonthewebsitetoenable students to learn a proper way of writing in the examination. 18.Semester and CBCS pattern is followed However, a free and fair atmosphere is conducted while retest of students if they are medically unwell or if thestudentshaveparticipatedinvarious sportseventorareappearing forprofessionalexamslikeCA,CS, etc.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution follows a set plan to organize the teaching - learning and evaluation schedule which is as follows: AcademicCalendar: Everyyearbeforethecomencementofthesessionanacademiccalendarispreparedwhichhighlightsthe co-curricular activities, examination dates, vacation dates, details of the admission schedule and teaching days which are in accordance with the academic calendar of the University. This academic calendar is printed in the prospectus. It is a tentative schedule and is subject to change as per the requirement. Provisions are made for both summative and formative evaluation. Lesson Plan: Each teacher prepares a teaching plan in advance after discussions with the head of the teachers in the subject and a record of it is maintained in the teachers' diary.The work load and the course input are divided and the teachers plan accordingly. They even plan the technique to be adopted for teaching with affixed objective behind it. Time table in advance for tests: Examinationsformacoreaspectofanyinstitutionand toconductitproperlythetimetableforbothinternal testsandadditionaltestispreparedtwomonthspriortothetestanditisdisplayedonthenoticeboard.The teachers announce the time table in class rooms so that the students may take a serious note. When it comes to the assessment of answer books faculty members and the institution are careful about it and have taken some serious measures: - Equal distribution of work: The number of answer books are equally divided among the faculty members so that no lecturer is over burdened

with the responsibility. Before the commencement of the examination this allotment of assessment work is done by the Head of the subject and the principal approves it. This ensures equal distribution of work. Model answer books/Marking Scheme: The teachers, before assessing the answer books, prepare an answer books or a marking scheme and allot marks for each step. The work is then carried out accordingly and in case any student has a complaint, it becomes easier for the teacher to explain. Stipulated time for the assessment of answer books: The assessment of answer books is done on a war- footing. Generally, within 20-25 days a teacher is expected to return the answer books. A register is maintained to keep a record of the receipt and the submission of answer books. This ensures quick, focused and time-bound work. Display of the mark sheets on the notice board: Marks are announced by the teachers in every class and mark sheets are displayed on the notice board. A notice is circulated in the classrooms informing the students of the time and date to see their answer books.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.acs.ac.in/program-outcomes-program-specific-outcomes-and-course-outcome/>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MA	MA	English	65	31	47.69
MA	MA	Economics	49	39	79.59
MA	MA	Gujarati	9	6	66.67
MCom	MCom	Financial & Management Account	112	50	44.64
BA	BA	Economics	45	35	77.78
BA	BA	Gujarati	34	31	91.18
Bcom	BCom	Advance Account & Auditing	633	331	52.29

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2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.acs.ac.in/students-satisfactory-survey/>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	90	Gujarat State Sangeet Natak Academy, Sports Youth Culture Activities Department, Government Of Gujarat.	500000	494000

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3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
A Motivational Seminar by Mr. Govindbhai Dholakiya	Commerce	14/08/2018
Overseas Employment Career information Seminar by Model Career Centre- Surat under Ministry of Labor Employment (Govt. of India)	Entrepreneur Cell	03/07/2018
Orientation program for UPSC-GPSC Examination	Entrepreneur Cell	03/08/2018
Guest Lecture on Personal Interview Interview Etiquettes	Entrepreneur Cell	24/08/2018
Campus Orientation Program for pre- placement guidance by TCS for final year students	Entrepreneur Cell	13/12/2018
Entrepreneurship Awareness Program organized by Centre for Entrepreneurship Development	Entrepreneur Cell	03/01/2019
Seminar on IELTS Exam	Entrepreneur Cell	25/01/2019
Entrepreneurship Training Program for Girls	Entrepreneur	31/01/2019

	Cell	
Seminar on GPSC and Government Exam in Banking academy every classes	Entrepreneur Cell	31/01/2019

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Gujarati	1
Commerce-Accountancy	1

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	Statistics	1	7.11
Nill	Accountancy	6	5.5
Nill	Commerce	2	5.5
Nill	Banking	2	5.5

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Gujarati	1
Accountancy	9

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	Nill

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	23	22	24
Presented papers	14	22	Nill	Nill
Resource persons	Nill	8	9	7

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3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Surat Raktdan Kendra	5	300
Mega Blood Donation Camp	Surat Raktdan Kendra, Lion's Club surat	5	360
Gurupurnima	Akhil Bhartiya Vidhyarthi Parisad, Surat	57	455
Thalassaemia Test	Surat Raktdan Kendra	4	1692
Blood Donation Camp	Surat Raktdan Kendra, Lion's Club surat	5	212
Meditation Programme	Osho Chair	2	150
Swachchata Awarness	Youth Foundation of India, Surat	2	4015
GIBV Programme	Global Indians for Bharat Vikas Organisation	5	325
HIV AIDS Awarness	STD Care Project Under Indian Govt.	5	435
Swachchhata MoHUA Application Dowanload	Surat Municipal Corporatin	5	4015

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Collecting the Highest Number of blood Bags from amongst the Colleges of Surat City	Rotary Round Town Trophy	Surat Raktdan Kendra.	4146

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Community Service	Govt. Primary School No. 307 308	Clutural Activities at Govt. Primary School (07/08/2018)	4	45
Community Service	Govt. Primary School No. 307 308	Educational Activities at Govt. Primary School (07/08/2018)	4	45
Community Service	Govt. Primary School No. 307 308	Visit at Govt. Primary School (04/08/2018)	4	15
Swachha Bharat Abhiyan	Surat Municipal Corporation, Lions Club Surat, Jivan Jyot Trust	Tree Plantation (26/7/2018)	4	5
Youth Parliament of India	Karnavati University, Gandhinagar	Youth Parliament of India Seminar (26/7/2018)	1	350

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Students Faculty Exchange	Students	NIL	1
Students Faculty Exchange	Faculty and Students	NIL	1
Students Faculty Exchange	Faculty and Students	NIL	7
Students Faculty Exchange	Students	NIL	5
Students Faculty Exchange	Faculty and Students	NIL	1
Students Faculty Exchange	Faculty and Students	NIL	3

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during

the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training and Internship	Internship	DB Corp.	12/06/2018	11/06/2019	40
Training and Internship	Internship	BS Institute	12/06/2018	11/06/2019	0

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Apollo Pharmacy	13/08/2018	Employment	42
Uniglobe College (Pokhara University Affiliate), New Baneshwar, Kathmandu	17/09/2018	Academic Activities	Nil

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4443634	4159532

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	Nil	2004

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30963	4604255	215	59845	31178	4664100
Reference Books	619	704551	30	6667	649	711218
Others (specify)	1993	425850	9	1350	2002	427200
Journals	126	49334	54	8180	180	57514
CD & Video	666	20721	3	300	669	21021

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others

Existing	221	1	0	2	1	4	11	100	0
Added	1	0	0	0	0	0	0	10	0
Total	222	1	0	2	1	4	11	110	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Capturing System(LCS)	https://youtu.be/f5w5gYVaIhQ
Video Conferencing Facility	https://youtu.be/uS30MAhiamg

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
11722054	1173415	4334801	2255123

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - Multi Media, Libraries, Language Lab, Sports complex, Data Process room, Administrative Area, Computers, classrooms, etc. Initiatives are taken from time to time to improve the physical ambience of the campus. Maintenance and Repair Service Policy Institution's Maintenance Department provides a standard level of base (non-chargeable) services and performs preventive maintenance and repair of all academic and administrative buildings on campus. This policy delineates the scope of maintenance, repair and custodial services in the academic and administrative buildings and surrounding environs. This policy describes the standard level of service that Facilities Management provides for students, faculty, staff and visitors to enjoy a safe, functional, clean campus environment. The Office Facilities Management provides a standard level of services and performs preventive maintenance and repair of all academic and administrative buildings and campus environs. All members of the College community are responsible for managing space, overseeing events within academic and administrative buildings or in campus environs covered by this policy. Custodial Services: Infrastructure facilities are maintained by the Maintenance department. There is a trained technical staff to look after maintenance of the institution. For any kind of maintenance or repair, a duly filled signed complaint form is forwarded to the respective maintenance department which they physically examine then rectify the problem. Dry and wet cleaning of class rooms, seminar hall, faculty rooms, office, library, corridors and wash rooms is done daily. Daily cleaning chart is maintained for the same. Library: The books in library are accessioned, stamped and then shelved according to Dewey decimal classification. Book binding is done for damaged books to prevent further damage. Institution has constituted Library Advisory Committee for effective accessibility and availability of learning resources to students and faculty. Sports complex and Multi Media: Facilities for sports and cultural activities are made available to students during various events like sports week Innovision etc .The record for this is maintained. Computers: Institution is responsible for maintenance of computers and network facility of the institution. One full time computer technician is available for day to day maintenance of computers and other IT facilities in the institution. The institution takes measures to upgrade IT infrastructure as per requirement of faculty students. Classrooms: Dry and wet cleaning of class rooms is done regularly. Working of LCDs, Overhead Projectors is checked on regular basis. Usage of these teaching aids is monitored by the use of log book. Water harvesting and Waste Management System: Water harvesting has been constructed in our campus. The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation. Wi-Fi: All Wi-Fi users can be controlled through Cyber roam firewall. Generator facility: The campus has 1 Diesel generators with capacity of 160 KV for management/regulation of electricity and voltage. Central RO plants are used to provide constant water supply to campus and one supervisor is appointed to look after it.

<https://www.acs.ac.in/8796-2/>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship	48	247250
Financial Support from Other Sources			
a) National	State Govt.Scholarship	2261	5253392
b) International	Nil	Nil	0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab,

Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development- Tally	01/12/2018	734	Smart Anonymous
Soft skill development- Campus To Corporate (C2C)	01/07/2019	556	College
Soft skill development- Digital India	01/07/2018	433	College
Soft skill development- Value Education	01/12/2018	1706	College
Soft skill development- Digital Marketing	01/12/2018	635	College

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Inauguration of NET-GSET preparation class	59	Nil	6	Nil
2018	Awareness Seminar on Government Competitive Exam (23/10/2018)	100	Nil	Nil	Nil
2018	Seminar on IELTS Exam (25/01/2019)	500	Nil	Nil	Nil
2018	Seminar on GPSC and Government Exam in every classes (31/01/2019)	3200	Nil	Nil	Nil
2018	SCOPE Examination (01-02/02/2019)	1864	Nil	Nil	Nil

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	7

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
CMS Info System	60	5	Techno Shine Co. Ltd, Amroli	10	2

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	123	B.Com	Commerce	Other Institute	Different Programme
2018	6	M.Com	Commerce	Other Institute	Different Programme
2018	14	B.A-Guj	Arts	Other Institute	Different Programme
2018	14	B.A-Eco	Arts	Other Institute	Different Programme
2018	1	M.A-Guj	Arts	Other Institute	Different Programme
2018	9	M.A-Eco	Arts	Other Institute	Different Programme
2018	24	M.A-Eng	Arts	Other Institute	Different Programme

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SLET	4
Civil Services	1

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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter College Prayer Singing Competition 1	Inter College	22
Inter College Salad Decoration Competition 1	Inter College	27
Inter College Rangoli Making Competition 1	Inter College	31
Inter College Poetry Recitation Competition 1	Inter College	29
Inter College Extempore Competition 1	Inter College	22
College Wrestling Team Selection (Men) 1	At College	5
College Table Tennis Team Selection (Women) 1	At College	5
College Weight lifting Team Selection (Women) 1	At College	3
College Rifle Shooting Selection (Men) 1	At College	1

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5.3 - Student Participation and Activities

5.3.1 - 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Presence of an active Student Council The institution has an active student council to hold the common interest of students for serving as the driving forces in upholding the institutions spirit, helping their fellow students and allowing members a chance to develop powerful leadership and learning opportunities. It provides a platform to students to express their views on issues concerning them. The nominations enrolled are the students' representatives of various classes. The final selection of class representative is through election. General secretary selection is through indirect voting form class representatives. President • To act as an official spokesperson for the council in its relations with the students and the college administration. • To supervise the tasks of the council members. • To take part in all special committees formed by the council. • To represent the students on official occasions. Vice President • To assist and advise the President. • To Assume President duties when needed General Secretary • To play a pivotal role as a team with the President and Vice President in organizing variouscurricular events of the College. Sports Secretary • To play instrumental role in networking all the students interested in sports. • To assist the Physical Director and the Sports Committee in organizing various sports competitions at different levels. Cultural Secretary • To Co-ordinate with the cultural committee in planning and smooth conduct of various States, National and Global level cultural competitions. • To take initiatives in incorporating cultural ethics in the students and motivate students forparticipation in cultural events. • To communicate ides from the student body to the council. • To Volunteer as and when required. Student's role in academic administrative bodies • Academic: To enable smooth functioning of field trips, exhibitions, seminars, club activities, theclass representatives play the role of communicator- coordinator. Certain class representatives are also elected to be the members of IQAC cell to play an anchor role from student perspective in maintaining the quality by making recommendations. • Student Grievance and Redressal: The Class Representatives are the Special Point of Contact for any grievance and takes it forward for Redressal with the concerned committee. • Anti-ragging: Though the campus is anti-ragging free zone, student class representatives areresponsible to enquire and escalate such issues to concerned mentor. • Internal Complaint Committee: Internal Complain Committee has student representation in it. • Placements: Executive members act as 'Placement coordinators' and play a vital role from profilesourcing to participating actively during the placement drive. They network with students regarding recruiting firms through digital boards, placement notice boards and social network. • Personal Counseling: The class representatives identify students who are irregular, aloof and lonely and extend moral support and lend a listening ear. If the situation is beyond their ability to attend they would convince the student to talk to their mentor. • Alumni: The student

council involves in organizing alumni meets and in maintaining a network for developing student alumni database.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

The College has registered Alumni Association on 27th June, 2018 in Public Trust Administration Fund. The College has shaped many alumni as educationists, actor, managers, entrepreneurs, teachers, performer, etc. The Alumni feedback is collected their ideas and suggestions are duly considered and implemented by the college administration. The College takes the pride in recruiting qualified and meritorious Alumni as faculty members. Financial Contribution by Alumni: Fund Raising: Alumni are one of the benefactors of the Institution by contribution fund in cash and kind. Such contributions are used towards the developmental activities of the Institution such as purchase of plants. Non-Financial Contribution by Alumni: Placements: The pious Alumni participate actively in the placement activities of the college by conducting pre-placement activities such as Mock Interview, guiding the students in Resume writing, orienting them on etiquettes of attending interview etc. They are also instrumental in bringing various corporate organizations to the Institution for the placement drives. Mentorship: Alumni plays an active role in the voluntary programmes like mentoring students in their areas of expertise in guest lectures, orientation programmes, prize distribution etc. The acclaimed and felicitated alumnus of different activities are invited as a guest at the prize distribution to grace the dais, also they are invited as a judges in various competitions arrange by the college and students. Career Guidance: Alumni are the huge talent pool whose guidance is made beneficial to students and other fellow alumni in their respective areas of study by organizing interacting sessions with them. Networking Platform: In this era of social networking the Institution connects with the Alumni through various networking medium website, Email, Face book.. Social Responsibility: Many Alumni are connected with 'Spandan'. The Association entered into a MOU with a voluntary organization called, our step for Service (OSFS) to work in cooperation for undertaking social activities such as Health Awareness Programs, Communication Training Programs, and Women Empowerment Programs etc. It also collaborated with other NGO's like the Voice for Girls in conducting various social activities and organized Yoga sessions to celebrate the International Yoga Day. Contribution towards Sports: The Alumni who are involved in sports contribute to the institution by training the present students in regular practice of soft ball and base ball. Alumni Meet: Every year institution keep meeting with members of Alumni Association on 15th August 26th January to celebrate Independence day and Republic day.

5.4.2 - No. of enrolled Alumni:

152

5.4.3 - Alumni contribution during the year (in Rupees) :

9150

5.4.4 - Meetings/activities organized by Alumni Association :

15-08-2018 - 1st Alumni PTA Meeting 26-01-2019 - 2nd Alumni PTA Meeting 24-02-2019 - 3rd Alumni PTA Meeting

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization of institutional practices demonstrates the "team-work" capability of any institution. Decentralization in our College is a systematic and democratic distribution of authority at every level which involves cutting the edges and having effective holistic participation. The Institution practices decentralization and participative management in academic and administrative levels. Immediately after the Elections of student's council, the staff and students follow the vision and mission of institution by oath taking ceremony. Strategic goals and objective of the institution functions through different committees and cells formulated constituting Principal, staff, IQAC statutory and non-statutory committee and Students' council committees members. The Principal is the Chairman and co-coordinator of all the governing bodies. The teachers are the Chairperson of different sub committees and the elected students become the secretary along with a list of teachers and students as members interested in the formed committees. All the committees of the institution play an active role in planning and decision taking. Following committees are formed for effective implementation:

1. Principal- Implementation and monitoring of academic and administrative system to cater to vision and mission of the Institute.
2. Students council Committee / Student welfare committee- Planning, execution and supervision of activities of student association.
3. Office Superintendent- Supervision and management of all administrative and operational functions.
4. Finance and Accountant Committee- Management of finance and account activities.
5. Academic monitoring committee / Planning Forum Committee - Academic development and monitoring progress of various teaching/learning processes
6. Internal Quality Assurance Cell (IQAC)- IQAC provides timely guidance for conducting activities and focus on institutional functioning towards quality.
7. Examination committee/College Examination Officer / Internal Squad- Internal University examination activities and supervisory.
8. Student grievances Redressal committee - Attending and Redressal of students problems.
9. Sports, Gymkhana committee and Cultural Committee - Planning, execution of sports and Cultural activities.
10. Library and Debating Committee - Management of learning resources.
11. NSS Coordinator - NSS activities of Amroli college.
12. National Cadet Corps- Parade activities and NCC Activities.
13. Training placement

and career guidance cell - Career guidance, Pre placement training and Placement Activities 14. Research committee - Academic and research activities of the college. 15. Anti-ragging committee - As per the UGC regulation and recommendations, the College has appointed an anti-ragging committee to curb the menace of ragging. 16. Anti-Ragging Squad - College has appointed an anti-ragging squad to curb the menace of ragging in the campus 17. Grievance Redressal Cell - The students in case of any problem can contact the cell. 18. Other Committee - Healthcare Committee • Magazine Committee • Educational Tour Committee • Women Empowerment Committee • SC/ST Cell • OBC and Minority Cell • Library Advisory Committee • Certificates Awards Committee • Time Table Committee • Red Ribbon Club • Sexual Harassment Prevention Cell • Gujarati Sahitya Sabha • Sanskrit Sahitya Mandal • Alumni Association • Parent Teacher Association • UGC MHRD Committee • The Right to Information Act, 2005 Committee • Vigilance Committee

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> The institute is affiliated to V.N.S.G.U., Surat since 1991. The curriculum, admission and evaluation are followed as per the rules and regulations of state government and affiliating university. The curriculum is implemented systematic time table, distribution of syllabus, monthly and semester-wise planning and maintaining teachers diary. Efforts to make feedback process more effective online / physical feedback regarding curriculum is taken from students, parents, alumni, teachers and employers. feedbacks are consistently followed, analysed from that action taken reports are prepared. The syllabus of each subject is upgraded every 3 years by the university. Suggestions and complaints are collected from teachers about Curriculum and represented in the meetings of the Board of Studies. Students are invited to present their views on the usefulness of the curriculum. Students, alumni, teachers, parents and industrialist feedbacks on curriculum are taken and analyzed. Academic Calendar is issued in the beginning of the academic year. Faculties maintained Academic Diary. Time table committee plans the schedule for teaching process according to UGC and State Government Resolution. Visiting faculties are appointed by the Management for the Vacant posts. Curriculum design and development process is undertaken by Board of Studies, VNSGUniversity, College teachers participate in discussion relating to curriculum design the Task Force designed by the VNSG University and also attend workshop organized by the University. Certificate courses introduced by College to fill up gap between curriculum and Industry. The college follows the guidelines for the curriculum development set down by the University.
Teaching and Learning	<ul style="list-style-type: none"> Academic calendar is prepared by the IQAC in the beginning of academic year. The institute motivates to adopt modern teaching- learning method like ICT enabled academic activities. Additional lectures are arranged in regular time-table clarify doubts and re-explaining the critical topics. All the programmes are monitored with regard to teaching through feedback. Analysis of each department and communicating it to the respective teacher/ department for improvement. This has helped in enhancing the quality of programme.
Examination and Evaluation	<ul style="list-style-type: none"> Evaluation process adopted by Seminars, Projects, Oral Tests, Home Assignments, Tutorials, Problem Solving Method, and Internal regular and additional tests. Display of results are done through notice board and I-communication. Answer sheets of Meritorious students in each subjects are put on the website. Rechecking facility of answer book is provided. Online examination system introduced in value added certificate courses.
Research and Development	<ul style="list-style-type: none"> College has online research journal IDEES- International Multidisciplinary Peer Reviewed Research Journal (online) with ISSN NO. 2455-4642 Guest lecturers / seminars / workshop arrange for teachers and students. To encourage teachers for publishing books, official publication gets by the institute with ISBN number and has published 21 educational books
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> There is 22x89Feet (1958 Sq.feet) sized library. There are more than 33500 books. Major newspapers, magazines, journals and periodicals are subscribed in English/Gujarati/Hindi languages. Internet facility is also available in the library with 10 Computers. N-List program for e-books e-journal. SOUL Software and OPAC facilities is available for library management system. consistent improvement in the facility of library. Feedback on Library facilities by Students and analysed it.
Human Resource Management	<ul style="list-style-type: none"> Use of appropriate Human resource for specific task to be completed in time bound manner. Rotation of Administrative assistant and helpers between various departments to improve their skills.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> For internship and summer training, established linkages with BS Institute, Surat Peoples Co-Op. Bank and DB Corp. The institute has 2 Linkages and 15 MoUs with Institutes, Corporate and NGOs for placement training, internship, placement, students-faculty exchange programs and social activities for community. Regular interactions of students with industry experts to gain industry knowledge.

Admission of Students	<ul style="list-style-type: none"> • Online Admission procedures. Admission procedures are well advertised through prospects, website, notice boards, counselling during admission etc. • All the seats in Aided/ self-finance classes for first year B. Com and PG (MA MCOM) were filled up in centralised admission process through VNSGU.
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6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Communication only through official email IDs.
Administration	<ul style="list-style-type: none"> • Online Admission system through college ERP System. • Communication only through official email IDs. • Data generation and submission through emails only.
Finance and Accounts	<ul style="list-style-type: none"> • Tally software for accounts
Student Admission and Support	<ul style="list-style-type: none"> • All the seats in Aided/ self-finance classes for first year B. Com and PG (MA MCOM) were filled up in centralised admission process through VNSGU. • College has deployed ERP System
Examination	<ul style="list-style-type: none"> • Mark entry for internal as end semester examination is done through ERP and shown to students before final submission.

6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Sejal A. Desai	KCG workshop for GSIRF NAAC	NIL	4239
2018	Manish H. Tailor	KCG workshop for GSIRF NAAC	NIL	4239
2018	Mayank Sodha	KCG workshop for GSIRF NAAC	NIL	4237

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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Seminar on "Today's Education" by Motivational speaker Mr. Sanjay Rawal	Seminar on "Today's Education" by Motivational speaker Mr. Sanjay Rawal	28/07/2018	28/07/2018	50	20

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
3rd One Week National Faculty Development Programmel	Nil	14/03/2019	20/03/2019	7
10th Day FDP under the PMMMNMTT, MHRD	Nil	01/12/2018	10/12/2018	10
One Week FDP on Microteaching (English)	Nil	27/08/2018	02/09/2018	7

No file uploaded.

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nil	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • The Institution sponsors registration fees to teachers for presenting papers and attending state, National and International seminars, conferences, symposia, refresher courses and faculty development programs. • The 	<ul style="list-style-type: none"> • GPF- Loan facility and insurance for non-teaching are available. • Diwali gift is extended to supportive staff. • Advance salary is granted to the supportive staff in 	<ul style="list-style-type: none"> • Insurance • free ship • Scholarship schemes

<p>Institution felicitates the faculty who are conferred with National and International awards. • The Institution felicitates the faculty who acquired Ph.D/M.Phil degree. • Leave Encashment is provided for unveiled leaves. • Free uniform and safety gadgets are provided. • Group insurance scheme for staff. • Employee Provident fund for staff (Under Government Schemes). • Institute ties-up with other college for faculty development and conducting activity. • Training for Tally software was organized for non-teaching staff. • Condolence letter is given when any member has demise in their family followed by 'silent • prayer'. • Faculties who are about to retire are invited for flag hoisting. • On the birthdays of the staff members, the principals wishes the members with a book. • To extend the "Parivar" feelings those staff members whose children are going to appear in Board • Exams are sent a letter for brilliant performance. • GPF- Loan facility and • Group insurance for teaching are available.</p>	<p>need. • Washing Allowance is given to supportive staff. • Fees installments scheme for wards of teaching and non-teaching staff. • The faculty is allowed to use ICT, Infrastructure, and Library and take the assistance of the man • power. • Separate faculty room for teaching staff, spacious seating arrangement in administrative office and • separate adequate sanitary facilities for teaching and non-teaching staff are made available. Clean • cool RO water, Air conditioner, Microwave Oven and Refrigerator are arranged for all staff. • The Institution allows its premises free for the use of Family Celebrations of non-teaching staff. • Free medical checkup is provided. • Subsidized medical treatment is extended to Non-teaching staff in the hospitals run by the same management.</p>	<p>Earn and Learn Scheme</p>
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6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

• The Institution has a transparent and robust system of periodic internal as well as external audit of all its branches. • For effective management of financial resources, at the start of academic year, the annual budget of the college is discussed in LMC. Major purchases are made with the approval and sanction of the management. • A tender/quotation system is followed for the purchase of items. Every payment above thousand rupees is made by crossed cheque, which is signed by two authorities simultaneously. The institute has a Purchase Committee which calls for tenders required for different equipments and material. Tenders are invited, and examined after thorough discussion on submitted tenders. After final decision in the Tender meeting, purchase order or work order is given. All transactions are supported by vouchers. Principal is responsible for monitor in gand controlling the financial transactions. The College Conducts Annual Audit to monitor the effective and efficient use of available financial resources. • Institution has constituted purchase committee for disbursement of financial resources. The income and expenditure are properly maintained in account books. • The UGC Committee also prepares the statement of utilization of financial resource gathered from UGC. The institution conducts internal as well as external audit of its funds annually and report of audit and its compliance is discussed in LMC Meetings for approval. • The internal audit is done by our Jivan Jyot trust through its own Audit Department. Along with this, the annual audit is done at the Audit Department of Jivan Jyot trust. • In every financial year external audit is also done. It is conducted by Ashish Modi Co., Chartered Accountants, Surat. The compliance of external audit objections is also taken care of and it is also mandatory to send it within 15 days. The objections raised in the audit report are fulfilled and compliance report is sent. At the time of local audit, the objections raised in the audit report are verified, cleared and nullified. • External audit is also done by Government as per the schedule. The last external audit by Government was done in 2015-16. • The last internal audit was done in the financial year 2017-18. There were no objections regarding the audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Jivan Jyot Trust	300000	prize money for scholar students

No file uploaded.

6.4.3 - Total corpus fund generated

0

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nill	Yes	LMC
Administrative	Yes	ISO	Yes	LMC

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

Parents are invited to felicitate students in Prize Distribution Ceremony Parents are updated regularly about students performance Every year Parents are invited to celebrate 15th August and 26th January. Every year Parents are invited to attend Seminar on Parenting

6.5.3 - Development programmes for support staff (at least three)

Training for Report Preparation of Gujarat State Institute Rating Framework (GSIRF) Staff training for ICT and NAAC Training Conducted on different Modual of VNSGU ERP System for Online Admission, Mark Entry and Data Generation

6.5.4 - Post Accreditation initiative(s) (mention at least three)

1. The College website is renewed an effort has been made to make it content wise rich, so that entire information is available on the website. 2. Feedback Analysis on library facility has been analysed and it has been seen that there is a necessity to renovate library 3. Feedback analysis on curriculum has been analyzed and it has been seen that there is a necessity of job orientated course for practical knowledge. 4. Effective use of google classroom for all streams and to all classes. 5. To motivate student participation in social outreach activities. 6. College has decided to register various schemes of Governments. 7. The Institution has signed an MOU with various Institute/Companies to improve placement.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	A seminar on "Change India" for Students	19/07/2018	19/07/2018	19/07/2018	400

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An Orientation Programe of Damini and Awareness of Organ Donation	02/08/2018	02/08/2018	560	Nil
Seminar on "Women's health Awareness" by Rekhaben Dudhat Vice-Principal Shishuvihar Vidhyalaya, Katargam	04/08/2018	04/08/2018	180	Nil
Damini- Femicon-18 at Gandhi Smruti	11/08/2018	11/08/2018	240	Nil
Health checking camp for the staff to check and get report about Routine Hematology and urine cluture with the help and co-operation of Doctors of L. M. Desai General Hospital and P. M. Shah Maternity Home, Amroli.	15/08/2018	15/08/2018	42	58
Thalassemia Detection Test organized by college.	05/10/2018	20/10/2018	1237	499
Organ Donation awareness programme was organized with the help of Dr. Dinesh Vaidya of Narmada Kidney foundation.	11/01/2019	11/01/2019	200	50
Workshop on Beauty and Wellness by ORANE Institute	06/02/2019	06/02/2019	540	Nil
HIV-AIDS awareness programme	18/01/2019	18/01/2019	150	100
Basic Beauty Parlor & Cake making Classes were organized by All Gujarat Women's organization "Shakti manch".	13/02/2019	15/02/2019	170	Nil
Celebration of "International Women's Day"	08/03/2019	08/03/2019	2000	Nil

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar power generation 2 units (50 kw and 13 kw)

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	Nil
Ramp/Rails	Yes	5
Braille Software/facilities	No	Nil
Rest Rooms	Yes	5
Scribes for examination	Yes	5
Any other similar facility	Yes	5

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	13	Nil	06/07/2018	2	Organized 3 day Teachers training Workshop for Lions Quest Skills for Adolescence (SFA) jointly organized with Lions club of Spandan	Educational Initiative to provide infrastructure facilities for teacher's training to schools of surrounding area	40
2018	Nil	15	23/06/2018	1	Inauguration of "NET-GSET Preparation Class	Educational Initiatives	32

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	12/06/2019	All the Stakeholders follow the code of conduct prescribe by the college. No Case of Misbehavior has been reported

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrated International Yoga Day	21/06/2018	21/06/2018	300
Seminar on "Constitutional Rights Duties" by Advocate Prof. Shobhna P. Chhapia	24/07/2018	24/07/2018	180

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Public Transport: Railway station and Bus stop is within walking distance from the college campus. More than 85 students of the college use public transport facility to come at college. Students celebrate 'No Vehicle day'. • Plastic-free campus: Plastic bags are strictly not allowed in the campus. To discourage the use of plastic bags, Green club students made paper bags from newspapers and then distributed amongst students and staff members. The bag handed out to our stakeholders by college is made from paper/cloth. • Paperless office: All kind of paper waste is sent for recycling to the vendors. Usage of paper on the campus is minimized and printing is done on two sides. Maximum communication to staff, students other stakeholders is made through mails and other electronic media to spread awareness about the same. • Plantation: Campus has around 300 plants in pots trees around the parking area. Plantation activity done by green club, NSS and NCC students on the regular basis to make the campus environment friendly. Tree Plantation activity done to mark special occasions. Medicine herbs to high oxygen releasing plants are planted in the green house . • Cleanliness: Swachata Abhiyan is done by NSS and NCC students on the regular basis to make the campus clean. Inter class cleaning competition is also arrange in college. All the students downloaded Swachata Application by SMC. Program arranged on Environment on regular basis: • Environmental Studies is kept as an inter disciplinary subject at undergraduate level and the teachers make power point presentations and slide shows to increase students' awareness on environmental issues. • Every year inter class and inter college elocution competitions are arranged in college. • College felicitate students, staff and guests with books instead of giving them flowers. • Every year students celebrate Orphanage day, Nature day, Charity day, No Vehicle day, Green day, Karuna day ,Gandhigiri Khadi day, etc.. • Every year inter class and inter college Waste out of Best competitions are arranged in college. • College put note on its official email as: Print this mail only if absolutely necessary. Save paper, Save trees. To bring awareness among the students about naturopathic medicines herbs for everyday living and its benefits for human health workshop is organised.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice-1 1. Title of the Practice : Earn While learn Scheme 2. Goal : The aim was to help the students coming from underprivileged sections of society, girl students and also to provide them a source of income in a way which does not hamper their studies. The goal was to provide a scope for employability in the campus itself. Moreover, the institute aimed at utilizing the talent of the students. The motive was also to make the students value the importance of hard work while learning and also instill in them the importance of hard earned money. Generally, in our society girls are not encouraged to get education. By this best practice, the institute aims to provide wings to girls students for realizing their dreams. 3. The Context : The institute is located in an area where many students come from villages and adjoining rural areas. Not only

that there are children whose parents are farmers or diamond workers. Their financial condition is not so good but the passion to study is intense. It was felt that due to lack of finance after one year of study they opted for external course. There were many girls who discontinued their studies because they could not afford to pay the fees. In order to help these learners follow their dreams the college adopted this practice. 4. The Practice : This practice was started in 2006-07 and since then has been successful. In order to implement it, simply, a notice was circulated that if students are interested in working before or after the college hours and have minimum computer proficiency may contact the authority. Initially only two or three students came forward but with the passage of time this practice became very popular because these students get respect not only from the teachers but also from their peer group. For the students it is a good opportunity because they can manage their studies and raise finance for their family easily. Commerce students work in the afternoon schedule and the Arts students work in the morning schedule. Along with earning they are also able to learn the art of managing, organizing delegating. Generally, these students work as data entry operators but based on the quality of work they do, they are given important tasks as well. Students not only assist in data entry but they after one year assist the teachers in coordinating various competitions and activities also. If a student lacks proficiency in Excel or other basic computer courses, the other students train him/ her. So this scheme has become a double edged sword fine tuning the skills of the learners. Education for all is not just a myth but it has become a reality in this institute. No student is denied admission just because she/he cannot afford the fees. Best Practice-2 Title of the Practice : Social Inclusion of visually impaired in mainstream College "Chalo Apnayein, Sapne Sajayein" (Come, Lets realize our dreams) Goal : The aim was to do a service to community in a characteristic way. In Surat city there is a blind school but there is no scope for higher education for the blind. Therefore the aim of the institute was to come forward in extending this facility to the students who wanted to opt for UG or PG in our institute. The only aim was to help them realize their vision of becoming graduates and post graduates which could lead them to become independent and enable them to stand on their own feet. The goal was to make them a part of the mainstream life and let them face the challenges in their own way. The Context : As pointed out earlier, an urgent need to open UG or PG classes for such students was required. Most of the colleges were reluctant to offer admission to visually impaired candidates urgently. Our institute and its management wanted to do something about it. Thus was born this scheme of social inclusion thanks to the effort of the Head of the Institute and the management. The Practice : This practice was started in 2007-08 and since then has been successful. The implementation stage was done in three stages: • The blind school was first informed regarding this and their response was positive. • Secondly, all the colleges were sent a letter of request to forward the application of the visually impaired students to this institute and not refuse their admission. The same message was conveyed to all the Principals of the South Gujarat area during the Principals Association meeting. • Most of the visually impaired students now take admission in our college as they came to know the facilities extended to them. The next step was a little difficult as it required proper planning: • For that, with limited resources infrastructure was improved to cater to the needs of physically handicap students. E.g. ramps were constructed. • To encourage them to go in for higher education, their fees was also waived off. • Scholarships were also awarded. • Residential arrangement was provided with the help of Viklaang Shikshan Seva Trust run by an alumna of the college Devyani R. Thakore who is the President of this Trust. This Trust was formed in 2006 and the college has joined hands with the Trust since then. A house has been taken on rent with the finance provided by the Trust. • Mr. Dilipbhai G. Mahyavanshi, Senior Clerk of this college, takes special care of these students as far as their food, medicine and residential facilities are concerned. • Maid servant and cook were arranged to help them concentrate on their studies with the help of the Trust. • In case of any financial crisis related to the purchase of Grocery items/ books/ food etc. the donation is done by Jivan Jyot Trust and the teaching staff members of the college. • 3 Desktops were also provided to them at the place of their stay with the financial assistance provided by UGC Grant. • 16 I-pods were provided to the blind students with the financial assistance provided by UGC Grant. • Readers and writers were arranged for them during exam.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.acs.ac.in/best-practice/>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of our institute is: To attain excellence of students in academic and other programs and for creating an environment that is dedicated to inculcating in students the skills and values necessary to succeed in real life situations and to make them responsible citizens. The college has earned good name for academic atmosphere, self recognized discipline encouragement which is given to the students who actively participates in extra-curricular and co-curricular activities. Centralized admission procedure is done by VNSGU, Surat for first year B.Com. and PG programs. Admission demand ratio of our college is higher in comparison to other colleges of surrounding area. For the upliftment of the society college believe in giving preference to girls for admission. This is the very reason why more than 70 of students are girls parents have complete trust about the security and academic guidance given to their daughters. If the girls students of self financed classes excel in academics, they are shifted to grant-in-aid classes so that they need to pay very less fees. The students who are economically backward are given opportunity to get registered under Earn and Learn Scheme. It is a noteworthy point that 80 of our students are first generation learners who pursued college education. Their parents have not even completed higher secondary education. So, the college involves the parents to observe the

growth, progress achievements of their children. The college plays active role in supplying study materials, books, previous five years exam papers with solution to all the students and the study material is also displayed on e-platform- Google class room. The college motivates students achievements through more than five prize distribution ceremonies a year. After the completion of graduation studies 60 of the students go for higher education to pursue masters. 1 of our students are very much focused and definite for career orientation to get through NET/SET examinations. There are considerable number of students who applied for different government posts/entrance exams. The college has encourage these students by providing preparation training through agencies like Sambhav Institute, Prasthan Institute, i-Rojgar, for UPSC, GPSC and other government exams. We have started the certificate course namely, Campus to Corporate and Finishing School for the final year students for pre-placement training. We have also started center for the preparation of NET/GSET examination for the aspirants. We have also started Tally Erp 9 as Vocational Educational Training Program and for bridging the gap between campus and corporate. Amongst them 40 take part in placement drive. The placement cell of the college is functioning well through tie ups and linkages with various organizations as many reputed industries are willing to conduct recruitment drives on the campus like TCS, ICICI prudential, Kotak Mahindra Bank etc. Last year more then 130 students is recruited through campus drive. Thus our college is fully aware of its goals and every move is made towards its attainment with utmost care and conviction.

Provide the weblink of the institution

<https://www.acs.ac.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

The coordinator placed before the members a copy of the plan of action for academic year 2019-2020 with particulars of following items: 1. To be prepared for NAAC peer tem visit. 2. To arrange a mock peer visit to fill the gaps in the department. 3. To make innovation in evaluation method. 4. To increase/ modify certificate courses, add-on and value added programs as per the demand of job market. 5. To increase student centric activities. 6. To increase the participation of students in green initiatives. 7. To focus on outcome based education.