



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		H.A. College of commerce
• Name of the Head of the institution	Dr. Sanjay M. Vakil	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07926445459	
• Mobile No:	9824019103	
• Registered e-mail	hacollegeofcommerce@gmail.com	
• Alternate e-mail	hacollegeofcommerce@gmail.com	
• Address	H.A. College of Commerce, Opp. Law Garden, Ellis Bridge	
• City/Town	Ahmedabad	
• State/UT	Gujarat	
• Pin Code	380006	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	Gujarat University
• Name of the IQAC Coordinator	Dr. Anuradha Pagedar
• Phone No.	07926445459
• Alternate phone No.	07926445459
• Mobile	9327012334
• IQAC e-mail address	hacollegeofcommerce@gmail.com
• Alternate e-mail address	anuradhapagedar@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hacollege.co.in/college_files/accreditation/IQAC/AQAR_2019_20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hacollege.co.in/college_files/academic_calendar/Academic_Calendar_2020_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.84	2009	30/09/2009	29/09/2014
Cycle 3	B+	2.70	2016	16/09/2016	15/09/2021

6.Date of Establishment of IQAC	22/07/2006
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
H.A. College of Commerce	Salary Grant	Government of Gujarat	2020-21	3,98,56,893
H.A. College of Commerce	Development Grant from RUSA (Rashtriya Uchchar Shiksha Abhiyaan)	Government of Gujarat	2020-21	1,00,00,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	

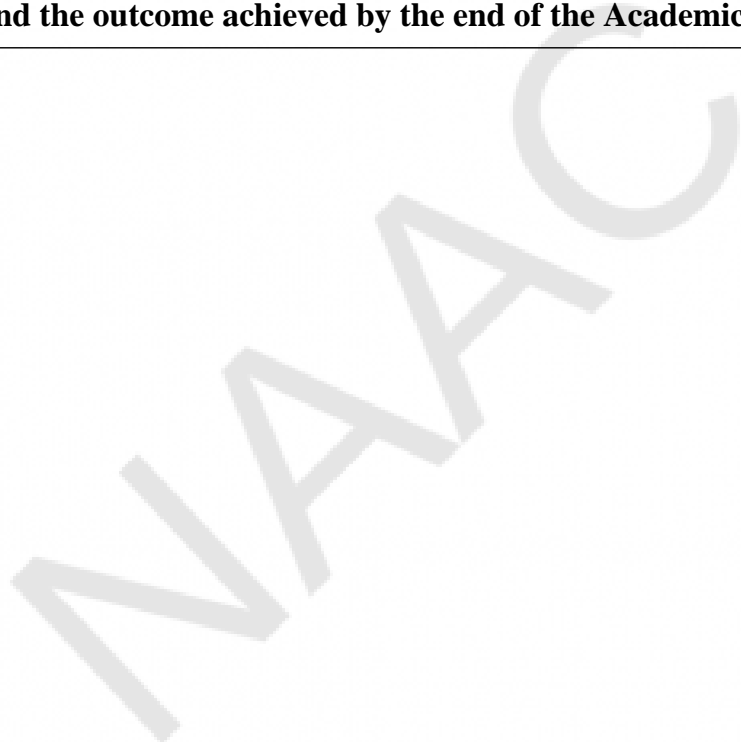
11. Significant contributions made by IQAC during the current year (maximum five bullets)
IQAC aimed at enhancing the understanding/learning of the subject by the students in the online mode.
IQAC suggested and organized subject related webinars and sessions by subject experts.
IQAC coordinated the scheduling of lectures by preparing channels on

MS Teams and aided in training for imparting education and conducting exams in the virtual mode.

IQAC carried out several activities for the benefit of the students during the time when students attended classes on the campus in the offline mode.

IQAC's objective had been to reduce the stress caused due to the ongoing pandemic and hence suggested having webinar and workshops for stress management

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



Plan of Action	Achievements/Outcomes
<p>To begin with the teaching work in the online mode</p>	<p>The faculty members commenced with the teaching work in the online mode. The classes were conducted on the MS Teams. The shift from offline classes to the online mode has been a challenge for subjects like accountancy and statistics. The students benefitted with learning the various subjects with the PPT prepared and shared with the students. It was a learning experience for the teachers as well as the students.</p>
<p>To conduct webinars on topics related to the subjects incorporated in the syllabus</p>	<p>Webinars on topics related to the subjects were organised. Students had the opportunity of having a glimpse into the other dimension of the subject. They were benefitted by lectures of renowned faculties of National and international repute.</p>
<p>To organise programmes for creating awareness about wearing masks and sanitisation during the onset of Covid Pandemic</p>	<p>The NSS unit students carried out programs for creating awareness about wearing masks and usage of sanitizer. The coordinators of the NSS and NCC unit visited school in the nearby village and carried out this program and they distributed masks and sanitizers to the people of the village. The school children and the residents of village got to know the fact of how and when to use the sanitizers.</p>
<p>To conduct a virtual program under the auspices of H. A. Gandhian Society</p>	<p>The H. A. Gandhian society has been established in the college since 2017 and aims at inculcating the Gandhian values in today's youth. The webinar on</p>

	<p>Gandhian values enriched the students with the basic principles to be adapted in their lives.</p>
<p>To Organise a National Level webinar on The NEW EDUCATION POLICY 2020</p>	<p>The New Education Policy Came into being in July 2020. The college conducted a webinar on the same. The experts spoke at length on the features of the New Education Policy. This helped the teachers and the students to understand the features of the policy. It also proved as an aid in assuring the students about the choice of the subjects they can make for their studies.</p>
<p>To plan and execute conduction of exams and assignment collection in the online mode for internal assessment and evaluation of the students</p>	<p>The examination committee conducted a workshop in the staff common room to explain how a question paper can be prepared and shared to the channels created on the TEAMS. The faculty members took the internal exam and collected subject assignments online. This helped in preparation of marksheet within a short time and the answers to the online question papers could be verified very easily in the case of any discrepancy.</p>
<p>To facilitate the feedback mechanism in the online mode</p>	<p>The IQAC suggested to have the feedback from the students by sharing the questionnaire online. The feedback committee received the responses and analysed them. The entire mechanism of gathering the feedback from the students, Teachers and other stakeholders was made easier due to its collection in the online mode.</p>

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Gujarat Law Society</td> <td>03/01/2022</td> </tr> </table>		Name	Date of meeting(s)	Gujarat Law Society	03/01/2022
Name	Date of meeting(s)				
Gujarat Law Society	03/01/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020-21</td> <td>15/02/2022</td> </tr> </table>		Year	Date of Submission	2020-21	15/02/2022
Year	Date of Submission				
2020-21	15/02/2022				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	2				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				
2. Student					
2.1 Number of students during the year	2149				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	328				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				

2.3	597
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	14
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	25,52,655
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	17
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Our institution, H. A. College of Commerce is grant in aid	

institution affiliated to the Gujarat University. We adhere to the syllabus prescribed by the University. In order to ensure effective curriculum delivery, the students are initially made aware of the importance of the subject and thus the faculty ensures to reflect the relevance of the topic of the subject. The usage of power point presentations, OHP and board work are important methods adapted by the teachers. The time table is prepared to have the maximum utilisation of the time to make sure that a single faculty caters to most of the semesters during the day. Lecture-notes are given to the students in the classroom as well as in the form of handouts for effective deployment of curriculum. Material in the form of questions and answers is also given to the students to help them prepare for examinations related to academic subjects as well as soft skills and for foundation course. The Time table committee shifts the lectures every time whenever any faculty is absent thus resulting in saving as well as using the time in best possible manner. The time table copy is uploaded for reference.

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

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

The College follows the academic calendar of the Gujarat University to prepare the institutes calendar. We have to adhere to the time and dates provided by the university to conduct internal examination. As the university conducts final examination for the students, the college conducts internal examination for the assessment of the students. It is conducted and completed timely as the internal exam results have to be submitted to the university.

For continuous evaluation, the internal exams are conducted, but especially during the covid pandemic the teachers have taken unit tests in the MCQ pattern to ensure the learning and understanding of the subject by the students. This was an aid in communication among the learner and teacher.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

2

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

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

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

0

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

00

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

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

It is very important to have students equipped with moral/ ethical values for aiming a healthy society. As an educational institution, it becomes the primary responsibility to inculcate these values among the grown-up college going students. The institution follows the syllabus of Gujarat University. Since the implementation of CBCS the syllabus has inclusion of subjects like Foundation Course and Soft Skills. In the foundation and soft skills there are subjects relevant to Ethics, Human Values and Environmental Science. The subject included in the syllabus are uploaded for reference.

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

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

00

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

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

00

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

**from the following stakeholders Students
Teachers Employers Alumni**

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

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://forms.gle/wD7KVQ1BBq9ZE8Ks5

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

626

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

328

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution has a regular practice of having batches of students who need more attention compared to others. During the pandemic the faculty members took online classes. For the students who expressed inability to solve mathematical problems and those who found it very tough to prepare notes on their own, the faculty shared the PPT 's, notes and solved problems to the students. This was done even in the online mode by sharing the same in the personal chat of the respective faculty. The learning of the students was identified by taking unit wise tests in the online mode by asking multiple choice questions. Thus the results of these tests are an aid to the faculty members to identify advanced and slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2149	14

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teaching learning process is carried out in a method best suited for understanding and learning by the students. The students were shared with the PPT's, solved problems documents in subjects like

accountancy and statistics and notes for theoretical subjects on MS Teams.. During pandemic we could not arrange for an industrial visit for the students where they get to understand the on hand experience of the topics related to the subject. In subject of Business Laws the case studies and the case law is explained by the faculty in a dramatic manner. Students are made to stand and play the role of plaintiff and defendant and thus the laws related to the case and its applicability is explained to the students. This practice has resulted in comprehensive understanding of the law along with its application.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

All teachers carried out the most of academic work like classes and teaching in the online mode during 2020-21. Hence the usage of computers, laptops, white boards on screen were a regular practice during the entire year. We have four classrooms enabled to teach with the use of a projector. During the off line classes, the teachers used them to teach with the help of Power point Presentations. This helped the students to have a better understanding of the subject.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

14

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

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

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

09

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

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

2.4.3.1 - Total experience of full-time teachers

25

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

2.5 - Evaluation Process and Reforms

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

The internal exams at the College are conducted as per the guidelines of the Gujarat University. It is compulsory for a student to appear for this exam.

There is an Examination Committee which is entrusted with the responsibility of effectively organising and conducting the exams. The committee starts with framing of the exam time-table which is displayed on the various notice-boards.

On the day of the exam committee member opens the sealed envelopes twenty minutes prior to the exam in the presence of the teachers.

The exam invigilance work is entrusted in the able hands of the faculty members and other experienced supervisors. A supervision chart is prepared and daily supervision sessions are delegated as per this chart. The convenor and member teachers of the committee go to each class during the exam to know if there is any problem and also to ensure that the strictest of discipline measures are adhered to. It is a matter of pride that there are rare cases of malpractices during the exam.

The faculty is expected to submit the result within 15 days after which a consolidated marksheet is prepared of all the subjects and displayed on the notice boards.

The students after going through their marks can apply for re-checking by paying a nominal fee, if they are not satisfied. Teachers assess the answer papers with full sincerity and so it is rarely that a change in marks needs to be made. However, if there is a change, the rectification is made.

Students who have remained absent are allowed to appear for re-test. The College is very strict regarding retest as it wants to

discourage the habit amongst students of not appearing for internal exams.

The committee members finally calculate the internal marks which include marks secured in the internal exams, assignment marks and attendance marks.

The pandemic situation brought about a change in the method of conducting college internal exam. Online mode of examination was adopted. The teachers used "Forms App" for conducting the online exams. Google Forms was used for online submission of assignments when conditions did not permit offline submission.

The College believes that transparency in internal assessment fosters the growth of the student and thus leaves no stone unturned in conducting fair exams and equally fair and transparent assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

There are two exams that the students have to appear for viz. internal exams and the University exams. Appearing in the internal exams is compulsory. For students who are not able to appear for the internal exams can appear for the re-test.

The evaluation process is fair, uniform and just. The teachers are given at least fifteen days for paper assessment after which all teachers submit their marksheets to the examination committee. The members prepare the soft copy of marks which are then cross checked with the subject teacher by each calling their marks while the committee members checking the entered marks in the soft copy. This exercise is done for all the subjects to ensure that the correct marks are entered in the marksheet. The committee then prepares a consolidated marksheet.

An important component of the internal marks' calculation is assignment which is given by all the teachers for their respective subjects. The exam committee members also prepare the consolidated marksheet for assignments. Here too a calling of marks is done with each teacher. The two marksheets are then also displayed on the notice boards.

The evaluation work is carried out by all the teachers in full sincerity so that there is a minimum possibility of students being dis-satisfied. However, if the students are dis-satisfied after checking their marks they can approach the teachers who ask them to apply for re-checking. Re-checking requires them to fill a rechecking form after paying a nominal fee. The exam committee members re-check the answer papers and if there is a discrepancy it is corrected.

The exam committee then proceeds to calculate the internal marks which are to be sent to the University. If a student has less than the required passing marks, the committee gives grace marks.

The teachers at H. A. are committed to teaching and fair evaluation. During the pandemic period, the College conducted MCQ online exam using Forms App. If a student was not satisfied with his/her marks, teachers were able to resolve the query immediately by showing him/her the mark on the App. Any grievance here too was addressed satisfactorily by the teachers.

The College, therefore, has a system that enables the teachers to minimise and address grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college offers under graduate and post graduate programme in commerce. The syllabus is placed on the website along with outcomes. The principal discusses and communicates the PO's and PSO's in to the faculties and the students. This helps in the understanding of the students regarding relevance of the subjects. Career counseling programmes are conducted for the students. The students also have lectures of alumni of the college who are successful professionals and practising chartered Accountant and company secretaries.

Thus the students are aware of the opportunities they may have on completion of graduation from the institution.

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

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

Attainment of Program outcome and course outcome go hand in hand. At our institution, as mentioned earlier, the Principal discusses the expected outcome of the graduation program we conduct. The teachers adopt means to fulfill the same. Along with the curricular aspect the teachers engage in briefing the students about the applicability of the content taught. For example the faculty of commercial communication while explaining letter writing, makes the students aware of the fact where it can be made use of. The same is with other subjects like Accountancy, Economics, statistics and Laws.

Even though we do not have the specific data related to the achievement of the students with respect to their higher studies and

employment, the alumni visiting the institution have always thrusted on the king of knoledge and information they recieved while studying here and they also mention it to the faculties. This may be a non tangible aspect of attainment of the program outcome but our institution which is more than 65 years old is proud of its illustrious alumni who have acheived success in their respective fields and areas of work.

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

2.6.3 - Pass percentage of Students during the year

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

524

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://forms.gle/wD7KV01BBq9ZE8Ks5>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

26

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

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
06	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>The institution has regular practise of carrying out activities in the neighbourhood communities to sensitize our student regarding social issues and thus prepare them as a socially conscious citizen. The year 2020-21 being a pandemic with lot of restrictions, we could carry out very few activities out of the campus. The information related to same is upload here with. The students of NSS carried out an awareness drive at a nearby village named ROPADA. They distributed sanitizers and masks and explained to the villagers about the precautions to be taken to avoid Covid 19 infection. Our NSS students worked tirelessly as corona worriers at the village. The principal and the staff members in collaboration with the Ahmedabad central jail authorities carried out NO PLASTIC campaign</p>	

and distributed cotton bags to the inmates of the jail along with explaining them to avoid using plastic.

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

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

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

0

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

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

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

05

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

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

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

05

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

3.4 - Collaboration

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

02

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate physical facilities for teaching and learning. There are 12 classrooms to accommodate the students for classroom teaching. There is a library rich with reference books and text books. The college has a computer lab where the students can access them for academic work. It is under renovation presently. The institution has received grant for infrastructural augmentation from RUSA (Rashtriya Uchhatar Shiksha Abhiyan). The renovation is carried out from the same grant.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hacollege.co.in

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

The institution has facilities for cultural activities, sports and games. The Institution has facilities for Cultural activities, sports and games. The H. A. College of commerce is situated in a sprawling campus of the GUJARAT LAW SOCIETY. The college is managed by the Society. We have a seminar hall and a auditorium to conduct cultural programs and other activities of the college. There is a large ground for volleyball, basketball and cricket practise. The Campus has a gymnasium and a Yoga Room which caters to the needs of the students at our college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hacollege.co.in

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

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

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

25,52,655

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

4.2 - Library as a Learning Resource

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

The library is partially automated with integrated Library Management System SOUL version 2.0. The Information related to the books, journals, periodicals is available in soft copy. The library is referred to as a knowledge resource centre and the full-time librarian plays an important role in collection, development and storage of information. The library is having more than 35000 books including the reference books and textbooks. The institution is more than 66 years old and thus the library has a collection of certain rare books which adds to the richness of the college library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hacollege.co.in/library-book-bank/

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

E. None of the above

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

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

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

1,57,519

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

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

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

44

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

4.3 - IT Infrastructure

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

The Institution has Computers for the usage by the Principal, Librarian, faculties, students, and the administrative staff. They are updated by appointing an agency for the same. The college is enabled with Wi-Fi, and other internet access. The requirement is put forth the principal of the college and it is sanctioned by the principal. For any updating or work related to IT facilities, The management is consulted, and the work is carried out smoothly.

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

4.3.2 - Number of Computers

17

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

25,52,655

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

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

The Institution has adequate infrastructural facilities and resources as mentioned above, the college is managed by Gujarat Law Society. There is an auditorium on the campus. Whenever the institution requires to use it, A prescribed form has to be submitted to the management for the usage in the form of information and to ensure availability. In case of need of any repair and alterations to be made the Concerned committee makes a proposal for

the required changes. The staff secretary forwards it to the principal of the college. The IQAC also plays a vital role in deciding the urgency of the issue to be catered, the respective task to be undertaken is reviewed by the Management and thus the work is carried out on approval of the management. This is in general a practice followed by the institution for day-to-day redressal of issues related to physical facilities of the college. The management has appointed agencies to undertake routine repairs of the institutions managed. Thus, it becomes very easy to approach the concerned agencies to tackle with any problem or issue regarding maintenance of facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

813

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

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

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

30

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://hacollege.co.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

53

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

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

5.2.2.1 - Number of outgoing student progression to higher education

57

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

06

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

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

The institution has framed various committees under different heads. These committees facilitate the routine functioning of the institution related to the task. The IQAC under the guidance of the Principal of the college prepares the list of number of different committees required. Thereafter in consultation with the staff members, various committees are formed. The students representation to the committees is considered as a prerequisite and the students are nominated on the committees like IQAC, Cultural Activity Committee, NSS, NCC, H. A. Gandhian Society and the Collegiate Women's Development Committee. The representation of the students on these committees is an advantage to connect with the students and to conduct activities in which they are keenly interested. This representation creates a sense of belongingness and responsibility towards the institution.. Engaging the students in these committees also has an added benefit of having their suggestions, which can be incorporated in a manner that benefits both, the institution and the student beneficiaries.

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

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

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

04

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

5.4 - Alumni Engagement

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

The institution dose not have resigtered Alumni Association. Our Alumni keep connected with institution. They visit the college to guide the students in sports and cultural activities. The students who have graduted also help the volunteers and the co- ordinators of NSS during the NSS week long rural camp. Our Alumnus Mr. Chirag Patel provides financial aid to students from weak financial background for their higher studiesin India.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution marches ahead with thw focus on fulfilling its Vision and Mission. In order to address to the academic needs of the students; the institute monitors the timely completion of the syllabus with additional inputs to prepare students to leap forward in society. The college conducts various activities for the students to inculcate faith towards the nation. Various programs like extension activities, social work, riral camp, yoga and meditation and counselling are carried out to prepare the students to face the challenges of the society. This all is done keeping in mind their overall devlopment. The students are thus equipped with the qualities like sensitivity towards humanism, Nationalism, Increased tolerance, Leadership grooming and get free from gender bias. Thus the instution caters to the students' needs of having an on hand experience with exposure to experts from various fields. Ours being a grant in aid institution, the students' character building is thus carried out directly and indirectly by conducting lectures of experts and guest faculties of national and international repute by inviting them to the institution. These faculties are otherwise cannot be approached by the students on their own. Thus we try to fulfill our vision and mission to prepare students for the nation building.

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

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

The practices which reflect decentralized participative management are as follows: The Principal of the college forms different committees to perform the yearlong activities. The committee plans and executes its programs in consultation with the other members and the principal. There are different committees for sports, cultural activities, IQAC, NSS, NCC, examination, library and infrastructure follow up. This ensures equal distribution of responsibility and participation of the entire staff. Each committee head prepares a Students Volunteers Team for conducting/ organizing events. Thus, the student volunteers have first-hand experience of organizing and management by giving their suggestions and implementing the same. The participatory management is ensured by incorporating students in relevant committees as members like the Collegiate Women's Development Committee, The Editorial Committee for preparation of

college magazine, The IQAC and NSS, NCC and Sports. During the year 2020-21, the college academic work was mainly carried out in online mode. For few working days the classes were conducted in offline mode. During that period students organized, conducted, and participated in activities conducted on the campus. These activities were carried out under guidance of faculty in charge under authority of the principal of the college. Thus, the effective leadership is visible in our institutional practices such as decentralised and participative management.

Case study

The college has an established and functional Women's development committee. The student volunteers under the guidance of the coordinator prepared and presented a program for celebration of International women's day. Four skits were performed and staged by the students which reflected gender issues and problems of women in society.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute primarily focuses on upholding the academic performance of the students. The various academic committees formed for the same strive to achieve the goal of attributing their best for the same. The institutional strategic plan is evident from the number of rankers we have in the University exams. The Teaching and learning saw a shift from normal to online during this year. We drafted separate time table keeping in mind the students diversity, rural, urban and also low income and middle income background students. The teachers are always motivated by the IQAC and the Principal to engage in research work. Various webinars were conducted relating to the subjects and for skill development of the students. The institutional planning is thus motivated towards catering to the beneficiaries of higher education, the students..

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hacollege.co.in/
Upload any additional information	View File

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

In the beginning of every academic year, the principal conducts a meeting with the faculty members and the administrative staff. Following points are discussed and its implementation is ensured.

1. Preparation of Academic calendar as per the Gujarat university guidelines.
2. Organising yearly activities and its plan.
3. Submission of allocated topics of the syllabus to the faculties by the head of departments.
4. Deciding tentative dates of internal examination at the end of each term.
5. Formulation of policy for internal assessment and evaluation of the students with the examination committee.

The college has received a grant of 2 cr. from RUSA in 2020-21. This year, the focus was to get the infrastructural augmentation carried out. Ours being a grant in aid college managed by the Gujarat Law Society, the appointments of faculty and non teaching staff are subject to the sanction for the same by the department of higher education, Gujarat State. The service rules are observed as per the guidelines of the State government.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and

A. All of the above

Accounts Student Admission and Support Examination

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

6.3 - Faculty Empowerment Strategies

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

There is a GLSCredit society for employees of the institutions managed by Gujarat Law Society. It is named as Gujarat Law Society Employees co- operative Credit and Supply Society Ltd.. The credit society has schemes for offering loans to its members at comparatively lower rate of interest. there is compulsory saving by each member. The same is given back to employee at the time of retirement. Super annuation benefits are also given to the employee members of the credit society.

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

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

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

00

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

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

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

00

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

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

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

05

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

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

The institution carries out the practise of seeking self appraisal from the teching and non teaching staff every year. The employees duly fill up the form and submit it to the head of insitution. The principal, head of insitution, usually personally interacts with the faculties and the suggesstions are given directly by the principal to the respective faculty. The performance of the employees is analysed on the basis of the faculty's academic work, Research and the responsibilties shouldered by the faculty during the year. As every faculty is amember of eeither of the committes, the appraisal form details are coincided with the actual performance outcome of the task undertaken.

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

6.4 - Financial Management and Resource Mobilization

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

The institution is managed by Gujarat law Society. As a matter of policy all the accounts are managed centalised. by the Society. Thus there is internal audit as well as external audit of the institution. The statutoary auditors are appointed for the external audit. The The audited yearly expenditure report is uploaded here.

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

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

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

11,12,025

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

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

The institution is managed by Gujarat Law Society and as a matter of policy the expenses for the college are managed by the GLS, our management. For any expenses incurred the respective faculty puts up a request for payment to the principal. All payments exceeding the amount of Rs. 1000 are paid by cheque. On approval of the expenses, the cheques are prepared and signed by the authority of management and handed over to the concerned party. As a grant in aid college we have to follow the rules and regulations of Department of higher education, government of Gujarat. As certain posts of teaching and non teaching faculties are vacant, the management has appointed the administrative staff. Their salary and the remuneration of the visiting faculties is borne by the management. The salary of the teaching staff is paid by the state government. The college has received a grant from RUSA. It is for improving the physical/infrastructural facilities of the college. The committee framed for utilisation of the grant under the chairmanship of the principal focuses on utilisation of the grant for the stipulated purpose.

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

6.5 - Internal Quality Assurance System

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

During the year 2020-21, the institution has functioned in an online mode for academic as well as administrative work due to the covid pandemic. The IQAC has actively undertaken the responsibility of the following:

1. Arrange the time table of online lectures to suit the need of the students. The students raised an issue of having mathematical subjects lectures for a more time span, the IQAC facilitated the change in the time table accordingly.
2. The IQAC aided in organizing subject wise webinars.
3. The expert's guest lectures were planned and organized on topics related to enhancement of skill, values and ethics and gender sensitivities.
4. The IQAC actively participated in selection and facilitation of the process for the students of cohort-5 for Patel Scholars.
5. The IQAC gave valuable suggestion for usages of RUSA Grants for infrastructure augmentation.

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

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

The IQAC takes steps to take a review of the outcome of teaching and

learning. This is carried out by taking following steps.1. Conducting an orientation program for the new entrants of the college to familiarise them with the college and its policies. The students are provided information about the College, course, syllabus, time table, examination pattern, faculties and library and its usage.2. The students also receive information regarding the various cocurricular activities to enable them to show case their talent and the different scholarship programs conducted by the college. 3. The students interested in sports are encouraged to join various sports activities and they are briefed about the Physical education director of the college.4. The students are motivated to obtain membership of various societies like NSS, NCC, H. A. Gandhian Society and the cultural group, ANTARNAAD.

The IQAC reviews the effective implementation of the timetable, completion of the syllabus, timely declaration of results of the internal exams and collection of feedback so that necessary changes can be incorporated, if required.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hacollege.co.in/agaryear/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution aims at having no gender bias on the campus. There is an established functional Collegiate Women Development Cell (CWDC) which carries out programmes throughout the year. These programmes are focused on sensitization of the students and building their concepts to accept the equality of all genders. This mindset proves an aid in having no gender related issues and problems on the campus. The students are oriented right in their first year in this regard. The CWDC arranges guest lectures regarding Laws related to women, Cyber Security, Physical Fitness. More emphasis is attributed to an inclusive participation of the students. Year 2020-21 being an year during the Covid Pandemic had very less number of days for the offline classes. So we could conduct only three activities on the campus and others in the online mode. a program titled EXPRESSIONS was conducted where in students performed skits on issues related to abuse of women. We had an essay competition on the subject ' Success has no gender'. Daughters day celebration too was carried out. The efficacy of CWDC is that the college does not have any grievances related to gender. Thus, we try to ensure that we prepare confident and committed individuals for the nation building.

File Description	Documents
Annual gender sensitization action plan	conduct gender sensitization programmes
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Full time securities at all entrances and exist and the campuses under CCTV surveillances

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The college is managed by Gujarat Law Society and the Solid and Liquid Waste management of the entire campus is handled by the management. Recently the college has undertaken reconstruction and renovation of the college building for which the college has received grant from RUSA (Rashtriya Uchhatar Shiksha Abhiyan). For e-waste the college has a tie up with ECS. The copy of the same has been uploaded herewith. The college is under reconstruction and the computer lab too. Hence, the tie up with ECS for e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	The Geo tagged photographs of the facilities have been uploaded
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

D. Any 1 of the above

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

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

The institution has been persistently ranked amongst the top 100

best commerce colleges in a national survey conducted by India Today. The vision of the institution is focused upon excellence, and the recognitions in different surveys and newspapers are evidence to its commitment. The institution also has a vision of being open to all sections of society, and to address the needs of academic and co-curricular development of students. We have been on the path of this vision by maintaining a gender equality in the student-strength of the college, by having equitable numbers of all demographics of castes and tribes, by fostering an environment of equality both within the classroom and outside of it. The college follows the guidelines of enrolling the students from the reserved categories as per the government. It is ensured that the students from SC, ST, OBC and other minorities enjoy equal participation in all the aspects. The college has record number of students from Saurashtra area of Gujarat and from Dang jilla near Surat. This has enabled the college to have harmony of diversified cultures, traditions and folk.

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

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

H. A. college of Commerce leaps forward with an intension to provide good citizens to the society. Thus we have programmes based on bulding the moral values like honesty, respect for elders, respect for national anthem, respect for national flag, and expressed sensitivity towards social issues. The several activities carried out by the institution reflect our aim of shaping the ideas and ideals of our students. The list of programmes carried out has been uploaded for reference and photographs of some of the events with description are also provided.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code

C. Any 2 of the above

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

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

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

The college believes in inculcating nationalism and respect for those who have helped our country to live with dignity and freedom. We organise events on days of national importance. These are carried out with an expectation to have nexus with the leaders prior to our independence. We have participative event as well as guest lecture of an expert for the students to have a glimpse into the life journey of our national heroes. Apart from celebrating the Garba festival, which is the internationally known nine nights festival of Gujarat, we aim to celebrate days like Mahatma Gandhi jayanti, Sardar Vallabhbhai Patel jayanti, Gandhi Nirvan Diwas and birth anniversary of Dr, Babasaheb Ambedkar. The year 2020-21 programs conducted are uploaded here.

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

7.2 - Best Practices

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

The college has been practicing the policy of carrying out academic and other activities with a focus on aiming at overall development of the students, who are the beneficiaries of the Higher education institutions. Our college has number of students from a very somber background. Keeping this in mind, we organise guest lectures for the students to have an exposure to the expertise of the guest speakers. This aids in having them on campus or in virtual mode in contact with our students. The knowledge and the experience of the guest speakers prove to be an aid in developing thought process of the students in all the dimensions. The college has a legacy of imparting education since 65 years. We have alumni with an attitude of giving back to the alma mater. Thus the college in association with NISWARTH CHILDRENS FOUNDATION provides scholarship to the students who aspire for higher education in India, Thus the scholarships and the organising of the guest lectures constitute our two best practices.

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

7.3 - Institutional Distinctiveness

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

H A College of Commerce enjoys a place of pride among the insitution offering education in commerce. Our college is afflitated to Gujarat University and is grant in aid college Our college has number of students from villages and taluka surrounding Ahmedabad. In order to have academic as well as personal development of students, our focus

has always been to train the students towards becoming groomed citizens of our country. The college benefit of situatedness, which attracts the students to seek admission in this college. In order to fulfill our vision and mission the college strives to provide all possible finishing to the students. For this we organise guest lectures of subject experts and motivators for our students. This has resulted in the students' perception with respect to society and the nation. Thus, we have fully equipped students by the time of their graduation. Our distinctiveness of organising guest lectures and extension activities carried out have helped us to stand out as commerce college. The success is evident as our college has been ranked among top 100 commerce colleges of India in national survey conducted by reputed magazines like India Today, The Week and Outlook.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To continue with teaching working online mode.
2. To facilitate conducting of exams and collection of assignment in the online mode.
3. To organise programmes/webinars under the auspices of NSS, NCC, CWDC and H A Ganghian Society.
4. To select the students for scholarship .(Niswarth Scholarship)
5. To organise events commemorate 75 years of independence (Azadki ka Amrut Mahotsav)
6. To conduct programme of Gandhian Society under Azadki ka Amrut Mahotsav.
7. To participate in the suggestions (give and take) for infrastructural augmentation.
8. To conduct classes in hybrid mode .
9. To conduct programmes on cyber security and career counselling.
10. To organize H.A. Elocution trophy and the annual function of the college.