

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2016-17

#### I. Details of the Institution

1.1 Name of the Institution

Sheth R. A. College of Arts and Commerce

1.2 Address Line 1

Vidya Gauri Nilkanth Marg

Address Line 2

Khanpur

City/Town

Ahmedabad

State

Gujarat

Pin Code

380001

Institution e-mail address

drneerjaarun@gmail.com

Contact Nos.

079-25600312

Name of the Head of the Institution:

Dr Neerja A Gupta

Tel. No. with STD Code:

079-25600312

Mobile:

9825012984

Name of the IQAC Co-ordinator:

Prof Mahesh T. Kahar

Mobile:

7574040431

IQAC e-mail address:

[profmtkahar@yahoo.co.in](mailto:profmtkahar@yahoo.co.in)

1.3 NAAC Track ID (For ex. MHCOCN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/66RAR/064 dated 21/02/2014

1.5 Website address:

[www.bhavancollege.org](http://www.bhavancollege.org)

Web-link of the AQAR:

<http://www.bhavancollege.org/AQAR2016-17.docx>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B</b>	<b>2.49</b>	<b>2008</b>	<b>2013</b>
2	2 <sup>nd</sup> Cycle	<b>B</b>	<b>2.66</b>	<b>2014</b>	<b>2019</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

13<sup>TH</sup> DECEMBER 2008

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

- i. AQAR \_\_\_\_\_ 24/04/2015 \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ 25/04/2016 \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

.

1.11 Name of the Affiliating University (for the Colleges)

Gujarat University

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

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="12"/>

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Re-reading of Abhinav Gupta: State level Seminar, April, 2016
2. Political Thinking in Indian Literature, National, 12-13<sup>th</sup> February, 2016
3. Re-reading of Abhinav Gupta and relevance: International. 12<sup>th</sup> 13<sup>th</sup> September, 2016
4. Ekam Manavvad: National, 19<sup>th</sup> November, 2016. IIPA, Delhi
5. Rajya aur Rashtara: tatkaleen aur ateet. National Seminar, 4<sup>th</sup> March, 2016
6. Babasaheb Ambedkar and his relevance. National. 31<sup>st</sup> – 1<sup>st</sup> April, 2017.
7. Research Tools in Humanities. State: 12<sup>th</sup> December, 2016

2.14 Significant Activities and contributions made by IQAC

**ICT Based learning, Research Activities, Seminar and Workshop for faculties and Students, Placement activities, AQAR Submission, Quality Enhancement, New Courses planning, In-House research projects**

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action
<ol style="list-style-type: none"><li>1. Make-up deficiency of infrastructure in terms of class-rooms, Library, Sports Room, Reading Room, Staff Room and laboratories.</li><li>2. Introduce new courses for foreign students after academic audit</li><li>3. Introduce new Courses for Skill development</li><li>4. Apply for M.Com Center from University</li><li>5. Recruitment of faculty</li></ol>

- 6. Promoting Placement Cell
- 7. Appoint a Committee to explore the possibilities of generating resources.
- 8. To motivate teachers to submit research projects to funding agencies.
- 9. Planning industrial visit and tie ups
- 10. Alumni Meeting
- 11. Placement services meet
- 12. Publication Activities
- 13. SMS connect
- 14. Students' Ventures

\*(annexure i)

2.15 Whether the AQAR was placed in statutory body      Yes  No   
Management       Syndicate       Any other body

Provide the details of the action taken

- Analysis of students' feedback
- Introduced new courses for foreign students
- Applied for M.Com.
- Introduced Skill based courses for Thrid and Fourth year students
- Roadmap for future betterment
- Division of work for Resource generation

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>1</b>			
PG	<b>1</b>			
UG	<b>2</b>			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	<b>3</b>	3	3	3
Others				
<b>Total</b>	<b>7</b>			
Interdisciplinary	<b>1 (M.Phil.)</b>			
Innovative	<b>3</b>	3		

##### 1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>3</b>
Trimester	
Annual	<b>1</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*(annexure ii)*

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

Yes 20 % every year as per Gujarat University BOS meetings

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

1. Practical accounting and Tally
2. Digital Marketing
3. Cyber Crime, Cyber Laws and Ethical Hacking



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors/Principal	Others
	<b>16</b>	<b>3</b>	<b>08</b>	<b>1</b>	<b>4</b>

2.2 No. of permanent faculty with Ph.D.

**8**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
							2		2

2.4 No. of Guest and Visiting faculty and Temporary faculty

**00**

**15**

**08**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>27</b>	<b>22</b>	<b>37</b>
Presented papers	<b>24</b>	<b>29</b>	<b>07</b>
Resource Persons	13	19	<b>01</b>

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

**Introduced French, Persian and Computer Science courses replacing Sanskrit as core compulsory for Foreign students, ICT based lecture, Audio-Visual, Industrial visit, Guest Lecture,**

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

**212**

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

**Double Evaluation**

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

**01**

**01**

**01**

2.10 Average percentage of attendance of students

**91.47 %**

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	
<b>B.A.</b>	<b>381</b>	<b>1%</b>	<b>2.66</b>	<b>14.19</b>	<b>80.70</b>	
<b>B.Com</b>	<b>1313</b>	<b>4%</b>	<b>7.43</b>	<b>28.09</b>	<b>63.55</b>	
<b>M.A.</b>	<b>92</b>	<b>1%</b>	<b>3.26</b>	<b>23.91</b>	<b>71.73</b>	

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

**IQAC enables teachers to assess their learner's performance throughout the year, and helps them to plan teaching strategies for the next year. It also motivates teachers to update themselves by involving themselves in research as well as other academic activities. The college authorities are also encouraged to plan learner centered activities, teacher development activities and to keep updating the infrastructure.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	<b>4</b>
HRD programmes	
Orientation programmes	
Faculty exchange programme	<b>01</b>
Staff training conducted by the university	<b>1</b>
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	<b>12</b>
Others	06

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>5</b>	<b>09</b>	<b>Nil</b>	<b>09</b>
Technical Staff	<b>0</b>	<b>02</b>	<b>Nil</b>	<b>02</b>

## Criterion – III

### 3. Research, Consultancy and Extension

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

**International Conference, National seminar, Book Publishing, International Journal, Participating in Seminars/Conference, Presenting Articles, Articles Publication**

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	03	
Non-Peer Review Journals			
e-Journals	02	02	
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences  
 organized by the  
 Institution

Level	International	National	State	University	College
Number	<b>1</b>	5	1	1	<b>10</b>
Sponsoring agencies	<b>Gujarat Sahitya parishad</b>	Study Abroad program	<b>Gujarat Sahitya parishad</b>	<b>Bharatiya Vidya Bhavan</b>	<b>Bharatiya Vidya Bhavan</b>

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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

5

18

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

1

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

JRF 01 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 18 State level  
National level International level

3.22 No. of students participated in NCC events:

University level 18 State level 7  
National level 5 International level

3.23 No. of Awards won in NSS:

University level State level  
National level International level

3.24 No. of Awards won in NCC:

University level State level  
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="3"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text" value="12"/>

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

1. Swatchh Bharat Abhiyan
2. International yoga day
3. Vivekananda Jayanti
4. International Women's day
5. Kankaria festival
6. Shaheed Divas
7. Start up India
8. Khel Mahotsava
9. Rangoli Competition
10. Menhdi Competition
11. Best out of waste
12. Baba sahib Ambedkar jayanti

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>1.1 Acre</b>			
Class rooms	<b>22</b>	<b>2</b>	<b>Bhartya Vidya Bhavan</b>	<b>24</b>
Laboratories	<b>2</b>	<b>1</b>	<b>Bhartya Vidya Bhavan</b>	<b>3</b>
Seminar Halls	<b>2</b>			<b>2</b>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		<b>2</b>	<b>UGC</b>	<b>2</b>
Value of the equipment purchased during the year (Rs. in Lakhs)	2.5			<b>2.5</b>
Others				

#### 4.2 Computerization of administration and library

**Partially Computerized**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2261	760206	306	6	2567	760206.6
Reference Books	15994	226201	200	1,80,000	16194	415201
e-Books	1	0	0	0	1	0
Journals	41	33675	3	14000	44	47675
e-Journals	1	5000			1	5000
Digital Database						
CD & Video	25	25000			25	25000
Others (archive/ inter library services)	32	18000	1	6000	33	24000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	2	Wi-fi . 4	4	2	4	9	
Added	-	-	-	-	-	-	3	
Total	54	2	4	4	2	4	12	

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

Fully Wi-fi campus, Training workshops, Inhouse training facility

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

5.4 lakhs

ii) Campus Infrastructure and facilities

16.2 lakhs

iii) Equipments

1.35 lakhs

iv) Others

4.05 lakhs

**Total :**

27 lakhs



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Seminars, Students workshops, Counseling cell, Notice Board, face book announcements, Website publishing, Verbal announcements in class, Mass messaging on mobile, Faculty Development Programme, Extension Services, Inhouse Research Cell

#### 5.2 Efforts made by the institution for tracking the progression

Academic Audit, Internal Exam, Project, Assignments, Institutional Audit, seminars, presentations, viva-voce, lab-activities

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.)
1586	65	18	4

#### (b) No. of students outside the state

71

#### (c) No. of international students

23

Men	No	%
	1161	65.85

Women	No	%
	609	34.17

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1235	245	27	278	1	1786	1186	240	17	326	1	1770

Demand ratio **4:1** Dropout **7%**

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

Short term courses for Competition Exam  
English Proficiency Courses

No. of students beneficiaries

125

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

**Students of B.A./B.Com are counseled after and again during 2016-17 about different fields like Banks, LIC, TCS, Competition Exams, Online Form Application, and career guidance is given to them about Accountants, MBA, CA, Fashion Designing, IT, MCA,**

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
<b>30</b>	<b>430</b>	<b>42</b>	<b>336</b>

5.8 Details of gender sensitization programmes

**Orientation Workshop, Free Legal Aid Cell, Poster Competition, Poetry competitions,**

5.9 Students Activities

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

State/ University level  National level  International level

5.9.2 No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	<b>273</b>	<b>11.40 lakhs</b>
Financial support from other sources	<b>167</b>	
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Library Facilities, Cleanliness, Security**

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **The Vision Statement**

Bhavan's Sheth R. A. College of Arts and Commerce will be a valued and vital community partner striving to enrich our expanding community and prepare our students to live and work in a locally challenging and diverse and demanding global environment.

##### **The Mission Statement**

Bhavan's Sheth R. A. College of Arts and Commerce, a comprehensive community college is an accessible, affordable learner-centered institution dedicated to student success serving the interior city area of Ahmedabad and beyond and will continually strive to impart quality education to enable its stakeholders to face the emerging challenges of the future.

#### 6.2 Does the Institution has a management Information System

Yes

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

##### 6.3.1 Curriculum Development

**Special courses for Foreign students on management's expenditure to replace Sanskrit as compulsory subject. French, Persian and Computer Science added as Core Compulsory.**

##### 6.3.2 Teaching and Learning

**State of Art Auditorium built with 1.65 Crores cost, New International Academic MOUs, Inter Exchange Programme, New ICT Tools**

6.3.3 Examination and Evaluation

**Assignments and Projects to be evaluated as Exam Units.**

6.3.4 Research and Development

**International Conference, National Seminar, Books Published, Journal Published,**

6.3.5 Library, ICT and physical infrastructure / instrumentation

**New ICT Tools, Interlibrary tie-ups, e-library facilities for students**

6.3.6 Human Resource Management

**Orientation workshops, Seminar and Conferences sessions organised For Teaching and Non-teaching staff**

6.3.7 Faculty and Staff recruitment

**Appointed 10 faculties on visiting basis**

6.3.8 Industry Interaction / Collaboration

**GOPIO, Moncton University, Canada, Crepe Briton , Canada**

6.3.9 Admission of Students

**On Merit online**

6.4 Welfare schemes for

<b>Teaching</b>	<b>Credit Society</b>
<b>Non teaching</b>	<b>Credit Society, Washing Allowance, Shoe allowance, Other</b>
<b>Students</b>	<b>Scholarships, Prizes, Allowance, Motivational Awards</b>

6.5 Total corpus fund generated

**27 lakhs**

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<b>Yes</b>	<b>Higher Education Gujarat</b>	<b>Yes</b>	<b>Management</b>
Administrative	<b>Yes</b>	<b>Higher Education Gujarat</b>	<b>Yes</b>	<b>Management</b>

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

**Centralized Evaluation Work is introduced**

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

NA

6.11 Activities and support from the Alumni Association

**Academic Supports, Website Management, Cultural Programmes,**

6.12 Activities and support from the Parent – Teacher Association

**Valuable Feedback, Academic Evaluation**

6.13 Development programmes for support staff

**Orientation Workshops, ICT Training**

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

**Bio-Park and Herbal Park created , Waste Water Management, Compost Well Generated**

## Criterion – VII

### 7. Innovations and Best Practices

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

**International and State Conference, International Journal Organising partner in Prabasi Bharatiya Divas by ministry of External Affairs, e-library facilities on campus, Guest lectures and Interaction with Scholars**

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

Plan of Action	Achievements
1. Make-up deficiency of infrastructure in terms of class-rooms and laboratories.	Fully
2. Add more space and acquire books and periodicals for library.	Partial
3. Existing full time vacant post(07) be filled in on priority to ease out adverse teacher-student ratio.	Partial
4. Efforts be accelerated pre-placement of students and strengthen students' counselling with revamping counselling cell, coaching centre and setting up of placement cell and industry-linkage promotion cell.	Partial
5. Short term courses like Insurance and Banking, Travel and Tourism, Hospitality Management, Entrepreneurship, Computer Application may be started.	Fully
6. Appoint a Committee to explore the possibilities of generating resources.	Fully
7. To motivate teachers to submit research projects to funding agencies.	Fully
8. To systematize and further strengthen the IQAC in the light of NAAC Core values.	Fully
9. Provide central computer facility, accessible to all students, teachers and non-teaching staff.	Fully
10. To focus more emphasis on communicative and innovative skill.	Partial
11. Need to establish further the Institutional collaboration and linkages.	Partial
12. Institution to introduce entrepreneurial skill among students.	Fully
13. Start Up	



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

1. **Inhouse Research Facility Cell**
2. **Skill based courses for students**
3. **E-Library**

(*annexure iii*)

7.4 Contribution to environmental awareness / protection

**Bio-Park and Herbal Park created, Waste Water Management, Compost Well Generated**

7.5 Whether environmental audit was conducted? Yes  No

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

**The college shall concentrate upon advancing facilities for Students and staff**  
**More Management appointees shall be placed looking into the support staff deficiency**  
**The college proposes to initiate research proposals by faculties**

## 8. **Plans of institution for next year**

**Workshop for Students for Vocational Program, Seminars and Conference, Book Publication, Support Staff Appointments**

Name: **Prof Mahesh T. Kahar**

Name: **Dr Neerja A Gupta**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

**Annexure. i**

**Guj Uni Academic Calender-2016-17**

<b>FIRST TERM</b>	<b>15-6-2016 to 27-10-2016</b>	<b>107 DAYS</b>
<b>DIWALI VACATION</b>	<b>28-10- 2016 to 17-11-2016</b>	<b>21 DAYS</b>
<b>SECOND TERM</b>	<b>18-11-2016 to 26-04-2017</b>	<b>105 DAYS</b>
<b>SUMMER VACATION</b>	<b>27-04-2017 to 14-06-2017</b>	<b>49 DAYS</b>
<b>Total Days: 282</b> <b>Total Working Days : 212</b>		

## **Annexure. ii Feedback Analysis**

**As per the analysis of feedback given by the stakeholders the College Infrastructure, Teaching-Learning quality, Knowledge given by Professors are good enough. They also praised the co curricular activities conducted at the campus.**

**The stakeholders however have suggested few things as under:**

**The students suggested campus improvement, cleanliness of washroom and classroom infrastructure.**

**The Society partners suggested more tie ups with industry and more on field training programmes**

## **Annexure. iii Best Practices**

### **Annexure 3\_\_\_\_\_**

#### **Best Practices:**

##### **1. Inhouse Research Facility Cell**

**BHAVANS COLLEGE OF ARTS AND COMMERCE**

**Minor Research Project Guidelines**

**XII Plan guidelines (2017-2018)**

**BHAVANS COLLEGE OF ARTS AND COMMERCE**

**KHANPUR AHMEDABAD 380001**

**WEBSITE: bhavancollege.org**

**EMAIL: info@bhavancollege.org**

**GUIDELINES FOR PROVIDING GRANTS TO COLLEGE TEACHERS FOR MINOR RESEARCH PROJECT**

#### **1. INTRODUCTION & OBJECTIVES**

There are a major number of researchers in both the streams who work as teachers in our college. Hence, **Bhavans College of Arts And Commerce** will provide **partial financial support** to meet their requirements for individual and excellent research in specialized areas.

## **2. ELIGIBILITY/TARGET GROUP:**

The college will provide partial financial assistance to our College teachers. Those teachers preferably Assistant Professors (Lecturers) should have completed their doctorate degree and who wish to undertake, along with teaching work, a Minor Research Project are eligible.

A working teacher can avail only one project/ scheme at any given time. The one, which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted. Failure to abide by this rule shall make the Principal Investigator to refund the entire amount paid by the college. He/She may be also debarred from participation in future for such programmes. It would be the responsibility of the Principal Investigator and the associated Institution (if any) for total accountability of the project. After completion of one project (date of finalization of accounts of the project). If a teacher desires to undertake another such project, a gap of one year will be necessary. The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

**Only the teaching faculty of English, Commerce, Economics and Statistics will be eligible to participate in the scheme.**

The faculty member forwarding the proposal should have adequate research experience.

## **3. NATURE OF ASSISTANCE:**

The quantum of assistance for a research project will be as under:

Minor Research Project in Humanities, Social Science, Languages, Commerce and other disciplines will be—Rs.

### **Non-Recurring Grants**

- a. Equipment (Minor equipments only)
- b. Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work.

The equipments and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to College or in the departmental library or the college library after the completion of the project which will be the college property.

### **Recurring Grant**

- (a) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the college either has no infrastructure or such services are available on payment basis.

(b) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

(c) Special Needs : Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(d) Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.

(e) Re-Appropriation

The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of Principal with applicable justifications.

(f) Tenure and Implementation

**Two years.**

The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

#### **4. PROCEDURE FOR APPLYING**

All eligible teachers in colleges may submit their Minor Research Proposal applications from 1st April to 31st July in the prescribed proforma to the Principal of the college. Before submission, the concerned teaching faculty should get the proposal assessed by their Research bodies with a certificate that the proposed research work is in conformity with the Minor Research Project guidelines.

The Minor Research Projects will be dealt by the college out of the development grants.

#### **5. PROCEDURE FOR APPROVAL**

The received proposals duly forwarded by the teaching faculty will be assessed with the help of a subject expert committee constituted by the Principal and subject experts. The final decision will be taken by the Committee on the basis of recommendations made by the Committee and the availability of funds under the faculty development scheme.

#### **6. PROCEDURE FOR RELEASE OF GRANTS**

The first instalment of the grant shall comprise of 100% of the Non – Recurring and 50% of the

total Recurring grant approved by the Committee for the total duration of the project. The grant will be released to the Principal of the College.

On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 40% of the total recurring grant will be released as second instalment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

1. copy of the final report of project along with soft copy.
2. A consolidated itemwise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal and the Principal Investigator
3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Internal Auditor/ Chartered Accountant, Principal as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any, may be refunded back to the college.

It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers published under Minor Research Project on the website of the College.

The Principal Investigators/Institutions are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

## **7. GENERAL**

a) After finalisation of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the college website. The PIs should check their names and send their acceptance certificate duly forwarded by the Principal of the college.

(b) Project is not transferable in any case.

**(c) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.**

(d) No extension in tenure is permissible in any circumstances.

## **Annexure-I**

### **FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT**

#### **PART – A**

1. Broad Subject
2. Area of Specialization
3. Duration

#### 4. Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

iv. Qualification:

v. Designation:

vi. Address:

Office:

Residence:

Email/Phone:

#### 5. Name of the

(a) Department :

(b): Teaching and Research Experience of Principal Investigator :

(a) Teaching experience: UG \_\_\_\_\_ Years PG \_\_\_\_\_ Years (b) Research experience:

(c) Publication: Papers Published : Accepted : Communicated : Books Published : Accepted : Communicated : ( Please enclose the list of papers and books published and/or accepted during last five years )

### **PART – B**

#### Proposed Research Work

6 (i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

(v) Year-wise Plan of work and targets to be achieved.

#### 7. Financial Assistance required

#### **Item Estimated Expenditure**



- i. Books and Journals
- ii. Equipment, if needed
- iii. Field Work and Travel
- iv. Contingency ( including special needs)
- v. Hiring Services
- vi. Total:**

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other agency? If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Sanction letter No. and date under which the assistance was approved
- iii. Amount approved and utilized
- iv. Title of the project for which assistance was approved
- v. In case the project was completed, whether the work on the project has been published

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department/College.
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the college for the above project.
- c. I shall complete the project within the stipulated period. If I fail to do so and if the College Principal is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the College.
- d. The above research Project is not funded by any other agency.

**Signature of Principal Investigator**

**Principal**

**(Seal)**

#### **Annexure – II**

#### **ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT**

Name \_\_\_\_\_

No.F. \_\_\_\_\_ dated \_\_\_\_\_

Title of the Project \_\_\_\_\_

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator.
3. At present, I have no research project approved by UGC and the accounts for the previous project, if any have been settled.
4. His/her date of birth is \_\_\_\_\_  
(ii) Age \_\_\_\_\_
5. The date of implementation of the project is \_\_\_\_\_

Principal Investigator

Principal College: \_\_\_\_\_

(Seal)

Date: \_\_\_\_\_

**Annexure - III**

**STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT**

1. Name of Principal Investigator \_\_\_\_\_
2. Dept. of PI \_\_\_\_\_
3. College approval Letter No. and Date \_\_\_\_\_
4. Title of the Research Project \_\_\_\_\_
5. Effective date of starting the project \_\_\_\_\_
6. a. Period of Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
b. Details of Expenditure \_\_\_\_\_

S.No. Item Amount Approved (Rs)      Expenditure Incurred (Rs)

(i) . Books & Journals

ii. Equipment

iii. Contingency including special needs

iv. Field Work/Travel (Give details in the proforma ).

v. Hiring Services

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) received from **BHAVANS COLLEGE OF ARTS AND COMMERCE** under the **FACULTY DEVELOPMENT SCHEME** for Minor Research Project entitled \_\_\_\_\_ vide letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ has been

fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the college Principal and its Advisory Board.

SIGNATURE OF PRINCIPAL INVESTIGATOR      PRINCIPAL

(Seal)

**Annexure - IV**

**STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK**

Name of the Principal Investigator:

Name of the Place/s visited :

Duration of the Visit : From \_\_\_\_\_ To

Mode of Journey :

Expenditure Incurred (Rs) :

Certified that the above expenditure is in accordance with the College norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

**Annexure - V**

**Utilization certificate**

Certified that the grant of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) received  
from **BHAVANSCOLLEGE OF ARTS AND COMMERCE** under the **FACULTY DEVELOPMENTSCHEME** for  
support of **Minor Research Project entitled** \_\_\_\_\_  
\_\_\_\_\_.

vide letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ has been fully utilized for the purpose for  
which it was sanctioned and in accordance with the terms and conditions laid down by the COLLEGE  
PRINCIPAL and its ADVISORY BOARD.

**SIGNATURE OF THE PRINCIPAL INVESTIGATOR PRINCIPAL**

**STATUTORY AUDITOR**

## ANNEXURE VI

**Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)**

1. Project report No. 1st /Final \_\_\_\_\_
2. Reference No.F. \_\_\_\_\_
3. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
4. Title of research project \_\_\_\_\_
5. (a) Name of the Principal Investigator \_\_\_\_\_  
(b) Dept. \_\_\_\_\_
6. Effective date of starting of the project \_\_\_\_\_
7. Grant approved and expenditure incurred during the period of the report:
  - a. Total amount approved Rs. \_\_\_\_\_
  - b. Total expenditure Rs. \_\_\_\_\_
  - c. Report of the work done: (Please attach a separate sheet)
- i. Brief objective of the project \_\_\_\_\_
- ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication \_\_\_\_\_)

iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

iv. please enclose a summary of the findings of the study. One bound copy of the final report of work done maybe sent to the concerned College Principal .

v. Any other information

**SIGNATURE OF THE PRINCIPAL INVESTIGATOR PRINCIPAL**

**(Seal)**

**Annexure – VII**

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. Title of the Project.....
2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR .....
3. ADDRESS OF THE COLLEGE .....
4. APPROVAL LETTER NO. AND DATE .....
5. DATE OF IMPLEMENTATION .....
6. TENURE OF THE PROJECT .....
7. TOTAL GRANT ALLOCATED .....
8. TOTAL GRANT RECEIVED .....
9. FINAL EXPENDITURE .....
10. TITLE OF THE PROJECT .....
11. OBJECTIVES OF THE PROJECT .....

12. WHETHER OBJECTIVES WERE ACHIEVED ..... (GIVE DETAILS)

13. ACHIEVEMENTS FROM THE PROJECT .....

14. SUMMARY OF THE FINDINGS .....

( IN 500 WORDS )

15. CONTRIBUTION TO THE SOCIETY .....

( GIVE DETAILS )

16. NO. OF PUBLICATIONS OUT OF THE PROJECT .....

( PLEASE ATTACH)

**(PRINCIPAL INVESTIGATOR)**

**(PRINCIPAL)**

**(Seal)**

#### **Annexure – VIII**

#### **ASSESSMENT CERTIFICATE (to be submitted with the proposal)**

It is certified that the proposal entitled \_\_\_\_\_ by  
(Dr./Prof) \_\_\_\_\_ Dept. of \_\_\_\_\_ has  
been assessed by the \_\_\_\_\_ committee consisting the following  
members for submission to the **COLLEGE PRINCIPAL OF BHAVANS ARTS AND COMMERCE**  
\_\_\_\_\_ for financial support under the scheme of Minor  
Research Projects:

#### **Details of Expert Committee:**



The proposal is as per the guidelines.

**(PRINCIPAL)**

**(Seal)**

## **2. Skill based courses for students**

### **Introduction**

In an effort to make present Indian Higher Education system more relevant and Career-Oriented, it is mandatory to initiate add-on courses at the undergraduate level keeping in spirit with the scheme of CAREER ORIENTED PROGRAMME AT FIRST DEGREE LEVEL by UGC.

The Objective of the scheme is to introduce career and market oriented and skill enhancing add-on courses that will help the students in having more openings in jobs in Research and Development Industry and self-employment. The add-on courses in the college opted by students as a parallel sub-discipline while pursuing their degree level education will be helpful in adding an edge in their skills. At the end of the course the students will be awarded with a certificate in an add-on career oriented course along with their degrees.

The College offers short-term add-on courses to supplement learning in art, culture, science and awareness building programmes.

### **Our Short-Term add on courses have been designed with two clear objectives:**

- To provide an opportunity for students of the college and other colleges to sharpen their knowledge base in area of enquiry that are the buzz today. By gaining access to these specialized and often not easily available discourses, we believe our students will be positioned at the cutting edge of the emergent knowledge society.
- We also wish to provide avenues for those who wish to continue their education or sharpen their knowledge data base after having moved on from the university system.

Each of our short term courses has been designed after hours of research and collaboration, and put together by the best minds of the institution and faculty.

### **1. Communication and Self Development**

Duration : 15 days

Fee : Rs. 1800/-

### **2. Basic computers and languages for non-computer science students**

### **3. Three Days' Programmes: each**

**fees: 100/-**

1. Drafting resume
2. sending resume online
3. internet surfing
4. facing interview
5. public ethics
6. drafting visiting cards
7. drafting letter heads
8. attending phone calls
9. booking online tickets
10. salad decoration
11. power point presentation
12. searching online courses

## **TALLY COURSE**

- |   |      |       |
|---|------|-------|
| 1. BASIC OF COMPUTER (5 DAYS)   | fees | 250/- |
| <ul style="list-style-type: none"><li>• MS-DOS</li><li>• PAINT</li><li>• MICROSOFT WORD</li><li>• MICROSOFT EXCEL</li><li>• MICRO SOFT POWER POINT</li><li>• INTERNET</li></ul>     |      |       |
| 2. TALLY (PRIMARY) (10 DAYS)  |      | 250/- |
| <ul style="list-style-type: none"><li>• BASIS OF ACCOUNT</li><li>• ADVANTAGES OF ACCOUNT</li><li>• FUNDAMENTALS OF ACCOUNTS (RULES)</li><li>• INTRODUCTION OF TALLY 9.ERP</li></ul> |      |       |

- ACCOUNT INFORMATION
- INVENTORY INFORMATION
- VOUCHER ENTRIES ACCOUNTING
- VOUCHER ENTRY INVENTORY
- CONFIGURATION OF TALLY
- FEATURES OF TALLY
- ACCOUNTS WITHOUT INVENTORY
- ACCOUNTS WITH INVENTORY
- VAT (VALUE ADDED TAX)
- CST (CENTRAL SALES TAX)
- BANK RECONCILIATION
- PRICE LIST WITH DISCOUNT
- POS (POINT OF SALE)
- TRADING COMPANY'S ACCOUNT
- MANUFACTURING COMPANY'S ACCOUNTS
- BILL OF MATERIAL (BOM)
- IMPORT & EXPORTS OF DATA IN TALLY
- INFORMATION OF OTHERS ACCOUNTING SOFTWARES
- PRIMERY KNOLEDGE OF SAP, AND OTHER SOFTWARES
- ACCOUNTING REPORS LIKE BALANCE SHEET AND PROFIT & LOSS ACCOUNT

### 3. TALLY (ADVANCE) (15 DAYS)

350/-

- VAT ADJUSTMENTS AND CALCULATION OF VAT & REPORTS
- FORM MANAGEMENT (C-FORM, E-1 FORM,)
- TDS AND TCS
- FBT (FRINGE BENEFIT TAX )
- EXCISE MODULE - DEALER EXCISE
- EXCISE MODULE - MANUFACTURE EXCISE
- SERVICE TAX
- DEPRECIATION
- INTEREST CALCULATION
- RATIO ANALYSIS
- MULTIPAL COST CENTRES
- ADVANCE ADJUSTMENTS ENTRIES (PROVISIONS)
- VALUATION OF STOCK
- INDUSTRY WISE ACCOUNTS
- BRANCH ACCOUNT IN TALLY
- CONSILATED ACCOUNT OF BRANCHES

4. FINANCE (30 DAYS)

1500/-

- PROCEDURE OF E-FILING OF VAT RETURNS (FORM 201, 201-A, 201-B, 201-C)
- PROCEDURE OF E-FILING OF CST RETURNS (APPENDIX – I AND II)
- PROCEDURE OF E-TDS
- PRINTING OF FORM 16-A
- FORM 26 Q, 27 Q AND 27-A
- VALIDATION OF E-TDS RETURNS
- PROCEDURE OF PAN CARD APPLICATION
- PROCEDURE OF TAN NO. APPLICATION
- PROCEDURE FOR VAT NO. APPLICATION (SALES TAX & CST NO.)
- PROCEDURE OF CENTRAL EXCISE
- CENVAT CREDIT RULES
- EXCISE STOCK REGISTER AND FORM RG-23D & FORM NO. 2
- PLA REGISTER & FORM ER-1
- E-TCS FORM AND FORM NO 27B AND 27D
- FBT RETURN
- AUDITING FEATURES IN TALLY
- PROCEDURE FOR SHOP ESTABLISHMENT (GUMASTA) REGISTRATION
- PROCEDURE FOR PROFESSIONAL TAX REGISTRATION

5. ADVANCE FINANCE (30DAYS)

3500/-

- VAT
- COMPUTATION OF INCOME TAX RETURN AND FILING OF RETURNS (E-FILING)
- PREPARATION OF ST-1, ST-3, OF SERVICE TAX
- EXCISE (E-FILING)
- TDS & TCS (E-FILING)
- FBT COMPUTATION & RETURN
- IDENTIFY THE COST OF EVERY PRODUCTS
- AUDITING OF ACCOUNTS
- COMPANY LAW PROCEDURE
- PREPARATION OF E-FORMS OF 1A, 1, 18, 32, 44 RELATING TO COMPANIES LAW
- PREPARATION OF STATUTORY REGISTER & REPORTS VIZ.
- REGISTER OF MEMBERS, REGISTER OF DIRECTORS, SHARE HOLDERS,
- TRANSFER OF SHARES, REGISTER OF CHARGES
- PREPARATION OF RESOLUTIONS, MINUTES OF VARIOUS MEETINGS
- PREPARATION OF ANNUAL REPORTS
- PROCEDURE OF PUBLIC ISSUE
- MAKING OF AFFIDAVITS, AGREEMENTS, PARTNERSHIP DEED, AND OTHER LEGAL DEEDS
- GIFT DEED
- MIS REPORTS
- EXPORT IMPORT PROCEDURE

- INVESTMENTS ADVICE (SHARES, MITUAL FUNDS, PPF)
- INVESTMENTS AND INSURANCE
- PROCEDURE FOR REQUEST OF BANK LOAN, HOUSEING LOAN AND OTHER LOANS
- INTERNET BANKING
- SHARE TRADING (CASH & FUTURE)
- AMALGAMATION & MERGER OF COMPANY
- CMA REPORTS
- BUSINESS LICENCES.
- AUTO INTEREST CALCULATION AND EMI CALCULATION
- PREPARATION OF CASH FLOW AND FUND FLOW
- PROCEDURE OF ASKING TERM LOAN AND CC LIMITS FROM BANKS

## **ADMISSION**

### **Eligibility**

All Bhavan's College students pursuing Undergraduate/Postgraduate courses (including ex-students) from any stream are eligible and will be given preference for admission in the above courses. Admission will be based on screening. However the admissions are also open for outside incumbents.

### **Faculty**

**Faculty from Corporate sector, Universities and Renowned Professionals will be invited to conduct the program /deliver lectures.**

**Date of commencement of courses : June**

### **3. E-Library**