Smt. T. S. R. Commerce College

Patan-384265

Managed by North Gujarat Education Society, Patan

ANNUAL QUALITY ASSURANCE CELL
2014-15

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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

1. Details of the Institution

1.1 Name of the Institution

> Shrimati Taraben Sunderlal Raichand Commerce College

1.2 Address Line 1

> North Gujarat Education Society Campus

Address Line 2

> Raj Mahel Road

City/Town

> Patan

State

> Gujarat

Pin Code

> 384265

Institution e-mail address

> tsrcc_patan@yahoo.co.in

Contact Nos.

> (027662)20208

Name of the Head of the Institution:

> Dr. Hitesh S. Viramgami

Tel. No. with STD Code:

> (02766)220208

Mobile:

> 9924192594

Name of the IQAC Co-ordinator:

> Prof. P. J. Suthar

Mobile:

9825923033

IQAC e-mail address:

tsrcc_patan@yahoo.co.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

GJCOGN13142

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)

We have gone through the NAAC accreditation but on the certificate dated March 31, 2007, there is no committee No and date.

1.5 Website address:

www.tsrcc.org

Web-link of the AQAR:

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	1st Cycle	B	71.90	2007	05
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

4th July, 2013

1.8 AQAR for the year *(for example 2010-11)*

2014-15

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

   i.   AQAR 2013-14 submitted to NAAC on 02-06-2018 (DD/MM/YYYY)4
   ii. AQAR_____-_____ (DD/MM/YYYY)
   iii. AQAR_____-_____ (DD/MM/YYYY)
   iv. AQAR_____-_____ (DD/MM/YYYY)

1.10 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 [ ]

1.11 Type of Faculty/Programme

Arts [ ]   Science [ ]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   Hemchandracharya North Gujarat University, Patan

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

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme		DST-FIST	

UGC-Innovative PG programmes		Any other (*Specify*)	'B' Grade by NAAC

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

`02`

2.2 No. of Administrative/Technical staff

`02`

2.3 No. of students

`04`

2.4 No. of Management representatives

`02`

2.5 No. of Alumni

`01`

2. 6 No. of any other stakeholder and

    community representatives

`00`

2.7 No. of Employers/ Industrialists

`00`

2.8 No. of other External Experts

`00`

2.9 Total No. of members

`11`

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. `02` Faculty `02`

    Non-Teaching Staff Students `02` Alumni `01` Others `00`

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. `0` International `0` National `0` State `0` Institution Level `1`

(ii) Themes

| --- |

2.14 Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all areas during 2014-15. Major activities undertaken by IQAC are stated below:

1. Innovative teaching methods

2. Selection of class representatives

3. All the students were inspired by the activities of NCC, NSS, Cultural and other activities conducted by the college at the time of inaugural function.

4. All the students were motivated to participate in celebration of national festivals and different events organized by the college.

5. In every activity of the college the students are inspired and motivated to participate.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To organize various activities related to saptdhara.	1. Organized various activities related to saptdhara.
2. To organize thalassemia camp.	2. Organized thalassemia camp.
3. To conduct activities related to Sports, NCC, NSS, Cultural activities etc.	3. Conducted activities related to Sports, NCC, NSS, Cultural activities etc.
4. To host an inter college elocution competition named "Vijay Padma"	4. Hosted an inter college elocution competition named "Vijay Padma"
5. To organize training session for faculty members on computing skills	5. Organized training session for faculty members on computing skills

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

    Management [ ]   Syndicate [ ]   Any other body [ ]

        Provide the details of the action taken

AQAR was prepared keeping in view the opinions of the Internal Quality Assessment Cell.

- Attach the academic Calendar of the year as Annexure.

(Provided in Annexure - I, Page No. - 23 &24)

Part – B

Criterion – I

1. 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				
PG	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	-

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

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

*Please provide an analysis of the feedback in the Annexure

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

> The College follows the syllabi designed and prescribed by Hemchandracharya North Gujarat university, Patan

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

> _____

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
04	00	02	00	02

2.2 No. of permanent faculty with Ph.D.

> 0

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
00	07	00	00	00	00	00	00	00	07

2.4 No. of Guest and Visiting faculty and Temporary faculty | 00 | | 01 | | 10 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	00	00
Presented papers	00	00	00
Resource Persons	00	00	00

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

> Our institute has a multimedia project room, a computer lab, a Xerox machine and well-equipped administrative office. Faculty members deliver their lecturess by PPTs.

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

> 202

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

> Xerox machines are at an optimal use for photocopies for students as well as teachers.

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

| 00 | 00 | 00 |

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com-Gujarati	298	10.40	30.87	05	-	42.95
B.com-English	-	-	-	-	-	-
M.Com	89	19.10	28.09	3.37	1.12	51.68

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	07	00	08
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- All the needed infrastructure facilities like computer room, Laptop, printer, table, chair etc. and human resources like research assistants, field investigators, peon and other supporting staff are provided as per sanctioned requirements.
- The college creates an atmosphere of research culture in terms of technology and provide internet facilities and also the library journals and reference books.

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	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
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 *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [00]   Chapters in Edited Books [00]

ii) Without ISBN No. [00]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [--]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [0]

3.13 No. of collaborations   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year [0]

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 | - |

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

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 10 | State level | 01 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 13 |

National level | 13 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

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 | 0 | College forum | 1 |

NCC | 05 | NSS | 2 | Any other | 0 |

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

Campaigns
- Save water and environment
- Save girl child
- Grow more trees
- Awareness for the right of vote

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	3.42 acre	00	Management	3.42 acre
Class rooms	22	00	Management	22
Laboratories	-	-	-	--
Seminar Halls	01	-	Management	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	12	00	UGC	12
Value of the equipment purchased during the year (Rs. in Lakhs)	2,88000	00	UGC	2,88000
Others	-	-	-	-

4.2 Computerization of administration and library

> **Computerization of Administration:**
>
> Computers play a pivotal role in collecting and maintaining students' record, teaching educational programmes through audio visual aids, record of the funds from various sources.
>
> **Library:**
>
> **Our library is fully computerized with SOUL 2.0 software.**
>
> **Labeling and entering books in the computer with barcode.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9928	91168	2136	48313	12064	139481
Reference Books	247	40000	-	-	247	40000
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)	40	8988	1018	71183	1058	80171

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	40	35	5	-	-	6	4	5
Added	10	-	0	-	-	-	-	0
Total	50	35	5	-	-	6	4	5

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

- Every year, computer training was organized to train teaching and non-teaching staff to carry out administrative and research works.
- Our college offers computer application as one of the optional subjects and they are having practical sessions in the computer lab.
- Projectors are also installed in the class rooms.

4.6 Amount spent on maintenance in lakhs :

i)   ICT   00

ii) Campus Infrastructure and facilities   00

iii) Equipments   2,88000

iv) Others   00

          Total :   2,88000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are made aware of various welfare schemes of government.
- Awareness is enhanced about Student Support Services by providing the details of each and every activity of the college and the economic help provided by the college
- Students are educated about grievance Redressal procedures

5.2 Efforts made by the institution for tracking the progression

- Holding meeting with the management, faculty members and IQAC members.
- Holding meetings with class representatives.
- Having feedback orally from the students, parents and teachers.
- Students drop their suggestions in the suggestion box.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1162	199	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%			No	%
Men	985	59.88	Women		660	40.12

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
672	129	22	925	04	1752	635	121	19	869	01	1645

Demand ratio: 1:1.39   Dropout % : 9.22

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

- Proper guidance and direction is given to the students who seek to pass competitive exams like Junior clerk, Banking, LIC and Staff Selection Commission. They are provided also enough materials for reading at leisure time.

No. of students beneficiaries   263

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 counseling and career guidance

- Magazines, books and newspapers are subscribed to get the latest information.
- Extra lectures for career guidance are organized to increase knowledge among the students.

No. of students benefitted | 263 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	28

5.8 Details of gender sensitization programmes

- By organising social activities, the students are encouraged to promote women empowerment in the villages under NSS.
- NSS and Cultural activities focus on holistic education by promoting ethical and moral values.

5.9 Students Activities

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

State/ University level | 150 | National level | 11 | International level | -- |

No. of students participated in cultural events

State/ University level | 17 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 2 | National level | 0 | International level | 0 |

Cultural: State/ University level | 2 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	727	821930
Financial support from other sources	-	-
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 | 03 |

5.13 Major grievances of students (if any) redressed: No untoward incident took place in the college.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

NGES empowers each and every child significantly to increase its performance and to achieve high objectives of life through discipline, self confidence and ethical moral values.

Mission

To expand educational facilities in various upcoming fields and activities and give students Value Based Education to achieve excellence in normal & super specialty courses enabling students to be ready to face the challenges of the globalised competitive world.

6.2 Does the Institution has a management Information System

- Library uses SOUL software
- Administrative office is fully computerized.
- Various computer applications are used to facilities and balance the work load.

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

6.3.1 Curriculum Development

- Curriculum for each subject prescribed by the affiliating university is followed by our college.
- Two of our teachers from the college are the members of the Board of Studies this year.

6.3.2 Teaching and Learning

- The college follows the semester system and for the competent management of the academic year, the planning is done by the IQAC committee. At the beginning of the academic year, this plan is discussed and implemented.
- Most of the students are made familiar with facility of the library and are provided internet facility in the library.
- Arranging various competitions under saptdhara and departmental activities.
- Under NSS, NCC, sports and cultural activities skills of the students are brought about on the surface and come out with different critical skills.

6.3.3 Examination and Evaluation

- Continuous evaluation of the students is made smooth with seminars, assignments, internal exams and external university exams.
- Students are informed about the marking schemes and their marks are displayed on the notice board and college websites as well.
- Examination and evaluation process is transparent and Students can apply for rechecking within the stipulated time.

6.3.4 Research and Development

_____

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our library has a free access to a student who enrolled in our institute.
- Magazines keep the students up-to-date with current affairs
- Our library has reference books which are not issued to anybody. One can refer it to sit in the library itself. This section is accessible to all faculty members and students.
- Library has a computer with internet facility for the use of the students. They can download the study material in the library itself.
- In-house/remote access to e-resources

6.3.6 Human Resource Management

- Work is worship for all teaching and non-teaching staff and staff members work collaboratively to balance the work load.
- The institute creates an atmosphere to work enthusiastically. It inspires all to perform their duties devotedly. Departmental activities are first planned and then implemented taking the principal into confidence.
- Many courses demand interdepartmental liaison. The elective subjects offered to the students are planned interdepartmentally.
- NCC, NSS, Sports and cultural activities are the backbone of the overall performance of the students.

6.3.7 Faculty and Staff recruitment

- Staff recruitment is done through a fair process. It gives priority to the quality. The process strictly follows the Government norms and UGC regulations.
- The posts of the librarian, teaching faculties for Accountancy, Economics and English, have been sanctioned but not filled by the state Government and hence the Management has recruited eligible and qualified visiting librarian and faculties to carry on the respective tasks.

6.3.8 Industry Interaction / Collaboration

--

6.3.9 Admission of Students

- The college strictly follows the procedure for admission to students as prescribed by the Hemchandracharya North Gujarat University year by year to its affiliated colleges.
- An admission committee is formed under the strict supervision of the principal among the faculties of the college.
- Admission procedure is transparent and fair, purely on merit basis
- Those who have passed the basic degree (B.Com) in commerce faculty are allowed to get admission in P.G. as per the post Graduates Rules of the University.

6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

6.5 Total corpus fund generated ———

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Management
Administrative	No	-	Yes	Private C.A.

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?

> NA

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

> NA

6.12 Activities and support from the Parent – Teacher Association

> NA

6.13 Development programmes for support staff

> NA

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

> ➤ The whole campus is equipped with dustbins for cleanliness.
> ➤ The rooms of the college are well ventilated. The students feel the open free environment during day time. A peon has been assigned the task of switching off fans and tube lights after the classes are over.
> ➤ Tree plantation is done every done in the campus.

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.

> ➤ The college is fully equipped with one computer lab. We have a mufti-media room with over head projector and audio-video tools to help the students to use ICT based technology.
>
> ➤ In order to create a holistic atmosphere in our campus, all the students attend the prayer of the Goddess in the early morning before teaching work begins.
>
> ➤ Admissions, examination work and administrative process at all levels have been made more accurate, speedy, transparent and eco-friendly through the usage of computers.
>
> ➤ Due to the introduction of the choice based credit system, the students need to submit term paper in each subject at the end of the semester.
>
> ➤ The library often updates it materials, books, reference, books and competitive exam books to sustain the interest of the students.

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

- Management holds the meeting with the head of the institute at the beginning of the year to find the problems with the resources if found and at the end of the semester the meeting is held to discuss the progress of the institute.
- Informal spoken English class was initiated by the college to increase knowledge in English as a language.
- The college has invited expert personalities from different fields to deliver lectures on their chosen fields in order to provide students with detailed information of the fields concerned as well as the efforts made by them to develop their personalities and become great persons.
- IQAC holds meetings to bring tne necessary equipments in the campus.

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

Provided the details in Annexure: II (page no. 25 & 26)

7.4 Contribution to environmental awareness / protection

- Initiated environment awareness through activities like posters, rallies and cultural programme.
- Every year plantation of tree takes place in the college campus to create a relation between Nature and human.
- A couple of lectures were done on how to save environment.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Provided the details in Annexure: III (page no. 27)

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8. Plans of institution for next year

- Complete fairness and transparency in admission procedure.
- To hold meetings with the class representatives periodically.
- Organization of grand occasions and events.
- Arrangement of guest lectures, study tours, field visits, curricular, co-curricular and extra-curricular activities etc.
- To plant more trees in the college campus to create eco -friendly environment.

Name:-   Prof. Pratik J. Suthar

Signature of the Coordinator, IQAC

Name:-   Dr. Hitesh S. Viramgami

Signature of the Chairperson, IQAC

Principal
Smt. T. S. R. Commerce College
PATAN. (N. G.) 384265

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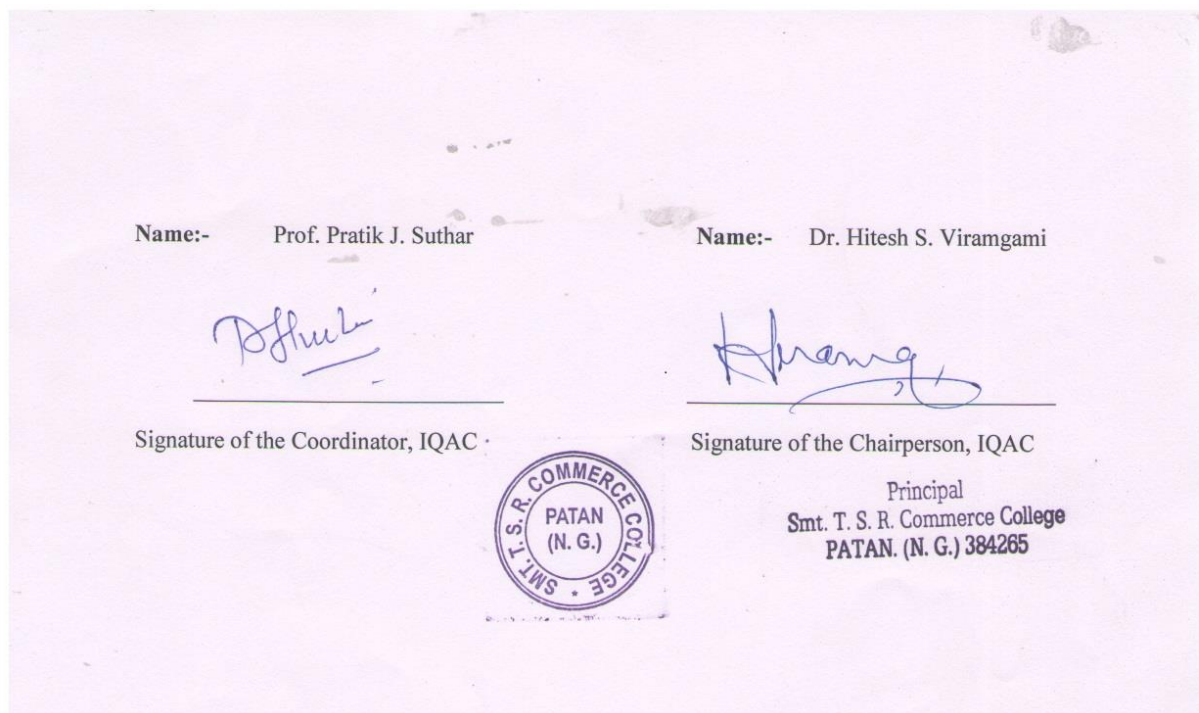
The End

Academic Calendar to be adhered during the year 2014-15.

Month	Activities
May 2014	• Meeting with Management to plan for new academic year • Admission process for B.Com. Sem. III & V and M.Com.Sem.III
June 2014	• Beginning of New Academic year • Admission process for B.Com.Sem. I and M. Com.Sem. I Programme • Staff meeting for the academic year 2014-15 - planning academic activities. • Welcome ceremony for the First Year Students. • Inauguration : N. S. S. / N. C. C. / Sports • Yearly planning for the Sports, cultural and other activities • Planning for internal and university Exam as per university schedule • Beginning of class room teaching • IQAC meeting
July 2014	• Arranging Staff Meeting • Formation of Various committees as per need • Guest lecture • Orientation programme for two N. S. S. Unit • Orientation programme for N. C. C. cadets • Orientation programme for Cultural activities and Saptadhara • Orientation program for Library • Career guidance to students • Thalassemia test
August 2014	• Staff Meeting • Guest Lecture • One day programme for regular activities of N. S. S. Units • Celebration of Independence Day (15th August) • Celebration of Janmastami festival by N.S.S. and N.C.C. units.
September 2014	• Staff Meeting • Teachers' Day Celebration on 5th September • Blood Donation Camp • Sports planning • Rehearsal for cultural programmes • One day programme for N. S. S. activities • Celebration of 'Navratri' festival – Garba competition and prize distribution • Celebration of N.S.S. Day and organizing its sibir in collaboration with Hemchandracharya North Gujarat University, Patan • Educational Tour • Submission of term papers and presentations

October 2014	• Staff Meeting • First Internal Examination • Paper assessment • Diwali Vacation: • N. S. S. Annual Camp
November 2014	• Beginning of Second Term after Diwali Vacation • Staff Meeting • Declaration of Results of the First Internal Examination • Sports Activities • Exhibition of the books in the library • Participation in seminars and conferences • University Examination

December 2014	• Staff Meeting
	• Celebration of World Aids Day on 1st December
	• Guest Lecture
	• University Youth Festival
	• Sports: Participation in various competitions.
	• Participation in various sibirs of N.S.S.
	• Celebration of Various Days (SPANDAN)
	  o Tie and Sari Day
	  o Traditional Day
	  o Green Day(Save Fuel)
	  o Mahendi Competition
	  o Cooking Competition

January 2015	• Staff Meeting • Guest Lecture • Celebration of Republic Day: 26th January • Annual Day Celebration and Prize Distribution Programme • Kite Flying Competition • IQAC meeting
February 2015	• Staff Meeting • College internal exam and paper assessment • Internal mark program • Additional test
March 2015	• Staff Meeting • Declaration of Results : Second Internal / Additional Examination • N. C. C. Examination for 'B' and 'C' Certificates • University Examination
April 2015	• Staff Meeting • University Examination to be conducted and answer sheets of university examination to be assessed • Yearly Planning for the next year • Committees Meetings • Summer Vacation

7.3: Best Practice I

 1. Title of the Best Practice I: Bank and ATM

2. Goal: The campus initiated a bank and an ATM facility since its establishment which facilitates the process of fee payment for admission. The bank is kept open for office hours to receive the fees. The ATM is kept open for 24/7 for the institutions.

3. The context: The NGES campus has more than ten thousand students studying in various disciplines. To give them relief from wandering outside for the payment of the fees, they are provided this facility. Besides it, a student who does not have cash can withdraw from ATM. The college needs not to deposit the collection of fees in the bank.

4.The Practice: The staff as well as students need not to go outside to withdraw money from ATM. Clerical staff becomes free from counting cash and depositing in the bank as well threat of getting duplicate notes reduces. There is no chance of mistakes for receiving the amount of the fees and the admission is easily confirmed.

5. Evidence of Success: The students become habitual to use the bank. The fee under different heads can be easily and speedily transferred from our bank to other bank.

6. Problems Encountered and Resources Required: Sometimes due to the network problem faced during the payment of the fees, the students face a great difficulty. Sometimes the ATM is out of service and does not work properly. Eventually the students disgust this system.
The bank starts from 10.30 A.M. and the college starts from 7.30 A.M. therefore the students cannot pay therefore fees before 10.30 A.M.
If students of all disciplines in a single campus jam-packed at fee-windows, the queue becomes larger than our expectations.

7.3: Best Practice II

1. Title of the Best Practice II: More Strength of the students compared to other affiliated colleges of the North Gujarat University.

2. Goal: By giving more admissions to the students, our college can impart good contribution to our society to build well-educated citizens.
To offer commerce education opportunities to almost students surrounding Patan area.
To increase the competitive strength of college in terms of the number of students.

3. The context: The College has well infrastructure, enough classrooms, parking and all other needed facilities to impart education for mass students.
The college has large-spaced classrooms with air-ventilation to sit comfortably.
We get enough number of students for NSS, NCC, sports and cultural activities.

4.The Practice: Because of more admissions, the competition increases among the students for better result.

The college can recruit the staff from our former students.

Thorough collaboration and harmony, students can achieve the best.

5. Evidence of Success: Every year the demand ration for admission remains at least more than 1:1.30.

Even though there are self-finance colleges for B.Com. degree in Patan city, there is more rush in admission. The same position we can find in M.Com. degree also.

To meet the demands of the students for admission in our college, management has started one self-financed college.

6. Problems Encountered and Resources Required: Due to a plenty of admissions in the UG, the poor students spoils the results of the institute.

During exam time there is a great problem of seating arrangement when exams of two or more semesters run together.

The college requires additional classrooms to conduct exam of all semesters together.

SWOC ANALYSIS:

Strengths:

- Demand ration for admission is more than 1:1.35
- The students always put trust on our faculty members for their extra-ordinary skills
- Active and co-operative management.
- Active participation and achievement in various events of sports.
- A bank facility inside the campus.

Weaknesses:

- Shortage of permanent staff.
- Lack of own transport facility and staff quarters.
- Lack of students' interest in English learning.
- Less awareness among students about career planning and development.

Opportunities:

- Great demand of girls' NCC unit
- There are ten institutions in the campus, so it gives an opportunity to invite experts from our campus to enhance extra knowledge.
- Faculty and students are provided with ample opportunities to work with the community.
- We can impart knowledge of Computer literacy with the help of a computer lab.

Challenges

- To inspire students for research oriented course
- Computer enhancing skills
- Lack of active participation in off-campus activities due to inferiority complex among students
- To bring fluency in English speaking.