Smt. T. S. R. Commerce College

Patan-384265

Managed by North Gujarat Education Society, Patan

ANNUAL QUALITY ASSURANCE CELL
2015-16

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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)*** 2015-16

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 2014-15 submitted to NAAC on 07-06-2018 (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	05
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	03
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	00
2.9 Total No. of members	14

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 2

(ii) Themes | ---

2.14 Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all areas during 2015-16. Major activities undertaken by IQAC are stated below:

1. Teaching methods with technical skills
2. Organising social activities off the campus
3. Thalassemia test
4. Selection of class representatives
5. All the students are motivated to learn English as a language.
6. Organizing World Yoga Day
7. Rally on saving environment

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 social activities off the campus	2. Organized social activities off the campus
3. To organize thalassamia camp.	3. Organized thalassamia camp.
4. To conduct an N.S.S. camp	4. Conducted N.S.S. camp
5. To host an inter college elocution competition named “Vijay Padma”	5. Hosted an inter college elocution competition named “Vijay Padma”
6. To organize training session for faculty members on computing skills	6. 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. - 24 & 25)

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***

(Provided in Annexure - II, Page No. – 26 to 34)

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.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
05	01	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
01	06	00	00	00	00	00	00	01	06

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 | 01 | 11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	01	03
Presented papers	01	01	00
Resource Persons	00	00	00

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

Teaching:

- Our institute has three laptops which help the faculty members to prepare computerized notes for students.
- Two photocopiers have been bought in order to take out the photocopies of the important documents i.e. study materials and paper sets of the B.Com. and M.Com. programs.
- Our college has television, multimedia project room, a computer lab, a Xerox machine and well-equipped administrative office. Faculty members deliver their lectures by PPTs.

Learning:

- Students are encouraged to avail the internet facilities.
- The use of ICT also makes the learning process student-centered.
- Extra lectures are organised to give them more exposure in study.

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): All in one printing machines maintained well by the college to update the technology which help the teachers as well as students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 01 | 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	366	4.91	18.58	1.91	35.80	61.35
B.com-English	133	15.78	38.35	-	29.32	83.45
M.Com	95	14.73	49.47	2.11	04.21	70.52

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

- IQAC holds meetings at regular intervals with the head of the institute and management representatives and makes the teaching and learning process stronger in terms of quality.
- Taking students feedback and improving teaching and learning accordingly.
- IQAC inspires faculty members to participate in various quality related seminars and conferences and also to prepare research papers.
- Various programs for the benefit of the students are initiated as a result of the establishment of IAQC.
- Faculty members are guided to write research papers and thereby to publish it.

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

- Adequate infrastructure and human resources are made available within the time limit.
- Faculties are motivated to take participation and to present paper in various seminars, conferences and faculty development programmes.
- In order to promote research, the faculties are trained to upgrade more computing skills.
- By using www.inflib.net.ac.in, faculties are trained about how to use Sodhganaga.

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	01	-	04
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	-	-	-	-	01
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	03	State level	00
National level	0	International level	0

3.22 No. of students participated in NCC events:

University level	50	State level	19
National level	04	International level	0

3.23 No. of Awards won in NSS:

University level	01	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	05		
NCC	03	NSS	02	Any other	01

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

Campaigns

- Awareness of yoga through Yoga Day
- Distribution of needed kits at old age home
- Promoting charity at needed people
- Save Fuel Day

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	03	UGC	15
Value of the equipment purchased during the year (Rs. in Lakhs)	2,88000	77250	UGC	3,65,250
Others	-	-	-	-

4.2 Computerization of administration and library

Computerization of Administration:

Computers is a need of age which helps in maintaining students' record, teaching educational programs through audio visual aids, record of the funds from various sources.

Library:

- Library has Comfortable seating arrangements, large reading tables, fans and curtains for students and is well-maintained by the college.
- Library contains magazines to guide the students in proper direction.
- Library contains newspapers in two languages.
- Our library is fully computerized with SOUL 2.0 software.
- Library has 02 computers with internet facility for the use of the students. They can download the study material in the library itself.
- Labelling and entering books in the computer with barcode.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12064	139481	991	12877	13055	152536
Reference Books	247	40000	-	-	-	-
e-Books						
Journals			36	1996		
e-Journals						
Digital Database						
CD & Video						
Others (specify)	1058	80171	89	24695	1147	104866

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	50	35	5	-	-	6	4	5
Added	00	-	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.)

- Our college is a free Wi-Fi zone to all teaching and non-teaching staff members
- Our teaching and non-teaching staff have a whatsapp group in order to share important academic information
- Members of teaching and non-teaching staff have been trained to operate computers to carry out administrative and research works.
- Students are oriented in the use of library resources and internet access in the library as well as computer lab.
- Most of the staff members have the certificate of CCC for computing skill.

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 educated about grievance Redressal procedures
- Our college has placed a suggestion box to improve 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

5.2 Efforts made by the institution for tracking the progression

- Students drop their suggestions in the suggestion box.
- Meeting for organising extension activities under N.C.C., N.S.S. as well as saptdhara.
- Holding meeting with the management, faculty members and IQAC members.
- Holding meetings with class representatives.
- Having written feedback from the students and oral feedback from parents and teachers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1574	219	-	-

(b) No. of students outside the state: -

(c) No. of international students: -

Men	No	%
	1014	56.55

Women	No	%
	779	43.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
635	121	19	869	01	1645	682	150	16	943	02	1793

Demand ratio: 1:1.52 Dropout % : 9.43

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

Many competitive books are bought to create the atmosphere of competitive exam. After college time, most of the students organize lectures themselves to guide. If students found any query or confusion, they are guided by the teachers at leisure time.

No. of students beneficiaries: 465

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

- The students can use NDL by using computer available in the library.
- Magazines, books and newspapers are subscribed to get the latest information.
- Extra lectures for career guidance are organized to increase knowledge among the students.
- There are magazines relating to career opportunities which are displayed in the library.
- The students are informed about the local job opportunities.

No. of students benefitted 465

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	37

mi

5.8 Details of gender sensitization programmes

- In order to break the generation gap, our faculty members visited age-old home and distributed a numbers of kits to the aged people.
- A rally was organised to create awareness of environment in society.
- Awareness program was organised.

5.9 Students Activities

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

State/ University level 150 National level 07 International level --

No. of students participated in cultural events

State/ University level 11 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	06	National level	0	International level	0
Cultural: State/ University level	0	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	998	4169205
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 05

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

- The college has overhead projectors to improve and upgrade teaching learning skills.
- Library uses the latest SOUL 2.0 software
- In lab, library, staff room, administration office, N.C.C., N.S.S., sports, computer and internet facility is provided.
- 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.
- One of our teachers from the college is 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

- Students' evaluation is done by discussing and questioning-answering on the ongoing topic in the classroom. A weekly test is organized by the teachers in order to examine the students' knowledge.
- Examination and evaluation of the students are done periodically not only by exams but also by seminars at the end of the semesters.

6.3.4 Research and Development

———

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Magazines provide students updated information.
- Our library contains new arrived books bases on the syllabus. It has reference books and competitive exams.
- Library has facilities like reading hall, fans, curtains, computer with internet, three in one Xerox machine.
- Our college has N.C.C. room, N.S.S. room, sports room, IQAC room as well as girls' room.

6.3.6 Human Resource Management

- The teaching and non-teaching staffs are devotedly ready to do the assigned work.
- The College Staff completes assigned work in a stipulated time with responsibility.
- It inspires others to perform their duties devotedly. Departmental activities are first planned and then implemented taking the principal into confidence.
- Under the guidance of In-Charge-principal, the exam is conducted without any depute and controversy under the surveillance of CCTV.
- The teaching Staff works collaboratively enthusiastically in the various extension activities.

6.3.7 Faculty and Staff recruitment

- Staff recruitment is done by giving priority to quality and qualifications on a fair process. The process strictly follows the Government norms and UGC regulations.
- The posts of the librarian, teaching faculties for Accountancy, Economics and Commerce, have been sanctioned but not filled by the state Government.
- The management has recruited eligible and qualified teaching and non-teaching staff as per the requirement.

6.3.8 Industry Interaction / Collaboration

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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

- To save the environment, a Green Day was celebrated under Spandan Programme.
- Tree plantation was promoted to save environment.
- The whole campus is equipped with the posters of "save Environment".
- For eco-friendly campus, the students are inspired to use e-materials.

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 multi-media room with over head projector and audio-video tools to help the students to use ICT based technology
- Initiate step was taken by faculty members to publish research papers.
- 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 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: III (page no. 35 & 36)

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.

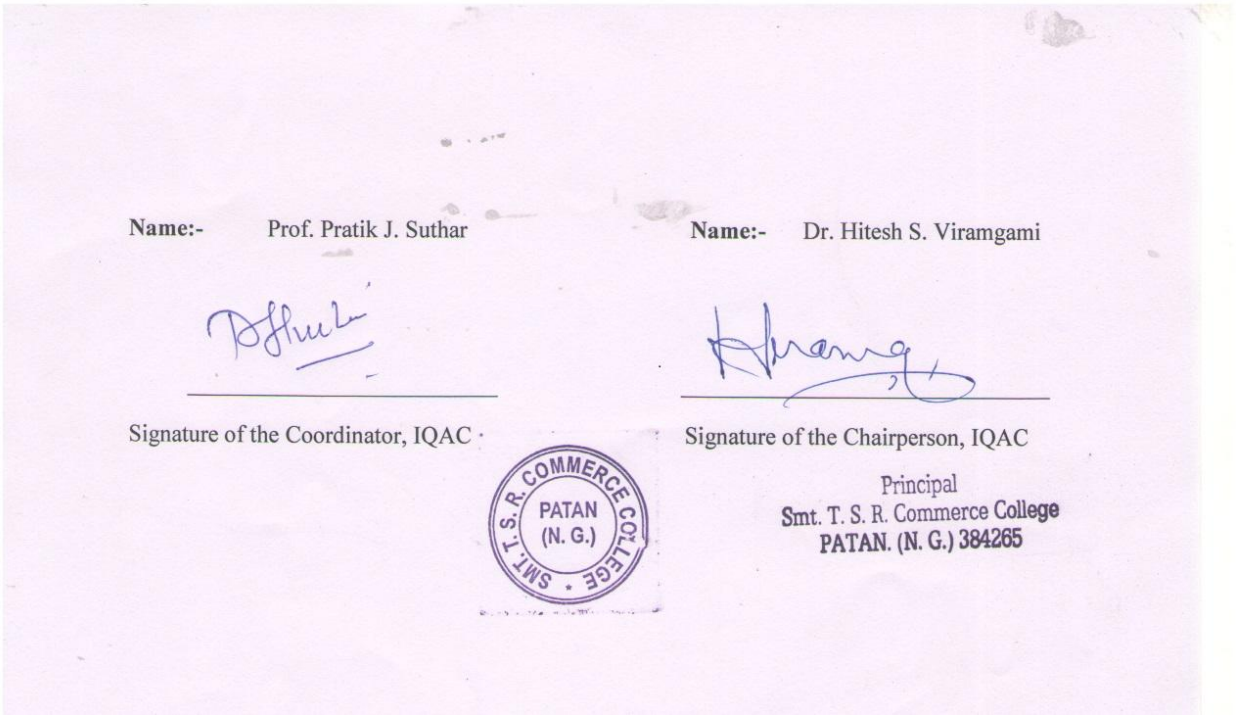
7.5 Whether environmental audit was conducted? Yes [ ] No [✓]

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

Provided the details in Annexure: IV (page no. 36)

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

- Complete fairness and transparency in admission procedure.
- Organising meeting with the management for the new academic year and needed infrastructure.
- To organize 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.
- To place more dustbins to improve cleanliness.
- To add more infrastructures to improve academic progress.



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The End

Annexure-I Academic Calendar – 2015-16

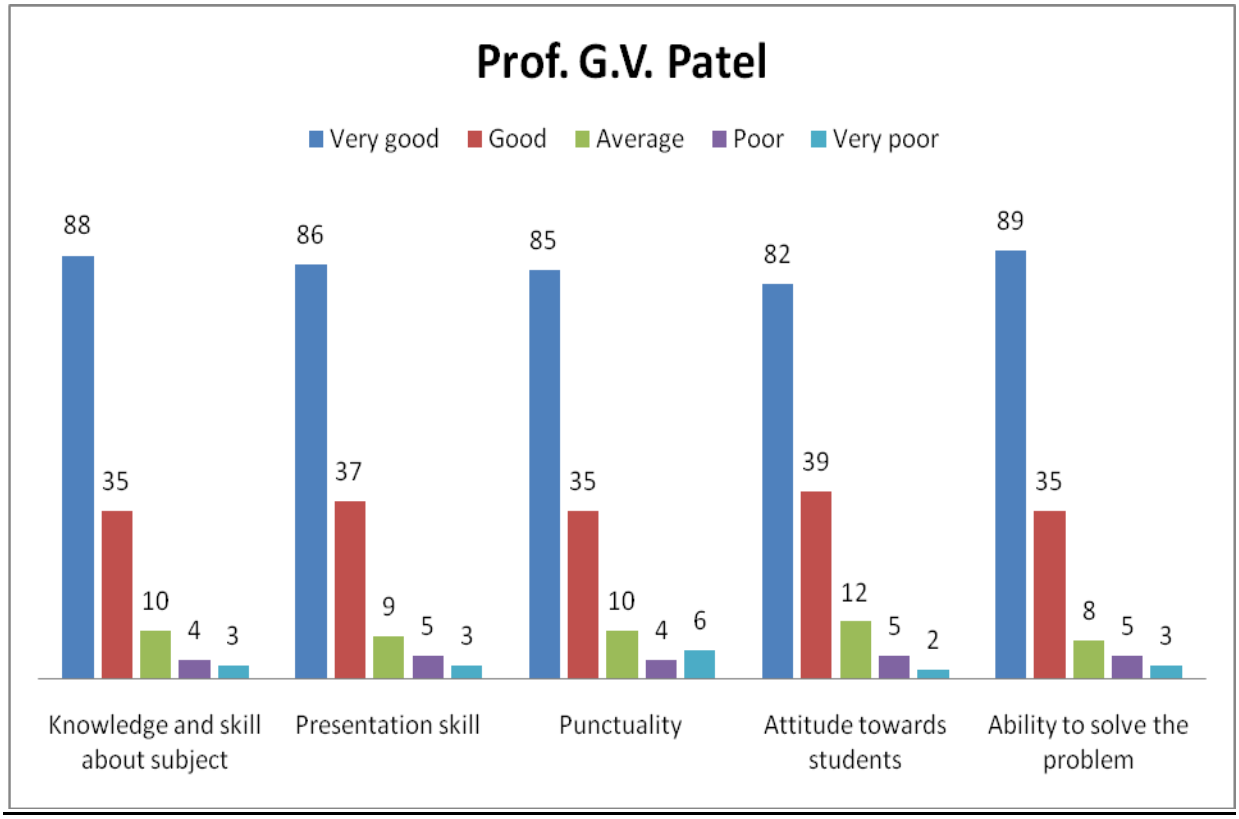
Month	Activities
May 2015	• Meeting with Management to plan for new academic year • Admission process for B.Com. Sem. III & V and M.Com.Sem.III
June 2015	• Beginning of New Academic year • Admission process for B.Com.Sem. I and M. Com.Sem. I Programme • Staff meeting for the academic year 2015-16 - planning 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 • Celebration World Yoga Day • Formation of Various committees • Organizing training program on Research paper writing for faculty members
July 2015	• Arranging Staff Meeting • Guest lecture • Orientation programme for 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 2015	• Staff Meeting • Guest Lecture • One day programme for regular activities of N. S. S. Units • Organizing one day work shop on career guidance and personality development • Celebration of Independence Day (15^{th} August) • Celebration of Janmastami festival by N.S.S. and N.C.C. units.
September 2015	• Staff Meeting • Teachers' Day Celebration on 5^{th} September • Blood Donation Camp • Sports planning • Rehearsal for cultural programmes • 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

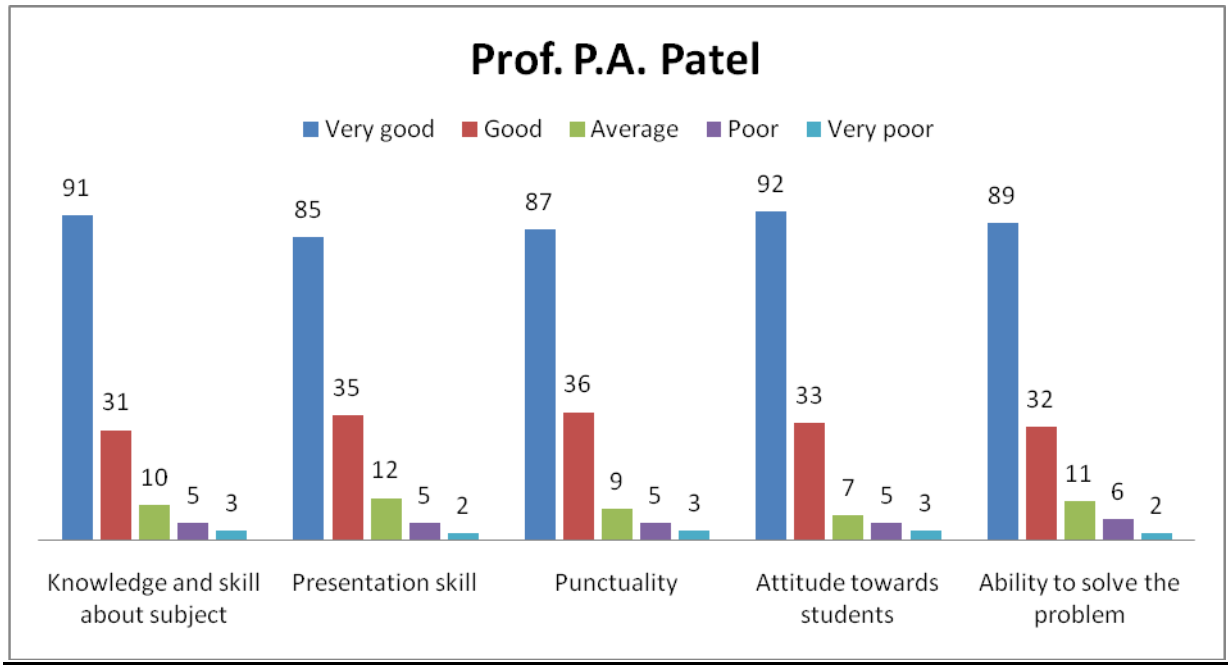
October 2015	• Staff Meeting • First Internal Examination • Paper assessment • Diwali Vacation
November 2015	• Beginning of Second Term after Diwali Vacation • Staff Meeting • Declaration of Results of the First Internal Examination • Sports Activities • Exhibition of the books in the library • Participation in seminars and conferences • University Examination
December 2015	• Staff Meeting • Celebration of World Aids Day on 1st December and organizing rally • 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 2016	• Staff Meeting • Guest Lecture • Celebration of Republic Day: 26th January • Annual Day Celebration and Prize Distribution Programme • Kite Flying Competition • IQAC meeting • N. S. S. Annual Camp • Elocution competition "Vijay Padma"
February 2016	• Staff Meeting • College internal exam and paper assessment • Internal mark program • Additional test • Organizing community services off the campus
March 2016	• Staff Meeting • Organizing community services off the campus • Declaration of Results : Second Internal / Additional Examination • N. C. C. Examination for 'B' and 'C' Certificates • University Examination
April 2016	• 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

Annexure II: Part B: Criterion – I

1. Curricular Aspects:

1.3: Manual Feedback from the stakeholders especially students:

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Good
Average
Poor
Very poor
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12
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87
36
9
5
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92
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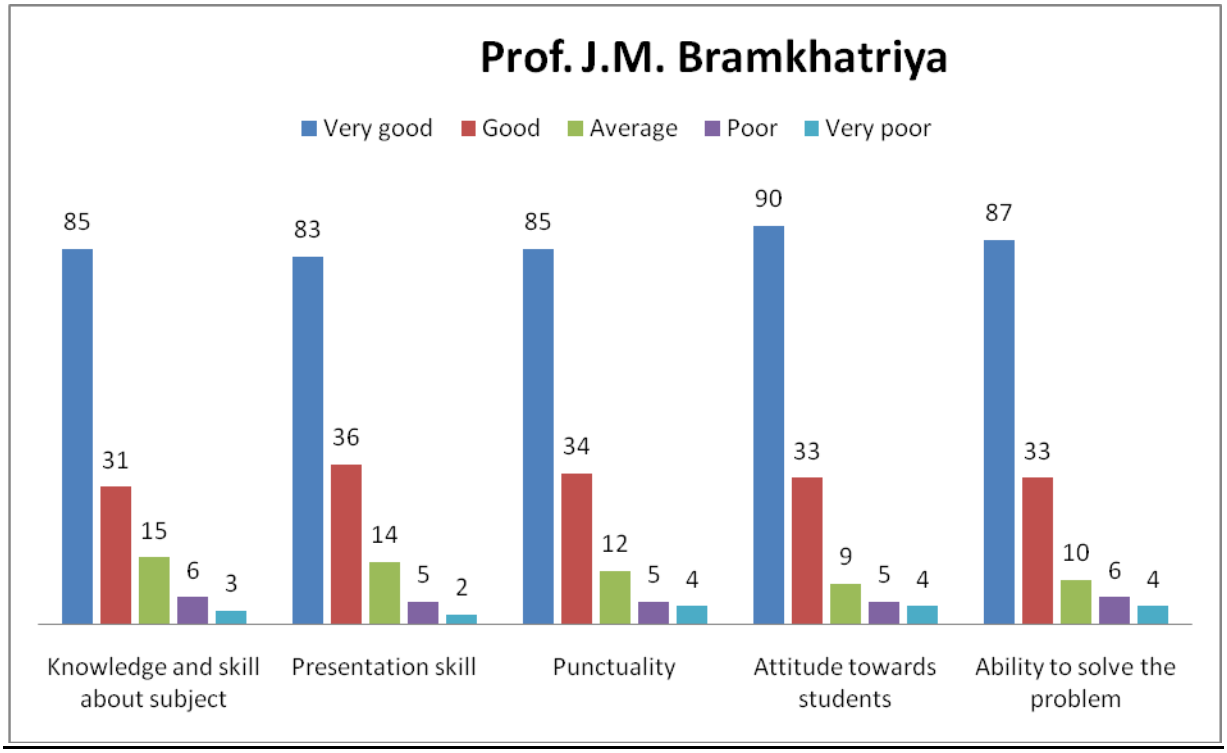
32
11
6
2
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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34
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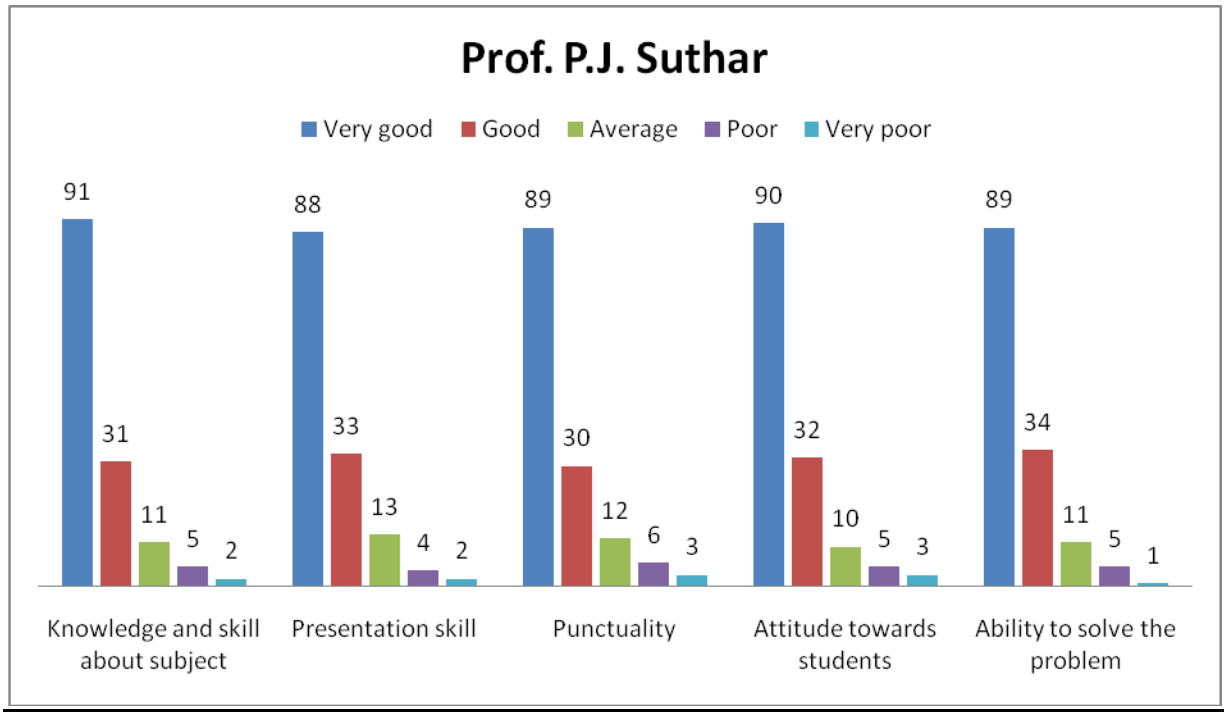
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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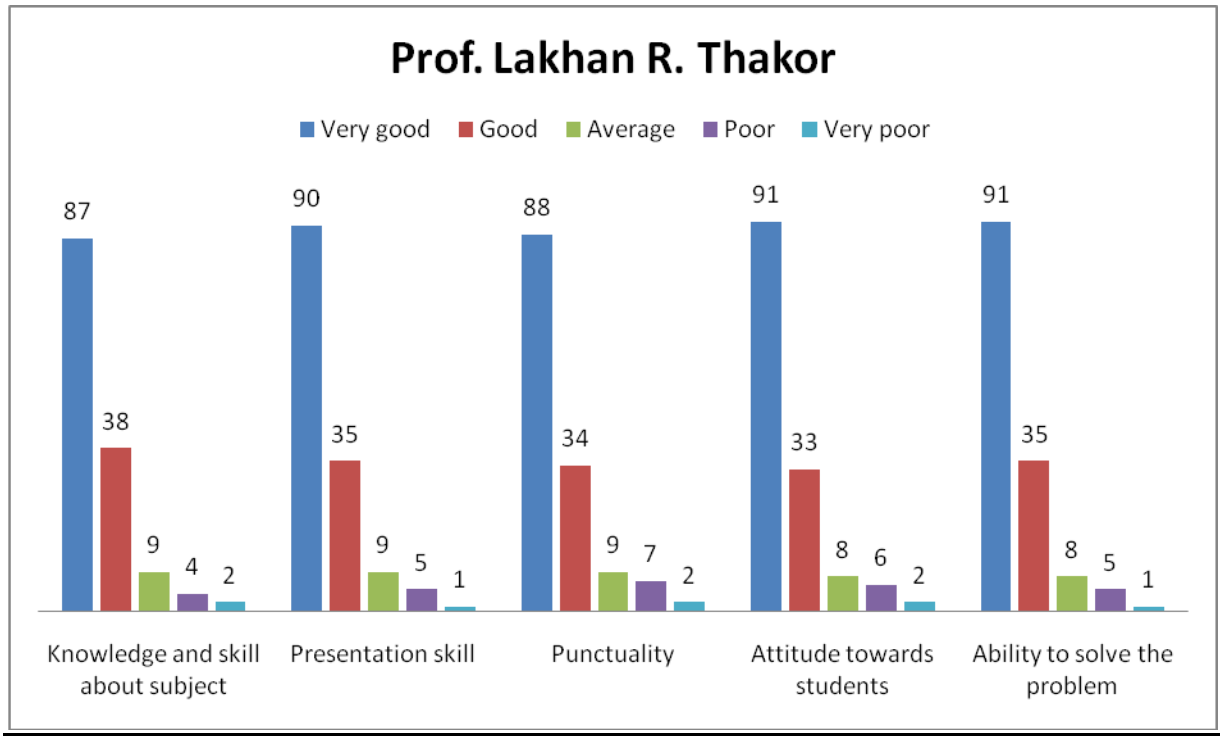
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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9
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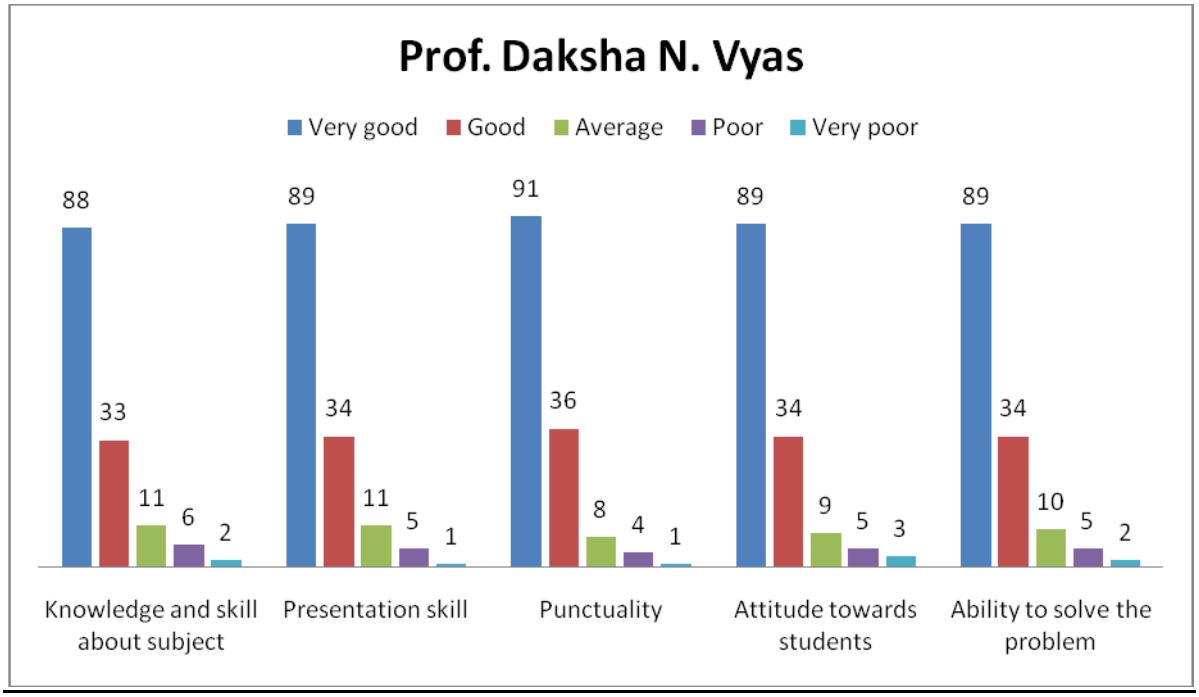
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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Average
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Very poor
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8
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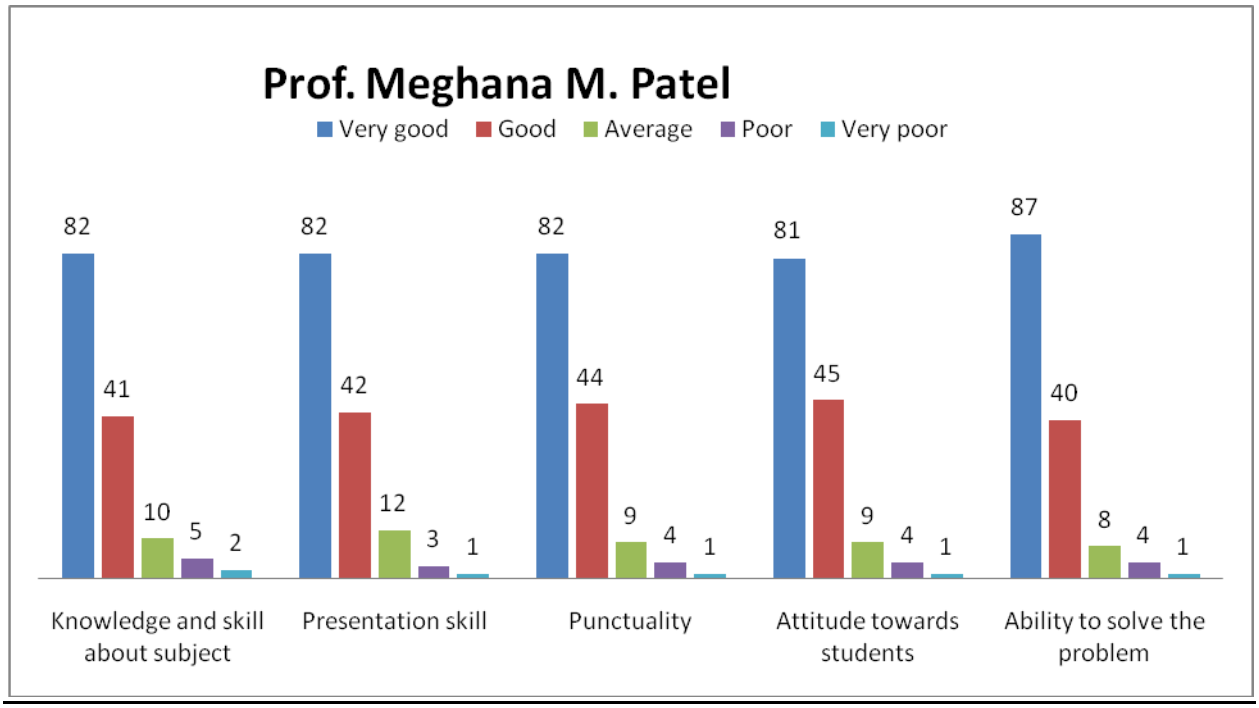
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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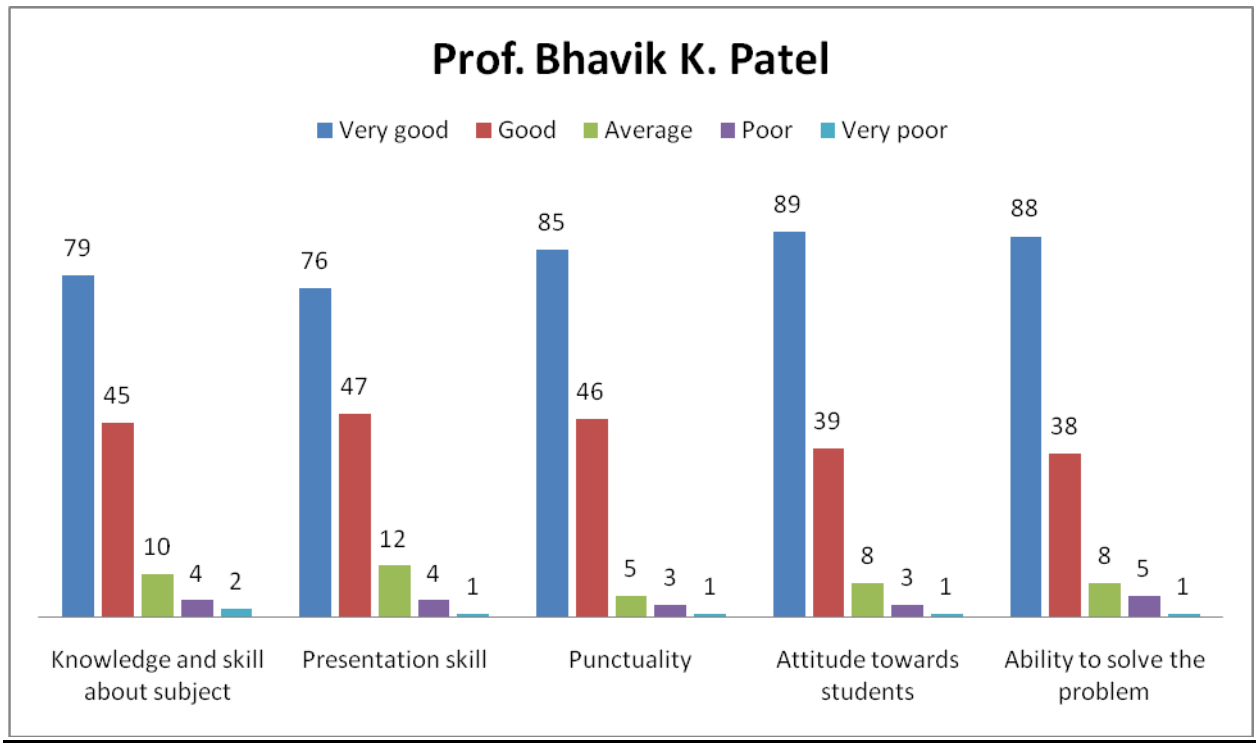
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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Very poor
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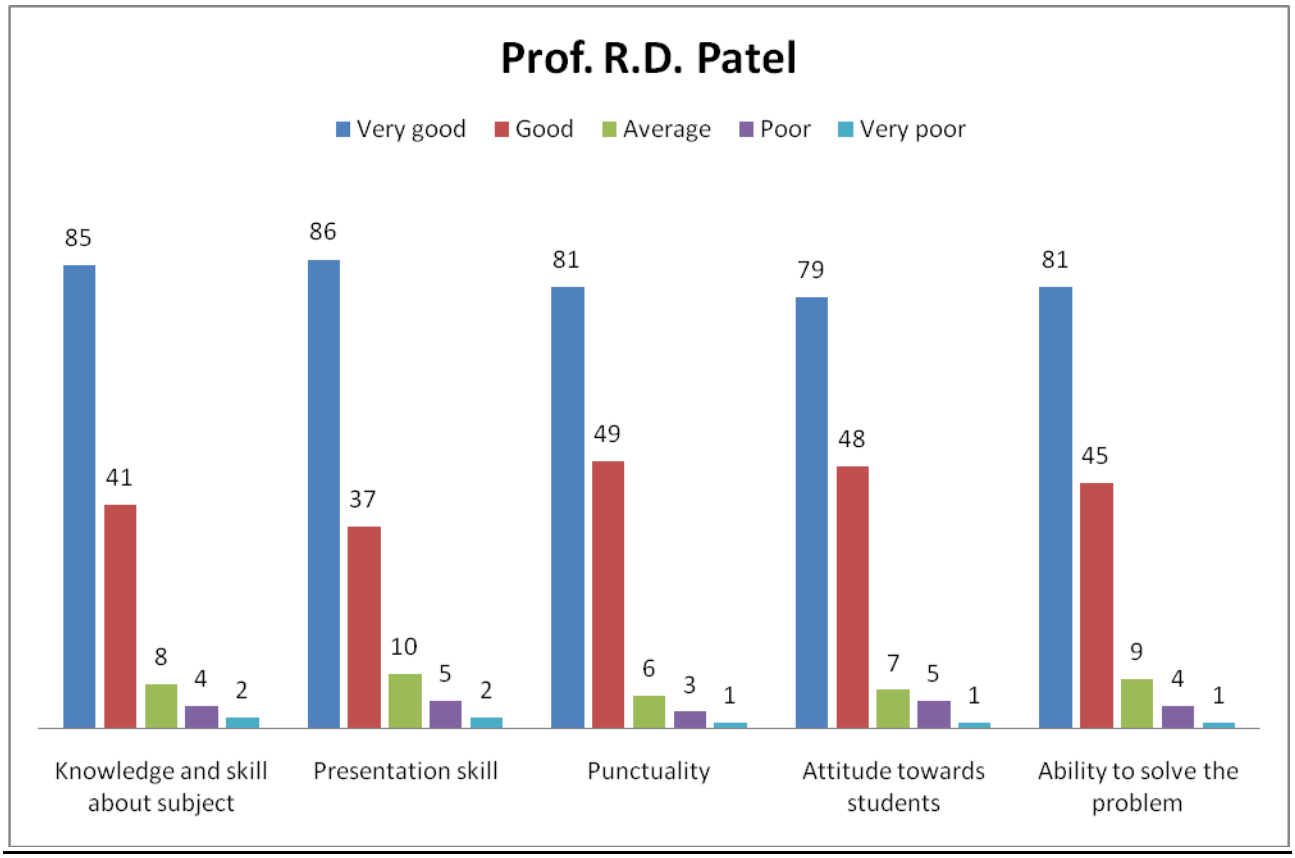
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem


Prof. R.D. Patel
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Good
Average
Poor
Very poor
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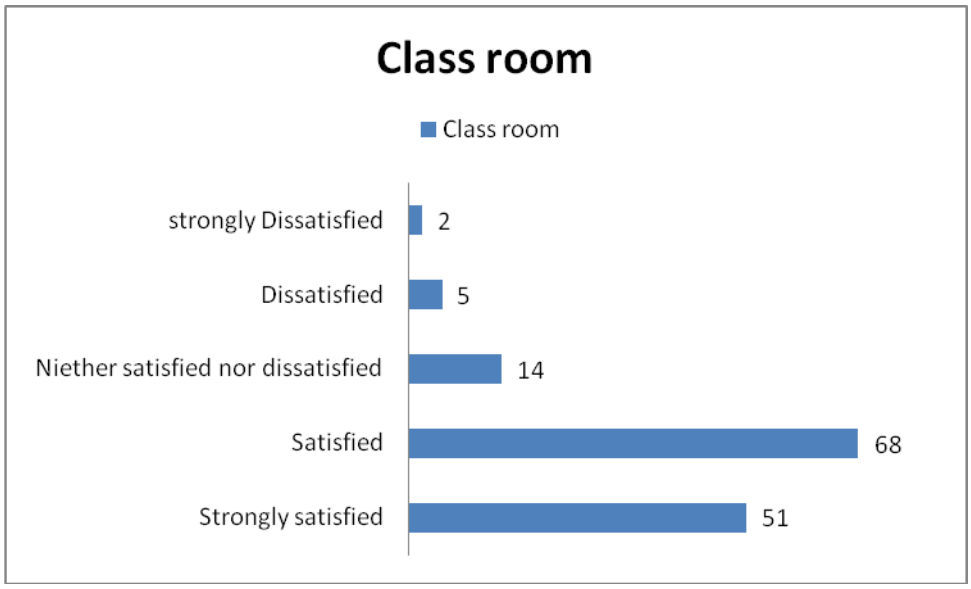
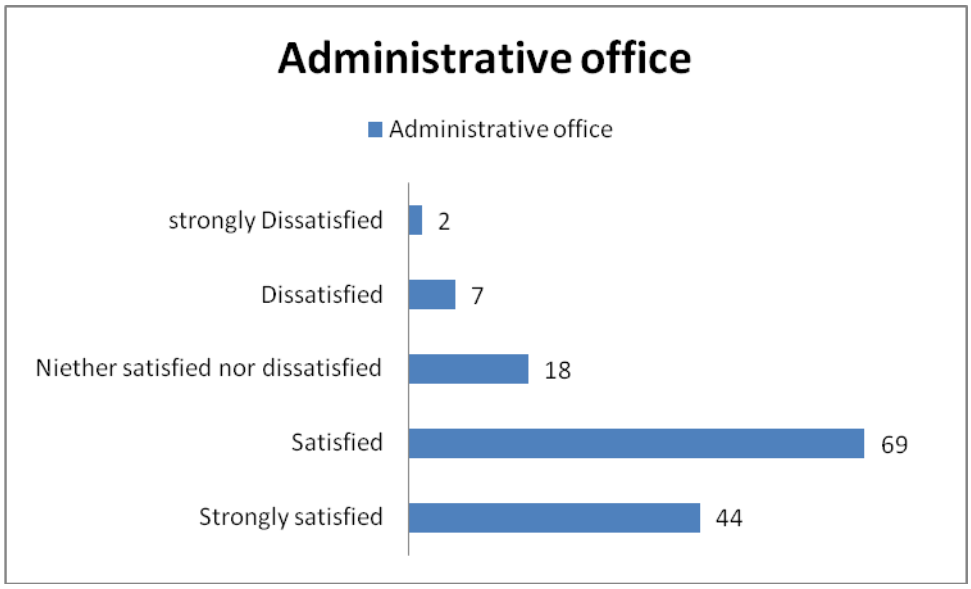
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem


Class room
Class room
strongly Dissatisfied
2
Dissatisfied
5
Niether satisfied nor dissatisfied
14
Satisfied
68
Strongly satisfied
51


Administrative office
Administrative office
strongly Dissatisfied
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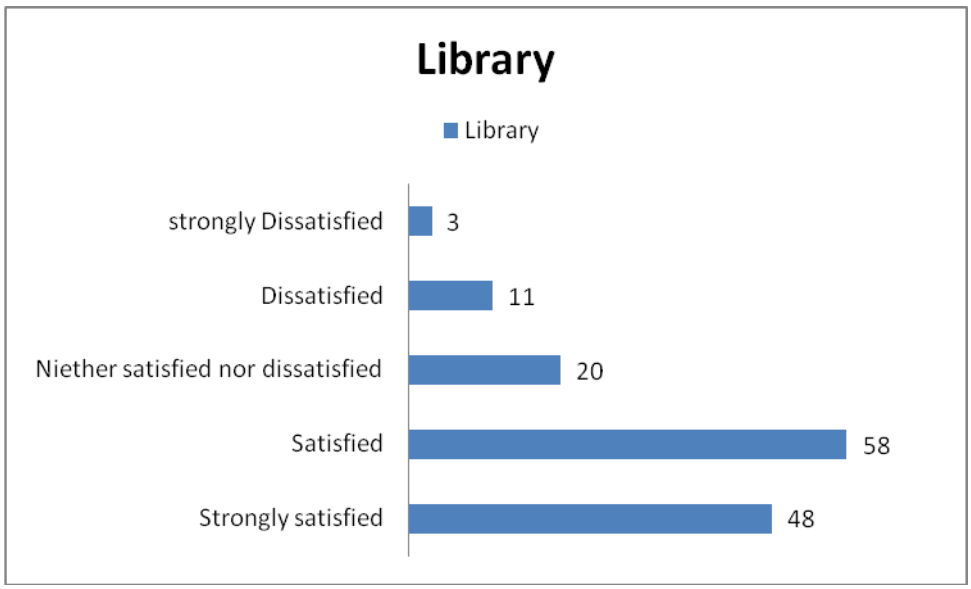
Dissatisfied
7
Niether satisfied nor dissatisfied
18
Satisfied
69
Strongly satisfied
44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Library
strongly Dissatisfied
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Dissatisfied
11
Niether satisfied nor dissatisfied
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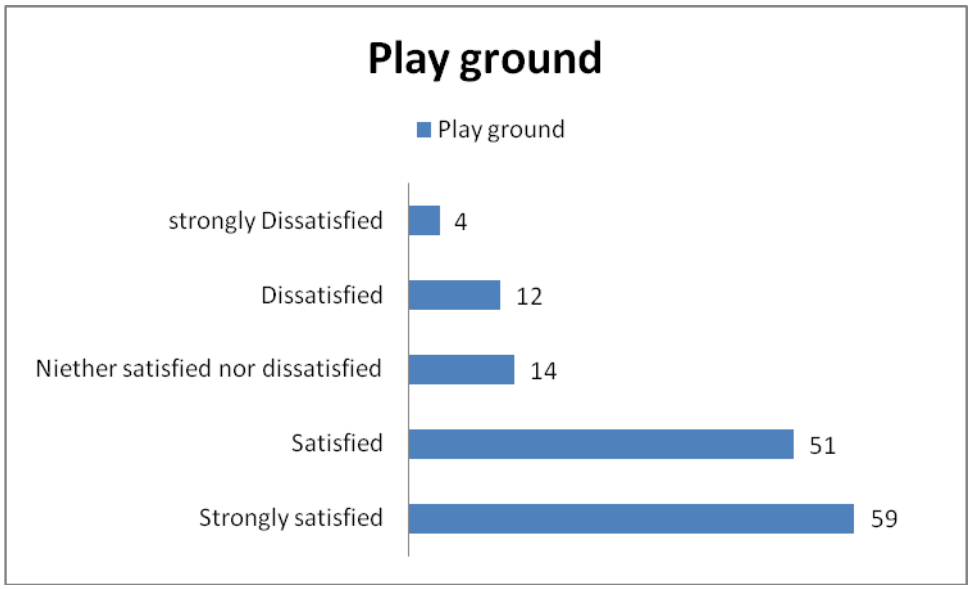
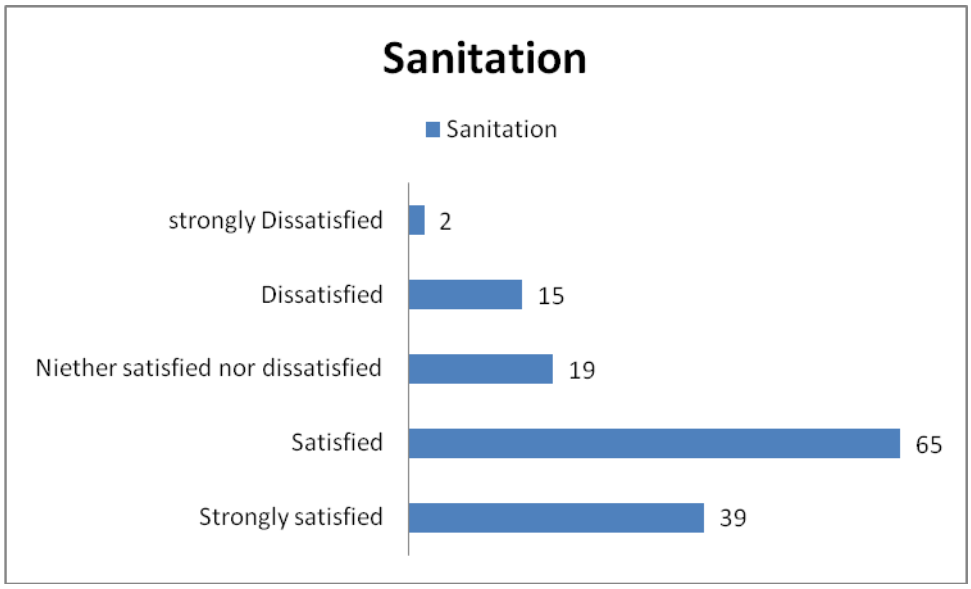
Satisfied
58
Strongly satisfied
48


Play ground
Play ground
strongly Dissatisfied
4
Dissatisfied
12
Niether satisfied nor dissatisfied
14
Satisfied
51
Strongly satisfied
59


Sanitation
Sanitation
strongly Dissatisfied
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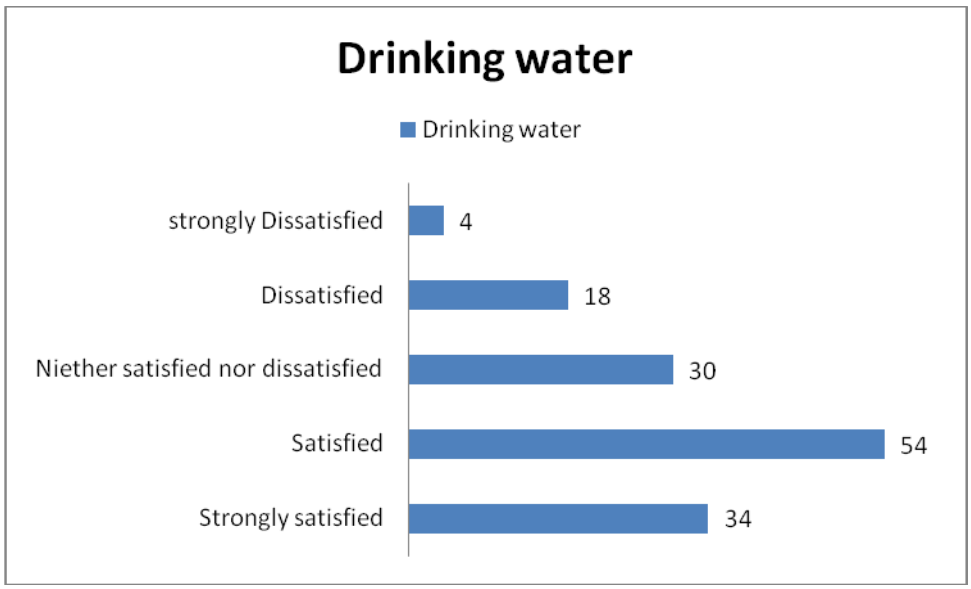
Dissatisfied
15
Niether satisfied nor dissatisfied
19
Satisfied
65
Strongly satisfied
39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Drinking water
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Dissatisfied
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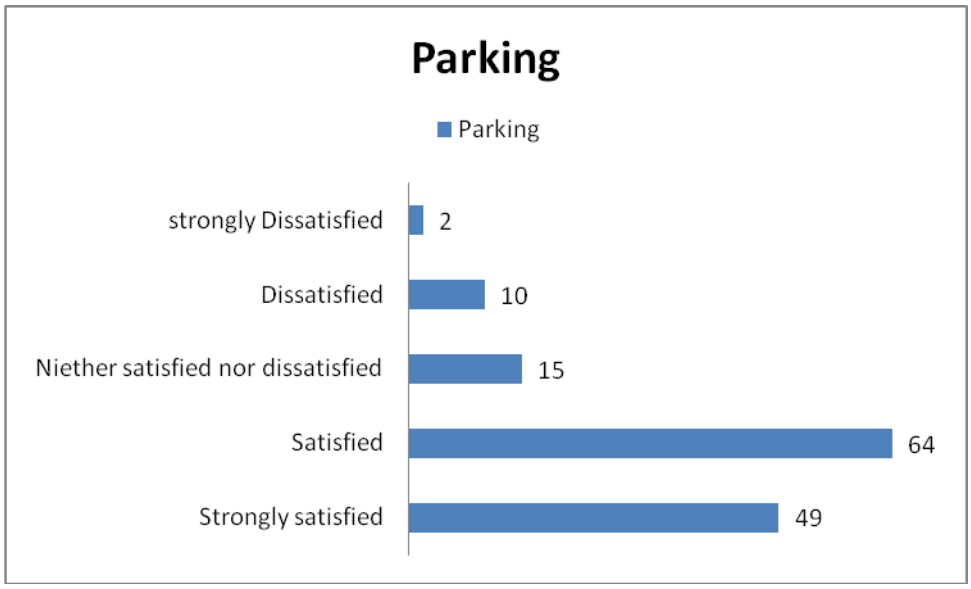
Niether satisfied nor dissatisfied
30
Satisfied
54
Strongly satisfied
34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Parking
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Dissatisfied
10
Niether satisfied nor dissatisfied
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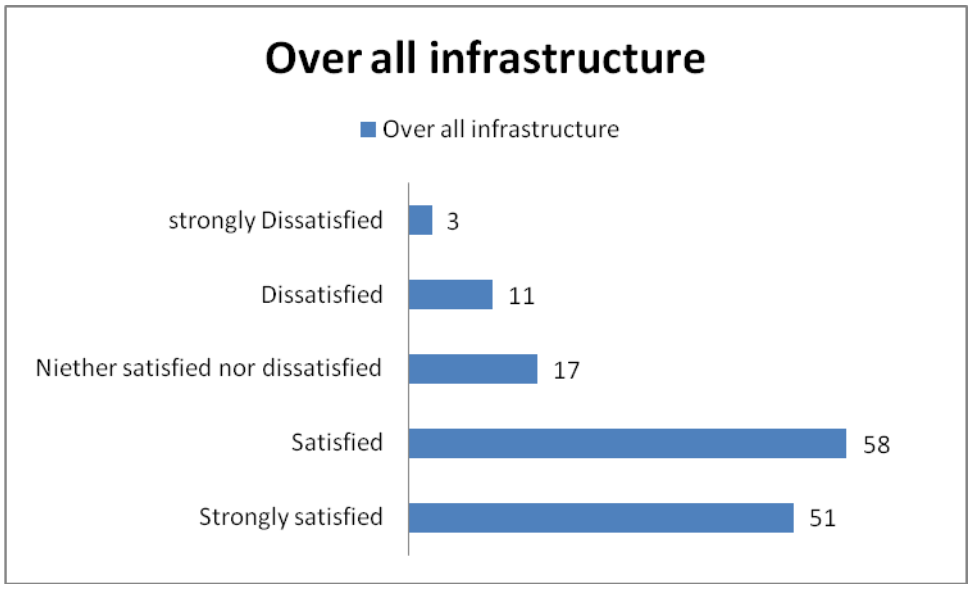
Satisfied
64
Strongly satisfied
49



Total 140 respondents

ANNEXURE – III

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

7.3: Best Practice I

1. Title of the Best Practice I: Hostel facility

2. Goal: The hostel facility initiated since the establishment of the college which is available to the enrolled students of the campus. The hostel maintains the basic facilities to be suitable for accommodation.

3. The context: The NGES campus has more than ten thousand students studying in various disciplines. Most of the students are from outside this district and remotest areas of the villages and are not able to commute daily. So in order to get themselves educated, they can stay at hostel with very less fees.

4. The Practice: The students of the campus need no to go outside the campus for hostel facility. The students can spend time in the college for extra lectures. The hostel charges very less fees. Besides, they can enjoy the academic atmosphere of the campus.

5. Evidence of Success: The students come from rural areas. The students arrive in time of the college. They can devote full time for reading and can give justice to their study.

6. Problems Encountered and Resources Required: Sometimes students face the problem of a shortage of electricity and water. Food and accommodation charges are very less plus the students cannot live in hostel for the whole year so it is very tough to maintain administrative charges.

7.3: Best Practice II

1. Title of the Best Practice II: Senior students are guiding and counseling junior students

2. Goal: In our college senior students get the good experience of the college by serious study. Students from different areas successfully create the community to share knowledge. By creating groups, the dull students are guided by the senior students. Additionally, the economically poor students are supported by the economically senior students in informal way. Even senior students bring awareness of reading among junior students.

3. The context: The College has become a stage for the students guiding one another in proper direction to grow more. Senior students help junior students to get maximum benefits of the infrastructure of the campus as well as to get the problem- solving skill.

4. The Practice: In order to create a good atmosphere of teaching learning skills the senior as well as junior students are motivated to guide each other. Every year at teacher's day, the senior students deliver lectures to the junior ones to make them realize to remove stage fear.

5. Evidence of Success: Prof. Pratik Suthar, Prof. Kinjal Prajapati, Prof. Bhavesh Prajapati, Prof. Chandrika Chaudhari, Prof. Ashok Chaudhari, Prof. Pimkesh Patel, Prof. Namrata Shukla, Namita Soni are the senior students of the college who guided junior students successfully and either have served or are serving as adhoc lecturers in the college.

6. Problems Encountered and Resources Required: Junior students have a lack of disciplines while attending lectures of senior ones. The senior students after getting degrees force the management to recruit them in the same campus.

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

ANNEXURE – IV

SWOC ANALYSIS:

Strengths:

- To create social awareness among the students.
- Improvement in publication work
- Remarkable demand ration for admission is more than 1:1.52
- Museum hall for seminars and conferences
- Active participation and achievement in national events.
- A hostel facility
- Canteen facility in the campus
- To create and maintain interest in research activities

Weaknesses:

- Lack of proper guidance due to the absence full time principal
- Lack of own transport facility and staff quarters.
- Less awareness among students about career planning and development
- The college does not have tennis ground separately.
- The college does not have staff quarters from accommodation.

Opportunities:

- Demand of girls' NCC unit
- Students can complete their whole education from a single campus.
- The students can enroll themselves for extra courses without transportation.
- There are ten institutions in the campus, so the staff can be recruited anywhere in the case of surplus.
- Faculty and students are provided with ample opportunities to work with the community.

Challenges

- Students from weak economic background are unable to involve other courses
- Computer enhancing skills
- Staff has to upgrade their qualifications and teachings skills time to time.