Smt. T. S. R. Commerce College

Patan-384265

Managed by North Gujarat Education Society, Patan

ANNUAL QUALITY ASSURANCE CELL
2016-17

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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. Vishal G.Parmar

Mobile: 9924147717

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)*** 2016-17

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 2015-16 submitted to NAAC on 20-06-2018 (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 2016-17. Major activities undertaken by IQAC are stated below:

1. It prepared Academic calendar and ensured its implementation
2. Computing training was organized for faculties
3. Constitution of various committees
4. Welcome function for Semester B.Com. Sem.-I.
5. Organizing International Yoga Day
6. Thalassemia test
7. All the students were motivated to be indulged in N.C.C., N.S.S., sports, as well as cultural activities
8. Members of all the departments and the students were motivated to participate in seminars, workshops and curricular, co-curricular and extra-curricular activities as well.
9. All the students were encouraged to participate in the celebration of great occasions and events organised by the college.

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. Organization of Blood Donation Camp.	2. One day Blood Donation camp was organized.
3. To organize thalassamia camp.	3. Organized thalassamia camp.
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.
6. To motivate the students to use e- materials.	6. The students were motivated to use e-materials to save environment.

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. - 25 & 26)

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. – 27 to 32)

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
03	01	00	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	08	00	00	00	00	00	00	00	08

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 | 00 | 14

2.5 Faculty participation in conferences and symposia:

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

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

Teaching:

- Our faculties create groups in the classroom in order to develop leadership qualities.
- They also utilise talent of the students by welcoming them on the stage.
- The classrooms have overhead projectors for power point presentation
- Faculties try their best to break the traditional method of teaching by their commuting skills.

Learning:

- The students are motivated to learn themselves by the student-centric method of teaching.
- Extra lectures are organized to solve confusions in learning.
- Students are encouraged to use library to learn and know the external affairs.
- Students learn self-disciplines as well as self-confident

2.7 Total No. of actual teaching days during this academic year: 234

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: 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	388	7.99	17.01	3.35	25.86	65.21
B.com-English	133	17.29	33.08	7.52	14.28	72.18
M.Com..	116	25.86	42.24	5.17	19.82	93.10

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

- IQAC prepares formal teaching plan with the help of Heads of all Departments. This plan is then delivered to teachers and students for implementation.
- Freedom to purchase/ recommend books to any student or teacher for college library.
- IQAC organizes meetings at regular intervals with staff members to form an academic calendar.
- IQAC considers quality in students' growth by motivating them in various campus activities.
- Faculty members are motivated to improve academic performance indicator (API) by helping each other in research activities.
- IQAC cares for taking students' feedback manually to improve teaching-learning and infrastructure.
- The faculty members are motivated to improve their teaching method.

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	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
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	02	08	00	09
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 required 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 principal investigator gets a lot of support from the college principal, management and staff members/experts from sister-concerned institutions and university departments.
- 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	04	00	02
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. 03 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 02

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 04 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 50 State level 22

National level 0 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 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum	05	College forum	01		
NCC	04	NSS	00	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
- To save water
- To promote Blood Donation
- Awareness of thalassemia

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.	15	12	UGC	27
Value of the equipment purchased during the year (Rs. in Lakhs)	3,65,000	4,21,200	UGC	7,86,200
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:

- Administrative office and Library are fully computerized
- Admission, Data Record of Students and Teachers, Accounts works, Preparation of Result, Result of Internal Exam, Official Correspondence etc. is computerized.
- In Library SOUL 2.0 is used.
- 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 04 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	13055	152536	---	---	13035	152536
Reference Books	247	40000	102	25609	349	65609
e-Books						
Journals			36	19660	36	19660
e-Journals						
Digital Database						
CD & Video						
Others (specify)	1147	104866	-	-	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	-	1	-	-	-	-	0
Total	50	35	6	-	-	6	4	5

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

- Most of the notes for the study are computerized by faculty members
- Most of the staff members have the certificate of CCC for computing skill.
- Our college has a Wi-Fi in administrative office, staff room and principal's room for smoothening academic work.
- 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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	00
ii) Campus Infrastructure and facilities	00
iii) Equipments	56600
iv) Others	00
Total :	56600

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All Students and Teachers are covered under Group insurance and Medi-claim insurance.
- Banking Facility is made available in college campus for Students and Teachers.
- Students are oriented to join NCC, NSS, and Sports activities
- Students are educated about grievance Redressal procedures
- Our college has well maintained suggestion box to improve Student Support Services.
- Students are made aware of various welfare schemes of the college and 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' performance in attendance during theory and practical work, participation in extracurricular activities and performance in internal exam are the pivotal for tracking progression.
- Students drop their fair suggestions in the suggestion box.
- Organising meeting for extension activities under N.C.C., N.S.S. as well as saptdhara.
- Organising 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.
- Average students were identified and are guided by giving special attention to improve their results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1537	183	-	-

(b) No. of students outside the state -

(c) No. of international students -

Men	No	%
	976	56.74

Women	No	%
	744	43.26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
682	150	16	943	02	1793	621	153	15	929	02	1720

Demand ratio: 1:1.48 Dropout % : 3.96

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

Many students from the college are interesting in preparation of competitive exams. In order to acquire more knowledge in the academic atmosphere, the students are motivated to organize lectures themselves under the good observation of experienced teachers.

No. of students beneficiaries 524

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

- Students are made aware of the scope of the job after completing graduation.
- The library has magazines to expand the knowledge of career opportunities.
- In order to get the latest information and advertisements from any corner of the world, magazines, books and newspapers are subscribed in the library.
- The students can use NDL by using computer available in the library.
- Extra lectures for career guidance are organized at free time.

No. of students benefitted | 524 |

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	32

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.
- There is also an anti-ragging cell in the college.

5.9 Students Activities

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

State/ University level | 200 | National level | 15 | International level | -- |

No. of students participated in cultural events

State/ University level | 06 | National level | 01 | International level | 0 |

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

Sports : State/ University level	08	National level	01	International level	0
Cultural: State/ University level	01	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	1040	1844088
Financial support from other sources	04	7500
Number of students who received International/ National recognitions	-	-

5.11 Student organized / 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 02

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

No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To be a vibrant institute providing students the skills of entrepreneurship and self-reliance and creating enlightened citizens through qualitative value based education

Mission

To empower students to enhance their capacity by providing them with vocational courses, communicative skill and IT up-gradation.

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 are 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.
- The college is not having the autonomous status; it follows the syllabus framed by Hemchandracharya North Gujarat University. Normally University updates the syllabus of each subject every three years.

6.3.2 Teaching and Learning

- It is ensured that courses are completed in each subject.
- Each department of college makes its lesson planning and academic planning.
- Interdisciplinary lectures are organized.
- Classroom Seminars for students, feedback forms for students are integral part of teaching.
- The CBCS System is quite challenging. The students were provided proper guidance through counselling to meet the challenges.
- 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 discuss the topic where they find any doubt during classroom teaching.
- There is a examination committee in the college.
- Internal Exams as well as University exams at the end of the semester are organised.
- Internal Evaluation Results are declared regularly on college notice board.
- There is transparency in internal examination. Students can apply for verification, and reassessment.
- To monitor examination and evaluation work, College has formed Examination committee.

6.3.4 Research and Development

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6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library utilizes Library uses the latest SOUL 2.0 software in order to keep and maintain an updated data.
- Newspapers and magazines in the library keep the students in touch with society.
- 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.
- The college has a rich library with about 40,000- books.
- The library has two computers with WI-FI connectivity and a printer to get important documents in hard copy.

6.3.6 Human Resource Management

- Teachers are given enough scope for development in their respective fields/subject.
- They are given permission for further studies.
- Teachers are given special leave and other facilities for research and extension activities.
- Required books, magazines, text books, research books are purchased for staff and research scholars in the college.

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 management appoints teaching and non-teaching staff on ad-hoc basis where regular recruitment is not done by the Government.
- Teaching and non-teaching staff recruitment is done as per Government & UGC norms.

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.
- The applicants after filling the dully filled application form have to submit it within ten days in the college office. Then a general merit list as well as those of different reserved categories are prepared and are displayed on the college notice board.

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

- A Green Day was celebrated under Spandan Programme at college level to awaken students about environment.
- The students are motivated to use e-material in order to be eco-friendly.
- Tree plantation has become an annual activity in the campus.
- Fuel Fee Day was celebrated to keep the campus pollution free.

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.
- Strengthened the college library with more books.
- 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. 33 & 34)

7.4 Contribution to environmental awareness / protection

- Through posters and rallies, environment awareness among students is done.
- Every year plantation of trees takes place in the college campus to make campus green.
- 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. 35)

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

- Fairness and transparency in admission procedure.
- Organising meeting with management for the new academic year and needed infrastructure as well as the progress of the college.
- To plant more trees in the college campus and fix more posters to create eco -friendly environment.
- To place more dustbins to keep the campus clean and green.
- To Arrangement of guest lectures, study tours, field visits, curricular, co-curricular and extra-curricular activities etc.
- To organise students' oriented grand occasions and events.
- Since many years the recruitment of principal is not done by the state government. However the management has become active and is planning for the recruitment of regular principal during next academic year.

Name :- Prof. Vishal G. Parmar

Signature of the Coordinator, IQAC

Name :- Prin. Dr. Hitesh S. Viramgami

Signature of the Chairperson, IQAC

Smt. T. S. R. Commerce College Patan (N. G.)

Principal,
Smt Taraben Sundarlal Raichand
Commerce College,
Patan - Pin-384 265 (N. G.)

_____***_____

The End

Annexure-I
Academic Calendar – 2016-17

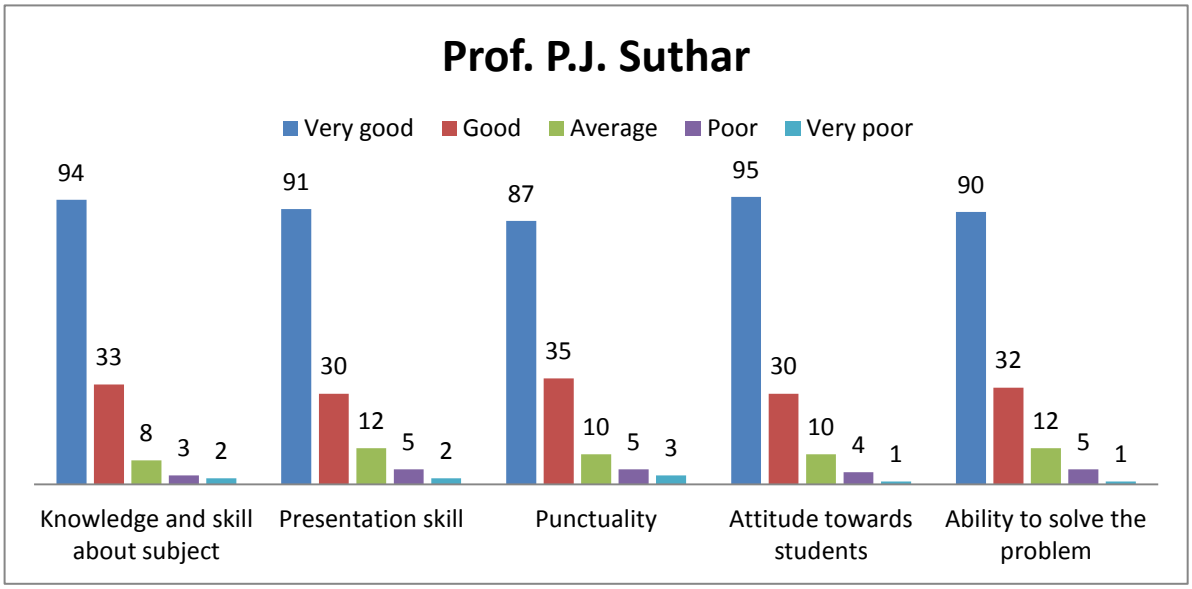
Month	Activities
May 2016	• Meeting with Management to plan for new academic year • Admission process for B.Com. Sem. III & V and M.Com. Sem.-III
June 2016	• Beginning of New Academic year • Admission process for B.Com. Sem. I and M. Com. Sem. I Programme • Staff meeting for the academic year 2016-17 - 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 "Computer Awareness" for faculty members
July 2016	• Arranging Staff Meeting • 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 2016	• 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 2016	• 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

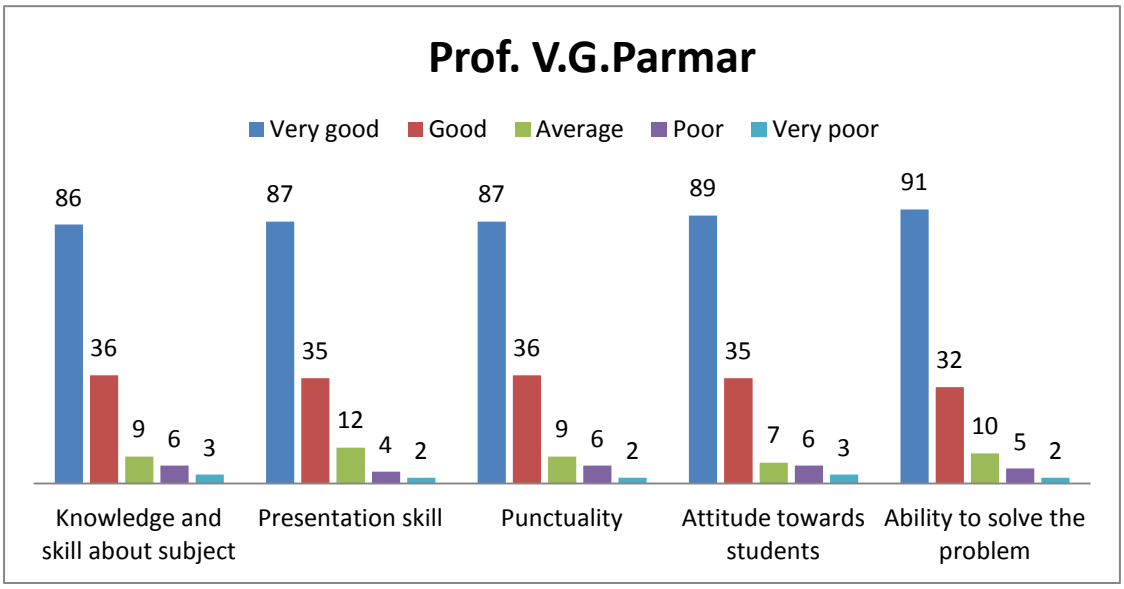
October 2016	• Staff Meeting • First Internal Examination and University Examination • Paper assessment • Diwali Vacation
November 2016	• Beginning of Second Term after Diwali Vacation • Staff Meeting • Declaration of Results of the First Internal Examination • University Examination and answer sheets of university examination to be assessed • Sports Activities • Exhibition of the books in the library • Participation in seminars and conferences
December 2016	• 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. • Participation in youth festival • Celebration of Various Days (SPANDAN) ○ Tie and Sari Day ○ Traditional Day ○ Green Day(Save Fuel) ○ Mahendi Competition ○ Cooking Competition
January 2017	• Staff Meeting • Guest Lecture • Organizing various activities under SAPTADHARA • 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 2017	• Staff Meeting • College internal exam and paper assessment • Internal mark program • Additional test • Organizing community services off the campus
March 2017	• 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 2017	• Staff Meeting • University Examination and answer sheets of university examination to be assessed • Yearly Planning for the next year • Committees Meetings • Summer Vacation

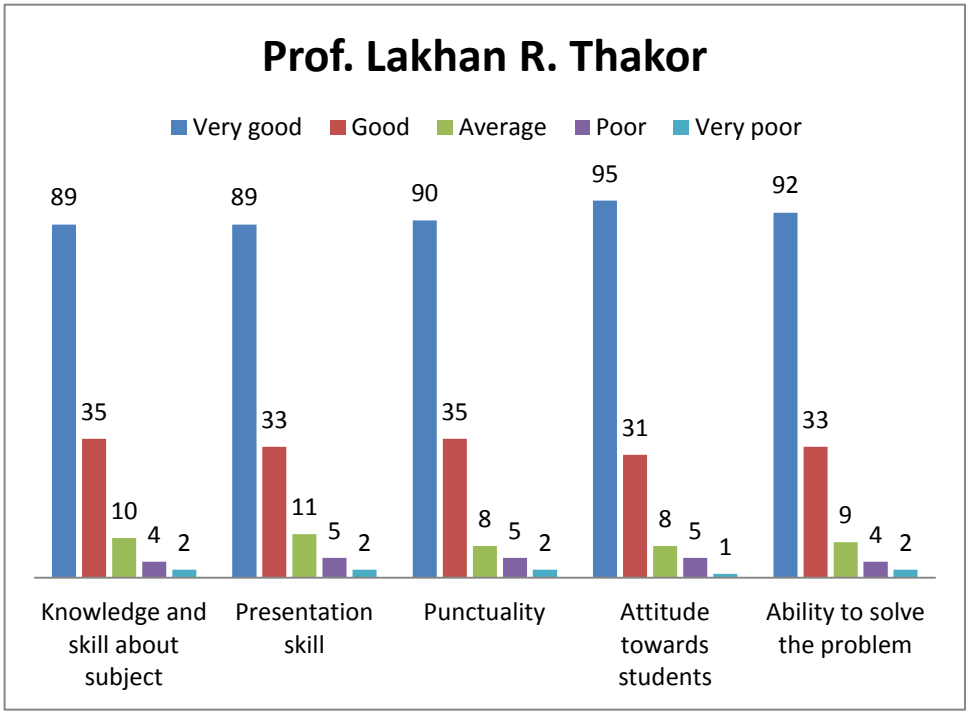
Annexure II: Part B: Criterion – I

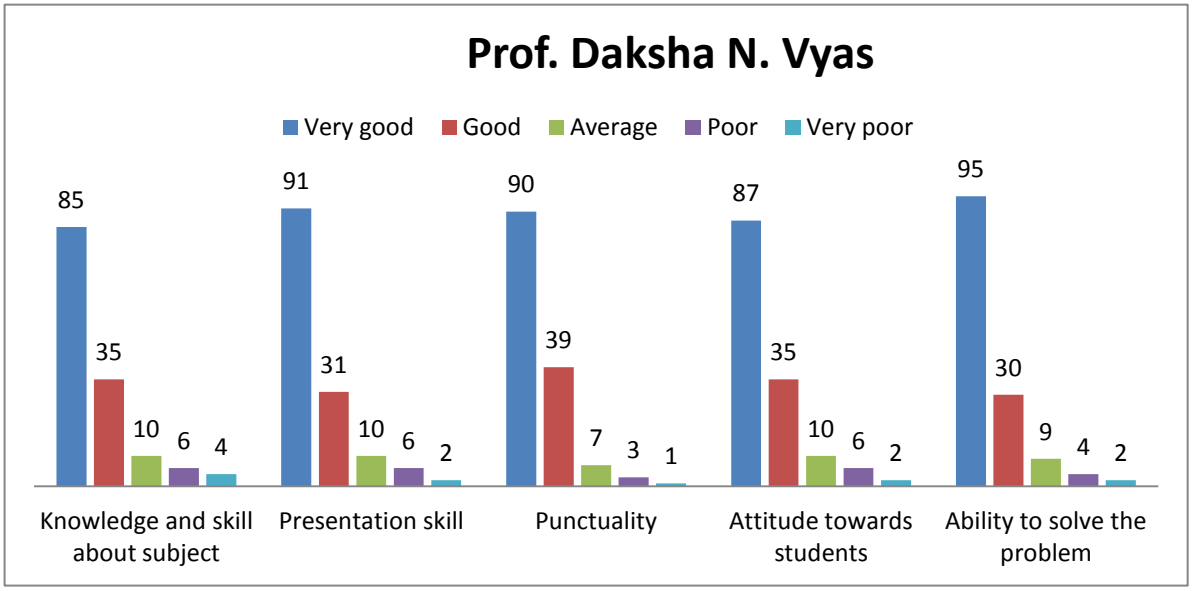
1. Curricular Aspects:
1.3: Manual Feedback from the stakeholders especially students:

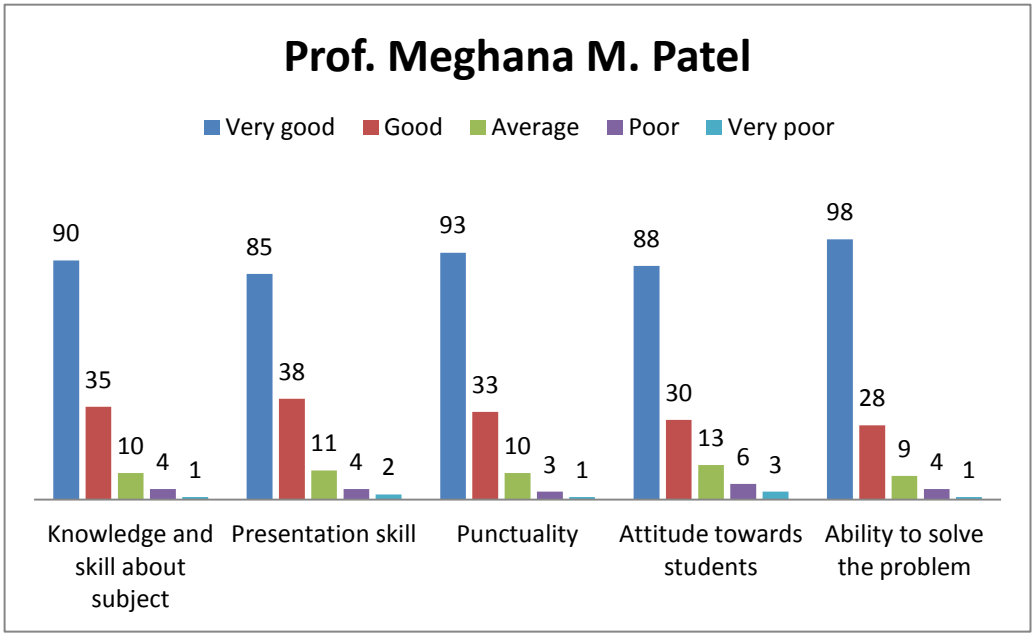
Feedback analysis of staff: 2016-17

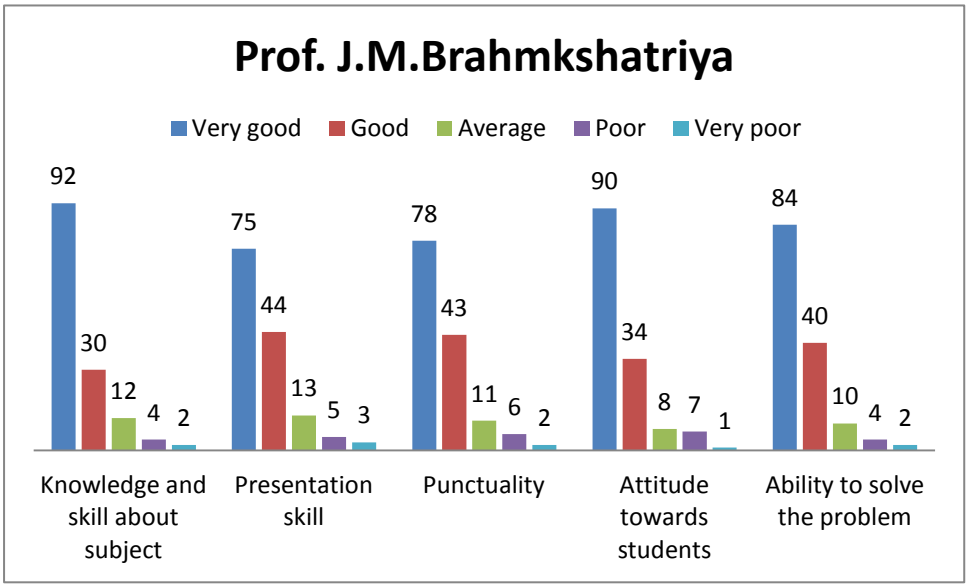




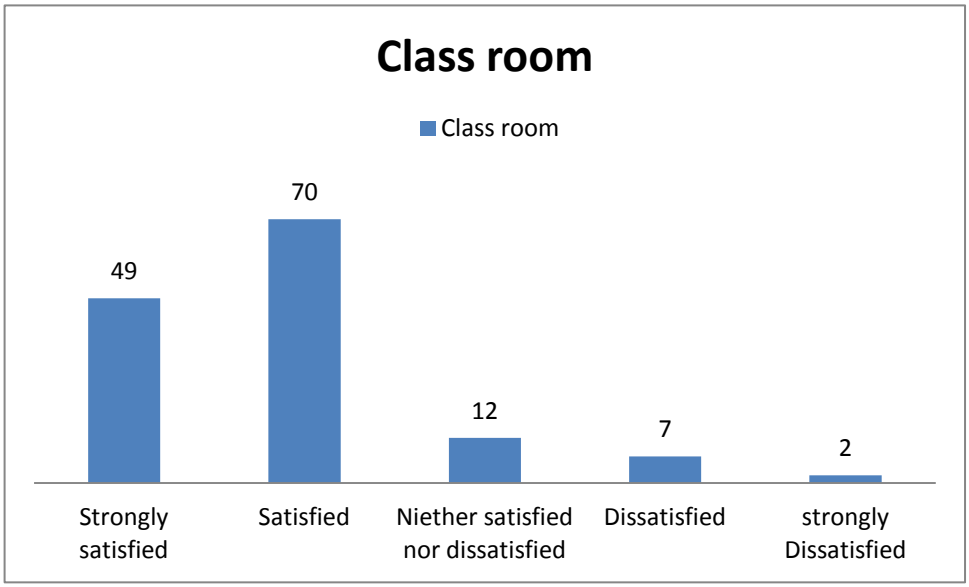

Prof. Lakhan R. Thakor
Very good
Good
Average
Poor
Very poor
89
35
10
4
2
89
33
11
5
2
90
35
8
5
2
95
31
8
5
1
92
33
9
4
2
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem

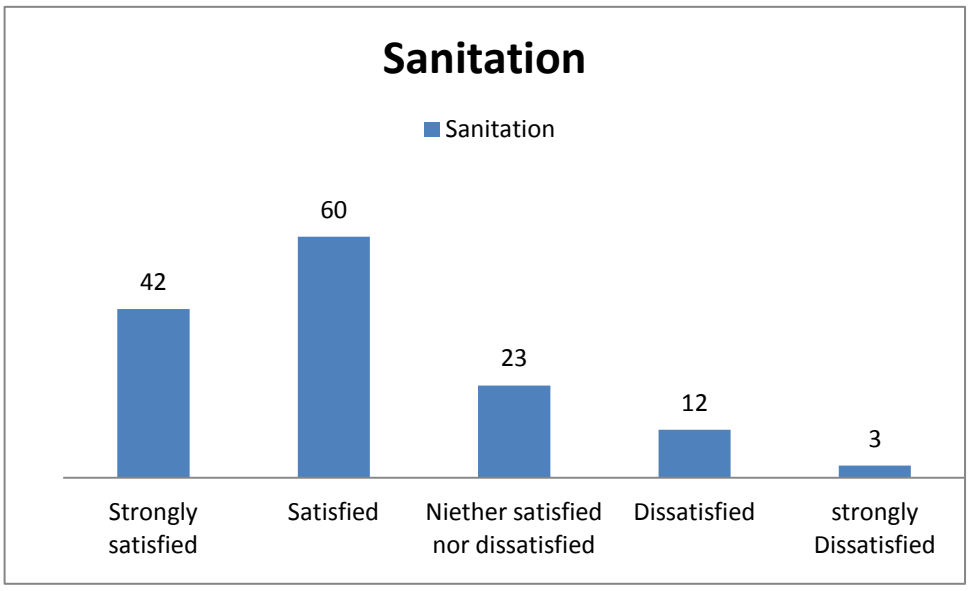

Prof. Daksha N. Vyas
Very good
Good
Average
Poor
Very poor
85
35
10
6
4
91
31
10
6
2
90
39
7
3
1
87
35
10
6
2
95
30
9
4
2
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem

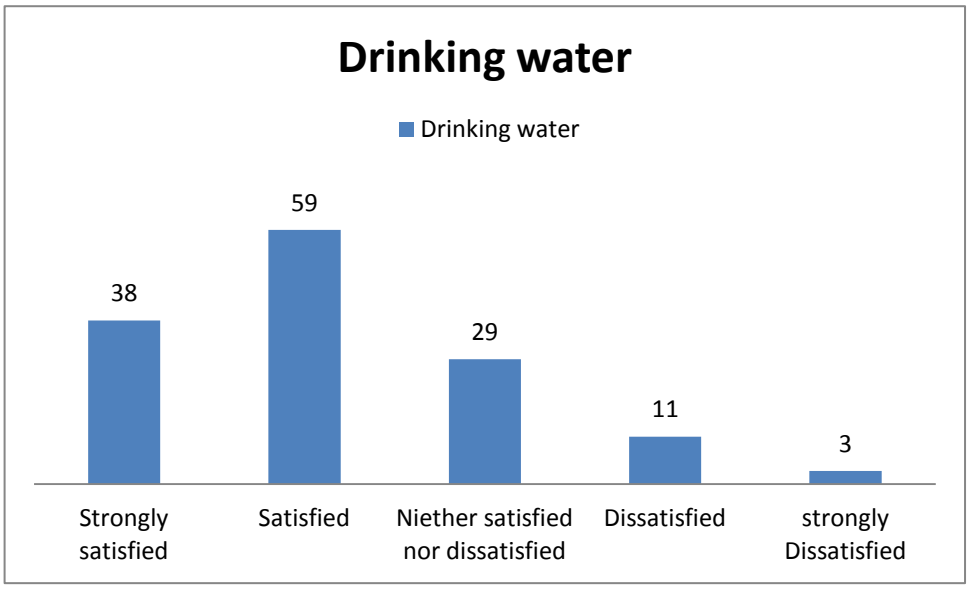

Prof. Meghana M. Patel
Very good
Good
Average
Poor
Very poor
90
35
10
4
1
85
38
11
4
2
93
33
10
3
1
88
30
13
6
3
98
28
9
4
1
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem

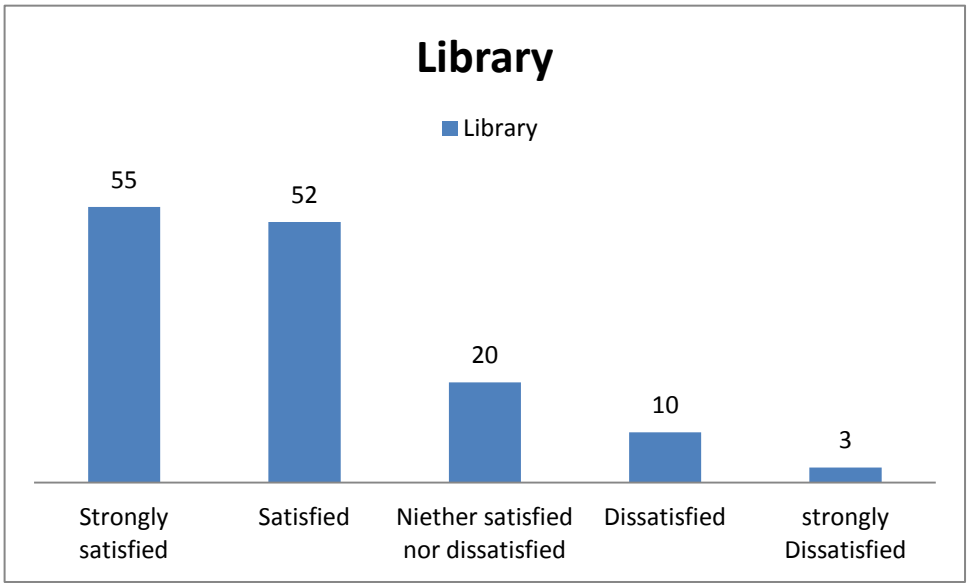

Prof. J.M.Brahmkshatriya
Very good
Good
Average
Poor
Very poor
92
30
12
4
2
75
44
13
5
3
78
43
11
6
2
90
34
8
7
1
84
40
10
4
2
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem

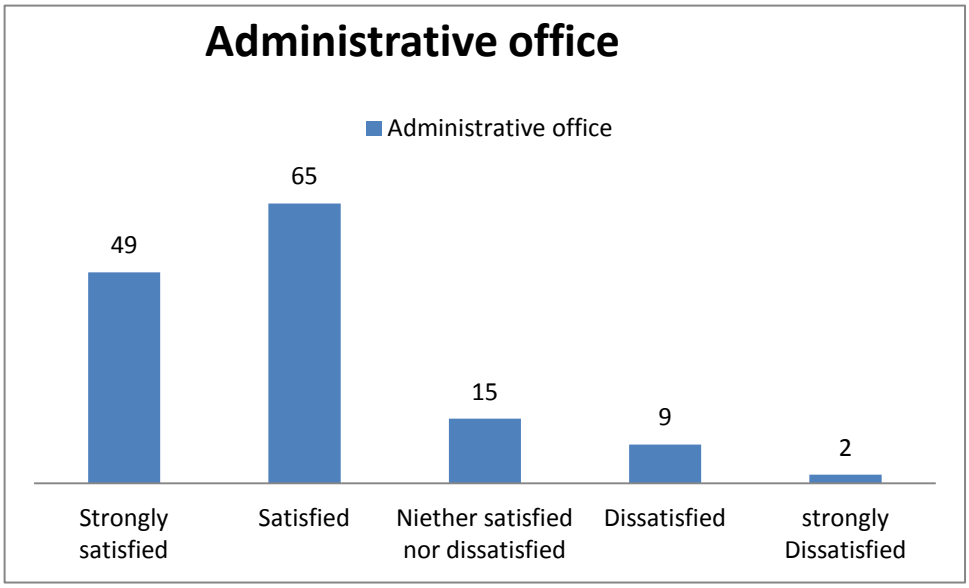
Feedback analysis of facility 2016-17

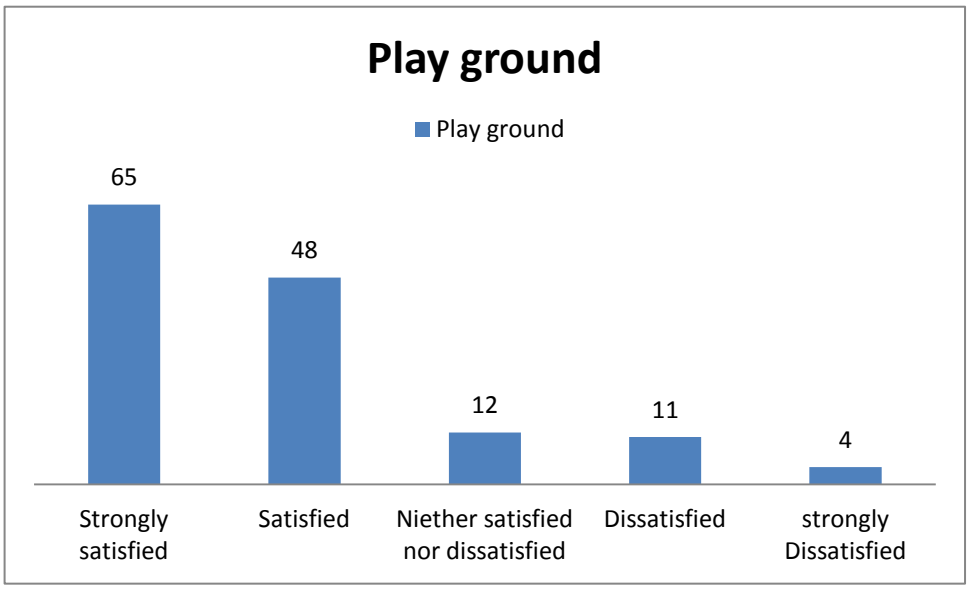


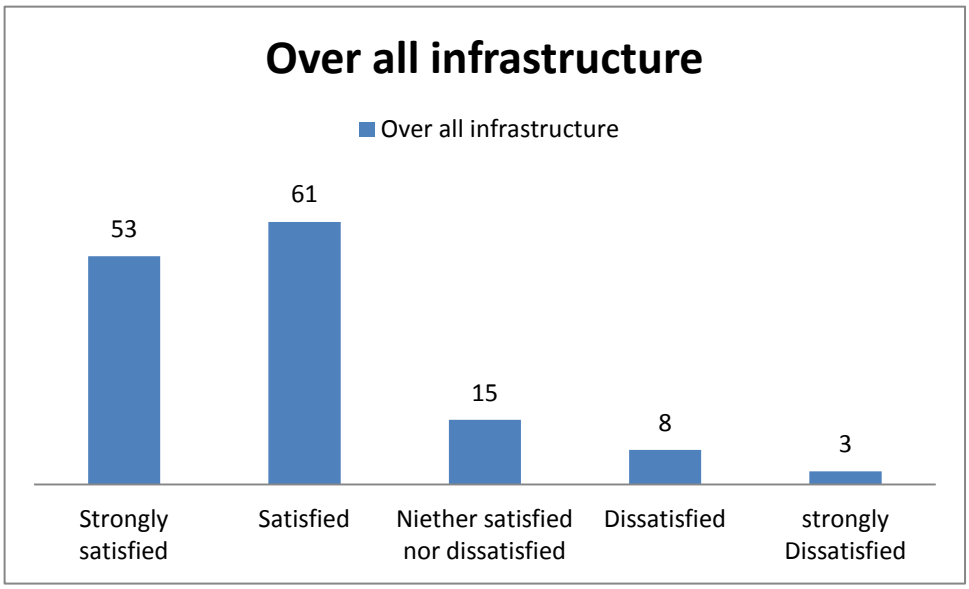



Drinking water
Drinking water
59
38
29
11
3
Strongly satisfied
Satisfied
Niether satisfied nor dissatisfied
Dissatisfied
strongly Dissatisfied


Library
Library
55
52
20
10
3
Strongly satisfied
Satisfied
Niether satisfied nor dissatisfied
Dissatisfied
strongly Dissatisfied


Administrative office
Administrative office
65
49
15
9
2
Strongly satisfied
Satisfied
Niether satisfied nor dissatisfied
Dissatisfied
strongly Dissatisfied





Total 140 respondents

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: Credit Society in the Campus

2. Goal: Credit Society in the Campus was established in 1971 with a view to provide monetary help to a needy employee at a critical situation without any document and without asking any reason for the loan. Credit society honors brilliant students who secured very good marks in the board exams.

3. The context: The NGES campus has more than 400 employees serving in various institutes of the campus. Some employees serve institute in fixed salary and are in need of economic assistance at a worst time of life. So most of the employees are members of the Credit Society which charges low interest against the amount you asked for.

4. The Practice: The employees of the campus need not to go outside the campus asking for loan. The employees can proceed for loan in the campus without tension and wasting time and energy with fewer formalities. The society charges less interest. Besides, they can put a complete trust on the colleagues. The credit society has a huge fund and periodically it is distributed among members. Besides it, the credit society helps the dead members of the society and his or her family with its own two lacks insurance policy, additionally the society federation has two lacks insurance policy for extreme support to his or her family to come out of the worst family situation.

5. Evidence of Success: There are ninety eight members of the society and fifty percentages of the employees have already taken loan. The class three and four employees take the maximum benefit of this service.

6. Problems Encountered and Resources Required: The ad-hoc and visiting staff members of the campus cannot be a member of the credit society. Sometimes issues arise due to the controversy for the appointment of dignity. The society provides loan facility for a limited amount so some employees may have no interest in it.

7.3: Best Practice II

1. Title of the Best Practice II: Museum Hall

2. Goal: The goal of the Museum Hall is to provide special facility to more than ten institutes of the campus for organizing any event. The hall has the capacity to fulfill five hundred students at a time for any seminar, conference, welcome function, farewell function, meetings etc.

3. The context: The campus motivates and allows all institutes of the campus to utilize hall for curricular activities.

4. The Practice: Various academic as well as extra-curricular activities take place in the hall every year. Academic activities like welcome function, seminars, conferences, farewell function, social activities like Blood donation camp, thalassemia camp, lectures on environment are organized enthusiastically.

5. Evidence of Success: Every year well-come function for students of semester- I at graduate level of all colleges managed by our trust are organized successfully in the museum hall and more than 350 students of semester- I at graduate level have participated in the function. Similarly farewell, annual day celebration and other programs of all colleges managed by our trust are also organized in the hall. Decoration, sound system and other arrangements made by one college can be used by other college if the program is on immediate next day. This results in saving of time, money and energy.

6. Problems Encountered and Resources Required: Sometimes two programs clash due to a want of separate hall. There is an issue of taking responsibility for maintaining the hall in a good condition. No one is willing to repair the damage if it is done.

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

ANNEXURE – IV

SWOC ANALYSIS:

Strengths:

- Increased use of interest in research activity.
- Merit-based admission system welcomes quality students.
- Faculty members support one another for extra academic achievement.
- A huge sports ground.
- Museum hall for seminars and conferences.
- Active participation and achievement in national events.
- A hostel facility.
- Canteen facility in the campus.

Weaknesses:

- The college runs on ad-hoc staff.
- Less interest in the students to develop language-oriented skills.
- The college does not have staff quarters for accommodation.
- The college does not have tennis ground separately.

Opportunities:

- Demand of additional NSS unit as well as girls' NCC
- Students can have a job opportunity in the campus after graduation and post-graduation.
- Students take admission in extra courses interestingly.
- Students can complete his or her whole education from a single campus.
- Faculty and students are provided with ample opportunities to work with the community.

Challenges

- Some talented Students cannot take participation in extra-curricular activity with interest.
- Improvement in latest Technical skills.
- To maintain good strength of the students every year.
- To bring consistency in all over performance of the students.