Smt. T. S. R. Commerce College

Patan-384265

Managed by North Gujarat Education Society, Patan

ANNUAL QUALITY ASSURANCE CELL
2017-18

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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: http://tsrcc.org/wp-content/uploads/2018/11/TSRCC-AQAR-2017-18.pdf

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)* 2017-18

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 2016-17 submitted to NAAC on 03-07-2018 (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 (PhysEdu) [ ]

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.	International	National	State	Institution Level
0	0	0	0	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. IQAC 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. 2. Organization of Blood Donation Camp. 3. To organize thalassamia camp. 4. To host an inter college elocution competition named “Vijay Padma”. 5. To organize training session for faculty members on computing skills. 6. To motivate the students to use blogs for e-materials. 7. To organize guest lectures.	1. Our college organized various activities related to saptdhara. 2. One day Blood Donation camp was organized. 3. Our college Organized thalassamia camp. 4. Hosted an inter college elocution competition named “Vijay Padma” 5. Our college organized training session for faculty members on computing skills. 6. The students were motivated to use blogs for e- materials to save environment. 7. Our college organized guest lectures.

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 33)

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

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

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

____

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
02	01	00	00	01

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	01	01	00
Presented papers	01	01	00
Resource Persons	00	00	00

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

Teaching:

- Our faculties are trained by the experts to create blogs to update the modern teaching method.
- Our faculties create groups in the classroom in order to develop leadership qualities.
- Teacher's Day is celebrated every year with enthusiasm to remove stage fear from the students.
- They are also provided opportunities in annual function, cultural activities and youth festival to bring their talent on the surface.
- 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 at the end of the semester for poor students.
- 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: 240

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

In order to keep confidentiality, our college has the facility of printing and Xerox machines to print out the question papers of internal exams every year.

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	324	7.72	30.87	6.17	36.11	79.40
B.com-English	107	28.97	45.79	3.74	14.95	93.46
M.Com	61	19.67	37.70	3.28	26.23	86.88

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

- IQAC tries to implement 21st century technology for learning.
- Provides the facility to the students for suggestion box to fulfill their needs of learning.
- IQAC prepares formal teaching plan with the help of Heads of all Departments. This plan is then delivered to teachers and students for implementation.
- IQAC looks after all over growth in all subjects equally.
- 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	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
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	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

- Faculties are motivated to take participation and to present paper in various seminars, conferences and faculty development programmes and also to take admission in Ph.D. and M.Phil. Program in order to extend the area of research in the particular subject.
- 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. Besides all the rooms have white boards and some with OHP.
- 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.
- 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	01	00
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 00

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 2

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 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 50 State level 32

National level 04 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 31

National level 0 International level 0

3.25 No. of Extension activities organized

University forum		College forum	04		
NCC	04	NSS	00	Any other	06

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

Campaigns

- Awareness to keep the campus plastic free
- Awareness for clean and green city
- 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	0.55 acre	Management	3.97 acre
Class rooms	22	10	Management	32
Laboratories	-	-	-	--
Seminar Halls	01	-	Management	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	27	12	UGC	39
Value of the equipment purchased during the year (Rs. in Lakhs)	786200	4,21,200	UGC	1207400
Others	-	87975	College fund	87975

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 and staff room are fully computerized and have the facilities like internet connection and printer.
- 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	13035	152536	240	33703	13275	186239
Reference Books	349	65609	7	5306	356	70915
e-Books	-	-	-	-	-	-
Journals	36	19660	-	-	35	19540
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	46	Gifted	-	-
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	6	-	-	6	4	5
Added	-	-	-	-	-	-	-	-
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.)

- Faculty members are under the training of ppt, blog and word.
- The students are motivated to use internet for further details of the topic discussed in the classroom.
- In future we are planning to have a computer course of M.S. office, DTP, Tally and Photoshop.
- 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	59000
iv) Others	00
Total :	59000

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.
- In order to make active the student support and progression, the suggestion box is checked weekly.
- 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
1570	166	-	-

(b) No. of students outside the state -

(c) No. of international students -

Men	No	%
	1003	57.78

Women	No	%
	733	42.22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
621	153	15	929	02	1720	574	147	13	1002	0	1736

Demand ratio: 1:1.52 Dropout % : 5.07

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 write the questions of general knowledge and general awareness on the white notice board in order to keep the students updated with latest information.

No. of students beneficiaries 618

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 latest Government advertisement recently published.
- The library has computer and internet facility to fill online form without any cost.
- 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 | 618 |

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	35

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.
- 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 | 12 | International level | --

No. of students participated in cultural events

State/ University level | 07 | 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 | 10 | National level | 0 | International level | 0

Cultural: State/ University level | 04 | National level | 0 | International level | 0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	113	841130
Financial support from other sources	-	27240
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.
- Every week, safety report and every month MIS is prepared as per the format designed by the management and its copy is sent to the management at the end of every month.

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

- Faculties focus on the completion of syllabus in each subject in time.
- Each department of college makes its lesson planning and academic planning.
- Guest lectures are invited periodically.
- 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 are 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

- The important topics are discussed by the students in the classrooms.
- There is an 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

———

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our college is planning to have a new building for the library and its infrastructure in the near future.
- The library also contains old question papers of the last years for the students.
- 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 based on the syllabus. It has reference books and books for 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 or duty 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

--

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.
- 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. 34 & 35)

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. 36)

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

- Fairness and transparency in admission procedure.
- Fairness in conducting internal as well as external exams.
- To promote more extension activities by the students and the staff.
- 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, NSS camp, 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 vear.

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

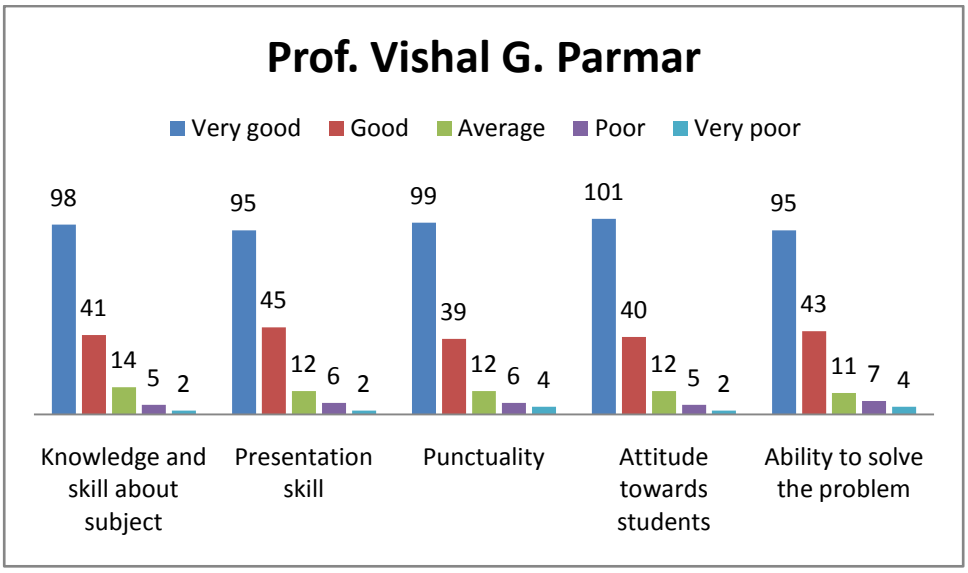
Annexure-I
Academic Calendar – 2017-18

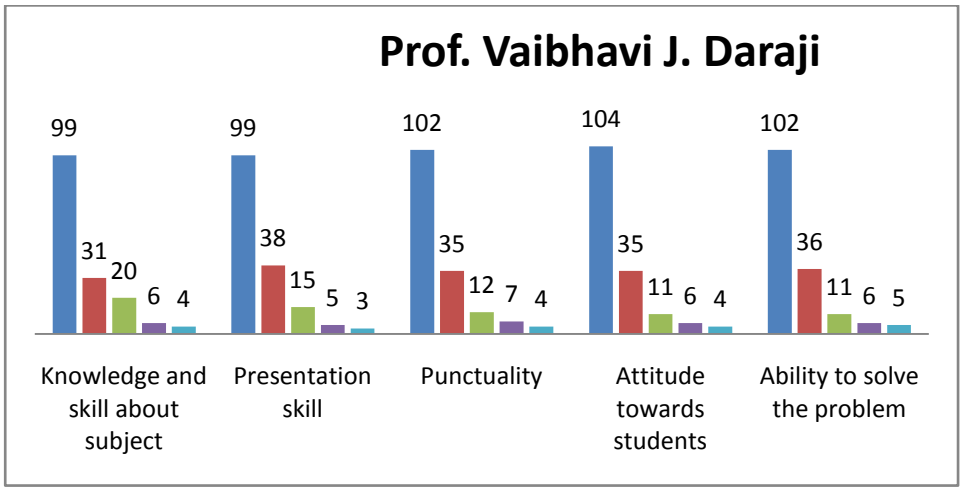
S.N..	Date	Name of the activities
1	5/06/2017	Admission process of B.Com Sem - I was undertaken from 5th June 2017 to 9th June 2017. The forms were filled and assessed by the admission committee.
2	12/06/2017	Publication of the first merit list of B.Com Sem. - I.
3	13/06/2017	Commencement of regular classes of B.com Sem - III and V.
4	17/06/2017	Second merit list of B.Com Sem - I was published.
5	22/06/2017	Inauguration and welcome function of the students of B.Com Sem- I.
6	23/06/2017	Commencement of the classes of B.Com. Sem - I.
7	24/07/2017	Those students who offered Co-operation as an optional subject in our college were given training of co-operation. This training was scheduled from 24th July 2017 to 30th July 2017.
8	05/09/2017	Teacher's Day was celebrated in our college and 35 students participated enthusiastically.
9	14/09/2017	Internal Examination of B.Com. Sem - I, III and V and M.Com. Sem. – I and III were organized which was scheduled from 14th September 2017 to 22th September 2017.
10	03/10/2017	The University Examination of B.Com. Sem. III and Sem. V were scheduled from 3rd October 2017 to 10th October 2017.
11	16-10-2017 to 05-11-2017	Diwali Vacation
12	09/11/2017	The university examination of B.Com. Sem. I and M.Com. Sem – I and III was scheduled from 9th November 2017.
13	29/01/2018	Our College hosted an elocution competition named Vijay Padma in which the winner was from the host college. The winners of the competition were Prajapati Vishal who was the student of B.Com. Sem. III and Thakor Chetak Who was the student of B.Com. Sem. I.
14	08/01/2018	College organized a handicraft workshop from 8th January 2018 to 12 January 2018. In this workshop, the training for the art of making glass painting, photo frame, chemical flower, Japanese flower was given by Prof. Jayeshbhai Khorsiya and Miss Nikitaben Gandhi as a trainer. In this workshop 24 students of our college participated enthusiastically and the successful management was done by Prof. Pareshbhai Shrimali.
15	16/01/2018	Under Spandan Program, painting competition was organized in our college. The theme of the competition was the celebration of the Republic Day. Vaghari Lalabhai Dashrathbhai stands first, Thakor Naresh V. stands second and Parmar Nareshbhai B. stands third in this competition. In clay modeling art, Prajapati Bhavin Shambhubhai and Prajapati Vishal Dineshbhai were winners. In Cooking competition Daraji Anjali stands first, Rathod Pooja stands second and Patel Mairti and Mochi Purva stands third as winners of the competition.

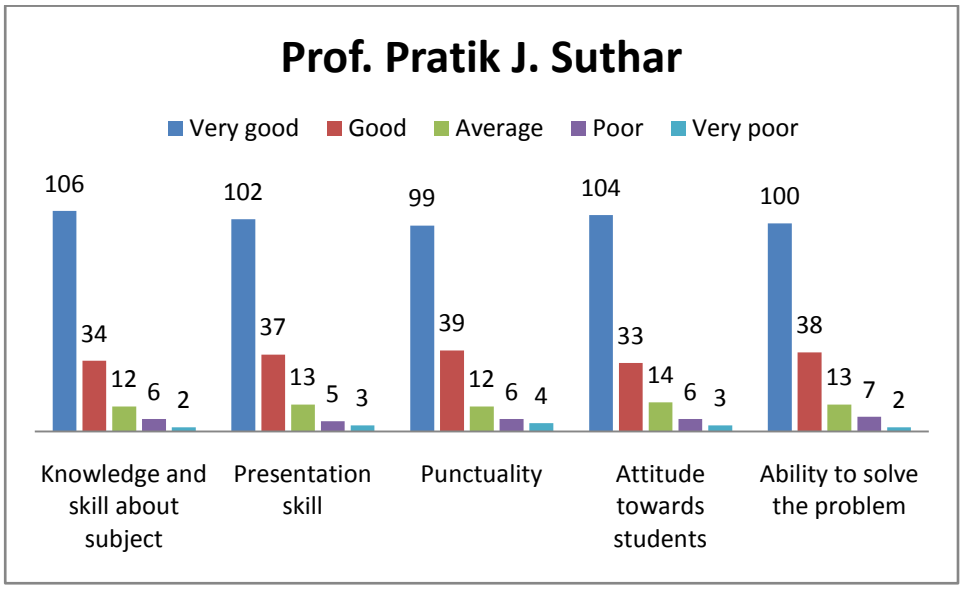
16	06/02/2018	Dr. Harishchandrasingh Rathod sir delivered a lecture on advertising and Media from Kadi Campus, Kadi University.
17	07/02/2018	Dr. Revali Deshpande from S.V. institute of M.G.F. Kadi delieved a lecture on about How to face Interview.
18	09/02/2018	In 29th inter University youth festival of Hemachandracharya North Gujarat University and Khelmahotsav was scheduled on 9,10,11th February, 2018 in which Jayesh Chhaganlal Mali of B.Com. - Sem.III of our college got the first prize in vocal sound. Joshi Pooja Piyushbhai got first prize in classical singing song. Rabari Viram Chandabhai, Desai Sagar Velabhai and Prajapati Vishal Dineshbhai won the first prize in quiz competition. Joshi Pooja Piyushbhai stands third in western song competition.
19	09-10/02/2018	Annual function and prize distribution functiuon
20	12/02/2018	Deputy Registrar Dr. Pavan Dwivedi from Parul Univesity, Baroda delivered an interesting lecture on career guidance.
21	26/02/2018	Internal Examination of B.Com. Sem II, IV and VI amd M.Com. Sem. – II and IV were organized which was scheduled from 26h February 2018 to 12th March 2018.
22	26/03/2018	The University Examination of B.Com. Sem. III and Sem. V were scheduled from 26th March 2018
23	12/04/2018	The university examination of B.Com. Sem. I and M.Com. Sem. – II and IV was scheduled from 12th March 2018.
24	26/04/2018	End of second term and summer vacation from 27/04/2018 to 14/06/2018

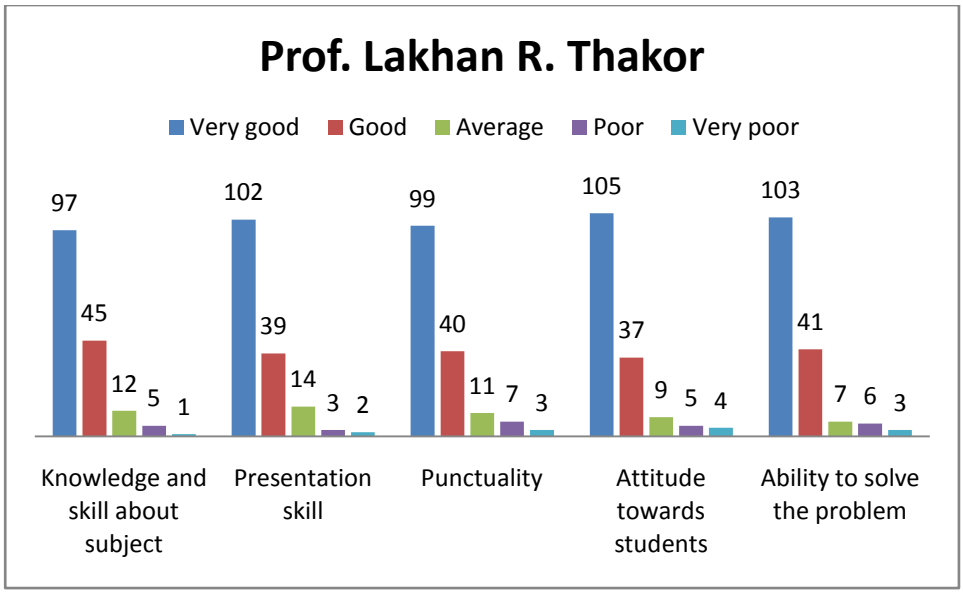
1. Curricular Aspects:
1.3: Manual Feedback from the stakeholders especially students:

Feedback analysis of staff 2017-18 (Total 160 respondents)





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Good
Average
Poor
Very poor
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11
7
3
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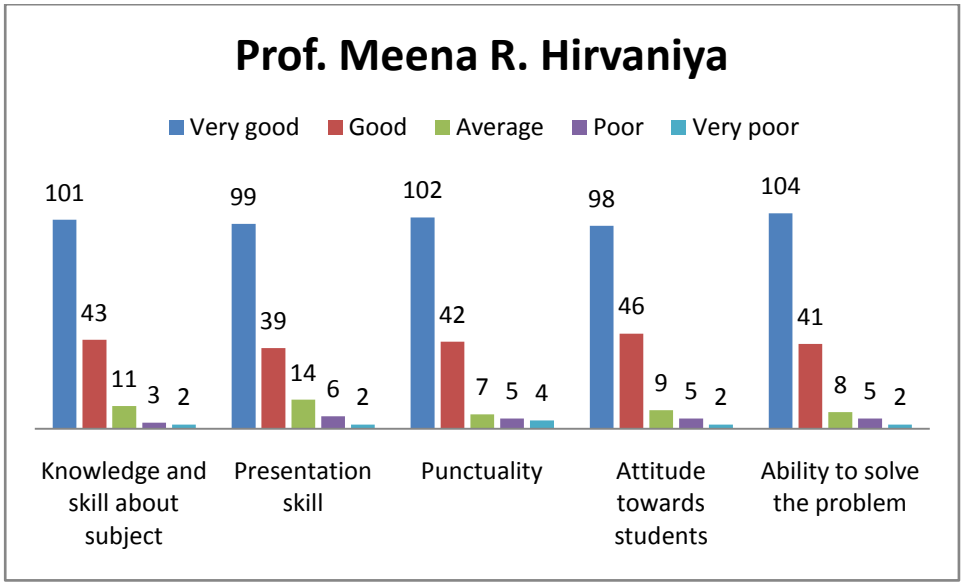
Knowledge and skill about subject
Presentation skill
Punctuality
Attitude towards students
Ability to solve the problem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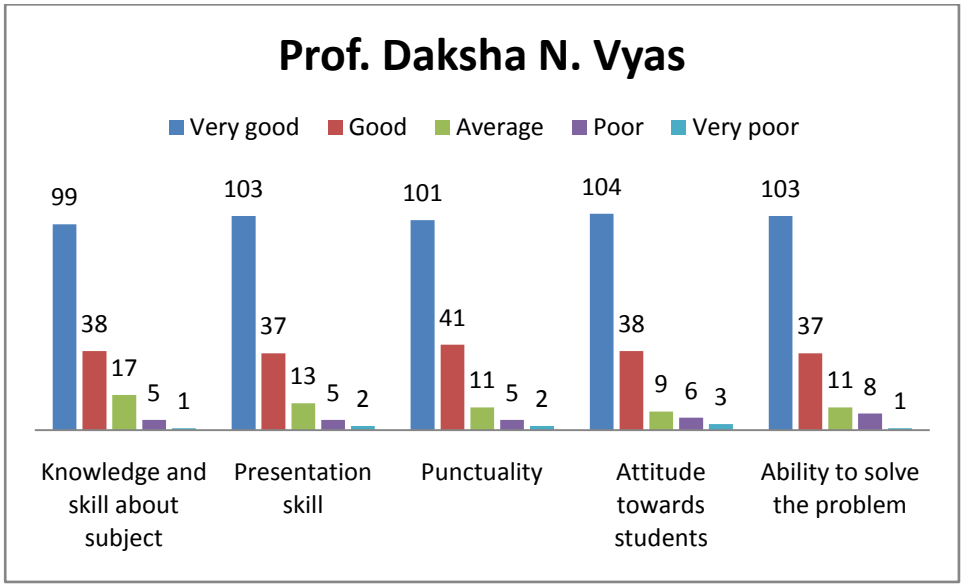
Attitude towards students
Ability to solve the problem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Knowledge and skill about subject
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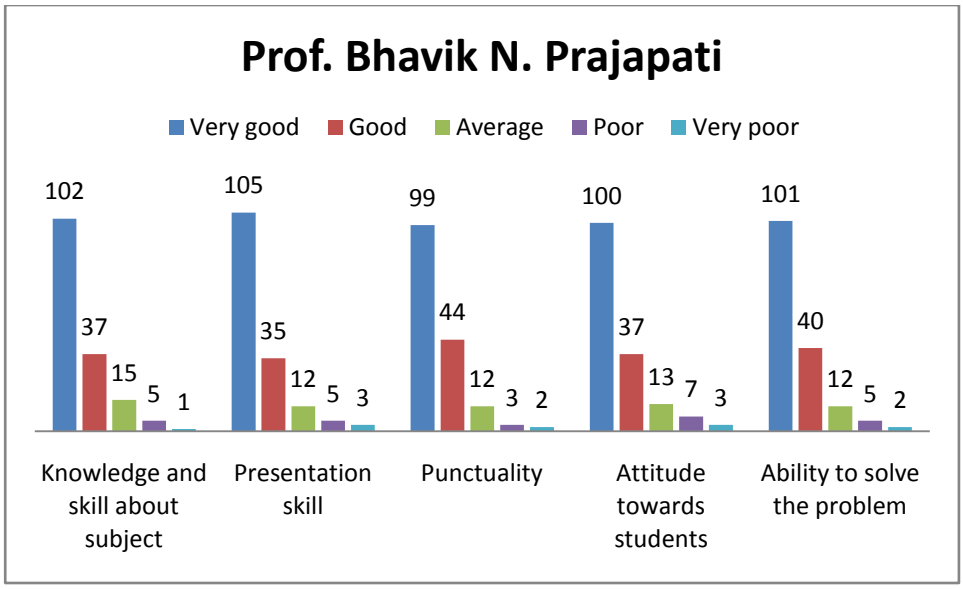
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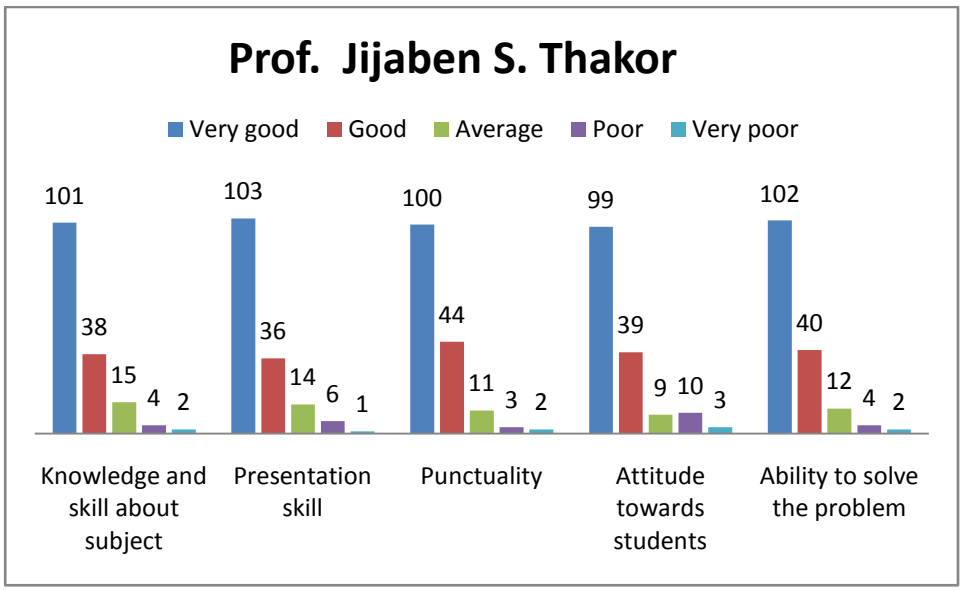
Punctuality
Attitude towards students
Ability to solve the problem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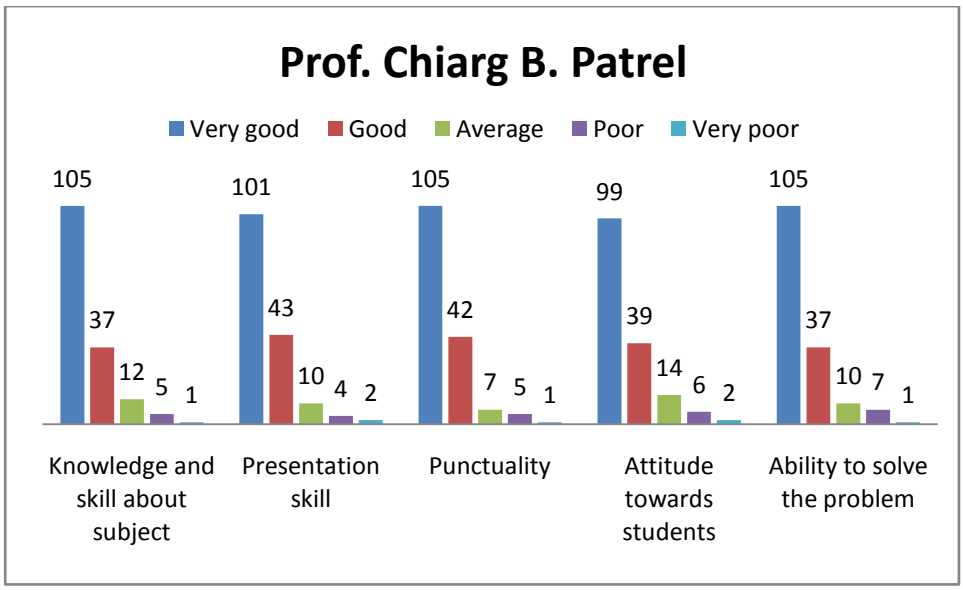
Ability to solve the problem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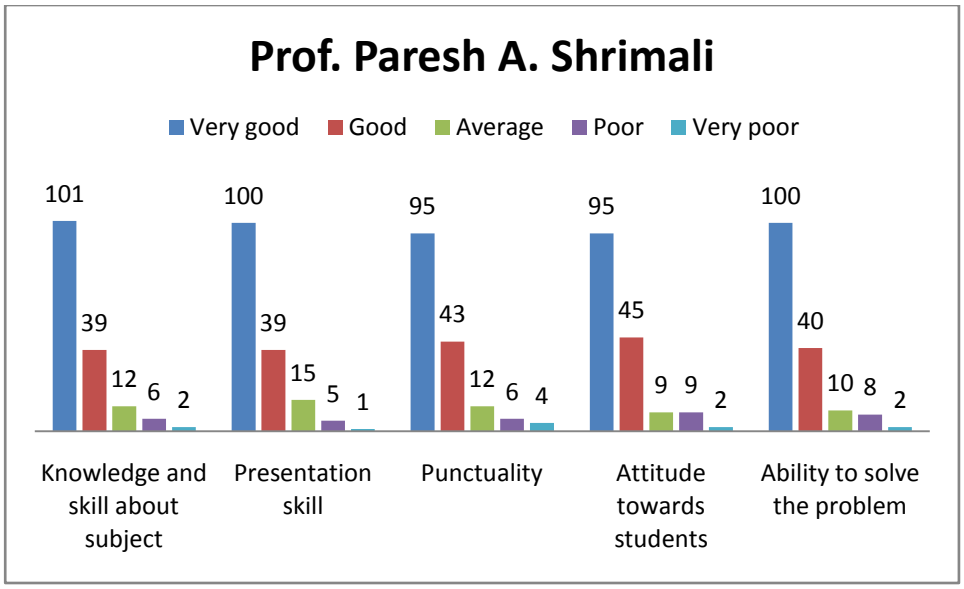
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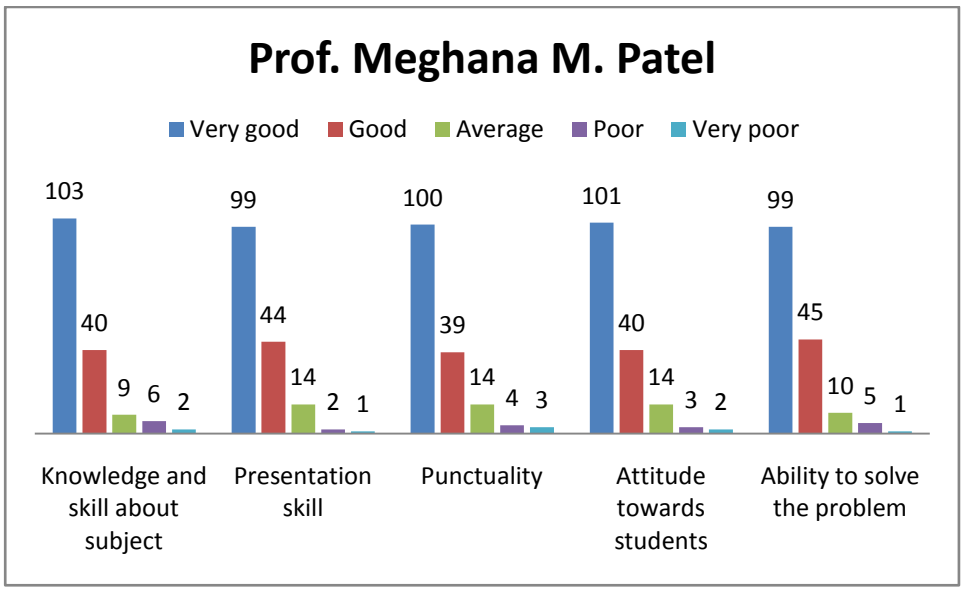
Ability to solve the problem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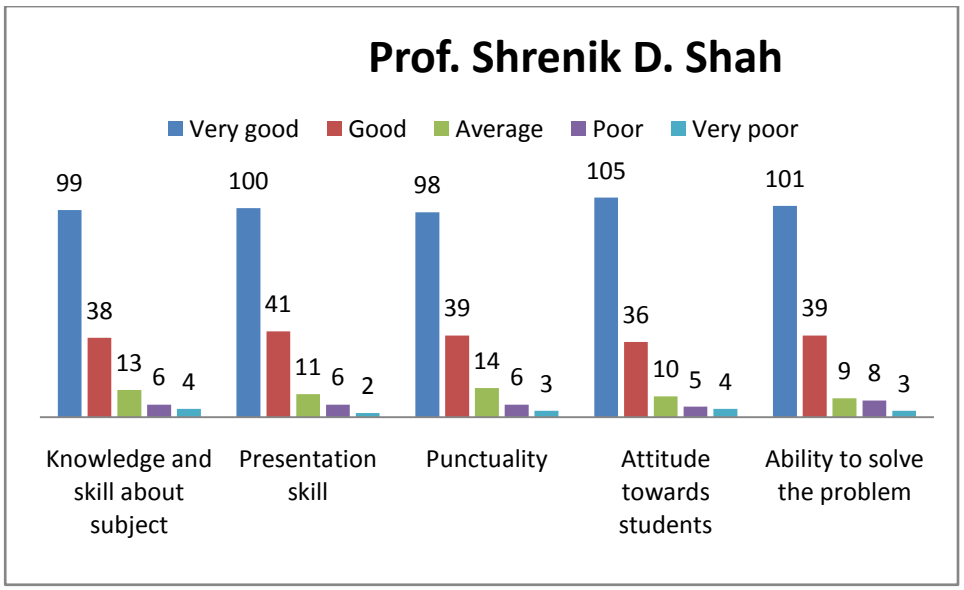
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Knowledge and skill about subject
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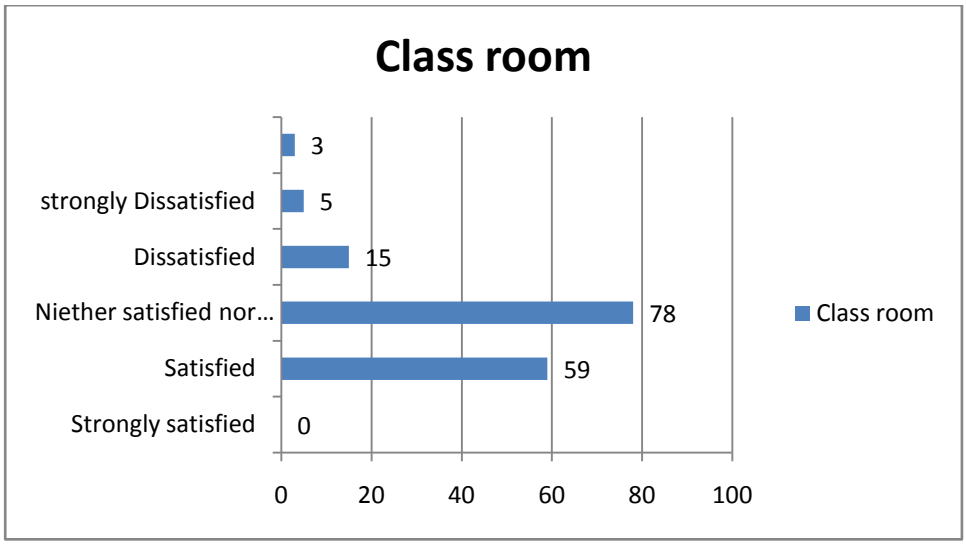
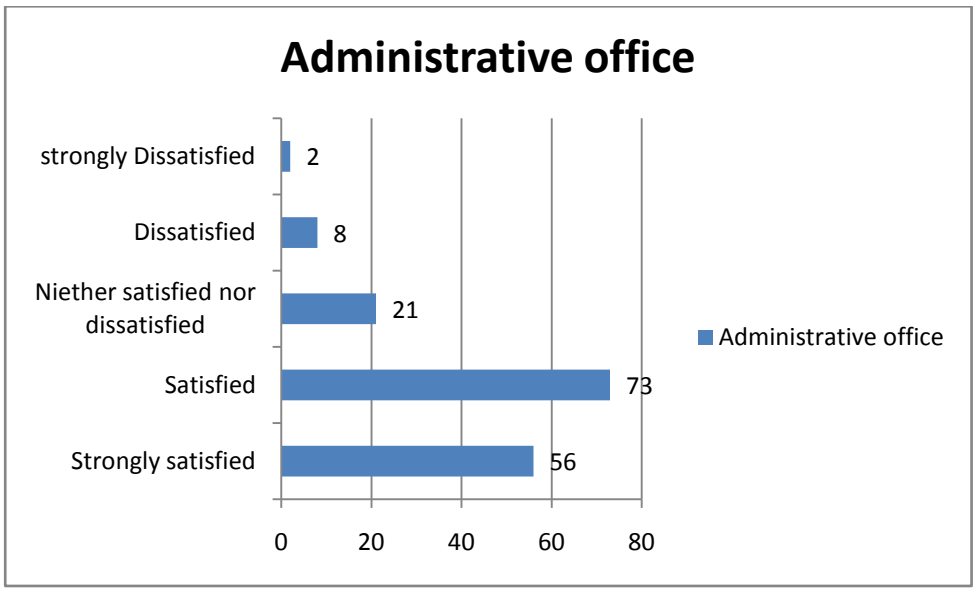
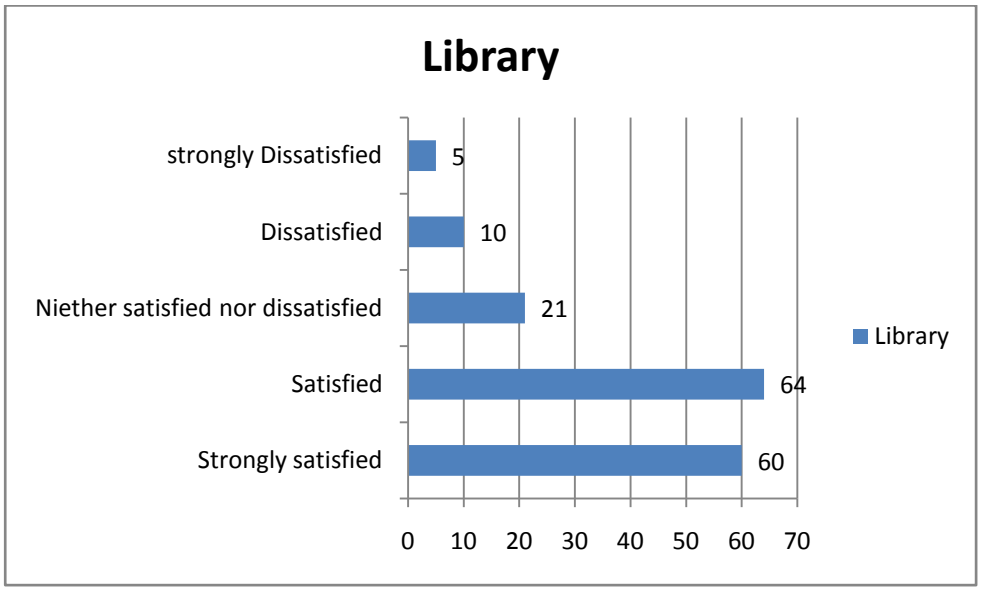
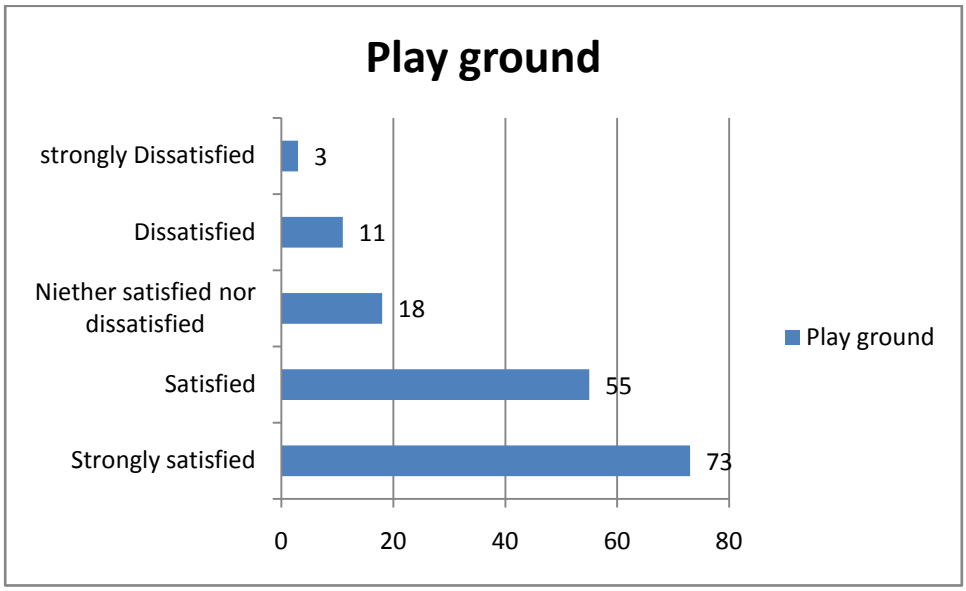
Punctuality
Attitude towards students
Ability to solve the problem

Overall Infrastructure of the college





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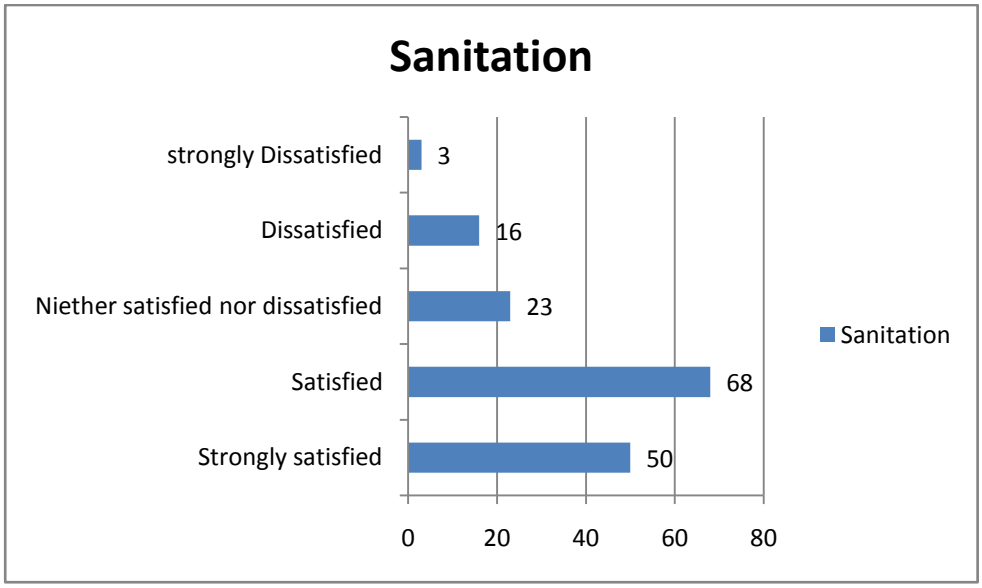
Play ground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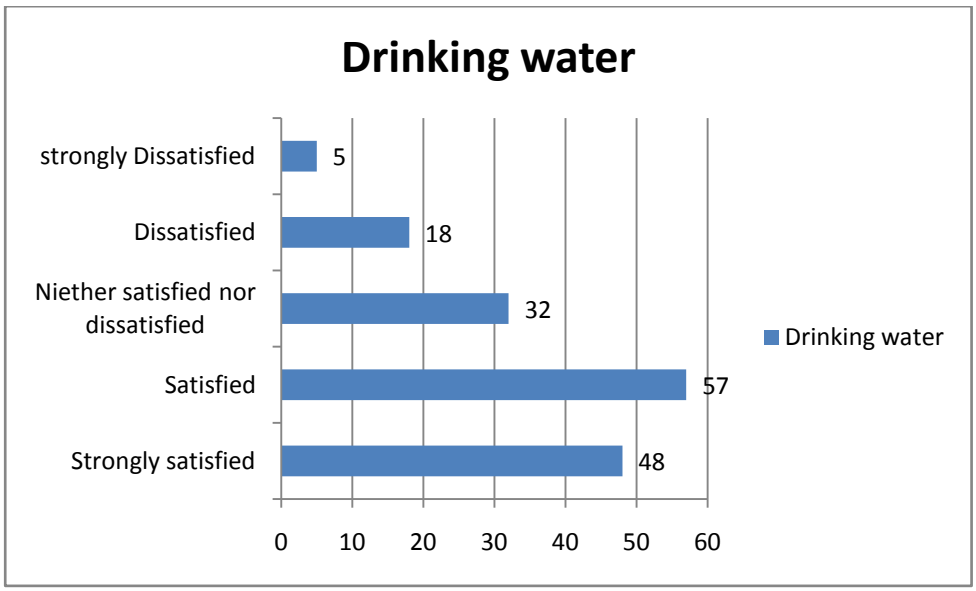
Sanitation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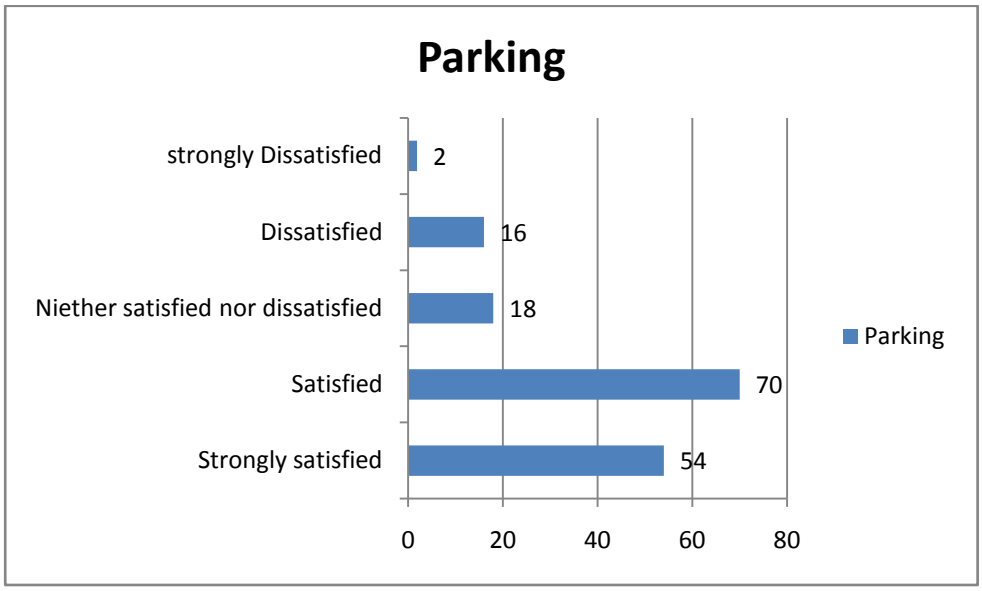
Drinking water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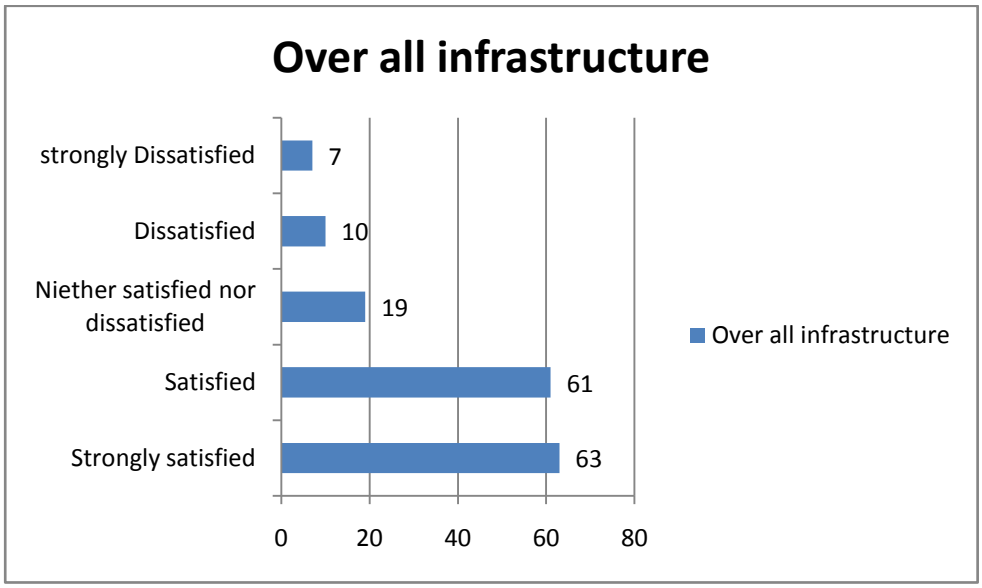
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Over all infrastructure

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: Extension of new building

2. Goal: Our College has an individual building in which school also runs at noon. Class rooms, labs, offices were inadequate enough to cop up with a number of strength of the students of the college. The goal of the college was to set up a new building for challenges of the upcoming exercises in the college.

3. The context: The College has more than 1700 students and the classrooms, labs and library were compact in space. In order to fulfill the students' requirement, the management decided to build a new building.

4. The Practice: The new building has large classrooms which provide ample space to further activities like welcome function, farewell function, seminars, workshops and guest lectures. Now many competitive exams are held in our college comfortably. The clash of time with the school is resolved with the availability of new building.

5. Evidence of Success: There are 22 old classrooms and 10 new classrooms which provide an opportunity to both college and school to have a separate centre for various exams. College library is shifted from the old building to the new one to provide good facilities to college students.

6. Problems Encountered and Resources Required: There are some good facilities in the new building still it lacks important ones. The building does not have fire safety, water room and toilets separately.

7.3: Best Practice II

1. Title of the Best Practice II: Extension activities

2. Goal: The goal of the extension activities is to be social and cultural rather than being only professional in the modern era. Extension activities provide a platform to all students to do social activities.

3. The context: Extension activities provide a chance to meet new places and new people to work with. Students can develop their leadership and management qualities.

4. The Practice: The College organizes extension activities every year. In order to motivate students, teaching staff provides the knowledge about it.

5. Evidence of Success: Every year sport students who won the inter college competition are sent for the next stage. Thus, students can know their potentiality in a particular field. Besides, those students who got medals in youth festival participate in national level competition.

Every year our college become a host for a particular game and invites other colleges for the competition.
Social awareness programs are organized off the college campus.

6. Problems Encountered and Resources Required: Sometimes due to hectic academic schedule, extension activities are not justified to some extent. Most of the teaching staff is on adhoc base. Hence everyone is not willing to take responsibility.

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

ANNEXURE –IV

SWOC ANALYSIS:

Strengths:

- Increased computing skills of teaching and non-teaching staff.
- Students are enrolled with merit system which invites 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 teaching and non-teaching ad-hoc staff.
- Lack of consistency in maintaining quality in teaching due to new recruitment in Ad-hoc staff every year.
- The building of the college is much older and needs renovations.
- 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 M.Com English medium class.
- Demand of additional NSS unit as well as girls' NCC unit.
- After graduation and post-graduation, students can get guidance from experienced faculties for the preparation of competitive exams.
- Students can 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

- To maintain quality education due to the semester system.
- To promote research activities in ad-hoc staff.
- To maintain interest of the students in higher education.
- To maintain good strength of quality students every year.
- To bring consistency in all over performance of the students.