THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

FOR

THE YEAR 2013-14

TOLANI COMMERCE COLLEGE

Adipur (Kachchh) – 370205, Gujarat

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FOR THE YEAR 2013-14

Part – A

1. Details of the Institution

1.1 Name of the Institution

Tolani Commerce College

1.2 Address Line 1

Nr. Post Office

Address Line 2

City/Town

Adipur (Kachchh)

State

Gujarat

Pin Code

370205

Institution e-mail address

tcc@tolani.org

Contact Nos.

02836-260623

Name of the Head of the Institution:

Dr. M. K. Pandya

Tel. No. with STD Code:

02836-260623

Mobile:

942699192

Name of the IQAC Co-ordinator:

Prof. H. T. Khiyani

Mobile:

9426246550

IQAC e-mail address:

tcciqac@gmail.com

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

GJCOGN13496

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)

NAAC – WR/GH/13496/2 Cycle 2012

1.5 Website address:

www.tcc.ac.in

Web-link of the AQAR:

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	2.27	2008	2012
2	2nd Cycle	B	2.80	2013	2018
3	3rd Cycle				
4	4th Cycle				

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

17/08/2007

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

2013-14

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 2009-10 _dtd:08/05/2010
  ii.   AQAR 2010-11 _dtd:14/07/2011
 iii.   AQAR 2011-12 _dtd:01/09/2012
 iv.   AQAR 2012-13 _dtd:25/07/2013

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 - Semi ✓   ☐ 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)   .   Center for IGNOU, Delhi and BAOU, Ahmedabad

1.12 Name of the Affiliating University *(for the Colleges)*   K. S. K. V. Kachchh University, Bhuj

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*)   C A/CS/CMA Coaching Centre, Recognised CA exam Centre

UGC-COP Programmes   Certificate & Diploma in Foreign Trade

2. IQAC Composition and Activities

2.1 No. of Teachers   7

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

    community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   -

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 15 |

Non-Teaching Staff Students | 2 | Alumni | 2 | Others | - |

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

   If yes, mention the amount | 3, 00,000 |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | | International | | National | | State | | Institution Level | |

   (ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

1. Contributing strategic planning for conducting various academic and non academic activities such as admission procedure, conduction of exam, declaration of results, supporting all other committees in organising their events. .
2. Supporting the partial up gradation in teaching learning resources.
3. Generating funds for the proposed new building construction from alumni.
4. Recommending new books and journals to strengthen the library resources.
5. On line Declaration of results.

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. Activities Motivating faculty for undertaking quality research	1. Research projects: Minor – 2.30 lakhs and three of the faculty members have submitted proposals for MRP
2. Academic calendar preparation & Deciding proposed schedule of various events	2. Properly executed all the events on time as per the pre decided schedule.
3. Motivating the faculty members towards publication of their articles/research papers in the house journal SAMIKSHA	3. Published 17 articles from the faculty
4. Encouraged the students to participate in various competitions at various levels.	4. Staff and Students won various awards/rewards/prizes.
5. Encouraging faculty participations in seminars/conferences/workshops	5. Faculty participations and paper presentation in national & international seminars/conferences/workshops
6. Minimizing use of papers in administration	6. Adopting digital mode of communication and avoiding unnecessary usage of stationery
7. Increasing placement activities	7. Increase in number of placements

* Attach the Academic Calendar of the year as Annexure.

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> 1. Up gradation of five class rooms to facilitates ICT enabled teaching
>
> 2. Declaration of internal results on institutional website
>
> 3. Strengthening library resources and services
>
> 4. Increasing in Research publication
>
> 5. Motivating the Students active participation in various academic and non academic extra, co-curricular activities.

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				1
Certificate				1
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	2
Trimester	
Annual	1

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☐ √
   (On all aspects)

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

   *Please provide an analysis of the feedback in the Annexure

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

Yes, B. Com Semester V and semester VI syllabus has been revised as per the semester system. MCQs were added in the examination paper pattern along with descriptive questions.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	03	14	01	-

2.2 No. of permanent faculty with Ph.D.

06

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
	4								4

2.4 No. of Guest and Visiting faculty and Temporary faculty

5	4	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	7	3
Presented papers	2	7	3
Resource Persons		1	

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

1. Power Point presentation / Interactive Board / GD/ Learner centered methods/ Film show etc.
2. Involving students in project works
3. Facilitating students with Language Lab
4. TALLY coaching through computers

2.7 Total No. of actual teaching days

during this academic year

180

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

Bar Coding for E –Taxation Online exam for SCOPE MCQs test for Env. Studies Online declaration of results

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

7	1	3

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
		A+ , A Grade	B+ Grade	B Grade	C Grade	
B. Com. Sem. II	836	163	200	165	42	82.00 %
B. Com Sem. IV	749	156	240	150	38	77.97 %
B. Com Sem. V	702	242	131	208	32	87.32 %
M. Com. Sem. IV	43	24	10	07	01	97.67 %

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

1. Monitoring through college IQAC committees
2. Executing the academic calendar as per the pre decided schedule
3. Encouraging more participation in research development programs
4. Upgrading the class room infrastructure to enable to adopt ICT teaching aids e-gazettes
5. Evaluation through academic audit and student feedback
6. Circulating articles relating to teaching & learning processes
7. Periodic faculty meetings

2.13 Initiatives undertaken towards faculty development: 22

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	18
Summer / Winter schools, Workshops, etc.	02
Others (Journal Publication, Workshop)	02

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	12	07	-	06
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Emphasizing on University funded minor/major research projects by faculty.
2. Encouraging the teachers to do Ph. D., M. Phil.etc.,
3. Providing information about the OP/RC to the faculty members
4. Encouraging the Departments to submit the research proposals to various funding agencies.
5. Floating the idea of Research associate fellowships.
6. Conducting workshop, Seminar and Conferences on Current Issues.
7. Motivating staff/students to publish articles/ papers to the reputed journals.
8. Motivating staff/students to carryout projects in the emerging area of commerce and social aspects.

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	-	2	-	-
Outlay in Rs. Lakhs	-	2.30	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	1	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	-	-

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	2	UGC	2,30000	1,82000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	2,30,000	1,82,000

3.7 No. of books published   i) With ISBN No. | 04 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | √ |

COC, CA, CS, CMA

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	1
Sponsoring agencies					British Academy & Central Uni. Of Gujarat

3.12 No. of faculty served as experts, chairpersons or resource persons [10]

3.13 No. of collaborations   International [-]   National [-]   Any other [√]

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

3.15 Total budget for research for current year in lakhs:

From Funding agency   [1. 82]   From Management of University/College   [-]

Total   [1. 82]

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   [1]
     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 [-]   State level [-]

National level [-]   International level [-]

College Level: 61

3.22 No. Of students participated in NCC events:

University level [-]   State level [40]

National level [12]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

College Level: 05

3.24 No. of Awards won in NCC:

University level [-]   State level [04]

National level [04]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [06]   NSS [29]   Any other [-]

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

- Various extension activities based on industrial and social relevance have been planned and executed by our CWDC, NCC and NSS units.
- NSS Units organised guest lectures on various topics like women empowerment, legal awareness.
- Special Camp was conducted through NSS.
- N.S.S. Volunteers MAHESH PRAJAPATI , SEM-IV Appoint as a campus ambassador of 2014 Election by Mamlatdar office
- Celebrated National Voters Day
- Students participated Shobha Yatra of Shri Moraribapu's Ramkatha
- Students participated in Pulse Polio Programme

- NSS Volunteers are Participated in AIDS Awareness Lecture
- Self Defence Training (Organized By Guj. Police under the programme of Surksha Setu Society)
- NSS Volunteers Participated in Thalassemia check up camp Organized by Rotari club of Gandhidham.
- Participated Bharat Jago Daud On Sawami Vivekananda 150 birth anniversary
- NSS Volunteers participated, Lecture on Nutrition By Dr.Shashikala (T.A. & S College, Adipur)
- NSS Volunteers participated, Lecture on "SAVE ENERGY AND NATURAL RESOURCES" by Dr. J. R. Raiyani
- NSS Volunteers participated, Lecture on " Women's Empower" by Dr.Manisha (Law College,Adipur)
- NSS volunteers planted 15 trees.

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 (Acres)	1.9 Acres	---	--	**1.9 Acres**
Class rooms (Sq. Mts.)	2740.32	---	--	2740.32
Laboratories (Dell Lab with 25 Computers)	01	01	Govt. of Gujarat	02
Seminar Halls, 4 Class Rooms	01	Proposal approved for expansion of the new building in the year 2013-14	Alumina & College Funds	1. 5 Cr. (Proposed)
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	105	03	College	108
Value of the equipment purchased during the year (Rs. in Lakhs)	15.32	0.78	College	16.10
Others: 18 Collar microphone, 05 Projector		2,50,000	IQAC: UGC RUSA	--

4.2 Computerization of administration and library

> Use of OPAC software in library
> Use of computers and data storage in all administration & library sections
> Linkages with UGC-INFLIBNET
> Use of e-circulars in administration sections
> Total computerized processing of admission and results declarations.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9568	115000	170	24200	9738	139200
Reference Books	11234	127240	138	52122	11372	179362
e-Books	80409	--	--	--	80409	--
Journals	27	--	05	--	32	--
e-Journals	3828	--	--	--	3828	--
Digital Database	--	--	--	--	--	--
CD & Video	35		26	--	61	--
Others (specify) Encyclopaedia	229	--	--	--	229	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	80	02	10	02	02	10	02	68
Added	07 Laptops	--	--	--	--	--	--	--
Total	87	02	10	02	02	10	02	68

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

1. Computer lab with internet facility for students in all schools
2. Internet connectivity on terminals for teachers
3. Dell Language library facility provided to the students
4. E-taxation and Tally coaching
5. Collage has NME-ICT connectivity

4.6 Amount spent on maintenance in lakhs:

i) ICT   11,364

ii) Campus Infrastructure and facilities   12, 34,027

iii) Equipments   77,877

iv) Others   --

Total: 13, 23,268

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Placement assistance through alumni & corporate
2. IGNOU & Dr. Babasaheb Ambedkar Uni., Ahmedabad Study Centres
3. Common computer lab
4. Dell language lab
5. Provision for physically challenged students
6. First aid and Health facility provided if necessary
7. Fellowship and free ship to students
8. Grievance redressal committee
9. Assistance through UGC-XI plan
10. Ensuring students participation in various internal and external activities and competitions
11. Organizing orientation and awareness programmes through CWDC,NSS and NCC units
12. Guest lectures by various local reputed doctors on various health and career aspects

5.2 Efforts made by the institution for tracking the progression

1. Planning of all the events
2. Up gradation of the infrastructural abilities
3. Attempting to adopt ICT enabled teaching methods
4. Strengthening the library resources
5. Conduction of Orientation workshops
6. Deputing Staff to escort the students for co ,extracurricular activities
7. Career and Placement Counselling

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2386	137	--	70

(b) No. of students outside the state

NIL

(c) No. of international students

01

Men

No	%
1289	51

Women

No	%
1245	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1586	219	08	614	00	2437	1387	250	22	725	04	2388
78	12	00	28	00	118	104	10	01	33	00	148

Demand ratio   1.88:1   Dropout % 2 Approx.

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

Orientation Session by local business school, Offering CA, CS and CMA coaching in the campus

No. of students beneficiaries   70+ 74 COC = 144

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

The college offers professional guidance to those who aspire to become CAs and ACSs. Further, every year it facilitates orientation sessions for the students of SEM VI. In case of necessity, it also provides personal counselling. It also organizes guest lectures and workshops on personality development

No. of students benefitted   687

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
South Indian Bank	26	08	--

1. Nilkanth Concast Pvt. Ltd. 2. Elga Shipping Pvt. Ltd. 3. Nidhi Shipping Pvt. Ltd. 4. Vodafone Ltd. 5. Toyata Millinium 6. Muthoot Finance 7. Shree Ram Finance 8. ICICI Bank	103	--	50

5.8 Details of gender sensitization programmes

The CWDC sensitizes the students to develop a healthy relationship with the opposite gender. It acts rigorously to check the transgressions of the code of conduct of the students. This cell creates an awareness of the socio cultural, political and biological complexities of the issue by organizing guest lectures and health and legal awareness programs every years. Observation of Women's Day by guest lectures, interactive session and appreciation of achievers.

5.9 Students Activities

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

State/ University level | 200 | National level | 45 | International level | 01

No. of students participated in cultural events

State/ University level | 32 | National level | 03 | International level | --

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

Sports: State/ University level | 53 | National level | 03 | International level | --

Cultural: State/ University level | 07 | National level | 07 | International level | --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	02	2660.00

Financial support from government	353	13,84,414.00
Financial support from other sources (COC) Alumni (For the New building)	74 -	4,80,000.00 46,00,000.00
Number of students who received International/ National recognitions	01	--

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 50 |

5.13 Major grievances of students (if any) redressed:

    Better sports facilities, Providing Hi-speed Internet facility, Remedial Classes , , Purified water facility, New black boards, Extends support for issuing bus passes for those who come from distant places.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:**
>
> We envision the total transformation of this Drought Prone area of Kutch through promotion of Trade, Industry and Business by way of imparting education in the field of Commerce.
>
> **Mission:**
>
> We dedicate ourselves to the mission of training young- adults for academic excellence, development of skills and character formation based on co-education system related to commerce learning; with a view to upgrade their life styles.

6.2 Does the Institution has a management Information System

> No, Institution does not have a management Information System

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

6.3.1 Curriculum Development

> The teachers of the college represents Board of Studies, Academic Council, and Senate
> of the university to look after the Curricular Development and modification.

6.3.2 Teaching and Learning

> 1. Students Centred Teaching method is used in our college. Profession and ethical attitude and effective communication skills are provided to the students in their regular curriculum itself.
>
> 2. Team workskills are developed by their involvement in student's association activities covering symposium, seminar, and paper presentation. Guest lectures are also arranged to be delivered not only by academic experts and experts from industry.
>
> 3. Teaching through ICT is used in various classrooms.
>
> 4. Classroom seminars and students participations are encouraged to develop their academic and social skills.
>
> 5. Subject wise feedback is collected from students in order to match the level of teaching to the level of understanding of the students.
>
> 6. Student Profile is maintained for each student, which contains the personal details such as passport size photograph, address, phone numbers, E-mail id, family background etc.., and academic details such as, marks obtained in University Examinations in all subjects, list of arrears if any, month and year of clearance of arrear subjects, semester wise mark percentage, etc…
>
> 7. Marks of Unit Tests, Model Examinations, and end examination Results are sent to the respective parents by the tutors.
>
> 8. Whenever required, the parents of the poor performing students are called to the department in order to discuss on the development and welfare of the students.
>
> 9. All the parents are asked to constantly monitor the respective students 'performance.

6.3.3 Examination and Evaluation

> The examination and evaluation of the students are performed as per the university rules. However college itself maintains a strict time-bound examination system and results is communicated through website, notice board and mark sheet is also provided to students.

6.3.4 Research and Development

1. The focus of the college is to impart the education that will lay a Strong foundation for generating professionals.

2. Focusing on research, the Under-Graduate and Post-Graduate students actively involved in identifying Thrust and Emerging areas for projects and further research.

3. As part of research, both Under-Graduate and Post-Graduate students are encouraged to carry out their project in recent research fields across various areas Commerce.

4. The Students are also motivated and guided to do research work in their field of interest and are provided with all the technical materials and resources needed to carry out their research.

5. Faculty members and students are motivated continuously to publish their work in National and International Conferences, seminars and Journals

6. Two faculty members awarded Ph.D degree and two minor research projects by UGC has been sanctioned and three are in the process of approval

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Every year library books are purchased by department wise allocation of budget .

- The library is well connected through ICT NME internet connectivity and students can access various journals and other information.

6.3.6 Human Resource Management

- College always encourages its teaching and non-teaching staff to participate in various skill and knowledge nourishing programmes.
- Apart from normal activities various programmes related spiritual and value education is also performed and participated.

6.3.7 Faculty and Staff recruitment

Recruitment of teaching and administrative staff is made by the Government on the basis of requirement of the college. However the institution appoints visiting staff (both academic and administrative) for the smooth operations.

6.3.8   Industry Interaction / Collaboration

> 3. The Institution has immense interaction with several reputed companies /Industries.
> 4. The institution has placement cell under the state government initiative of UDISHA.
> 5. Campus interviews are frequently conducted as per the requirements of the employers.

6.3.9   Admission of Students

> 1. Admission process follows the University and Government guidelines.
> 2. The merit lists is published on the website of the college.

6.4 Welfare schemes for

Teaching	As per Government rules
Non teaching	As per Government rules
Students	As per Government rules

6.5 Total corpus fund generated

NIL

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	yes	KCG	no	no
Administrative	yes	Govt.	yes	CA

6.8 Does the University/ Autonomous College declare 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?

The examinations are conducted as per the University rules. An examination committee of college manages the internal examinations.

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

Being a new and small university the process of autonomy is not promoted by the university.

6.11 Activities and support from the Alumni Association

1. Every year alumni meet and Annual Day is organized to interact and collaboration and feedback.
2. The institution seeks frequent consultation from them pertaining to our college issues.
3. The college is also in process of building a 4th wing with the financial and other help of alumni.

6.12 Activities and support from the Parent – Teacher Association

Regular functioning of PTA is in force. PTA meeting is held per semester   to exchange views of college affairs and personally inform parents about the deficiencies of their children

6.13 Development programmes for support staff

As per government rules

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

1. Plenty of trees, flower plants are planted and also properly maintained to make the campus eco-friendly.
2. Gardeners are appointed exclusively for this purpose, Lawnsand parks with eco-atmosphere are taken care of.
3. Rain water storage is also done regularly.
4. All types of pollution are partially restricted in our campus.
5. A Green club is also initiated to create awareness of eco-friendly atmosphere.

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.

1. Sensitizing faculty and staff by frequent guidance for research and development
2. Strengthening placement activities
3. Up grading the classroom infrastructure
4. Online declaration of admission merit list and results
5. Beautification of the campus
6. Introducing innovative practices to help the students
7. Running remedial Classes for the students
8. Adding new books and journals in the library
9.   Conduction of retest for absentees in genuine cases
10. Insisting students to bring their I-Cards

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

1. NAAC peer team visit organisation
2. Meeting with staff, students, alumni, parents and management
3. Inviting resources person from other places for the benefits of the staff and students
4. Facilitating staff for UGC MRPs
5. Up gradation of class room infrastructure
6. Enriching library resources and computerisation
7. Preparation of Academic calendar
8. Allotment of portfolios
9. Pre deciding of schedules of various events by various committees
10. Conduction and declaration of results on time
11. Encouraging research development activities by publishing articles in journals
12. Encouraging faculty Participation in seminars and conferences/ workshops
13. Publication of Vol. II Issue I and II of TCC's SAMIKSHA Journal
14. Publication of selected Conference papers in Book titled "Disaster Management" with ISBN numbers.

7.3 Give two Best Practices of the institution

1. Honouring teachers on the eve of Teachers Day every year

2. Reimbursement of seminar/conference/workshop participation expenditure to the faculty

3. In college placement cell, students are given career guidance as well as job guidance. Apart from degree courses there is short term Add-on courses offered in the college that enables the students for skill development and overall personality development.

4. Faculty members divide students according to the competence and each individual is given attention and encouragement in co-curricular activities and extra-curricular activities. Extensive remedial teaching is given for academically weaker students. Also career guidance and counseling is done for

7.4 Contribution to environmental awareness / protection

Tree plantation, Campus cleaning and health awareness programs through NSS, NCC and CWDC

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

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

Planning to construct new seminar hall and 4 classrooms during the years 2013-15 with the help of alumni

8. Plans of institution for next year

- Organisation of workshop on Research Methodology
- Encouraging more Minor research Proposals
- Planning to organize a seminar/ conference next year
- To achieve high standards in Research and Development
- Strengthening of alumni association
- Use of better e-governance practices in administration
- Industrial visits to various companies
- Conducting National level seminars or conferences
- More Audio Visual Rooms

Name: Prof. H. T. Khiyani   *Name: Dr. Manish Pandya*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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