

**THE ANNUAL QUALITY ASSURANCE  
REPORT (AQAR) OF THE IQAC**

**FOR**

**THE YEAR 2015-16**



**TOLANI COMMERCE COLLEGE**

**Adipur (Kachchh) – 370205, Gujarat**

## 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

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

Tolani Commerce College

1.2 Address Line 1

Near Post Office

Address Line 2

Railway Station Road

City/Town

Adipur, Kachchh

State

Gujarat

Pin Code

370205

Institution e-mail address

www.tcc.ac.in

Contact Nos.

02836260623

Name of the Head of the Institution:

Dr. M. K. Pandya

Tel. No. with STD Code:

02836260623

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

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)

1.5 Website address:

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	1 <sup>st</sup> Cycle	B	2.27	2008	2012
2	2 <sup>nd</sup> Cycle	B	2.80	2013	2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

- i. AQAR 2013-14 Submitted to NAAC on 25/04/2014
- ii. AQAR 2014-15 Submitted to NAAC on 25/04/2015

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

B. Voc., Centre for IGNOU and BAOU

1.11 Name of the Affiliating University (for the Colleges)

K. S. K. V. Kachchh University

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

Autonomy by State/Central Govt. / University	B. Voc.		
University with Potential for Excellence	-	UGC-CPE	Applied
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	CA/ CS/ ICMA Coaching Centre, Recognised CA Exam Centre
UGC-COP Programmes	Certificate and Diploma in Foreign Trade		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	06

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Invited the Governor of Gujarat Shree O. P. Kohli for inaugurating the newly constructed building on 18th February, 2016.
2. Designed and introduced online feedback collection from students regarding Faculty performance and Admin activities through Google Form.
3. Applied for CPE
4. Developing green environment through gardening in the campus.
5. Successfully generated the required funds from the alumnus for constructing the new building with four specious class rooms and seminar hall with latest facility.
6. Submitted Three MRP Proposals to WRO-UGC during this academic year.
7. Felicitated the significant contributors and donors by presenting mementoes.
8. Got recognition for conducting online SCOPE exam.
9. Hosted K. S. K. V. Kachchh University athletics meet.
10. Planning/implementing all the academics, non-academic and extra-curricular activities in and outside the campus.

## 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. Preparation of academic calendar.	Implementing all academic and non-academic activities as per the schedule.
2. Proposal of Construction of new building.	Inauguration of the well-furnished building with four specious class rooms and seminar hall on 18 <sup>th</sup> Feb.2015.
3. Submitted proposal for CPE	Awaiting the result.
4. MRP proposal submission by three faculty members.	Awaiting the result.
5. Generating funds for upgradation of the infrastructure.	Added new benches, CC cameras, White boards, Fans etc.
6. Adding new books in Library	Added new 885 books in the library.
7. Introducing online student feedback through Google FORM	Successfully collected feedback and analysed.
8. Strengthening campus placement activities.	Enhanced campus selection students' number.
9. Motivating the faculty members towards articles/research papers in the house journal SAMIKSHA.	Published <b>5</b> articles by the faculty.
10. Encouraging students to participated in various competitions at various levels.	Staff and students won various awards/rewards/prizes at College, University, State, and National levels.
11. Encouraging faculty participation in seminar, conference and workshop.	Faculty participation and paper presentation in national/international level seminar/conference/workshop.

\* 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. CCTV Cameras installation
2. Purchased of White board, Projector and Portable PAS, Mobile Tablet and printer.
3. Purchased of 350 benches, 12 Air condition machine, One LED TV and 74 fans.
4. Appointing visiting faculty as per the requirement.
5. Construction of new building in the campus.

## Criterion – I

### I. 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	1	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	1
Certificate	1	-	-	1
Others	-	-	-	-
<b>Total</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>2</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	2

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.

NO

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

Yes, Approval for conducting online SCOPE examination.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	03	13	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
01	03	-	-	-	-	-	-	01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

14

-

2.5 Faculty participation in conferences and symposia:

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

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

1. Provision of teaching through projector.
2. Giving project work and research paper presentation options for students.
3. Tally practical coaching through computers.
4. Encouraging students for seminar participation.
5. Providing guidance to the students for NET/SLET/M. Phil. & Ph.D. entrance exam.

6. Academic counselling through IGNOU, BAOU study centres for various courses.

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)

-

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

07

02

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75

2.11

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	01 (For the Ph. D. Course work)

Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com. SEM II	850	168	268	250	114	94.11
B. Com. SEM IV	771	84	242	151	35	66.40
B. Com. SEM VI	749	120	202	198	125	86.11
M. Com. SEM II						
M. Com. SEM IV						
B. Voc.						

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

1. By starting the term with the designing of academic calendar.
2. Implementing all the sessions as per the strategy.
3. Encouraging faculty to adopt latest new methods of teaching.
4. Involving students in project works.
5. Encouraging faculty towards research development and publication activities.
6. Collecting feedback from the students and modifying strategy as per the feedback analysis report.
7. Following transparency in all teaching, learning and evaluation procedure as per UGC norms.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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.	2
Others (Journal Publication, Workshop)	5

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	10	9	-	8
Technical Staff	1	-	-	-

## 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.
9. Recognised Ph. D. supervisors encourage the colleagues and P. G. students to pursue Ph. D. programme.

#### 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	-	1	1	-
Outlay in Rs. Lakhs	-	2,15,000	2,45,000	-

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	4,60,000	2,15,000
Minor Projects	-	-	-	-

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  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  
B. Voc.  
C. A. /C. S. / CMA

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

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  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	1	-	-	2		

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

4

6

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

15

State level

6

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

2

National level

International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  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.
- Special 10 days residential Camp was conducted through NSS at Sinogra village.
- Students participated in Pulse Polio Programme.
- Tree plantation programme at college campus.
- Participation in Essay writing competition organised by Kandla Port Trust, Gandhidham.
- One day camp at Lilasha Kutiya.
- Guest lectures by experts.
- Participation in Personality Development Workshop on 09<sup>th</sup> Jan., 2016.

## 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	-	-	<b>1.9 Acres</b>
Class rooms	14	4	Alumnus donations and college funds.	18 Rs. 1.85 Cr. [ Classrooms and Seminar Hall]

Laboratories (Dell Lab with 25 Computers)	01	01	Govt. of Gujarat	02
Seminar Halls	-	01	Alumina & College Funds	01 Rs. 1.85 Cr. [ Classrooms and Seminar Hall]
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	108	23 [CCTV Cam. 16, Printer-1, Projector-1, Tablet Phone-1, White Board-4]	College & UGC	131
Value of the equipment purchased during the year (Rs. in Lakhs)	16.10 Lakhs	1.98 Lakhs	College & UGC	18.08 Lakhs
Others:				
New Benches		350 Benches	College & BAOU Centre College	6,88,275
Fans		20 Fans	College	27,600

#### 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	10,226	-	342	35,037	10,568	-
Reference Books	11,461	-	543	44,539	12,004	-
e-Books	80,409	-	-	-	80,409	-
Journals	23	-	-	42,322	23	-
e-Journals	3,828	-	-	-	3,828	-
Digital Database	-	-	-	-	-	-
CD & Video	61	-	85	-	146	-



Others (specify) Encyclopaedia,	229	-	-	12,042	229-	-
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#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	02	10	02	02	10	02	-
Added	-	-	10	-	-	-	-	-
Total	87	02	20	02	02	10	02	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (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. College has NME-ICT connectivity.
6. Provision for conducting Online examination of SCOPE
7. Basic Computer literacy training for the faculty.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.24
ii) Campus Infrastructure and facilities	
iii) Equipments	1.98
iv) Others	7.15
<b>Total:</b>	

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation towards the following services.

1. Placement assistance through alumni & corporate
2. Counselling to the students regarding value added courses by IGNOU & Dr. Babasaheb Ambedkar Open Uni., Ahmedabad.
3. Provision for physically challenged students for examination.
4. First aid and Health facility provided if necessary
5. Fellowship and free ship to students
6. Grievance redressal committee
7. Assistance through UGC-XI plan
8. Ensuring students participation in various internal and external activities and competitions
9. Organizing orientation and awareness programmes through CWDC, NSS and NCC units
10. 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. NET/SLET Orientation to PG Students.
2. Involving students in project works.
3. Advance Planning of all the events
4. Monitoring the planning and implementation procedures.
5. Up gradation of the infrastructural abilities.
6. Attempting to adopt ICT enabled teaching methods.
7. Strengthening the library resources.
8. Conduction of Orientation workshops for the new students.
9. Adding new courses programmes as per the industry requirements.
10. Deputing Staff to escort the students for co-extracurricular activities.
11. Career and Placement Counselling.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2431	137	06	106

#### (b) No. of students outside the state

-
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#### (c) No. of international students

01
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Men

No	%
1363	51

Women

No	%
1311	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

1387	250	22	725	04	2388 (UG)	1304	276	25	828	02	2435 (UG)
104	10	01	33	00	148 (PG)	78	21	00	38	-	137 (PG)
						17	05	00	14		36 (B. Voc.)
						44	7	0	19	-	70 (COC)

Demand ratio: 1.90:1

Dropout: % 2 Approx.

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

College provided necessary information about NET/SLET exam to PG Students.  
College also keeps books regarding competitive examinations like IBPS, GPSC, UPSC, CAT, GATE, and M. Phil., Ph. D. Entrance test. It also provides necessary personnel guidance to the needy students.

No. of students beneficiaries

200

#### 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 CSs. 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

320

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	120	36	-

### 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  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	535	15,94,141
Financial support from other sources	-	-

Number of students who received International/ National recognitions	-	-
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#### 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

#### 5.13 Major grievances of students (if any) redressed:

Better sports facilities: New TT Table. Providing Hi-speed Internet facility: 10 more internet accesses. Added two new more water Purifiers. Added four new white black boards, extended 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

Those teachers who were on the Board of Studies, Academic Council, and Senate of the university look after the Curricular Development and modification. However the B. Voc. And the COC courses syllabi are designed by the institution with consultation of subject experts.

### 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 work skills 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 done in various faculty.
4. Classroom seminars and students participations are encouraged to develop their academic and social skills.
5. Faculty wise online 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 Mid semester Tests, Model Examinations, and end examination Results are declared through Internet.
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 and attendance.

### 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 participate in National and International Conferences, seminars and workshops. They are also encourage to publish their article and research papers in research journals.
6. Two faculty members have registered their enrolment for pursuing Ph.D. degree during this year and three minor research project proposals have been submitted to the WRO-UGC Pune
7. All the four recognised Ph. D. supervisors encourage their colleagues towards research and development activities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Every year library books are purchased by department wise allocation of budget.
2. All the relevant books by well-known authors are kept available in the library.
3. Both the labs are maintained properly for conducting online examination.
4. 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

1. College always encourages its teaching and non-teaching staff to participate in various skill and knowledge nourishing programmes.
2. 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

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

### 6.3.9 Admission of Students

1. Admission process is purely transparent and it follows University and Government guidelines.
2. The merit lists is published on the website of the college.
3. Even for subsidiary subject selection, cut off marks are considered on merit.

### 6.4 Welfare schemes for

Teaching	As per Government.
Non-teaching	As per Government.
Students	As per Government.

### 6.5 Total corpus fund generated

20, 00,000

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	-
Administrative	Yes	Gov.	Yes	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?

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?

No efforts are made by the University to promote autonomy in the affiliated/constituent colleges

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. With the support of the alumni the management was able to complete the new building during this year.

6.12 Activities and support from the Parent – Teacher Association

Regular functioning of PTA is in force. PTA meetings are held regularly 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, lawns and gardens 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. Parental counselling for students diagnosed with Minor thalassemia through guest lecture by a doctor.
2. Inviting Governor of the State Shree O. P. Kohli for building inauguration function.
3. Involving students in project works.
4. Sensitizing faculty and staff by frequent guidance for research and development
5. Strengthening placement activities
6. Up grading the classroom infrastructure
7. Online declaration of admission merit list and results
8. Beautification of the campus
9. Introducing innovative practices to help the students
10. Running remedial Classes for the students
11. Adding new books and journals in the library
12. Conduction of retest for absentees in genuine cases

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

1. Inaugurated the new building with four class rooms and conference hall.
2. Two faculty members registered their names for Ph. D. programme.
3. Successfully generated required funds from the alumnus.
4. Meeting with staff, students, alumni, parents and management
5. Inviting resources person from other places for the benefits of the staff and students
6. Facilitating staff for UGC MRPs. Three new proposals have been submitted.
7. Up gradation of class room infrastructure. CCTV cameras were installed in all the existing classrooms.
8. Enriching library resources and computerisation. Upgraded the computer lab for conducting online examinations.
9. Preparation of Academic calendar. The academic calendar schedule of various activities done on time.
10. Allotment of portfolios to the each and every faculty members.
11. Pre deciding of schedules of various events by various committees.
12. Conduction and declaration of results on time.
13. Encouraging research development activities by publishing articles in journals
14. Encouraging faculty Participation in seminars and conferences/ workshops
15. Publication of Vol. IV Issue I of house journal TCC's SAMIKSHA.

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

1. Honouring teachers on the eve of Teachers Day every year
2. Presenting mementoes to the donors for their support and cooperation.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

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)

S: Our brand image in the society. The college which was established in the year 1973 has been maintaining its name for its quality education in commerce faculty at state level.

W: Student teacher ratio is not encouraging as the government insists intake of 160 students in a single classroom.

O: Considering the local demand there are opportunities to introduce need base programmes.

T: As there no provision for academic autonomy sometimes we face certain limitations which are beyond our control. For example overcrowded classrooms.

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

1. Submitting proposal to ICSSR for the organisation of workshop on Research Methodology.
2. Installing CCTV cameras and projectors in the new building.
3. Encouraging more Minor research Proposals.
4. Planning to organize NAAC a sponsored seminar/ conference next year.
5. To achieve high standards in Research and Development.
6. Strengthening of alumni association.

7. Use of better e-governance practices in administration.
8. Industrial visits to various companies.
9. Installing Audio Visual aids and white boards in more rooms.

*Prof. V. B. Jora*

*Dr. Manish K. Pandya*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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### **Annexure I**

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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