THE ANNUAL QUALITY ASSURANCE

REPORT (AQAR) OF

TOLANI COMMERCE COLLEGE - ADIPUR

FOR

THE YEAR 2016-17

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)*
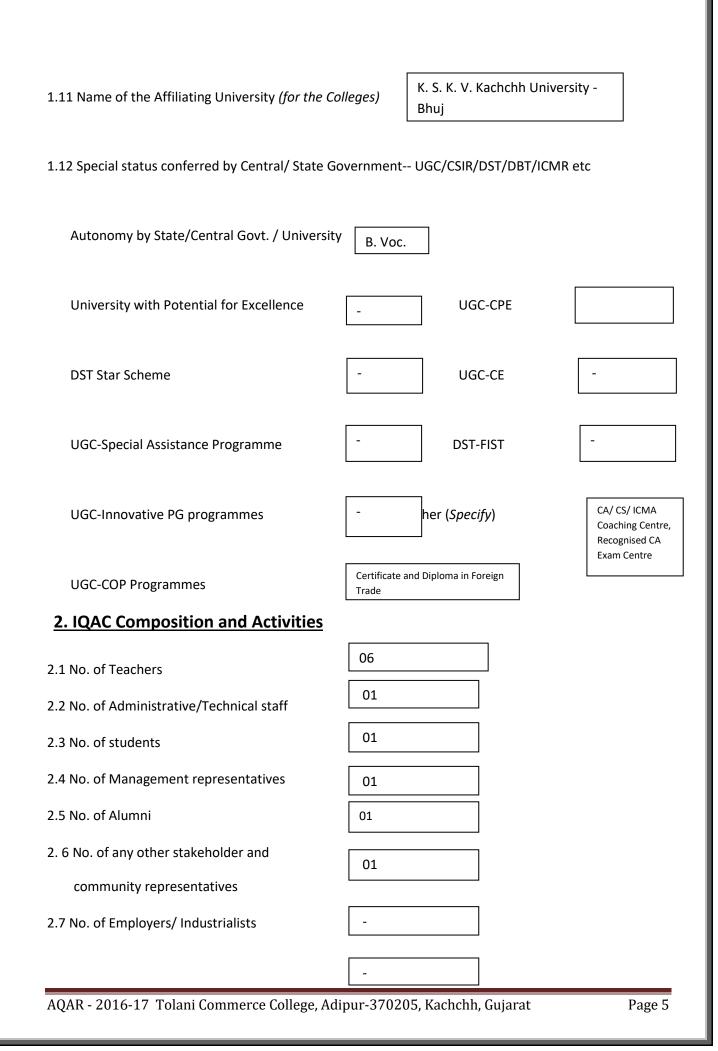
Part – A

AQAR for the year *(for example 2013-14)*   2016-17

1. Details of the Institution

1.1 Name of the Institution   Tolani Commerce College

1.2 Address Line 1   Near Post Office

Address Line 2   P. O. Box No. 27

City/Town   Adipur, Kachchh

State   Gujarat

Pin Code   370205

Institution e-mail address   tcctolani@gmail.com

Contact Nos.   02836260623

Name of the Head of the Institution: Dr. M. K. Pandya

Tel. No. with STD Code:

Mobile:

| 09426999192 |

Name of the IQAC Co-ordinator:

| Dr. Jagdish R. Raiyani |

Mobile:

| 8511193505 |

IQAC e-mail address:

| tcctolani@gmail.com |

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

| GJCOGN13496 |

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)

| EC/65/RAR/12   dated 25-10-2013 |

1.5 Website address:

| www.tcc.ac.in |

Web-link of the AQAR:

| http://tcc.ac.in/index.html |

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 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   2013-14 Submitted to NAAC on 25/04/2014
- ii. AQAR   2014-15 Submitted to NAAC on 25/04/2015
- iii. AQAR   2015-16 Submitted to NAAC on 25/04/2016
- iv.

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 [√]

(e.g. 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 [√] w   PE (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 - Bhuj

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

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

her (*Specify*)

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

> 04

2.11 No. of meetings with various stakeholders: No. 09   Faculty 04

Non-Teaching Staff Students 02   Alumni 01   Others NIL

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

If yes, mention the amount   60000

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 01 ternational ☐ ational 1 ate ☐ titution Level ☐

(ii) Themes   Innovation and Revolution in Accounting, Taxation and Commerce

2.14 Significant Activities and contributions made by IQAC

1. Preparing academic calendar.
2. Continuing online feedback collection from students regarding Faculty performance and Admin activities through Google Form.
3. Beautification of the campus.
4. Successfully generated the required funds from the alumnus for the infrastructure development.
5. Submitted Three MRP Proposals to WRO-UGC during this academic year.
6. Felicitated university academic toppers from the institutions.
7. Recommended two faculty members for Ph.D. supervision recognition.
8. Hosted K. S. K. V. Kachchh University 13th Youth Festival.
9. Planning/implementing all the academics, non-academic and extra-curricular activities in and outside the campus.
10. Encouraging faculty for the participation in research and publication activities.
11. Submitted proposal for NIRF
12. Submitted proposal for NAAC sponsored Seminar.
13. Submitted proposal to include house journal TCC's Samiksha in the list of UGC approved journal.
14. Encouraged researchers other than college to contribute to the UGC approved journal of the college "Samiksha"
15. Conducted demonstrative workshops/lectures on "Cash Less Transaction" for staff and students.

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 Conducting a National seminar	Successfully conducted national seminar on "Innovation and Revolution in Accounting, Taxation and Commerce" in collaboration with Gujarat University Accountancy Teachers' Association
3. Planning to Submit proposal for NIRF	Proposal submitted for 2018-19
4. Generating funds for conducting national	Collected necessarily required funds other than UGC from alumni and well wishers
5. Adding new books and Journals in Library	Added new 189 books and 56 Journals in the library.
6. Continue to collect online student feedback through Google FORM	Collected online feedback from the students and analysed and implemented the suggestions
7. Motivating the faculty members towards articles/research papers in the research journal.	Published 12 research papers and 5 books by faculty members in the academic year 2016-17.
8. Encouraging students to participate in various competitions and activities.	Staff and students won various awards/rewards/prizes at College, University, State, and National levels.
9. Encouraging faculty participation in seminar, conference and workshop.	Faculty participated in 19 national/international level seminar/conference/workshop and presented papers.
10. Hosting of KSKV Kachchh University Inter collegiate JUDO, Volleyball, Power Lifting, Weight lifting and football tournaments.	Coordinated the conduction of various sports events.
11. Hosting KSKV Kachchh Uni. youth festival	Successfully hosted KSKV Kachchh Uni. 13th youth festival on 16th Sept. 2016 with 1000 participants.

12. Planning for NSS one day camp.	Organised One day camp at Jogninar.
13. Planning for NSS seven day camp.	Seven-day residential camp was held for NSS volunteers at Galpadar Village from 16th March to 22nd March 2017.
14. Supporting the conduction of Internal and University examination.	Smoothly conducted the examinations of regular and external students of KSKV Kachchh University

Attach the Academic Calendar of the year as Annexure.

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

Management √   Senate ☐   Any other body ☐

Provide the details of the action taken

1. Got approval for KSKV Kachchh Uni. PG exam extension centre.
2. Organised National seminar in accountancy area in collaboration with Gujarat Uni. Area Accountancy Teachers Association (GUAATA).
3. Hosted KSKV Kachchh Uni. youth festival.
4. Hosted various intercollegiate KSKV Kachchh Uni. sports events.
5. Added more CCTV Cameras to the class rooms.
6. Purchased of White board and Public address system expanded to new building.
7. Appointing visiting faculty as per the requirement.
8. Renovation of staff room furniture.
9. Got sanction for NCC - Navy unit for 200 cadets.
10. Submitted proposal for NIRF 2018-19.
11. Submitted proposal for NAAC national seminar.
12. Submitted proposal to UGC through KSKV Kachchh Uni. for the inclusion of house Journal TCC's Samiksha in the UGC approved journal's list.
13. Added new text and reference books in the college library.
14. Faculty members registered for the Ph.D. course at KSKV Kachchh Uni.

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	1	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	1
Certificate	1	-	-	1
Others	-	-	-	-
Total	5	-	-	2

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 √   o-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, English

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
15	03	11	1	-

2.2 No. of permanent faculty with Ph.D.

06 + 04 on going

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
0	03	11	0	1	0	0	0	15	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	9	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	04	-
Presented papers	02	13	-
Resource Persons	-	-	-

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

1. Providing study materials through website, email, WhatsApp.
2. Declaration of results through website and Teno mobile application.
3. Providing E-books and materials for UGC NET and SLET preparation.
4. Selected faculty encouraged for paper less teaching.
5. Provision of teaching through ICT.
6. Giving project work and research paper presentation options for students.
7. Tally practical coaching through internet and computers.
8. Encouraging students for seminar participation.
9. Providing guidance to the students for NET/SLET/M. Phil. & Ph.D. entrance exam.
10. Academic counselling through IGNOU, BAOU study centres for various courses.

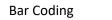2.7 Total No. of actual teaching days

during this academic year | 180 |

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

2.9 No. of faculty members involved in curriculum
Restructuring/revision/syllabus development | 10 | | |
as member of Board of Study/Faculty/Curriculum Development workshop

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 %
B. Com. SEM II	882	107	232	234	100	76.30
B. Com. SEM IV	788	115	191	113	72	62.30
B. Com. SEM VI	674	167	218	95	36	76.57
M. Com. SEM II	64	06	27	7	04	62.50
M. Com. SEM IV	67	27	17	11	06	91.40

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

1. Preparation of academic calendar.

2. Implementing all the sessions as per the strategy.

3. Encouraging faculty to adopt ICT enabled teaching.

4. Involving PG students in project works as a part of assignment.

5. Peaceful conduction of examinations and timely declaration of results.

6. Providing online materials and eBooks to facilitate learners

7. Encouraging faculty towards research development and publication activities.

8. Collecting feedback from the students and modifying strategy as per the feedback analysis
   report.

9. Following transparency in all teaching, learning and evaluation procedure as per UGC norms.

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	04
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	06
Others (Journal Publication, Workshop)	10

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	08	3	-	2
Technical Staff	15	5	-	9

Criterion – III

3. Research, Consultancy and Extension

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

1. Encouraging faculty members for minor/major research projects.
2. Encouraging the teachers to do Ph. D., M. Phil., etc.,
3. Providing information about the OP/RC/FDP to the faculty members.
4. Floating the idea of Research associate fellowships.
5. Conducting workshop, Seminar and Conferences on Current Issues.
6. Motivating staff/students to publish articles/ papers to the reputed journals.
7. Recognised Ph. D. supervisors encourage the colleagues and P. G. students to pursue Ph. D. programme.
8. Involving students in research activities.
9. Adding new journals in the college library.
10. Providing supports to faculty members and University M. Phil. & Ph.D. students for data collection through and analysis through Google Forms and SPSS.
11. House journal TCC's Samiksha included in the list of UGC approved journal.

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	8	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	4	01	-

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [1]   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. | 02 | Chapters in Edited Books | 2 |

   ii) Without ISBN No. | 1 |

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	-	1	-	-	-
Sponsoring agencies	-	UGC & Alumni	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 5 |

3.13 No. of collaborations   International | _ | National | 02 | Any other | 1 |

3.14 No. of linkages created during this year | 1 |

3.15 Total budget for research for current year in lakhs:

From funding agency [_]   From Management of University/College [.10]

Total [.10]

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
2	1	-	-	1	-	-

3.18 No. of faculty from the Institution
 who are Ph. D. Guides [3]
 and students registered under them [8]

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 [4]   State level [3]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [_]   State level [9]

National level [04]   International level [-]

3.23 No. of Awards won in NSS:

University level	-	State level	-
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	1	College forum	1

NCC	7	NSS	02	Any other	01

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 Seven days residential camp was conducted through NSS at Galpadar Village.
- One day NSS camp was organised at Jogninar.
- One day industrial visit to Mundra port was organised for COC students.
- Students participated in Cash less Transaction - digitalisation program and Pulse Polio Programme.
- Tree plantation programme at college campus and Ram Krishna Seva Kendra, Adipur.
- A rally was taken out by NSS volunteers with school students for addiction absolution at Galpadar Village.
- NSS volunteers spread the message to ensure a clean and plastic free environment in adopted village.
- Celebration of "Azadi70 – Yaad Karo Kurbani" (Freedom Fortnight) From 9th August, 2016 to 23rd August 2016 by NSS Volunteers.
- As a part of the 'Swachh Bharat Abhiyan' a rally was taken out by NSS volunteers with school students to sensitise people in Galpadar village in kachchh District.
- NSS volunteers Participated in Digital Banking Training Program at KSKV Kachchh University on 2nd December 2016.
- A College level Training Session Conducted on "Banking Awarness and Cash less transaction" with the Help of Dena Bank Adipur branch on 17th December 2016.
- Computer Teaching at Karuna Vihar Vidhyamandir by NSS volunteers at Adipur.
- NSS Volunteers collected a fund of Rs. 20000 from college students and purchased of shoes for donating to Manav Seva Trust's orphanage children.
- NSS Volunteers participated in State level Cultural Program on 20th September 2016.
- NSS volunteers participated in Swachchh Bharat Program at TDO Office at Gandhidham on 23th Sept. 2016
- Digital banking awareness programme on cashless transaction was conducted by NSS

volunteers with the support of the employees of Dena Gramin Bank, Galpadar branch.
- 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 09th Jan., 2016.
- College CWDC cell organised Mahila Sashaktikaran Parade for girls students by Suraksha Setu Society, Student police/Cadat(SPC), Anjar Police Station, East Kutch G'dham on 01/08/16.
- College CWDC cell organised Legal Literacy Camp on Anti Ragging awareness by Legal Service committee, G'dham under District Legal service Authority Association on 16/12/16.
- College CWDC cell organised a Film Show of Movie-Dangal for girl students on 05/01/17.
- College CWDC cell organised with help of The District and City Traffic Police, East Kutch, G'dham Under 28th Road Safety Week. Exhibition of photographs of Police Trainer Dr. Ajaysinh Jadeja'son Accidents from 11 to 13 Jan. 2017.

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	18			
Laboratories (Computer Lab)	02			02
Seminar Halls	01			01
No. of important equipment's purchased (≥ 1-0 lakh) during the current year. (LED lights)	131	7	UGC B. Voc.	131
Value of the equipment purchased during the year (Rs. in Lakhs)	18.8 Lakhs	0.14-	-	18.22 Lakhs
Others: Public address system (PA System)	0.57 Lakhs	1	Swarnim Gujarat	0.57 Lakh

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	10,568	-	117	11960	10685	-
Reference Books	12,004	-	89	41748	12093	-
e-Books	80,409	-	-	-	-	-
Journals	56	-	56	65696	56	-
e-Journals	3,828	-	-	-	3,828	-
Digital Database	-	-	-	-	-	-
CD & Video	146	-	-	-	-	-
Newspaper			10	14,943		
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	87	02	10	02	02	10	02	-
Added	-	-	-	-	-	-	-	-
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. E-taxation and Tally coaching.
2. College has NME-ICT connectivity.
3. Conducting Online examination of SCOPE
4. Basic Computer literacy training for the faculty.

4.6 Amount spent on maintenance in lakhs:

i) ICT   0.315 Lakh

ii) Campus Infrastructure and facilities   0.14 Lakh

iii) Equipment (PA system)   0.71 Lakh

iv) Others   -

Total: 1.165 Lakh

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. Ensuring students participation in various internal and external activities and competitions
8. Organizing orientation and awareness programmes through CWDC, NSS and NCC units
9. 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
2416	143	06	110

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
1209	47

Women

No	%
1351	53

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1304	276	25	828	02	2435 (UG)	1161	925	305	21	2	(UG)
78	21	00	38	0	137 (PG)	69	26	2	46	0	143 (PG)

Demand ratio: 1.90:1   Dropout: % 2 Approx.

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

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

No. of students beneficiaries   1000

5.5 No. of students qualified in these examinations

NET `-`   SET/SLET `-`   GATE `-`   CAT `-`

IAS/IPS etc. `-`   State PSC `-`   UPSC `-`   Others `120`

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   250

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
04	30	10	-

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   80   National level   25   International level   -

No. of students participated in cultural events

State/ University level   40   National level   -   International level   -

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

Sports: State/ University level   15   National level   -   International level   -

Cultural: State/ University level   05   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1	1605-
Financial support from government	656	1993314

Financial support from other sources	6	14242
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 6 |

5.13 Major grievances of students (if any) redressed:

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

> Yes, Institution has management Information System

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

6.3.1 Curriculum Development

> As majority of the faculty members are associated with BOS of their concerned subject, they regularly contribute to the curriculum development. Further the concerned faculty members who manage COC, B. VOC course design the entire curriculum as per need of the society.

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

As per the university guidelines the institute conducts internal and external exams adopt strict transparency. Utmost care is taken to declare result promptly on time.

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. Both the faculty and students are encouraged to do research activities. All the recognized Ph.D. supervisors always motivated staff and students to peruse. Further they are encouraged to publish their article in UGC approved "Samiksha" journal published by the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> The institution grants budget to all the department for adding new books in the concerned department as per the requirement. The college added new projectors this year to support ICT enabled learning. The physical infrastructure as CCTV cameras and new benches are added in the new building. New chairs are added for conference hall. PAS is also extended to new building.

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.
> 3. Considering the need for technological skills, the institute organized two to three workshops, lecture for staff and students.

6.3.7 Faculty and Staff recruitment

> It strictly follows transparency and purely considered meritorious candidates in recruitment. As per the requirements it also appoints visiting faculty and temporary staff for the smooth running of the academic and administrative works.

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. As per the requirement, it regularly contact GCC member for conducting campus interview.

6.3.9 Admission of Students

> As per the university guidelines, centralised admission procedure is followed. Admission is given on the basis of online merit list. Pure merit is considered even for subsidiary subjects.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated   25, 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 university adopted the bar code system for the transparency in the examination system
- On line exam form and results
- On line payment to examiners
- Decentralization of exam of UG and PG for the benefit of students

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

- The university has given freedom to design and restructure the syllabus of COC and B.Voc courses
- On line exam form from the college.

6.11 Activities and support from the Alumni Association

The alumni always support and extends its financial and physical assistance for infrastructure development and conducting various awareness campaign, seminars, workshops, guest lecture etc.

6.12 Activities and support from the Parent – Teacher Association

> PTA meetings are held to give the feedback of the students. Awareness programmes are also engaged for diagnosed with thalassemia etc.

6.13 Development programmes for support staff

> Insurance scheme for the class IV employees

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. Beautification of the campus. Growing plants in the campus. Involving students and volunteers for tree plantation.
> 3. Gardeners are appointed exclusively for this purpose, lawns and gardens with eco-atmosphere are taken care of.
> 4. Rain water storage is also done regularly.
> 5. All types of pollution are partially restricted in our campus.
> 6. 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. Submitted proposal for NIRF.
> 2. House journal Samiksha included in the list of UGC recommended journal list.
> 3. Parental counselling for students diagnosed with Minor thalassemia through guest lecture by a doctor.
> 4. Involving students in project works.
> 5. Sensitizing faculty and staff by frequent guidance for research and development
> 6. Strengthening placement activities
> 7. Up grading the classroom infrastructure
> 8. Online declaration of admission merit list and results
> 9. Beautification of the campus
> 10. Introducing innovative practices to help the students
> 11. Running remedial Classes for the students
> 12. Adding new books and journals in the library
> 13. Conduction of retest for absentees in genuine cases
> 14. 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. Renovation of staff room.
2. Timely declaration of result
3. Enhance infrastructural facilities by adding CCTV cameras, projectors, new chairs, benches, white boards etc.
4. Two faculty members got guideship for Ph. D. programme.
5. Successfully generated required funds from the alumnus.
6. Meeting with staff, students, alumni, parents and management
7. Inviting resources person from other places for the benefits of the staff and students
8. Up gradation of class room infrastructure. CCTV cameras were installed in all the existing classrooms.
9. Enriching library resources and computerisation. Upgraded the computer lab for conducting online examinations.
10. Preparation of Academic calendar. The academic calendar schedule of various activities done on time.
11. Allotment of portfolios to the each and every faculty members.
12. Pre deciding of schedules of various events by various committees.
13. Conduction and declaration of results on time.
14. Encouraging research development activities by publishing articles in journals
15. Encouraging faculty Participation in seminars and conferences/ workshops
16. Publication of Vol. V Issue I of in house journal TCC's SAMIKSHA. ISSN 2320-3420

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

- Health Insurance of the class III and IV employees

- Provided 864 tablets to the sem-1 students through e-NAMO scheme @ Rs. 1000

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,
Bicycle riding awareness program

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 150 students in a single classroom.
>
> O: Considering the local demand there are opportunities to introduce need based programmes.
>
> T: As there is 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. Submitting proposal to NAAC for 3rs cycle.
> 8. Use of better e-governance practices in administration.
> 9. Industrial visits to various companies.
> 10. Installing Audio Visual aids and white boards in more rooms.
> 11. Planning to apply for CPE

DR. J. R. Raiyani   *Dr. Manish K. Pandya*

_____   _____

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

_____ *** _____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellenc
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

Annexure: I Academic Calendar

TOLANI COMMERCE COLLEGE – ADIPUR – KACHCHH
TENTATIVE ACADEMIC CALENDER
YEAR 2016-17

MONTH	SR.NO	ACTIVITY
JUNE	1	Admission process, Merit List, Fees etc.
	2	College Reopens,
	3	Orientation Meeting with Sem-1 students
	4	Co-curricular and extracurricular activity information – NSS, NCC, Saptadhara, Cultural, Sports etc.
	5	Teaching work begins
JULY	1	Admission process for Sem-III & V
	2	Registration & Starting of Co -curricular and extracurricular activities. (NSS, NCC)
	3	AQAR meeting for planning and implementation of new programmes.
	4	Meeting of all the coordinators for the programme planning for the academic year 2015-15
AUGUST	1	Sports activities - Planning &implementation
	2	Independence Day Celebration
	3	Celebration (NSS, NCC,Saptadhara)
SEPTEMBER	1	Student oriented activity (Hindi Day Celebration)
	2	Teacher's Day Celebration / Krishna Janmasthami
	3	CWDC program (Collegiate Woman Development Cell)
	4	Thalassemia check-up and Blood donation camp AIDS Awareness Program (GUJARAT AIDS CONTROL SOCIETY)
	5	Saptadhara district level competition
	6	Celebration of Ganesh Chaturthi
	7	NSS ONE DAY CAMP
OCTOBER	1	Navratri Celebration at TCC ground
	2	University Youth Festival
	3	A lecture on Gandhian thought, Elocution competition(NSS)
	4	Mid Sem Exam for Sem I, III, and V
	5	Celebration of Dusherrah
	6	University Exam for Sem I/III/V
	7	Children's Day celebration – Visit to orphanage (Anjar) NSS,NCC, SPORTS, CWDC
	8	Feedback form from students/Teachers and parents IQAC/AQAR
	9	CWDC Lecture on "Woman Harassment"
	10	Parents/Alumni Meeting at TCC
	11	Diwali Vacation
NOVEMBER	1	College Reopens / Admission to Sem – II, IV and VI/ Declaration of Mid Sem Results
DECEMBER	1	Industrial visit / Sem – VI, COC, ICWA students
	2	UDISHA CLUB / Placement Cell Activity
	3	NSS ANNUAL CAMP
	4	Book Fair at TCC
JANUARY-17	1	College Annual Day
	2	Essay Writing Competition (Vivekanand Birth Day)
	3	Republic Day Celebration
February -17	1	Mid Sem exam for Sem II/IV/VI
MAR/APR -17	2	Declaration of Results
	3	University Exam for Sem II/IV/VI