Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TOLANI COMMERCE COLLEGE**
Name of the head of the Institution	**DR. MANISH PANDYA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02836-260623**
Mobile no.	**9426999192**
Registered Email	**tcctolani@gmail.com**
Alternate Email	**mpandya244@gmail.com**
Address	**NR. POST OFFICE, ADIPUR - 370205 KACHCHH GUJARAT**
City/Town	**ADIPUR**
State/UT	**Gujarat**
Pincode	**370205**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.K H Kharecha**
Phone no/Alternate Phone no.	**02836260623**
Mobile no.	**9427267117**
Registered Email	**kamalkharecha@gmail.com**
Alternate Email	**tcctolani@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tcc.ac.in/cell.aspx

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://tcc.ac.in/Student_Corner.aspx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.27**	**2008**	**04-Feb-2008**	**03-Feb-2013**
2	**B**	**2.80**	**2013**	**25-Oct-2013**	**24-Oct-2018**
3	**B**	**2.29**	**2018**	**02-Nov-2018**	**01-Nov-2023**

6. Date of Establishment of IQAC	**17-Aug-2007**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

exam reforms	15-Jun-2018 8	2500
CWDC workshop on Empowerment of Girls	08-Mar-2018 1	50
TCS training	11-Aug-2018 1	250
stress management workshop	16-Dec-2018 1	63
finishing school	13-Feb-2019 10	47
API of teaching staff	21-Jan-2019 2	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Tolani Commerce College	Finishing School	Govt of Gujarat	2018 365	400000
Tolani Commerce College	NSS	Govt of Gujarat	2018 365	22500
Tolani Commerce College	Sapta Dhara	Govt of Gujarat	2018 365	60000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

exam reforms From descriptive exam to MCQ exam for all UG students ## CWDC workshop on Empowerment of Girl students ## TCS training training for placement and appointment in TCS ## Stress management workshop By Dr. Gaurang Joshi ## Finishing School Soft Skill training for final year students

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Renovation of college	Sanction of RUSA grant
Orientation Programme for college students	youth Convention swami vednisthanandji
CWDC activity for girl students	CWDC workshop on Empowerment of Girl Students
NAAC Visit.	Successfully completed and awarded B grade
Book fair	Book exhibition - visited by fifteen hundred students
Alumni meet	Meeting with alumni and received promise for toilet donation
Workshop	Entrepreneurship and family business - Final year students
Quality initiative for teaching staff	API of Teaching Staff
Skill development program	Finishing School Programme
State Level Workshop	state level workshop on Research through SPSS
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Gandhidham Collegiate Board	01-Sep-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**14-Sep-2018**
16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	2018
Date of Submission	31-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Management: The Management frames the major polices of the college such as the commencement of the new courses, appointment of staff members, maintenance of the infrastructure and extension of the building etc. The Principal: The Principal coordinates with the management, the teaching and nonteaching staff, the students, parents, the alumni members and the University Authorities and the government. He/She implements the policies decided by the management and the statutory body. The Principal O.S./Head Clerk: The Principal the Head Clerk of the institution take decision regarding the administration matters and implement those decisions immediately. The Principal the conveners of various committees: At the beginning of the academic term, the portfolios are distributed among the staff members and different committees comprising of the academic and cocurricular activities are designed under the leadership and coordination of the Principal. The sketch of different activities to be conducted during the entire year is planned quite well in advance. All the conveners are assigned duty and authority to take any decision regarding their committee activities. All the committee members jointly meet and discuss before conducting any activity. Thus there is team spirit in the institution which results in successful conduction of various events throughout the year. The Principal the Head of the Departments: The Principal meets all the Heads of the Departments separately in the beginning of the academic term and discusses about the distribution of the syllabus, workload etc. and all important strategies are framed and decisions are taken during their meeting and those decisions are implemented immediately. Before meeting the Principal, the Head of the

Department discusses some of these issues with the other members of the Departments and accordingly the department prepares academic calandar for the entire academic session in the beginning itself. The Departments: The members of each and every Department take decisions collectively about the activities of the Department in consultation with the respective Heads of the Department.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Tolani Commerce College is an affiliated institution with KSKV kachchh University Bhuj in a grant-in aid pattern. It has mainly graduate and post-graduate programs in commerce. As per the status of the university, all Academic programs/courses are framed by university in every 3/4years and the affiliated colleges of the university has to follow the same. University has updated its most of the Syllabus including B.Com and M.Com in 2016-17. Some relaxation are there in framing syllabus in foundation subjects to the colleges as per their demand and surrounding requirement. Under this arrangement, Tolani Commerce College is offering TALLY programs for sem-2 students and taxation for sem-4 students in graduation level. Anyhow, as many of the senior faculty members of our institution are the members of the Board of Study, Kachchh University, they actively participate in the meetings, and give their suggestions regarding the curriculum designing. So our institution indirectly contributes even in this field of curriculum designing. TCC also conducting Certificate and Diploma courses in foreign trade, which is approved by university. It has its own curriculum design and change every 3/4 years. Last syllabus was changed and implemented in 2016-17. TCC also having the centers of CS, CMA, IGNOU and BAOU in which curriculum are framed by them and we are providing tutoring and counseling facilities in the campus.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Knowledge Consortium of Gujarat Government sponsored Finishing School Training Conducted by our college	21/03/2019	46

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

No file uploaded.

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Student's Feedback: Tolani Commerce College collects student's feedback through Google form. Students are free to evaluate college amenities independently. They also give their feedback on teacher's performance and on the basis of it teaching strategies adopted in the class. Student's feedback information is conveyed to the concern teacher personally. All suggestions are given by the students are well discussed by IQAC and necessary suggestions are convey to the college management. There is another mechanism to collect complain and to receive suggestions through suggestion/complaints box. On the basis of suggestions received by students necessary actions is taken by college. Teacher's Feedback: Teachers are free to give their feedback towards the institution for better teaching learning process. They are also giving feedback related to overall requirements of the college as well as requirements of the students. Vice versa, management of the institution also takes feedback from the teachers regarding their academic performance and their involvement in institution building mechanism. Management meets teacher's community regularly through meeting and organizes staff get-together for better understanding and creating harmony. Alumni Feedback: As the institution has already formed its Alumni Association, we send Google feedback form to all the association

members. Whatever suggestions/advice received through shall be discussed by college management for implementation. Many times, our alumni themselves offer financial help to solve the suggestions they make. Some of the alumni are directly associated with us by involving in various management committees of our college. Parent's Feedback: As the institution has informal Parents Association, The institutions involves parents in various activities. They are invited to give their feedback about college. We are in touch with the parents in different mode like inviting in annual functions, arranging parents meeting of weak students for guidance and counseling. We also take feedback through Google feedback form and implement their suggestions for the betterment of college infrastructure and teaching, learning process. All above feedback reports are linked with the college website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Financial cost & Management Account	900	1646	899
MCom	Financial & Management Account	75	106	75
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2424	165	19	0	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
24	17	10	14	0	12
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has well-defined students mentoring system at all levels i.e. undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the College to be section-wise mentors. Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavors. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College. In

addition, the tutorial system where faculty members interact with a small group of students (normally 10-12 students per group) ensures one-to-one academic interaction and informal mentoring as well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2589	24	107

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	13	7	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Prof. (Dr.) Divya R Maheshwari	Associate Professor	Iconic Personality
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	B.Com	6	02/03/2019	20/05/2019
MCom	M.Com	4	19/03/2019	27/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution believes in continuous evaluation system keeping in view the university rules and guidelines. The institution introduced multiple choice questions pattern in the last academic year on experimental basis. Since the institution didn't feel the effectiveness of the process and changed the pattern by adding some descriptive format questions in addition to the objective type questions. The institution continuous focuses on classroom attendance for internal evaluation. In assigns five internal marks out of thirty for the attendance and all those who have got more than 60 of their classroom attendance shall be given five marks. The remaining may allot 1 2 3 or 4 marks depending upon the percentage of the classroom attendance. The attendance record is maintained regularly and each and every student sign each and every period compulsory. So, this plays crucial role in the internal evaluation. All the examination notification is conveyed to students to Teno application. The institution also makes arrangement for conducting special classes for foundation subjects like environmental science and E-taxation. Further, tally special classes are planned every year to give them practical knowledge in accountancy. In the same way it also conducts SCOPE examination as a foundation subject further semester 2 students. This online examination schedule is finalized by discussing with the external resource persons.

Further, in addition to, the attendance and university exams the college also conducts mid-semester test in each term for forty-five marks. Out of this 45, five marks are assigned to MCQ's and forty marks are assigned for descriptive answers. Students have maximum weightage of 25 marks as a part of internal evaluation which includes both objective and descriptive evaluations. If any genuine student fails to appear in the regular mid- semester test, there is a provision of re-test for such students. The internal evaluation also includes the assignment submission which has got 10 marks weightage.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year, in the commencement of the new term, an academic calendar is prepared keeping in consideration the university academic calendar. After declaration of 12th result, the admission forms are issue to the candidates as per the schedule. The entire processes done through online, the merit list is prepared on the basis of their marks even subsidiary subjects are allotted as per concerned subject merit. Reservation rules are followed as per the government guidelines. On securing admission all the students will be assure their identity cards and they are instructed to bring their i-cards without fail. Different committees are designed to organise various academic, extra co-curricular activities throughout the session. All the various events, organisations, guest lecture arrangement and various extra co-curricular activities are planned in the beginning of the term. The tentative schedule of internal test, youth festival preparations, result declaration, various competition conduction, NSS/NCC/NAVY and CWDC activity planning is done in advance. The temporary faculty appointment from the very beginning of the academic term is planned and implemented. The institution strictly adheres to the implementation of all events and activities as per the strategic planning. The institution also organises seminar, workshops conduction activities every year keeping this academic calendar in mind. The syllabus distribution, subject allocation and classroom time-table is prepared and notified to the students in the beginning of the term. There is CC camera surveillance in the entire campus and strict dripline is maintained through out their study hours. Separate special orientation classes are conducted for the freshers every year in the beginning of the term. They are familiarise about the rules and regulations of the entire process of internal evaluation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://kskvku.digitaluniversity.ac/Content.aspx?ID=827

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Com	BCom	Financial Cost and Management Account	699	495	70.81
M.Com	MCom	Financial and Management Account	89	82	92.13

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	180	IWMI TATA POWER POLICY PROGRAM	0.25	0.22
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
ENGLISH	1
ACCOUNTANCY	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

National	COMMERCE	2	5.61
National	ENGLISH	1	5.61
[View File]()			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ENGLISH	3
ACCOUNTANCY	3
[View File]()	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	23	2	0
Presented papers	4	4	0	0
Resource persons	3	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
ONE WEEK YOGA	NCC AND NSS	2	40
TREE PLANTATION PROGRAM	NSS AND MANAVTA GROUP	3	20
DENTAL AND EYE CHECKUP	NSS	2	800

NATIONAL YOGA DAY CELEBRATION	NSS	7	1200
YOUTH CONVENTUION	NSS	2	75
ORIENTATION PROGRAM FOR FIRST YEAR	NSS	4	80
ONE DAY CAMP AT GOVARDHAN PARVAT	NSS	2	55
SPECIAL GUEST LECTURE MAVJIBHAI MAHESHWARI	NSS	3	300
SWAMI VIVEKANANDA BOOK EXHIBITION	NSS	4	1500
TEACHERS DAY CELEBRATION	NSS	2	20
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 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWACHHATA ABHIYAN	NSS	SWACHHTA ABHIYAAN	2	50
POLIO AWARENESS	NSS	POLIO CAMPAIGN	2	35
SWACHH BHARAT ABHIYAN	NCC	SWACHH BHARAT ABHIYAN	2	36
TREE PLANTATION PROGRAM	NSS AND MANAVTA GROUP	TREE PLANTATION	3	20
WORLD WATER DAY	NCC	WORLD WATER DAY CELEBRATION	2	50
UNNAT BHARAT ABHIYAN	TOLANI COMMERCE COLLEGE, ADIPUR	GRAM SABHA AND INDEPENDENCE DAY CELEBRATION AT VILLAGE ANTARJAL	2	46
UNNAT BHARAT ABHIYAN	TOLANI COMMERCE COLLEGE, ADIPUR	GRAM SABHA AND HOUSEHOLD SURVEY AT VILLAGE SANGHAD	1	10
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3.5 – Collaborations

 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
International Faculty Development Program	11	Govt. of Gujarat	3
One day state level Workshop on Research Methodology	172	Participants Registration Fees	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
AMKS AND CO.	18/04/2019	E-TAXATION FOR SEM III	700
AMKS AND CO.	20/11/2019	E-TAXATION FOR SEM IV	700
INSTITUTE OF COMPANY SECRETARIES OF INDIA	04/01/2018	CS KUTCH CHAPTER	276
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3.25	6.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10685	0	224	0	10909	0
Reference Books	12093	0	98	0	12191	0
e-Books	80409	0	0	0	80409	0
Journals	56	0	0	25619	56	25619
e-Journals	3828	0	0	0	3828	0
Others(specify)	229	0	0	0	229	0
Others(specify)	0	0	10	18296	10	18296

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	87	2	1	2	2	10	2	1	0
Added	0	0	1	1	0	0	0	10	0
Total	87	2	2	3	2	10	2	11	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

| 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year |

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0.8	0.57	3.25	6.95

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policy of the College is to fulfill and upgrade the infrastructural requirements as and when such need arises. Various committees of the College are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. These include: NAAC/AQAR Committee 1. Dr. Manish Pandya (Principal) 2. Dr. K. H. Kharecha (Coordinator) 3. Dr. Jagdish Raiyani(Member) 4. Dr. A. V. Bharathi (Member) 5. Prof. P. M. Thapa (Member) 6. Prof. V. B. Jora(Member) 7. Mr. N. N. Nawani (Off. Staff) Time Table Calendar Committee 1. Prof. J. R. Raiyani(Coordinator) 2. Prof. Dr. A. V. Bharthi 3. Prof. P. M. Thapa Finance/Purchase committee 1. Prof. P. M. Thapa (Coordinator) 2. Prof. P. M. Chauhan 3. Prof. Dr. K. H. Kharecha 4. Mr. M. B. Pania Library Committee 1. Prof. P. B. Chauhan(Coordinator) 1. Smt. Poonam U Mamtani (In Charge) 2. Bhakti Dhanwani Sports Committee 1. Prof. Gaurav Thakor(Coordinator) 2. Prof. V. B. Jora 3. KumarJaySakhiya Computer/web Committee 1. Girish Makwana(Coordinator) 2. Prof. J. R. Raiyani 3. Prof. P. M. Thapa 4. MohitBablani Procedure for maintenance of facilities: The College ensures regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced to appropriate outside agencies. A full-time caretaker is appointed by the College to ensure the cleanliness, hygiene, sanitation, water supply, electricity, and security and stationery condition and to update the Principal of the institution about the current/ daily state of affairs. Furniture and equipment are purchased on regular basis as per the requirements. The College has appointed Mr. Girish Makwana as a Technical Assistant and a Computer Network Assistant to provide regular support services relating to computer hardware and software. They also ensure the allotment of Wi-Fi passwords to individual students and faculty members. The College awards Annual Maintenance Contracts (AMCs) to external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners and laptops. Procedure for utilisation of facilities: The decisions in respect to the proposals for initiating new programmes or activities in the College are taken in the IQAC meetings. The decisions are then taken to the Governing Body for approval. The timetable committees evaluate the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes. They make recommendations periodically about the need for expanding the existing space, remodeling or re-using the existing space. Further, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co curricular and extra-curricular activities.

https://drive.google.com/open?id=16I2A5Er3blCEr1lBwQ0betDj50utvfoK

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	M.COM	6	15376

from institution			
Financial Support from Other Sources			
a) National	DIGITAL GUJARAT PORTAL SCHOLARSHIP	1886	7270730
b)International	NA	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
International Yoga Day Celebration	21/06/2018	1500	Kachchh Police
TCS training program organized.	11/08/2018	250	TCS
Finishing schoolprogramme develop by KCG and Gujarat Government successfully implemented.	13/02/2019	47	KCG, Govt. of Gujarat
State level workshop on Research Methodology in association with KSKV kachchh University successfully organized	14/04/2019	30	KSKV Kachchh University, Bhuj
Big Bazar training and placement programme conducted.	21/01/2019	80	Big Bazaar

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

31	31	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICICI PRUDENTIAL LIFE INSURANCE	35	8			

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	30	B.COM SEM-VI	COMMERCE	TOLANI LAW COLLEGE	LLB
2018	27	B.COM SEM-VI	COMMERCE	KSKVKU M.COM EXTERNAL	M.COM
2018	3	M.COM	COMMERCE	TOLANI LAW COLLEGE	LLB
2018	3	TY.B.COM	COMMERCE	TOLANI LAW COLLEGE	LLB
2018	2	B.COM SEM-I	COMMERCE	KSKV UNI B.COM SEM-I EXTERNAL	B.COM
2018	2	B.COM SEM-II	COMMERCE	KSKV UIN SEM-III EXTERNAL	B.COM
2018	2	B.COM SEM-VI	COMMERCE	DADA DUKHAYAL COLLEGE B.ED	B.ED
2018	2	B.COM SEM-VI	COMMERCE	V.D.THAKKAR B.ED	B.ED
2018	2	B.COM SEM-VI	COMMERCE	KSKV M.COM EXTERNAL	M.COM
2018	45	B.COM SEM-VI	COMMERCE	M.COM TOLANI COMMERCE COLLEGE REGULER	M.COM

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	3

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
VOLLEYBALL BOYS	STATE	110
VOLLEYBALL GIRLS	STATE	74
JUDO BOYS	STATE	26
JUDO GIRLS	STATE	25
TABLE TENNIS BOYS	STATE	11
TABLE TENNIS GIRLS	STATE	4
ATHLETICS BOYS	STATE	15
ATHLETICS GIRLS	STATE	6
LIGHT VOCAL SOLO	STATE	8
GROUP DANCE	STATE	40

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The IQAC committee has student representative in it. Mr. NODE ZUBER of B. Com Semester 3 has extended his services as a student representative. All the NSS and NCC volunteers and cadets are also included in varies committees like Stage committee, Registration committee, Food Committee, Discipline Committee, Certificate preparation Committee, Loading and Boarding Committee and extend there cooperation in organizing various events through out the year. The will be awarded certificate of appreciation at the end of each year for their contribution. Student Representation Committee consists of two meritorious students from each class.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Tolani Commerce College has a strong support from alumnies which includes many notable personalities. The main objectives of Tolani Commerce College Alumni Association (TCCAA) are : 1. To reduce gap between academics and industries. 2. To extend financial help to needy students. 3. To encourage the students having bright performance in academics,sports and cultural activities. 4. To guide and support students in securing placemenrt and industrial training. 5. Work for overall progress of the institution.

5.4.2 – No. of enrolled Alumni:

1280

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting of Alumni members in 2018-19 met in which 31 members met and general resolutions were passed as follows: 1. To continue scholarship to M.Com students. 2. Contact other Alumnies for donations for college infrastructure, 3. To discuss students consideration. 4. Discussion to initiate competitive exams classes like UPSC, GPSC and others on regular basis.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization management: The Institute supports a trend of decentralized governance system with proper well defined inter-relationships. The management of the institute has main two basic committees, governing body (GB), Local Management Committee (LMC) and chairman, principal and HOD. Regular meetings of these committees are held for the effective and smooth functioning of the institute. At society level, the institute is directed by Governing Body, whose members, are appointed in accordance with the guidelines provided by the Director and UGC. At institute level the IQAC Committee supports and plans the academic, extra- curricular activities in consultation with the Principal. Department level - The Departmental Heads are responsible for monitoring administration of the concern department. Depending upon the workload he decides the workload and distributes the concern papers among the faculty members office department and he finally gives the workload details to the Principal. Participative management: The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. 1. Strategic Level : The Principal, HODs and staff members are involved to defining the policies and procedures, making guidelines and rules/regulations pertaining to placement, discipline, grievance, counseling , training development, and library services etc., Staff members are also involved in deciding academic activities and examinations to be conducted in institute. 2. Functional Level: At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. Some Staff members are involved in preparation of annual budget of the department and institute. 3. Operational level: The Principal of the institution is a member of the GCB. The GCB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the institution. Case Study: The University prepares the academic calendar and the institution prepares its academic calendar keeping in view the university. It includes curricular, co-curricular and extracurricular activities. Academic Calendar is intensively planned and prepared in advance by the institutional head and the IQAC committee. The committee ensures the proper implementation of the academic calendar. The institutional head is responsible for confirmation and observation of academic activities. The strategy begins with academic calendar preparation followed by time-table preparation, various committee and portfolio allocation, planning of mid-semester test, /declaration of result, fixing assignment submission scheduled etc. At end of the semester, on the basis of

the classroom attendance, assignments and mid-semester test , internal evaluation is done. All the faculty members submit the attendance sheets of their concern class to the Principal at the end of each term. The institution conducts the meeting periodically for the discussion of issues and challenges for the development aspects of institute through proper channels i.e. through parent-teacher meet, alumni meet, class teachers meetings, student feedback system and through other various committee meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum Development is framed by the Boards of Studies of various departments of the K. S. K. U. KACHCHH UNIVERSITY.As most our faculty members are on Board of their concerned subject , they contribute to the development of the curriculum. Various Committee are framed in the very of the academic term to carry out various academic, co-curricular and extra- curricular Activities. The entire process from admission to exit of the students is planned systematically.
Teaching and Learning	In the beginning of the academic term, keeping in view the University academic calendar, the institution prepares the academic calendar. Accordingly subjects are allocated and detail timetable along with the workload prepared. Considering the need, the Visiting Faculty are intimated about the time scheduled and the detail time-table is notified to the students. All the faculty members deliver their lecture through Board work, Power-point presentation, Demo lecture , Guest lecture, Seminars and Workshops.
Examination and Evaluation	As per the university guidelines, the institution plans Mid-Semester Examination and Re-test Examination every year. The Internal weightage is 30 and the university has got 70 weightage. In addition to the Mid-Semester Test, the Internal evaluation includes assignment submission and classroom attendance. The entire process of conduction of examination is carried by the examination committee. The institution ensures full transparency in this regard. The results are declared through Teno App. If there is any grievance it is

	addressed by the concerned committee immediately. There is a provision of re-test exam for those who remain absent in the Mid-Sem test due to some genuine reasons. There is rechecking provision and answerbook are shown to the concern student on request. As there is cc camera surveillence in the campus, the entire system is monitored at various levels.
Research and Development	There is research committee to motivate faculty and the students for developing research aptitude. All the faculty members are encouraged to write articles and participate in various Seminars and Workshops. As four of the faculty members have got Phd guideship and encourage all the UG and PG Students for pursuing research activities. The Faculty members are encouraged to undertake minor major research projects sponsored by UGC/ICSSR. Further the college publishes a multi-disciplinary
Human Resource Management	The human resource is the core strength of institution. We have 30 staff members which includes teaching, non-teaching and visiting faculties
Industry Interaction / Collaboration	At our college we have a separate placement cell which organizes many events for the orientation and development of students for their career development. For this purpose training programmes and guidance lectures are organized by key-note speakers invited from industries/academics.
Admission of Students	The college is affiliated with Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj which has a robust admission system based on online submission of admission forms with token fees. The student who wants to take admission has to fill the form online on the university portal by under which the student has to give preference to the colleges selected as per the course. After successful submission of the form on the online portal, the same has to be submitted at the college with the fees receipt paid. A centralized merit list is declared on the basis of such applications. As the whole process is centralized and online, the authorities always try to fill the seats as no student should be

	left away from availing higher education, so if found seats are vacant, succeeding merit lists are also declared.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	As the university is totally digitized all the academic and non-academic activities are under e-governance. Before the commencement of the term the entire admission process of various courses and p[program are controlled through web portal. The admission process begins with online submission of applications, followed by online declaration of merit list and final confirmation of admission
Administration	The institution adopts full transparency in the entire process of administration. Students fee is collected through bank and online mode only. Communication with the students regarding various notifications is done through TENO application. As per the governments provision all the enrolled students have got their individual tablet and they are familiarized with the e-communication. The entire process of admission, fee payment, scholarship dispersal, internal results are online. Every semester admission process is done through university web portal. The institution updates all the academic and non-academic activities report on its website. All the non-teaching staff members have undergone the training for these digitized practices.
Finance and Accounts	The institution receives funds from Central Government, State Government and UGC ICSSR through PFMS system. The whole college finance system is digital only and no cash transactions is permitted in the campus. All the accounts under various heads are audited and approved by the chartered accountants every year. All the transactions are online mode only and the auditors are reported through mail. There is complete transparency in maintaining fund raising and dispersal of grants.
Student Admission and Support	The admission committee monitors the entire process of online admission keeping in mind all the rules and regulations. Every year it manages a

separate helpline help desk to attend the queries and guide the students. 90 of needy students are getting financial assistance in the form of scholarship by either government, philanthropist or the institutions alumni association. It also runs special CA, CS, ICWA centers for supporting the aspiring students for professional courses. All the required infrastructure facilities are provided to the students in the campus. There is a provision of book bank for the needy students in the college. A special ramp and user friendly wash rooms are provided for differently abled students. THere is online feedback system from students, parents, faculty and alumni.

Examination	The examination committee takes up the responsibility for the smooth conduction of examination and declaration of results on line. Examination notification, timetable, assignment submission schedule and internal results are intimated through TENO application. The college conducts SCOPE English exam through online mode only from Cambridge university. University results are declared online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	P.M.Thapa	Merger amalgamation of banking sector in india	Ganpat University	1025
2018	D.R. Maheshwari	changing trends in the role of women -Impact in various fields	Kachchh University	300
2018	K.V. Machhar	Relevance of Mahatma Gandhis Hind Swaraj in 21st Century	Kachchh University	700
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of

	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2018	Orientation for new recruits		06/07/2018	07/07/2018	12	0
2018	Exam reforms	Exam Reforms	15/10/2018	15/10/2018	20	6
2019	Exam online mark system	Exam online mark system	22/02/2019	22/02/2019	21	6

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation program on managment of skill development at higher education	1	03/12/2018	07/12/2018	5

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insu., Medical leave, 50 Scholarship to children of staff, Staff Quarters, Duty Leave for attending Seminars, Conferences and Workshops, Leave for FDP	Govt. welfare schemes, 50 Scholarship to children of staff, Staff quarters, Uniform, Bonus	Digital Gujarat Scholarship, Book Bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit The process of resource mobilization begins with the formulation of resource mobilization which includes the mobilizing financial and other such resources. The management of the institution has dual audit facility of internal as well as external audit. Our ex principal and a qualified auditor CA

Animesh Modi Co. conducts the internal quarterly audit. Accordingly he suggest the changes for the next quarter and offers his comments on the good and bad practices. As a part of continuous reformation every principal is asked to follow this instructions seriously and act accordingly. The proposed budget allocation is discussed in the AC and EC meetings of the management and finalize after the due consideration. EXTERNAL AUDIT The external audit is conducted by professional and qualified chartered Accountants Khimji Kunverji and Co. since its inception. The auditors with their team visit the college thrice a year for conducting external audit. All the registers and books of accounts are verified promptly on time before the completion of every financial year. After the institutional audit, the external agency comprises the audit of all the institutes of Gandhidham Collegiate Board and prepares an audit report. This audit report is discussed every year in the principal meeting which is a regular part of the management's best practices in the campus. All the principals are requested to follow each and every instructions and suggestions given in the audit report. The internal auditor verifies whether the given suggestions are taken into consideration or not. The institution has maintained its record of submitting its fully audited report to the office of the commissioner of charity at district level and with the income tax department promptly on time. The institutional auditors never remarked or raised an objection to any of those issues in the report. During these audits a team of qualified auditors checks and verifies all the vouchers and transactions that are carried in each financial year. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Gandhidham Collegiate Board, Adipur	47380	Maintenance of building
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6.4.3 – Total corpus fund generated

2045450

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Cooperation during the NAAC third cycle for parents meeting with the peer team members 2) Participating in parental counselling for thalessemia positive cases 3) Participating in online Feedback 3)

6.5.3 – Development programmes for support staff (at least three)

1) Providing training to assist to exam committee for online admission 2) Computer training to assist the library work 3) Training for Hands on work with latest technology.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Increase in number of computers 2) Expansion of building 3) Innovative teaching practices

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	NET/SLET Counselling to PG Students	14/12/2018	14/12/2018	14/12/2018	55
2018	Sensitization of students	12/06/2018	04/07/2018	07/07/2018	899
2018	Smart Girl workshop	12/06/2018	10/08/2018	11/08/2018	60
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Language proficiency training	13/02/2018	28/02/2018	34	13
Sensitization of the freshers	04/07/2018	07/07/2018	410	400
Youth Festival Selection Competition	20/08/2018	21/08/2018	50	20
Navratri Celebration	11/10/2018	11/10/2018	295	347

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
LED low consumption lights are installed in all campus area. Around 200 LED tube lights and eco-friendly ceiling fans promoted by govt of Gujarat

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Ramp/Rails	Yes	2
Any other similar facility	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	10/08/2018	3	Thalessemia Check up	Blood Check up	900
2019	1	1	12/01/2019	3	Polio Campaign by NSS volunteers	Polio Vaccination	22
2018	1	1	17/10/2018	1	NSS CAMP on Govardhan Parvat	Cleanliness Drive	55
2019	1	1	31/01/2019	1	Free Eye Camp at RamKrishna Seva Kendra	Eye Check up and Cataract operations	200
2019	1	1	28/01/2019	1	Yoga Demonstration at Seva Kendra	Health Awareness	70
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Brochures	12/06/2018	The Code of Conduct is mentioned in the admission brochure which is published every year in the month of June.Human Values and Professional ethics Code of Conduct is placed on the college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Flag Hoisting	15/08/2018	15/08/2018	500
Clinical Self	16/12/2018	16/12/2018	50

Hypnosis for Stress for NCC by Dr.Gaurang Joshi			
National Voters day Campaign	25/01/2019	25/01/2019	300
Republic Day Celebration	26/01/2019	26/01/2019	600
Cleanliness Drive	20/09/2018	20/09/2018	30

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain Water harvesting
Green Campus Maintaintenance
LED Lamp Instillation
Plastic Free Campus
Green Building
Minimal Paper Utilization and notification through TENO

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices-1 1. Title : Communicative training through TENO App. 2. Goal : To familiarize students with electronic modes of communication. 3. The Context : Tolani Commerce College has adopted TENO App for communicating with the students. All the information regarding various competitions, day celebrations, special programs pertaining to all extra, co-curricular activities is provided to the students through TENO app. In addition to these extra, co-curricular activities, even the examination circulars, assignments notification, collection schedules, fee payment, examination form submission notification and time table are regularly conveyed through TENO app. Further, if there is any special information or circular for a semester students i.e. conveyed to that group through TENO app. Further attendance record is properly maintained and students with poor/low attendance shall be warned and the intimation will be sent to their parents. Sometimes, even if a sudden program like fund collection for a noble cause is organized, students will be intimated through PAS and TENO app. 4. Practice: All the UG and PG students have been trained for this practice in the very orientation of the freshers'. Every year separate sessions were conducted for each division of B.Com. Semester-1 class. The entire process of sensitization through orientation takes 3 to 4 days covering about 960 students in the beginning of the term. Even the material for foundation courses like E-taxation and Environmental studies is provided through this app. 5. Evidence of Success: Communication flows very fast and momentarily with ease and each and every student has to create his ID and shall get habituated to check the messages regularly. Through this, the institution is supporting the paperless communication and preserving our environment by following this eco-friendly mode. This TENO app is mass media which is efficiently working in our institution. It saves time, money and energy and train students to adopt such latest modes of communication. 6. Problems: Sometimes, lack of network connectivity may create some problems. But inspite of having these lacunae this is the best suited mode for the present generation which creates rapport between the principal and the students. Best Practices-2 1. Title: Thalassemia check up initiative and Parental Counselling 2. Goal: Awareness drive is an initiative taking into consideration the alarming incidents of Thalassemia positive cases. The campaign was an initiative to educate students of TCC about

the major and minor Thalassemia cases. In the same way it also provides a platform for the health checkup along with counseling to the students for preventing certain genetic problems. 3. The Context: This region has significant cases of major and minor Thalassemia. So, the effectiveness and need of this initiative was palpable by the fact that many people from Kachchh have this problem in their family history. This small checkup activity, followed by an educative awareness counseling by medical professionals definitely generates awareness among the needy. 4. The Practice: Every year all the 1st year students undergo this Thalassemia checkup under the guidance of a professional medical expert. The institution with the help of some NGOs organizes Thalsemia diagnosis camp and awareness campaign in the campus. As per the predecided schedule it arranges this programme for 3 consecutive days. Every day around 320 students participate in the camp and gets their blood samples checked properly in the college. The college maintains the list of all the students. Later on, on receiving the individual letters of all the positive Thalassemia minor/major cases along with a detailed report, the institution handovers the reports to the concerned students and their parents. Further, these students and their parents are called for a special parental counseling and they are educated about the Thalassemia major/minor positive cases. The professional expert also advises them to check their to be daughter-in-law's / son-in-law's blood samples before gets them engaged. The students and the parents are shown pamphlets, charts, and models to educate youth about the Thalassemia awareness drive. 5. Evidence of Success: Every year depending upon the reports all the Thalassemia detected minor/major students were given personal guidance and counseling. Proper knowledge at the right age will definitely create a better society in this context. 6. Problem: Even though all the students are informed about this free Thalassemia Medical checkup some students hesitate to participate in the camp Best Practice - 3 TITLE - Life skill enhancement through regular involvement of students in various extra curicular activities. GOAL- To educate students about the social accountability. Context-The present society demands good values which ensure the safety and wellbeing of mankind. Being the citizens of YOUNG INDIA, We wish to make our efforts to create an ideal society by generating a sense of concern and accountability among the youth. Our institution constantly encourages the students to participate in various value based programmes and competitions organised through NSS, NCC, CWDC, NAVY, SPORTS, ATHELETICS and others. Our NCC, NAVY AND NSS wings consist of 100,200,109 cadets and volunteers respectively. Many students regularly participate in sports and athletics activities and add laurels to the institutions. This active participation of our students will definitely help our students to elevate their personality and to generate an awareness and social concern among them. THE PRACTICE-All the students were given a platform to train themselves in this competitive world. All the NSS,NCC,NAVY and CWDC GROUP members regularly participate in various extra co-curricular activities throughout the year.The NSS VOLUNTEERS participate in various social activities andcontribute the development of the society. The CWDC regularly involves the girls student in varius confidence building events and competition. The sports and athletes regularly participate in their practice sessions regularly. EVIDENCE OF SUCCESS By participating in such activities regularly , our students become more efficient and competent in organising any such event in the campus . The NCC and NAVY CADETS always extend their service by taking care of the audience management in major events and contribute to ensure discipline in each and every organised event. By participating in SMART GIRL WORKSHOPS organised through CWDC, Our girl student become more confident and enhance their leadership skills. The sports and other events generate a feeling of team spirit and self discipline among themselves. CONCLUSION -This participation will definitely impart some sort of training and helps them to lead a healthy progressive disciplined life. So these life skills are enhanced through their practical involvement in various societal

development activities.	

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<tr><td>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</td></tr>
<tr><td>https://drive.google.com/open?id=1XzcHYqO0wBNsZH3zEp6-WzLu3WWxnjoq</td></tr>
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7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Keeping in mind the vision and mission of the institution, the college has been providing PG educational facilities since 1988.Further, considering the growing demands of the localites, it has increased the intake capacity by increasing 25seats in PG section. It is a known fact that TCC accommodates more number of students than the university itself. Even in UG section, it has maintained its records as the college with highest number of students enrolment.Though the number of permanent faculties are getting shorter , the institution continues its efforts provide admission to all the allocated 960 students every year. Today, it has just 12 permanent faculty members and the college appoints temporary staff to manage all teaching sessions without any crisis. The institution accommodates about 12 temporary and visiting faculty members at its own cost. With its commitment, it bears this huge financial burden for the benefit of the society. In the same way, it also manages the administration work with the meagre permanent staff. There are just six regular administrative staff members who are permanent and receive their salary from the state government. But the college has more than 8 administrative temporary staff members to support the system.Further, in addition to this, the institution also encourages and guides students for NET, SLET and other competitive examinations. In addition to this, considering the growing demand of communication skills and competencies, the institution with the financial assistance of the government launched Finishing School project in the college. by involving students in regular activities and event origination process, the institution contributes to the character building and personality development of the participants .it imparts the leadership training indirectly by giving them the organisational skill exposure. by this active involvement, it contributes to their skill enhancement and academic excellence simultaneously throughout their study years. By involving students in regular activities and event organization process, the institution contributes to the character building and personality development of the participants.It imparts the leadership training indirectly by giving them the organisational skill exposure. By this active involvement , it contributes to their skill enhancement and academic excellence simultaneously throughout their study years.

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<tr><td>Provide the weblink of the institution</td></tr>
<tr><td>http://www.tcc.ac.in</td></tr>
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8.Future Plans of Actions for Next Academic Year

Keeping in mind the NAAC Peer team recommendations and considering the present trend and demands of the students, the institution has some future plans to enhance the academic flexibility by way of offering B.Com. and M.Com. programs with other principal subject options. ? M.Com with Accounts and Finance – The institutional management plans to add Accounts and Finance as principal subjects in the P.G. course from the next academic year. ? In the same way, the institution also plans to add new subjects in undergraduate courses too. ? Considering the NPE, the institution plans to organize a seminar on 'The New Policy of Education' in the coming year. ? The institution proposes to enhance the library facilities. ? As the institution received RUSA grant, it proposes to

increase the number of computes in the language lab. ? The management also plans to construct a new wing with the assistance of RUSA funds. ? The institution also plans to add gymnasium for the benefits of students.