



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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		Principal, Tolani Commerce College Nr. Post office, Adipur Kachchh Gujarat
City/Town		Adipur
State/UT		Gujarat
Pincode		370205

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Kamal Kharecha			
Phone no/Alternate Phone no.		02836260623			
Mobile no.		9427267117			
Registered Email		kamalkharecha@gmail.com			
Alternate Email		tcctolani@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://naac.tcc.ac.in/View.aspx?id=3&amp;name=AQAR">https://naac.tcc.ac.in/View.aspx?id=3&amp;name=AQAR</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://tcc.ac.in/images/affiliation/3/1750Academic%20Calendar%20for%20academic%20year%202019-20..pdf">https://tcc.ac.in/images/affiliation/3/1750Academic%20Calendar%20for%20academic%20year%202019-20..pdf</a>			
<b>5. Accreditation Details</b>					
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
<b>6. Date of Establishment of IQAC</b>			17-Aug-2007		
<b>7. Internal Quality Assurance System</b>					

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
New Library and Reading Rooms	15-Jun-2019 365	2500
RUSA Proposal	15-Jun-2019 365	2500
Buying new computers	15-Jun-2019 180	300
New GYM for students	15-Jun-2019 365	2500
ICSSR Major Research Proposal	15-Jun-2019 730	1
Regular Contractual teachers	15-Jun-2019 330	13
Introducing new subject accounting and Finance in M.Com	29-Mar-2020 365	75
<a href="#">View File</a>		

**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	RUSA	Central Govt.	2019 365	10000000
Tolani Commerce College	Finishing School	State Government	2019 365	425000
Tolani Commerce College	Placement Cell	State Government	2020 365	50000
Tolani Commerce College	NSS	State Government	2020 365	22500
<a href="#">View File</a>				

**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 :**

9

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	<a href="#">View File</a>														
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No														
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>															
Online admission fee submission for the students Inspite of Covid 19 situation, most of the classes are regular through online mode Conducted online college internal exam successfully Online submission of assignments for the students TIMely submission of AQAR for NAAC accreditation															
<a href="#">View File</a>															
<b>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</b>															
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Online classes and exam amid covid - 19 situation</td> <td>Run all the classes regularly through online mode on Microsoft Teams and conducted online exam for college internal exams.</td> </tr> <tr> <td>Class room renovation</td> <td>All the old class rooms are renovated for the better learning of the students</td> </tr> <tr> <td>New Computer Lab for the students</td> <td>Created a new well equipped computer lab for the students for online access to their academic needs</td> </tr> <tr> <td>New GYM for the students</td> <td>New Gym installed for the students for their health awareness</td> </tr> <tr> <td>New Reading class rooms for the students</td> <td>Constructed new reading class rooms for the students</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Online classes and exam amid covid - 19 situation	Run all the classes regularly through online mode on Microsoft Teams and conducted online exam for college internal exams.	Class room renovation	All the old class rooms are renovated for the better learning of the students	New Computer Lab for the students	Created a new well equipped computer lab for the students for online access to their academic needs	New GYM for the students	New Gym installed for the students for their health awareness	New Reading class rooms for the students	Constructed new reading class rooms for the students	<a href="#">View File</a>	
Plan of Action	Achivements/Outcomes														
Online classes and exam amid covid - 19 situation	Run all the classes regularly through online mode on Microsoft Teams and conducted online exam for college internal exams.														
Class room renovation	All the old class rooms are renovated for the better learning of the students														
New Computer Lab for the students	Created a new well equipped computer lab for the students for online access to their academic needs														
New GYM for the students	New Gym installed for the students for their health awareness														
New Reading class rooms for the students	Constructed new reading class rooms for the students														
<a href="#">View File</a>															
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes														
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Gandhidham Collegiate Board</td> <td>15-Jun-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Gandhidham Collegiate Board	15-Jun-2019										
Name of Statutory Body	Meeting Date														
Gandhidham Collegiate Board	15-Jun-2019														
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes														
Date of Visit	15-Sep-2018														

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	19-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Academics module: This module contains the students attendance where subject teacher adds attendance of student for his/her lecture through Microsoft teams and can maintain the online record of attendance of his/her theory class, also assignment can be assigned to group of students or whole class by the subject teacher, class teachers can take monthly attendance report of class and can send mail to students who have less attendance for that particular month. Counseling batch information students per batch is there and many more sub modules are available under this. 2. Student section: This module has academic year wise class lists, alumni list, and students' profile etc 3. HR module: In this, staff details like staffs appointments, joining of staffs, salary attendance vouchers, leave module of staff from where staff can apply for leave. 4. Account Section: This module has payroll module which makes salary vouchers, salary slips for the staff, this module also has Fees module different ledgers of fees. we can create and can allocate to students class wise, so that students can pay fees online through their personal logins and after payment they gets receipt for their paid fees and balance. 5. Library: This gives information about due books, books transactions details and library feedback where everyone can give feedback for library. 6. Admissions: here we can configure applications done on university portal for new admissions, and this we can float on our website, and the process of admission starts thereafter, creation of merit list and allocation of subject merit wise is done through this module.</p>

7. Feedback: In this module feedback related to academics and administration is taken from students and it calculates the result of feedback and takes action on that accordingly. 8. Communication: Through TENO application, message or notices can be sent to the students and parents, other staff members of college and to those to whom to communicate. 9. Alumni: All alumni data and information is available in this module. 10. Placements: company registration student registration for placement can be done through this module also placement in charge can directly communicate through mail to company or student if they are already in touch with the institution. 11. Hostel: Hostel wise student list and details of hostels, student's attendance in hostels is available in this module. 12. Examination Result: university result of students can be stored and sent through TENO application to parents in this module.

## 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

Our institution ensures effective delivery of curriculum by adapting proper strategies after completing admission process transparently as per the KSKV University guidelines. The institution commences its academic sessions planning process from the very first day of college reopening. In the very beginning the institutional authority calculates the tentative work- load of the teaching load and instructs all the HODs to report about their departmental work load individually and whether there is any need to arrange additional staff recruitment. It is the healthy practice of the college to ensure adequate teaching staff from the very beginning of the term to facilitate the smooth process of teaching, learning and evaluation. Accordingly, it makes necessary arrangements to appoint temporary / visiting faculty before commencement of the new semester. It also adopts a transparent selection procedure to appoint the best qualified candidates. Without thinking of the financial constraints, it appoints almost eight to ten temporary staff every year, as the first step for planning proper delivery of the curriculum at every step. All the students and concerned subject teachers will be intimated about the syllabus revision if any. . The IQAC, Keeping in mind the University academic calendar, prepares its institutional calendar to plan various extra cocurricular activities besides academic sessions. To implement this schedule effectively and efficiently, it creates various committees to coordinate various extensive activities in and outside the campus. All the committee members will be informed about their committee details. The timetable committee prepares the timetable and ensures prompt conduction of regular classes. Similarly, the examination committee and

IQAC, plan to ensure the proper conduction of mid semester exams ,assignment submission process and timely declaration of the results. The institutional authority also makes necessary arrangements for temporary administrative staff to support the work. All the committees' coordinate with other committees to organize additional events to inculcate values and ethical sense in the minds of students. Accordingly, NSS/NCC/Navy/CWDC and other committees plan and prepare their tentative events to support the system in planning and conducting various academic, extra and co- curricular events during the academic year. They also organize special guest lectures to generate awareness on various prevailing societal issues among the students. The library committee recommends new books and journals for the benefit of staff and students. Similarly, the institutional authority and IQAC assign various responsibilities to administrative staff members to maintain students data base record of various sections like admissions, scholarship dispersal , grievance redressal, technical assistance, examination related issues etc. Besides this, it prepares and ensures student participation in various events like Youth Festival, Intra and Inter College Competitions and Tournaments. Further, it reviews various committees list and revises its members every two years. The institution organizes workshops to enhance research aptitude and to provide the students with proper career guidance. All the committees submit their reports every year. Thus, the institution ensures proper and efficient delivery of curriculum by taking necessary initiatives to facilitate regular conduction of academic sessions by arranging staff and students throughout academic year.

#### 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
Import and Export Management (Foreign Trade)	Import and Export Management (Foreign Trade)	15/06/2019	365	Employability in port and shipping management	Logistic Management

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Accounting and Finance	28/07/2020
<a href="#">View File</a>		

#### 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
MCom	Accounting and Finance	28/07/2020

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

	Certificate	Diploma Course
Number of Students	1090	31

### 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
---------------------	----------------------	-----------------------------

Finishing School Program	20/02/2020	54
Banking for Business Processes Services (TCS)	04/05/2020	105
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting and Auditing	982
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
<p>The institution has a regular feedback mechanism to collect the feedback from the students, Teacher, Employee, alumni and Parents through online Google form questionnaire. The institution, through this process, attempts to identify the strengths and weaknesses of the institution. On the basis of it, the institution takes action to update, improve or change the prevailing systems and services provided in the campus. The feedback is collected through online forms and questionnaires. The process includes administering of a questionnaire, Opening of the Suggestion Box and Faculty Appraisal Evaluation by Management etc. If any of these feedback responses point out any lacuna in the prevailing processes of teaching learning and evaluation, administrative flaw or leave any negative or unsatisfactory remark , it will be looked into immediately and rectified if found apt. The management monitors self- appraisal report submitted by the teachers every year and announces a separate schedule to meet each teacher individually during personal interaction session. On the basis of their academic enhancement and research aptitude, the management honors selected teachers on the eve of Teachers' Day on 5th September every year. Besides this, there is a system of suggestion box which invites suggestions from all the stake holders. The students can submit their feedback anonymously. The questionnaire consists of various questions related to teacher efficiency, teaching practice, methodology of teaching, classroom infrastructure, Library services, opinions regarding amenities, feedback on teachers and administrative staff support services etc. The data collected provides an opportunity to identify the drawbacks if any, in the institutional processes. Accordingly, it gives an opportunity to improvise the services and facilities at the campus. The IQAC monitors various measures to enhance the quality of amenities. Some of the Decisions: • To provide the students with better reading class rooms, it has taken a huge project of constructing a new reading class rooms in the campus with the RUSA grants. • During the year, it has installed 22 new computers in the computer lab in the month of December2019. Upgrading the classroom infrastructure, providing quality</p>



drinking water, maintaining sanitation and hygiene in the common public areas are some of the actions taken on the basis of this. • During the year 2019-20, Geeta Israni Foundation, Mumbai has sponsored scholarships worth Rs 1 lakh to support those needy students whose family income does not exceed Rs 3 lacs and those who do not receive any other scholarship in this category. It announced a scholarship of Rs4000/ to each student. • The computer lab was totally renovated and Shri Vasantbhai Ahir, MLA of our area, inaugurated the new computer lab on 1st February 2020. • Teacher appraisal by the management was yet another initiative taken by the institutional management. Accordingly, appraisal interviews were conducted individually for both regular and contractual teachers on 3rd 4th February 2020. Thus the institution, consistently strives to ensure quality enhancement by monitoring this feedback mechanism through different modes and by adopting timely modifying procedure.

## 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
MCom	Accounting and Finance	75	275	75
MCom	Accounting and Auditing	75	275	75
BCom	Accounting and Auditing	972	1445	972

[View File](#)

### 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
2019	972	150	22	Nil	6

### 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	Number of smart classrooms	E-resources and techniques used
22	22	5	12	Nil	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)

In our institution, mentoring system has been introduced to establish a better and effective relationship between student and teacher. It also supports to monitor the counseling and guiding of the students properly in educational and other matters. Each group of students is assigned to a teacher. All teachers work as mentors for

students of that group allotted to them. The students must feel to confide in their mentors. This is a continuous process till the end of academic career of student. The aim of student mentor is to – 1. Maintain teacher –student relationship. 2. Improve student’s academic performance and classroom attendance interaction. 3. Curb students’ dropout ratio. 4. Monitor the students’ regularity and discipline. 5. Enable the parents to know about the performance of regularity of their wards. The IQAC had taken the initiative of implementing the mentoring of students. Students are divided on the basis of their subjects’ choice. They are divided into groups of 45-50 students. Mentors maintain and update the mentoring format of their strata of students by collecting all necessary information. Mentors are expected to offer guidance and counseling as and when they required. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counseling and their special meeting is being organized with the principal at the suggestion of the mentor. If a student is identified as having weakness in particular subject, it is duty of mentor to apprise the concerned subject teacher. At least 3 to 4 meetings are arranged by mentors for their mentee in each semester. Significant improvement in the teacher – student relationship is observed. This system has been useful in identifying slow and advanced learner. HOD of all subjects will meet all mentors of his/her department at least once in a month to review paper implementation of system. They advise mentors wherever necessary. Types of mentoring done in our institution are 1. Professional Guidance – Regarding professional goals, selection of career and higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth. 3. Coursework Specific – Regarding attendance, and performance in present semester and overall performance in the previous semester. 4. Lab Specific – Regarding Do’s and Don’ts in the lab. 5. Library Specific – Regarding use of library and access of online journals and magazines. 6. Personal guidance for preparing for competitive examinations. Outcomes of the system a) The attendance percentage of the students has increased to greater extent. b) The number of complaints of students has decreased consistently. c) Due to direct communication between mentor and the student, there was good improvement in student-teacher relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
972	22	1 : 44

## 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
21	10	11	11	7

### 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
2020	Dr. Manish Pandya	Principal	Best Educators Award
<a href="#">View File</a>			

## 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	Accounting and Auditing	1	18/11/2019	29/02/2020
BCom	Accounting and Auditing	3	10/10/2019	29/02/2020

BCom	Accounting and Auditing	5	28/11/2019	05/03/2020
MCom	Accounting and Auditing/Finance	1	28/11/2019	03/03/2020
MCom	Accounting and auditing/Finance	3	28/11/2019	13/03/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute is affiliated to KSKV Kachchh University, Bhuj and follows the examination pattern of the university. KSKV Kachchh University guidelines are strictly adhered to with respect to evaluation process. There are two internal tests during an academic year. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute's academic calendar, which is prepared in tune with the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The Institutional Exam committee frames the guidelines for conducting the internal exams in line with calendar of the Affiliated University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting internal exams:

- Due to Covid -19 situation, the college authority decided to conduct all the internal exams online.
- An agency named "Hiremee" from Bangalore is appointed for this task of conducting online internal exam.
- An MoU has been drafted and executed for the legality of the exam indicating accountability and responsibility between the agency and the institution..
- The exam committee provides all the information regarding schedule of the internal examination with dates and time, seating arrangements, declaration of results, hall invigilators list for every examination, and students are asked to download their hall ticket online at home.
- The teachers are asked to prepare question bank with answer for Multiple Choice Question based exam as per the format given by the hiring agency.
- Video covering information on how to give exam online is sent to all the students through TENO app.
- A demo test is conducted to make the student familiar with the practice for online exam
- All the problems pointed by the students after demo examination were immediately attended and resolved by the committee in tune with the hired agency for exam.
- The computer generated exam results were prepared and declared through online mode after the completion of the examinations.
- Result review meetings are conducted with result analysis and the remedial actions for further improvements are taken in consultation with the concerned subject faculty, HOD and Principal.
- A retest is arranged for those who could not appear in the internal tests due to some genuine reasons. The retest is conducted through physical mode, after the online examination.
- The institution up-loaded the assigned marks in university web portal after all the corrections and satisfaction from the student side.
- Performance of the students in Internal Assessment is used by Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counseling. Counseling Sessions are used to sort out the personal issues, academic and non-academic problems. As per the university guidelines, the students submit unit wise assignments which carry ten marks in each subject.
- Pert term approximately Rs. 2 lakh have been spent to conduct college internal exam online.
- Grievances related to online examination issues are solved.

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

Institution has prepared an academic calendar keeping in mind the calendar of the affiliating university for implementation of Curriculum and participation in Extracurricular and co-curricular Activities. As per university rules and regulations, academic activities are conducted in college throughout the year. At the beginning of session, the institution prepares an academic calendar to organize the curricular and extracurricular activities in the institution in addition to the regular teaching sessions. In academic calendar institute adhered to avail all the working days keeping in mind the short and long Holidays breaks, National Public holidays etc. It also includes Admission process schedule , Semester wise teaching plans, tentative university examination days of semester, tentative practical examination days for computer subject, allocation of internal assessment work i.e. seminar, workshop, conference activity, project assignment, theory assignment , class tests, practical assignment, submission of Internal assessment work, ICT lectures, guest lectures, celebration of important days, celebration of various birth and death anniversary, celebration of weeks like, different days etc. and special days, departmental unit tests, educational tour, various literacy days, awareness programs and rallies, organizing workshop / seminar activity etc. All the activities are strategically planned periodically and IQAC ensures proper implementation of it. As per academic calendar, the institution follows all the related curricular, co-curricular and extra-curricular activities for ensuring the better academic work, As per academic calendar institution encourages participation of students in the Extra- curricular activities such as Athletics, Youth Festival, Inter-collegiate debate, elocution competitions and cricket, kabaddi, chess, badminton table tennis tournaments organized by the affiliating university. Besides this, institute arranges and coordinates some curricular and co-curricular actives as per the guidelines suggested by the State Government time to time. Institute attempts to maintain proper implementation of all the activities as per the academic calendar. For the year 2019-20, due to covid - 19 situation and lockdown, we have conducted activities as on and when we get an opportunity with SOP given by the government for conduction of program.

## 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)

<https://tcc.ac.in/images/affiliation/3/98822.6.1%E2%80%93Program%20outcomes,%20program%20specific%20outcomes%20and%20course%20outcomes%20for%20all%20programs.pdf>

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
Accounting and Auditing	MCom	Accounting and Auditing	64	60	93
Accounting and Auditing	BCom	Accounting and Auditing	699	495	70.81

[View File](#)

## 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)

[https://tcc.ac.in/images/affiliation/3/16922.7.1%20%E2%80%93%20Student%20Satisfaction%20Survey%20\(SSS\)%20on%20overall%20institutional%20performance%20\(Institution%20may%20design%20the.pdf](https://tcc.ac.in/images/affiliation/3/16922.7.1%20%E2%80%93%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%20(Institution%20may%20design%20the.pdf)

### 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
Major Projects	730	Indian Council of Social Science Research (ICSSR)	5	2
<a href="#">View File</a>				

#### 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
One Day ?C and C ?workshop for Teachers	Tolani Commerce College and IIT Bombay	29/02/2020
Transformative Initiatives in Learning and Assessment'	Tolani Commerce College and MKCL, Pune	19/02/2020
Virtual international conference for the teachers of English,	Tolani Commerce College with International Society for Educational Leadership , ELTAI - Pune Chapter	27/06/2020

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
Best Educators Award	Dr. Manish Pandya	Narain College, Shikohabad	23/02/2020	Teacher/Principal
Education, Skill Development and Research	Tolani Commerce College	Center for Education Growth and Research , New Delhi	22/10/2020	Institute
<a href="#">View File</a>				

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
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

#### 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
Accountancy and Commerce	1
English	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	Accountancy Commerce	11	0
International	Commerce	1	0

[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
COMMERCE	1

[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
Analysis of Operational Efficiency in Indian Banks: A Comparative Study	Jagdish R Raiyani	Journal of Commerce and Trade	2019	1	Tolani Commerce College	1
A Study of Technical Efficiency of Indian Banks: A Comparative Study.	Jagdish R Raiyani	BVIMR Management Edge	2020	1	Tolani Commerce College	1
The Impact of Financial Risk on Capital Structure Decisions	Jagdish R. Raiyani	Advances In Management	2020	1	Tolani Commerce College	1

in Selected Indian Industries: A Descriptive Analysis						
Performance Analysis with Sustainable Growth Rate: A Case Study	J. R. Raiyani	International Journal of Research in Commerce, Economics and Management	2020	1	Tolani Commerce College	1
Performance Analysis with Sustainable Growth Rate: A Case Study	J. R. Raiyani	International Journal of Research in Commerce, Economics and Management	2019	1	Tolani Commerce College	1
EVA Based Performance Measurement: A Case Study of SBI and HDFC Bank	J. R. Raiyani	Management Insight	2019	1	Tolani Commerce College	1
Effect of mergers on efficiency and productivity of Indian banks: A CAMELS analysis	Jagdish R. Raiyani	ASIAN JOURNAL OF MANAGEMENT RESEARCH	2019	2	Tolani Commerce College	2
Effect of mergers on efficiency and productivity of Indian banks: A CAMELS analysis	Jagdish R. Raiyani	ASIAN JOURNAL OF MANAGEMENT RESEARCH	2020	5	Tolani Commerce College	5

No file uploaded.

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
Effect of mergers on efficiency and productivity of Indian banks: A CAMELS analysis	Jagdish R. Raiyani	ASIAN JOURNAL OF MANAGEMENT RESEARCH	2020	6	18	Tolani Commerce College
EVA Based Performance Measurement: A Case Study of SBI and HDFC Bank	J. R. Raiyani	Management Insight	Nil	6	11	Tolani Commerce College
Performance Analysis with Sustainable Growth Rate: A Case Study	J. R. Raiyani	International Journal of Research in Commerce, Economics and Management	2020	6	7	Tolani Commerce College
The Impact of Financial Risk on Capital Structure Decisions in Selected Indian Industries: A Descriptive Analysis	Jagdish R. Raiyani	Advances In Management	2020	6	6	Tolani Commerce College
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	25	29	Nil
Presented papers	2	12	1	Nil
<a href="#">View File</a>				



### 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
Traditional Day Celebration organized by NSS Volunteers for the college students	NSS	22	62
Group Day Celebration organized by NSS Volunteers for the college students	NSS	7	63
Food Fair organized by NSS Volunteers for the college students	NSS	22	64
Games' Day organized by NSS Volunteers for the college students	NSS	13	66
Participation in Pulse Polio Programme	NSS	2	31
Pulse Polio Awareness Programme	NSS	3	42
Participation in the Independence Day Celebration	NSS	22	24
Visit to Gram Panchayat Office at Galpadar Village	NSS	2	78
Tree Plantation at Galdpar Village	NSS	4	73
Participation in Entrepreneurship Awareness Seminar Tree Plantation at Galdpar Village	NSS	5	36

[View File](#)

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
NIL	Nil	Nil	Nil
No file uploaded.			

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 activities	Number of students participated in such activities
TCC AND LIONS CLUB OF GANDHIDHAM	TCC AND LIONS CLUB OF GANDHIDHAM	FREE ONLINE TUTIONS FOR B.COM SEM 3 SYUDENTS BY LIONS CLUB OF GANDHIDHAM	3	315
NSS	NSS	Oath taking for Swachh Bharat	3	90
NSS	NSS	Arranging a rally on the theme of Swachh Bharat	6	90
NSS	NSS	Making the public places clean	3	45
NSS	NSS	Swachhata Abhiyan at Galpadar Village	3	73
NSS	NSS	Making the college campus clean	4	90
NSS	NSS	Dr. Chetan Vora's lecture on Cleanliness, Health and Hygiene	13	77
<a href="#">View File</a>				

**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
NIL	Nil	Nil	Nil
No file uploaded.			

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
internship	internship	CS Jogi Deepak and	01/06/2020	31/12/2020	1

No file uploaded.

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
KNOWLEDGE CONSORTIUM OF GUJARAT	13/02/2019	FINISHING SCHOOL	54
TATA CONSULTANCY SERVICES	27/11/2019	BANKING FOR BUSINESS PROCESS SERVICES COURSE	109
E TAXATION	05/03/2020	E TAXATION	596
INSTITUTE OF CS RAJKOT	17/03/2020	COMPANY SECRETARY PROGRAM	27

[View File](#)

#### 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
21.48	20.87

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

[View File](#)

##### 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 partially)	Version	Year of automation
SOUL	Partially	2.0	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10909	1330250	301	14447	11210	1344697
Reference Books	12191	570107	48	56436	12239	626543
e-Books	80409	5900	115400	5900	195809	11800
Journals	10	13800	37	26500	47	40300
e-Journals	3828	Nil	2465	Nil	6293	Nil

Others(s pecify)	229	41345	Null	Null	229	41345
Others(s pecify)	10	18296	10	18296	20	36592
No file uploaded.						

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
nil	nil	nil	Null
No file uploaded.			

#### 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	2	3	2	10	2	1	0
Added	22	0	1	0	0	0	0	1	0
Total	109	2	3	3	2	10	2	2	0

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

3 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
Microsoft team software for Recording and streaming live stre	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>
OBS Studio for Recording and streaming	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>
You Tube Channel of Institute for Live Telecast	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>
High Resolution Camera with stand for Lecture Recording	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>
OpenShot Video Editor for Video Editing	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>
Face book Channel for Live lecture telecast	<a href="https://tcc.ac.in/cell.aspx">https://tcc.ac.in/cell.aspx</a>

#### 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 incurred on maintenance of physical facilities

10.96

10.51

1.75

1.59

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 on when such need arises. Various committees of the college are constituted to plan and ensure to upgrade the available infrastructural abilities in line with its academic growth and ensure optimal utilization of available resources. The college ensures the regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by in-house experts as well as out sourced agencies. A full-time care taker is appointed by the college to ensure the cleanliness, hygiene, sanitation, water-supply, electricity and security and stationary condition in the campus. The principal of the institution is regularly updated about the current/daily state of affairs in the college campus. Classroom Furniture and equipments are purchased on regular basis as per the requirement. The college has appointed Mr Girish Makwana as Technical Assistant and Computer Network Assistant to provide regular support services related to computer hardware and software. He also ensures the allotment of Wi-Fi passwords to Individual students and Faculty members. The college awards AMC to external agencies/private vendors for the maintenance of Computers, LAN, Servers, Printers, Projectors, Scanners and Laptops. All the Ros for pure water are under AMC of the expert. They are regularly checked and repaired. A Gardner is hired for the maintenance of the gardens in the college. CCTV cameras are maintained with the help of a technical person Mr. Arvind for the cameras and other related matters. Regular cleanliness in the campus is also under maintenance contract with DK facilities providers. For all the problems related to lighting in the college, a person named Mr. Mansi Matang is hired as and when required. The furniture and fixations are maintained as and when required with the help of expert carpenters who regularly visits the college campus. Water tanks are regularly cleaned with the help of the cleaners services provided in the city. Procedure for Utilization: The decisions in respect of the proposals for initiating new programs or activities in the college are taken in the IQAC meetings. The decisions are taken to governing body for the final approval. The time-table committees evaluate the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with strength of classes. They make recommendations periodically about the need for expanding the existing space, re-modeling 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. The college promotes philanthropic NGOs like Lions Club and others for the optimal use of the resources if not available in the college or is restricted due to government policy. Every usage has a fixed procedure to follow in the institution.

<https://tcc.ac.in/images/cell/download/6368500130709799474.4.2.pdf>

## 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 from institution	Geeta Ishrani Scholarship	14	61000
Financial Support from Other Sources			

a) National	Gujarat Digital Portal Schoilarship	1122	4158873
b)International	Nil	Nil	0
<a href="#">View File</a>			

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
ICT/Computing Skill (Tally)	19/12/2019	476	Tally expert Smt. Harsha Motwani
Mentoring	01/10/2019	41	Under CWDC, SMT. Deepti Dharamsi
Meditation	08/08/2019	128	Under CWDC, Dr. Shilpa Toshniwal
Personal Counselling	14/08/2019	260	Under CWDC, Dr. Jyotsna prajapati
Language and Communication Skills(Finishing School)	20/02/2020	55	Knolledge Consortium of Gujarat (KCG)
Soft skill Development (Scope, Spoken English Test)	02/02/2020	946	Knolledge Consortium of Gujarat (KCG)
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
2019	GPSC and Class II and III competititve Exam Classes	52	52	4	4
2020	UGC NET/SET guidance classes	64	64	8	8
<a href="#">View File</a>					

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
252	252	1

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	M.Com	Commerce	DEPT. OF MSW KACHCHH UNIVERSITY	Ph.D
2019	1	B.Com	Commerce	DEPT. OF MSW KACHCHH UNIVERSITY	MSW
2019	44	B.Com	Commerce	Tolani Institute of Law KSKV Uni. SHRI S.M.SHAH LAW COLLEGE SHRI L.A.SHAH LAW COLLEGE (LLB)	LLB
2019	19	B.Com	Commerce	V.D.THAKKAR B.ED College DR.H.R.GAJWA NI College of Education DADA DUKHAYAL COLLEGE B.ED SAURASHTRA UNI MORBI (B.ED) SNTD MAHARASTRA UIN B.ED SHIRI H.N.SHUKLA COLLEGE RAJKOT (B.ED) SUBHASH CHANDRA MAHA VIDYALY VARANASI (B.ED) COLLEGE OF	BED

				EDUCATION BAS	
2019	56	B.Com	Commerce	NARAYANA BUSINESS SCHOOL GUJARAT UNI MBA IIEBM INDUS BUSINESS PUNE MBA NIRMA UNI AHMEDABAD (MBA)FT B.K.SCHOOL OF MGF GUJARAT UNI (MBA) KES SHROF COLLEGE MUMBAI UNI MSCIT IN MOBILE APPLICATION GUJ UNI INSTITUTE FOR TECHNOLGE MUMBAI (MBA) INDIAN INSTIT	MBA
2019	212	B.Com	Commerce	KSKV KACHCHH UNI. M.COM EXTRANEL TOLANI COMMERCE COLLEGE ADIPUR KACHCHH KALAI KAVIRI COLLEGE (TANJAVR) GUJARAT UNIVERSITY AHMEDABAD C. T.UNIVERSITY AHMEDABAD SMPIC GLS AHEMDABAD M.COM DEEN DAYAL UPADHYA UNI GORAKHPUR U.P (M.COM) THE MAHARAJA SAYAJIRAO	MCOM
2019	2	M.Com	Commerce	KSKV	M.Phil



[View File](#)

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	6
SLET	2
GMAT	32

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Weight Lifting and Power Lifting	Inter College	76

[View File](#)

### 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
Nil	NIL	Nil	Nil	Nil	nil	nil

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Tolani Commerce College believes in a team work, where the entire concerned are involved in such a way that the presentation should prove better than the previous one of its kind. Team consists of all stakeholders from the management, staff and students as and when suits accordingly. In order to recognize and involve the meritorious students of the college in various activities for all students' Representation and Council, Tolani Commerce College forms different committees for them, appointing two representatives from each class of B.Com, under the supervision of the main representative from the B. Com class. Different committees work under the heads like NSS, NCC and, extend the support in all types of arrangements and managements in organizing variety events in the institute. All the NCC/NAVY cadets and NSS volunteers from the college are prioritized along with other students for their active support in any event. All are encouraged by proper guidance for their voluntarily enthusiastic participation in sub-committees such as Registration Committee, Stage Committee, Discipline Committee, Lodging-Boarding Committees etc. Of course, for the smooth administration, students' committees work under the guidance of the committee Co-Ordinator from the teaching staff. The institute recognizes their services and awards the representatives the certificate of appreciation in every academic year. During the academic year 2019-20 Mr. Zuber Node of semester 5 was selected as the main representative.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and nonfinancial means during the academic year. Tolani Commerce College has a registered Alumni Association under the Societies Registration Act. It was formed on 05/05/2017 at The Registrar of Society, Kachchh Region. Registration No: F - 3083/Kachchh under Societies Registration Act 1860. The Alumni are the key brand ambassadors of the institution. The institution aims and strives to create and maintain a strong and positive relationship thereby fostering a lifelong bond between the institute and its alumni. This has been largely benefitting socially, academically and professionally to continuously provide for better inputs and inculcating values in the students' overall development. The alumni participate and contribute to the student development in the following ways: 1. the reputed alumni share their professional experience with students and motivate them through various activities like delivering guest lectures and supporting conduction of workshops on carrier prospects and current scenario of industry. Thus, the alumni help in personality development, career counselling, Industry Institute Interaction, sponsorship, mentoring and providing placement assistance. The alumni also encourage students to be entrepreneurial and innovative by sharing their experiences. 2. The alumni are regularly involved in conducting pre placement sessions for Under Graduate and Post Graduate students. Thus the alumni share with the students, their own on field experience. This helps the students to be abreast with current industry requirement and boost their confidence and mold themselves. 3. The Alumni help in the conduct of value added and short term courses. The alumni also judge the performance of participants certain college events during the college intercollegiate annual state level event. 4. The alumni also extend its support by gracing the occasion as chief guest for any celebration event and motivate the students. 5. Apart from their visits and college Nostalgia meets, the alumni are largely connected with college through social media platform. The alumni give feedback on curriculum, the recent trends, the job opportunities in specific industry and corporate requirements which are considered for continuous improvement and quality enhancement. Various programs like carrier counseling, linkages, study abroad, short term courses and extension activities are initiated by the suggestion of the alumni. 6. The alumni feedback is noted and their experience and success stories are shared with the students during their lecture. 7. The alumni support the college by the way of providing financial contribution. The college has constructed a huge building with the financial support of the alumni in 2016 and in this way they help in creating better infrastructural abilities for the students. 8. They also give scholarship to the poor and needy students from the alumni association trust for PG students. Since its inception the alumni have helped the college every year by means of either financial aid or through donation for purchase of equipments. 8. The alumni assist to arrange workshops and conduct national conferences in the college thereby engage to promote research attitude among the students. The alumni also grace the valedictory function.

5.4.2 – No. of enrolled Alumni:

1380

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

108500

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings - 2 Student Scholarship from alumni association Donation for college facilities Lectures by the alumni for the students Contribution as an expert in

the committees as and when required

## 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)

The Institution always believes in the practices of decentralization and participative management. It enhances the quality by involving various committees such as Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and non teaching Staff etc. NCC (Army and Navy) cadets and ANO, NSS volunteers and all other stakeholders involve in the decentralization and participative management. All are working together for efficient functioning of the Institutions. 1. Management: The Institution promotes a culture of decentralization and participative management by involving all types of stakeholders in the process of decision making. The management always believes in decentralization and participative management. The management endeavors to provide best substantial independence to the committee members and coordinators in all areas of decision making process. 2. Administration: Institution firmly believes to provide quality education. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. All the non-teaching members participate in the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance of library etc. 3. Faculty Members: Faculties maintain the healthy relationship with all the stake holders. The faculties execute the policies and programs accurately and constructively given by the IQAC committee. All the teachers extend their services to mentor the student's group assign to them individually. All the faculty members are associated with various committees and continue their activities by involving the students which reflects the participative management in the institution. Two best Practices 1. Involving all stakeholders in decision making: The institution has a practice of involving all the stakeholders like students, teachers, alumni, professional experts, industry experts etc. while taking any new initiative in the campus. For example before introducing a new subject in our PG course, the institution gathered feedback in the form of responses given to a questionnaire and consider the recommendation and suggestions given by the stakeholders. Accordingly, after receiving positive feedback from all the stakeholders, it introduced a new subject "Accounting and Finance" in M.Com course. Outcome: the college applied for the approval of introducing this new subject at PG level and the request has been considered positively and the university approved to introduce the subject at PG level from the year 2019-20. 2. Active alumni association's participation in the management: The registered and well reputed alumni trust of the college actively participate in the process of management by various means. The members of the alumni trust are included in various significant committees such as governing council, IQAC and advisory board of the management. They extend their services and when the institution needs their support by all means. Outcome: As a result of participative management, the college constructed a new building with the financial help of the alumni trust. It also provides financial support to the needy meritorious students. They extend their support in getting permissions from the government.

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
Admission of Students	<p>Our whole process of admission is online. So we ensure the transparency in giving the admission. The students apply on university portal for the admission after passing the higher secondary examination. The college operates merit system through its website for the students. The admission is given following strict reservation policy of the government. The applications to the course are always higher in comparison to approved seats of 972 in the first semester. Poor and needy students are given scholarships and financial help by the alumni. The students prefer admission first in our college than the other colleges.</p>
Industry Interaction / Collaboration	<p>Many of our alumni are very big industrialists. They provide their full support to the college for the benefit of the students. Students are allowed to visit such companies for their learning and internships. The Chamber of Commerce participates and helps financially to the college in organizing conference and seminar. They also provide faculty from the industry for the interaction with the students. Our registered alumni trust is helping the students by providing financial help in the form of scholarship. The alumni have constructed a new building for the college. They have contributed in expanding and modernizing computer lab.</p>
Human Resource Management	<p>The institution always believes in humanitarian approach to its entire employee. Due to government policy and delay in appointment, we lack many teachers in all the subjects. So the college appoints contractual teachers to bridge the gap of insufficient teachers in all the subjects. The college has appointed 13 teaching staff and 12 non-teaching and support staff with the help of the management. The institution bears the salary of all these employees. The management offers staff quarters to all the employee as per their category. Fee concession is given to the wards of staff members in all the institutions.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The institution has constructed a new reading class rooms under RUSA grant.</p>

The college offers reading facilities to the students with e-library from morning to evening. Computers with internet are placed for the students in the library free of cost. Library is enriched with online books and journals. A computer lab is renovated with modern and latest computers for the students. More 24 latest computers are purchased for the stakeholders. An internet with 10 gbps line is installed for constant net services. The Government of Gujarat has given mobile tablet to all the students for ICT purpose.

Research and Development

Students are encouraged to develop a research interest at the under graduate and post graduate level. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council has increased considerably. During the year, a new course in M.Com (Accounting and Finance) is introduced. One of the faculties is awarded major research project by ICSSR. Classes for NET and SET are being conducted for the PG students. 5 students cleared the NET exam out of this class. Many teachers are Ph.D guide of the university so the students are benefitted at institute level also.

Examination and Evaluation

The internal test carries 30 marks for all the subjects. Two internal tests are conducted. Internal tests are centralized. Same pattern of question paper is used in in-house examination. Assignments, seminars, projects are conducted. Internal tests facilitate continuous assessment of the student's progress. Other class tests such as re-test and unit test are also conducted. For assessments, the student is assessed by considering the attendance, observation report. New intimation from the university regarding reevaluation of papers, introduction of new question patterns are informed to the students through TENO app. The university conducts final examination and the evaluation is centralized.

Teaching and Learning

The faculty members identify the slow and advanced learners. Promising students are encouraged to participate in a wide range of academic events, organized by the College or other institutions. The detail on the

academic performance of the students is collected through attendance and class tests are analyzed. Students Remedial System is followed for giving special coaching to slow learners. Inter collegiate competitions and seminars are arranged for the students to make them understand the recent trends in their field of study. Teachers attend Orientation and refresher course for enriching their capabilities. Awareness programs are conducted by various departments and clubs.

Curriculum Development

Normally the university board of studies frames the syllabus for its affiliated colleges. But our Institution develops action plan for effective implementation of the curriculum given by the university. The teachers are allocated subjects based on their specialization and experience. Heads of the Department keep track of the progress by holding department level meetings periodically. University rules and regulations are strictly followed. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council has increased considerably. All the programs in the College follow Choice Based Credit System (CBCS)

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

E-governance area	Details
<p>Planning and Development</p>	<p>To use ICT in the process of planning college-events and activities, institute uses mobile application TENO. Important notices and reports are also circulated via this app. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective with a concept of paperless work. The institute makes necessary arrangements for carrying all the academic and non-academic activities through e-portal and institution website. All the planning from admission to result declaration is totally through online process.</p>
<p>Administration</p>	<p>To achieve the target of Paperless work culture, IQAC committee members of it started using Google facilities like ? Google Docs :- To prepare notices and</p>



activity reports. ? Google Forms:- To prepare Feedback forms and get Online feedbacks of Students, Parents, alumni etc. ? Google Drives: - To keep all personal records of institute. ? Google sheet: - For data collection from Various Departments. All the activities like submission of admission forms, online fee payment, result declaration, scholarship applications, feedback, teaching materials etc. are governed by online portal only. All the big purchases are through GEM (Government E-Market) of government of Gujarat. All the big construction works are through N-procure tender site of the government for maintaining transparency.

Finance and Accounts

The institute believes in transparency in all the fields and hence all the financial transactions are carried out through online only. The college uses Tally ERP 9.0 software for the accounting. All the financial and accounting data are recorded in soft only. For the communication for fee and other financial matters with the students, the college uses TENO app for online information. The salary and other remunerations are directly deposited to the beneficiary account directly through NEFT or RTGS. The college also uses PFMS (Public Finance Management System) of the central government. All the transactions pertaining to 2 crore grant of RUSA project are transacted through online PFMS process only. All the major purchases are through online process either using GEM portal or N-procure tender process of government.

Student Admission and Support

The entire process of admission, merit declaration is done through online process in accordance with the university rules. The college updates the merit list on institutional website. The students get all the information regarding college through this website. The institution prepares first, second, third merit list and declares the short listed candidates through online. The helpline college number is a supportive online measure for the students to get any information while going through admission process. All the government and institutional scholarships are granted through online process. A Google form is developed to

ask the students to apply for the institutional scholarship. All the information regarding schedule of examinations, declaration of results, mark-sheet distribution information, examination form submission are through online portal only.

**Examination**

For the means of paperless communication, the college uses TENO app, Google forms, Google docs and other online forms to get students acquainted with all the information regarding examination. As a result of the pandemic situation of Covid - 19, the college conducted all the internal examinations through online mode with the help of "Hiremee" agency of Bangalore. Further it has also instructed the students to submit their assignments through MS teams software specially prepared for the students. Even in general circumstances, the institution has a practice of declaring all the internal examination results through online mode. Any grievance in this regard is attended through online mode.

**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
2019	Nill	Nill	Nill	Nill
2019	Nill	Nill	Nill	Nill

[View File](#)

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 professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Soft Skill Training	Microsoft Teams training	01/07/2020	01/07/2020	22	6

[View File](#)

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
Refresher Course	1	07/12/2020	20/12/2020	14
Workshop	1	07/12/2020	11/12/2020	5
Short Term Course	1	09/07/2020	15/07/2020	7
Orientation/Induction Program	1	04/06/2020	01/07/2020	28
Faculty Development Program	1	21/06/2020	25/06/2020	5
Faculty Development Program	1	26/05/2020	02/06/2020	8
3 day Webinar	1	27/05/2020	29/05/2020	3
Lecture Series	1	23/04/2020	27/04/2020	5
Orientation Program	1	16/09/2019	06/10/2019	21
Refresher Course	1	03/03/2019	15/03/2019	14

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	12	Nil	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical Leave, 50 Scholarship to children of staff, Staff Quarters, Duty Leave for attending Seminars, Conference and Workshop, Leave for FDP	Govt. welfare scheme, 50 Scholarship to children of staff, Staff quarters, Uniform, Bonus	Book Bank, Alumni Scholarship, Geeta Ishrani Foundation Scholarship, Company CSR scholarship, Digital Gujarat Scholarship, MYSY Scholarship

**6.4 – Financial Management and Resource Mobilization**

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial transparency. Internal audit is conducted in every quarter of the year by the internal auditor appointed by the institution. The internal auditor thoroughly verifies the income and expenditure details and the compliance reports of

internal audit are submitted to the management of the institution through principal. External audit is conducted once at the end of every financial year by an external agency. The office of the Commissioner of Higher Education, Govt. of Gujarat is also auditing the books of accounts of the institution. The mechanisms used to monitor effective and efficient use of financial resources are mentioned below:

- Before the commencement of every financial year, the principal after considering the recommendations made by the IQAC and the heads of all the departments submits a proposal on budget allocation to the management.
- College budget includes recurring expenses such as salary, electricity bills, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years were also worked out.

Process of the internal audit:

- All vouchers are audited by an internal auditor on quarterly basis.
- The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.
- The internal auditor gives his audit report to the principal every year.

Process of the external audit:

- The accounts of the college are audited by the chartered accountant regularly as per the government rules.
- The auditor ensures that all payments are duly authorized.
- After the audit, the report is sent to the management for review.
- Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits.
- The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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
Management	48900	Building Maintenance
No file uploaded.		

6.4.3 – Total corpus fund generated

2671806
---------

## 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	Yes	Knowledge Consortium of Gujarat,	Yes	Govt. of Gujarat
Administrative	Yes	Knowledge Consortium of Gujarat,	Yes	Govt. of Gujarat

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

- Support for online classes during covid - 19 situation - Support for online

internal exam - Support for timely payment of the college fee during covid - 19  
 - Support for vaccination drive for covid - 19 - Support for infrastructure development of the institution -Support for Blood donation camp

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

- Soft skill training - Office assisted computer training - Online university portal training - Online Scholarship portal training - Use of Word, excel, power point in office training

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

- Construction of nre reading class rooms - Renovation of Computer Lab - New GYM for the students and teachers in the institution - Renovation of all class rooms of old building - Gardening and butification of campus - Online resources for teaching and learning - Online internal exam for all the students - Regular online classes even in covid - 19 situation

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	Yes

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
2019	16th Youth Festival of KSKV Kachchh University Hosted by Tolani Commerce College	13/09/2020	13/09/2020	13/09/2020	1200
2020	Two week FDP on Research Methodology	13/04/2020	13/04/2020	25/04/2020	30
2020	Workshop on Transformative Initiatives in Learning and Assessment in Higher Education	23/02/2020	23/02/2020	23/02/2020	78
2020	ELT SUMMIT 2020 Virtual international conference for the teachers of English Organized by	27/06/2020	27/06/2020	28/06/2020	230

International Society for Educational Leadership (ISE) In association with Tolani Commerce College

No file uploaded.

## 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
Guest lecture on Women Health and Hygiene	08/08/2019	08/08/2019	128	20
Guest lecture on Adolescent	14/08/2019	14/08/2019	197	35
Special lecture on Legal Literacy	10/12/2019	10/12/2019	125	85

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 lights are installed in all campus areas. Around 200 LED lights and eco friendly ceiling fans promoted by Gont. of Gujarat. Due to this renewable energy 50 percent power expenses reduced. - class room windows are replaced with opaque glass which allows more sun light into the class rooms. - Further the eco friendly campus which is surrounded by lush green trees and plants enables to reduce the temprature in the buildings so as to reduce the use of fans and in that way to lessen the electric power energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
------	--	--	------	----------	--------------------	------------------	--

	ntages	local community					
2019	1	1	01/08/2019	1	Dr. Chetan Vora's lecture on Cleanliness, Health and Hygiene	Hygiene	280
2019	1	1	07/08/2019	1	Swachhata Abhiyan at Galpadar Village	Swachhata	73
2020	1	1	06/01/2020	1	Pulse Polio Awareness Programme	Pulse Polio Awareness Programme	42
2020	1	1	26/01/2020	1	Serving food to the Children of Orphanage	Serving food to the Children of Orphanage	53
2020	1	1	25/01/2020	1	Traditional Day Celebration organized by NSS Volunteers for the college students	Traditional Day Celebration organized by NSS Volunteers for the college students	62

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students:	01/01/2019	Code of Conduct for Students: Students have to maintain strict discipline and good manners both inside and outside the campus to maintain the reputation of the college. No student shall be allowed to enter the campus without I -card. Students have to behave properly with the teaching as well as administrative staff.

		<p>Students have to maintain strict silence in the library. Students should not cause any damage to the college property. For any act of misconduct/ misbehaviour a student will have to face the Discipline Committee of the College and disciplinary action may involve warning and/ or fine, and/ or suspension from classes, from examination or even expulsion from the College. Ragging in any form in the college is strictly prohibited. Mobile phone must be kept switched off during the class hour. Any violation of this rule will invite penalty. Smoking / Chewing is strictly prohibited in the college campus. Strict action shall be taken against any student found using abusive substance or having Tobacco products etc. Loitering in the college during the college hours is strictly prohibited. In case of any evidence of malpractices during the college/university examinations invites punishment of expelling from appearing in the following examination and result will be kept withheld.</p>
<p>Code of Ethics for Publication</p>	<p>01/01/2019</p>	<p>In our age of Science, Commerce, Economics, Computer, IT Management which is marked with fast pace of research development, a group of intellectuals felt the need to have some platform, where young and budding managers and academicians could express their views and discuss the problems among their peers to</p>

catch up with the time. This journal has been introduced to give an opportunity for expressing refined and innovative ideas in this field. It is our humble endeavour to provide a springboard to the upcoming specialists and give a chance to know about the latest in the sphere of research and knowledge. We have taken a small step and we hope that with the active co-operation of like-minded scholars, we shall be able to serve the society with our humble efforts.

This journal was conceived with this noble intention in view. The Journal gives priority to intellectual, academic and ethical standards to its business needs. TCC's SAMIKSHA is a Bi-annual double-blind peer reviewed refereed International Journal - Included in EBSCO Database, USA and Connect Journals directories, which provide instant, worldwide and barrier-free access to the full-text of all published manuscripts to all interested readers in the best interests of the research community.

Code of Ethics for Students and Staffs - UGC Code Ethics Regulation 2010

01/01/2019

Normally, being a Grant in Aid College we are following the rules and regulations of UGC and government of Gujarat. Code of ethics is clearly stated in the service rules of government. All the employees are bound to follow the code of conducts and ethics. The government has also framed code of conduct for the students. They are supposed to follow all the rules and

regulations laid down by the UGC and the Gujarat Government. Our college IQAC committee observes that all the employees and the students should follow the code of conducts. Punishment for violation of rules is also given in the service rules. No major such incident has happened in the institution in the year 2019-20.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Covid Awareness Drive by students	03/07/2020	18/07/2020	32
Spiritual Discourses By Swami jis(Ramakrishna Mutt)	07/02/2020	Nil	255
Thalsemia Checkup and Parental Counselling	26/09/2019	28/09/2019	799
Debate /Elocutions on Social Issues like Women Empowerment. Save the Girl Child	20/01/2020	24/01/2020	285
Promoting values like Honesty, Discipline	19/02/2020	Nil	198
No file uploaded.			

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

The college has identified priority areas for making the campus eco-friendly. • Energy Conservation: 1. All the compact fluorescent lamps (CFLs), mercury and sodium vapor (250 watt 125 watt) street lights have been changed to energy efficient Light Emitting Diodes (LEDs) bulbs and tube sets (9,10,20,40 watts) in the campuses. 2. The faculty members, administrative staff and students are sensitized to use electric power judiciously. 3. Provisions of master switch to all the classrooms to enable to switch off all fans/lights at the end of class work have been made in the college building. 4. New buildings in the college have been constructed with more provision of natural lights and ventilation, enabling lower consumption of electrical energy in day time. 5. The institution ensures minimal use of stationary and adopts to apply soft copy processes. • Use of Renewable Energy: 1. Major initiative to make use of solar energy in place of electricity has already been taken by the IQAC committee of the college and the management has sanctioned the budget for installing solar power system at college building. 2. The process has already been finalized and a 8.00 KW Grid connected solar panel system will be installed soon. • • Rainwater Harvesting: 1. Rainwater harvesting systems is in operation in the buildings of the college. 2. Both roof water and storm waters are harvested for recharging



the groundwater. • Tree Plantation and Gardening: 1. The campuses are covered with a mix of old and young trees, ornamental shrubs and herbs. 2. Planting of trees is a regular feature of the college and every year sites are identified for plantation. Further, the college selects sites every year so as to make the entire campus green. Priority is given to the fast growing indigenous varieties for plantation that suits the natural landscape and ensuring carbon neutrality. Burning of fallen leaves is strictly prohibited instead recycling of organic matter (plant, leaves etc.) is done through decomposition pits, to be use as manure later. • Regular cleanliness drives: Regular cleanliness drives are undertaken by the NSS volunteers, NCC cadets besides the students and teachers of all the college. Also, various programs related to Swachh Bharat Abhiyan are organized in the campuses. • Waste Management: 1. Proper waste disposal measures are taken for all the college campus area. 2. With the help of Gandhidham Municipality, dustbins are placed at appropriate places. 3. Use of plastic bags is banned in the campuses. 4. E-waste is given to the proper vendors after necessarily required procedure. 5. Waste water is managed with the underground drainage system connected with local municipality drainage system.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Healthy practice - 1 Provision of scholarships for needy meritorious students: The institution provides all the financial assistance to the deserved categorized students as per the government's instructions. In addition to this, if any other student couldn't avail the government assistance as he does not fall under that category, the institution recognizes such needy meritorious students who do not receive any other financial assistance and arranges for their scholarships separately. The institution received special funding for this purpose and announced Geeta Israni Scholarships from the year 2019-20. The institution received a sum of Rs 64000 from the trust for this purpose. The institution announces the scheme and invites applications from those meritorious deserving students whose parental income do not exceed Rs 3 lacs and those who do not receive any other financial assistance of any kind. This proposal is open for both undergraduate and post graduate students. During the last academic year the institution has approved 14 genuine applications. All the applications were thoroughly scrutinized and all the genuine applicants wear awarded a scholarship of Rs 4000/-respectively. The consistent support from our Alumni also enables the institution to adopt such additional scholarship provision for the benefit of the students. The institution acknowledges and appreciates the philanthropic spirit and commendable attitude of the alumni and other sponsorers its support in this noble work.

Healthy Practice No: 2 Special Coaching for NET/SLET Examinations The institution always supports the students by encouraging them to pursue higher studies. As there is PG extension centre in our campus. The institution takes maximum care for providing best available opportunities to students for developing their personality. Considering the industrious and intelligence levels of students, the institution arranged special counselling for PG students and generated awareness about the increasing levels of competition and motivated the students by arranging a orientation session about NET/SLET examinations and announced special coaching for NET/SLET examination preparation. The institution has NET/SET qualified faculties in Commerce, Economics and English. The PG centre started this guidance and provided some practice for the students. As a result of this initiative by Commerce faculty , every year some of our students are getting benefitted with this . During the last two years six of our PG students could crack the exam successfully. The PG centre library has many books for this preparation purpose. The sincere and industrious students who aspire to become teachers at higher levels are enrolling for special programs and

workshops organized for this purpose. They are adding laurels to our institutional credit. Being a remote area, Kachchh did not have many options for receiving such guidance for NET/SLET exams at Adipur. The in-charge professor takes efforts to coordinate these special counseling sessions and makes use of all available faculty resources to the fullest extent. Besides providing this special coaching and enhancing the library resources, the institution also provides internet facility through which the students can access to many online resources.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://tcc.ac.in/images/affiliation/3/44117.2.1%20%E2%80%93%20Describe%20at%20least%20two%20institutional%20best%20practices.pdf>

### 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

Since its inception in 1973, the institution has been making its strenuous efforts to maintain its identity as the most demanded college by the aspirants. Though the entire admission process is centralized, it remained the first choice for many aspirants. The growing cut off percentage in both reserved and unreserved cadres confirms this. Being the institution with experienced qualified staff it has set a benchmark for ensuring transparency and efficiency in admission to administration. As per the vision, it consistently takes initiatives as per the changing demands of the society. Accordingly, considering the impact of global warming, it has taken some initiatives to maintain environmentally friendly campus. Though Kachchh region is a dry area where there is no guarantee of regular monsoon, our institution takes maximum care to preserve natural resources to a great extent. So, in order to save rain water, the institution has water harvesting system. The rain water is stored for future use. It also maintains greenery in the campus. There are many trees and beautiful flower plants in the entire campus. Eco friendly campus adds beauty to it. There is a gardener to look after the plants in the campus. We also have Green Audit provision. In the same way when we noticed the power efficiency of CFL bulbs, we replaced all the bulbs and tube lights with CFL bulbs. We also consider solar energy for our power requirements. This distinctive environmentally friendly campus is a special feature of our campus. In the same way we also generate this awareness in the minds of our students by involving them all in various 'Save the Environment Campaigning' programmed in and out side the campus. Our NSS volunteers and NCC cadets regularly participate in Tree Plantation programs and the surrounding villages. We also arrange special guest lectures by eminent speakers in this regard. Further in collaboration with NGOs and Corporates like IOC we organize many events on Energy Preservation, Save Fuel, Save Earth, Slogan writing, Quiz and essay writing competition etc. We also have Environmental Science as one of our foundation courses. Thus, the institution, from the very beginning attempts to upgrade its quality in all aspects from academics to environment. As per the growing number of students, it has added two new blocks in the campus during these forty-eight years of service. It has added PG in Commerce discipline, Professional coaching for ACA/ICWA /CS, NCC and NAVY for both girls and boys for the benefit of the students. Considering the significance of communicative efficiency and technical skills, it has added SCOPE, Finishing School and TALLY for the under graduate students. In addition to this it also provides career guidance for aspiring lecturers for those post graduate students. Developing infrastructural abilities as per the growing number of students is also a matter of concern for the institution. So, maintaining this progressive attitude in spite of having many challenges is a distinctive feature of our

institution.

Provide the weblink of the institution

<https://tcc.ac.in/>

### 8.Future Plans of Actions for Next Academic Year

Our institution with its long- and short-term goals plans its activities every year. As per the recommendations of the first, second and third NAAC Peer Team's recommendations it adopts various new procedures to improve the quality aspects in all criteria. It identifies its strengths and weaknesses through feedback from various stakeholders keeping in mind the suggestions it includes various programs in the proposed list of activities every year. Accordingly, it prepares a tentative calendar for the forth coming year. Even during this CORONA pandemic, it carried all its plans. First as per the changing mode, it has provided technical assistance to faculties through MS Teams as per the Gujarat Government's directions. The entire campus is under renovation. The IQAC and the RUSA committee planned the entire process of monitoring the Construction of the proposed new building and up gradation of the existing infrastructural abilities. Considering the significance of physical health, a new Gymnasium is proposed to be commenced during the year 2021.22. In the same way considering the societal demand for PG intake, a separate new self-finance PG center is under plan of implementation The institutional management also proposes to increase ( )the number of computers in the computer lab for the benefit of students. The Institution also plans to organize an international conference in the coming year. The institution keeping in mind the NPE , plans to organize separate orientation sessions for both staff and students in the next academic year. In the same. In accordance with the new NEP guidelines proposes to launch new short term certificate courses like GST with Tally for the benefits of students. As per the SKILL INDIA project, it undertakes to encourage entrepreneurial skills among youngsters, by encouraging the students to participate in SSIP (Start Up) initiative programs. Special counseling guidance program is proposed in the coming academic year. As the institution consistently attempts to upgrade its ICT facilities, it proposes to include projector in the remaining.8classrooms. As per the NAAC's recommendations it continuously attempts to boost research aptitude among the faculties. So, in order to motivate the young faculties towards research it has proved a motivational incentive for the research publication in any SCOPUS/UGC listed care journals. This research incentive proposal is under final process of implementation in the forthcoming academic year. In addition to this, it proposes to inaugurate the new library building in the next academic year. Considering the scenario of CORONA Pandemic planning strategies for the blended learning is another plan of consideration in the coming days. Thus, the institution proposes to launch Self Finance programs in the UG and PG segments. The institution regularly plans to upgrade its infrastructure, Teacher Efficiency Research Output and administrative efficiency by proper planning, implementing it properly. It plans various activities for the students to impart value education besides academics.