

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

TOLANI COMMERCE COLLEGE

TOLANI COMMERCE COLLEGE NR. POST OFFICE, P. BOX NO. 27,

370205

www.tcc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Tolani Commerce College is conceived as one of the best and unique institution imparting quality education in the field of commerce since last four and half decades. The college which was established by a great visionary and philanthropist Late Kaka Pribhdas Tolani in 1973, with an objective to provide the best possible quality education to all the aspiring youth without any sort of discrimination, it facilitates higher level of education by offering B.Com degree. With an aim to impart quality education in the quake and drought prone Kachchh region, the institutional management established this college for training the youth towards academic excellence in commerce trade and industry. It has continuously made its efforts to ensure the quality enhancement by focusing on all relevant benchmarking aspects. It has added many value based activities as a part of the curriculum and upgraded the infrastructural facilities. Considering the demands of the society, it has added PG section to offer M.Com programmes in its campus in the year 1988. Further, keeping in mind the port hub area of Kachchh region, it has also introduced UGC sponsored certificate and diploma courses in Foreign Trade. It has been affiliated to the KSKV Kachchh University, Bhuj. It has been recognized by UGC under 2f and 12b in the year 1976. The institution has been awarded NAAC B Grade with 2.80 CGPA in its second cycle of accreditation in 2013. It has been maintaining its record with maximum enrollment of students in the entire Gujarat state.

Vision

VISION: We envision the total transformation of this Drought prone area Kachchh through promotion of Trade, Industry and Business by way of imparting education in the field of Commerce.

Mission

MISSION : We dedicate ourselves to the mission of training young; adults for academic excellence, development of skills and character formation based on co-education system related to commerce learning; with a view to upgrade their lifestyles.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:

- Brand image as one of the best colleges in Gujarat
- Quality ensured teaching, learning and evaluation at UG and PG
- Promising students with outstanding performances in academics, co curricular extra and extracurricular activities

- Eminent rich registered alumni association with personal and emotional bonding with the institution supporting overall development of the institution
- MoUs with national and internationally reputed institutions
- Reaccredited with 2.80 by NAAC in 2013 from 2.27 in 2008
- 100% transparency in institutional transactions
- Recognized PhD supervisors in the campus in English, Economics, Commerce and Accountancy
- Proactive, supportive and progressive management
- Excellent relationships with all stakeholders
- Maximum enrollment of students
- Committed and experienced faculty and efficient supportive staff
- ICT enabled classrooms
- Rich library sources with internet facility for the students
- Student and staff welfare schemes
- Flexible options for pursuing higher studies
- Digitalized process of admission
- Online declaration of results and notices through TENO mobile application
- Provision for study centre for professional courses like CA/ICWA/CS coaching
- Faculty involvement in research development activities through MRP
- Publication of UGC approved peer reviewed multidisciplinary, international SAMIKSHA Journal with impact factor 4.27 since last five years
- Good number of faculty participation in Seminars and conferences
- WiFi services, library, and computer lab.
- Eco friendly campus
- Successful conduction of one international workshop, two national seminars and one national conference in last five years
- CCTV camera surveillance throughout the campus

Institutional Weakness

Weaknesses

- Inadequate full time staff as a result of recruitment policies of Government.
- Lack of scope for generating revenue through Consultancy
- High student-computer ratio
- In ability to enroll optimal number of students in each class due to govt. policy
- Discouraging student and teacher ratio
- University obligation and restrictions for autonomy
- Inadequate grants from the Gujarat government
- Heterogeneous classes
- Limitations in offering subjects to students

Institutional Opportunity

- Strengthening Research activities
- Can attain CPE in future
- Generating revenue sources through Self Financed courses in M.Com, B.Com

- Can become a private university in future
- Provision for introduction of new courses in the campus
- Establishing Skill Enhancement Resource centre

- Launching Competitive examination coaching centre

- Enhancing Placement opportunities
- To encourage research among UG and PG students and the faculty
- To initiate the process of getting approval from UGC (WRO) for Major Research Projects
- To develop more linkages with industries for skill India and start up
- To train our students in language skills, soft skills and entrepreneurial skills

Institutional Challenge

- Maintaining its brand image in this competitive scenario
- Ensuring campus placement for all
- Ensuring 100% Technology enabled Teaching
- Improving computer student ratio
- High number of enrollment
- Adding relevant subjects and courses as per the CBCS pattern
- Tackling individual differences in the classroom
- Faculty Recruitment
- Motivating students to take additional skill development courses along with their regular courses
- Extending better facilities for extra-curricular activities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is delivered through proper academic planning at the institutional level. Being members of the Board of Studies, some of the faculty members contribute to their subjects. There is considerable representation of our faculties in Board of Studies in almost all the subjects. The institution follows CBCS system at both UG and PG levels. There are total seven papers which include five compulsory papers, one elective paper and one subsidiary paper. There are foundation courses in the first four semesters. The institution offers value oriented functional knowledge based Foundation Course subjects like Environmental Studies and SCOPE (Language Proficiency Test) in the first two semesters. It offers Skill oriented Foundation Course subject E-Taxation at the 3rd and 4th semesters.

Though the college does not have the autonomy to design its curriculum for all the courses, it makes use of every available opportunity to support the curriculum by adding relevant courses within its' capacity. It regularly collects online feed- back of its course content. Semester wise feed-back is collected from the students on teaching learning and their feedback is conveyed to the concerned faculty so that he can improve and contribute to the entire process in a better manner. The institution believes in student centered. In addition to this classroom teaching, group discussions experimental learning, remedial classes and other extensive activity like field trip, visit to an industry are organized. Feedback on curriculum is obtained from various stakeholders. It is analyzed and necessary changes are made as per the requirement.

Teaching-learning and Evaluation

The institution continuously evolves innovative methods of Teaching- Learning and Evaluation. In spite of full time faculty crisis, the institution takes utmost care to facilitate the smooth running of teaching sessions from the very beginning. The work load is calculated and accordingly temporary teaching staff members are invited from the very beginning. It follows CBCS system and accordingly 70% of the weightage is given to external University Examination and assessment and the remaining 30 % weightage is given to internal assessment. The internal assessment comprises of a number of components which may include class tests, assignments and internal mid semester examinations. Out of these 30 % marks, five marks are allotted to class attendance and another five marks are assigned to assignments. The remaining 20% weightage is given to Mid Semester Examination marks .The institution maintains daily attendance record sheet with the signature of the students and 5 marks are allotted on the basis of their attendance in the class. There is provision of reassessment even for the internal examinations. It is interesting to mention that some of the faculty members initiated with paperless concept of teaching. The feedback of the students is collected online through Google forms. Eleven of the classrooms have ICT enabled teaching equipments. CCTV camera surveillance ensures perfect monitoring during the conduction of examinations. The entire process of examination is well structured. The grievances are addressed by examination committee. The institution focuses on all the components of teaching learning and evaluation for ensuring quality of education.

Research, Innovations and Extension

The institution encourages research activities among its faculty and students in various ways through IQAC initiatives. It allows faculty members to participate in various research methodology workshops by sanctioning them duty leave. Further the IQAC submits its seminar / conference organizing proposals every year. It has organized one workshop and three seminars/ conferences during the last five years. It has launched publication of UGC approved Journal TCC's SAMIKSHA and is also listed in EBESCO and has an impact factor of 4.27. The institution has provision for free registration for its faculty for participating in the college hosted two national conferences and one seminar and workshop. Because of this two faculty members have completed the MRP and submitted their reports to the UGC. Further three more faculty members submitted their proposals and got them sanctioned. Four of the faculty members from English, Commerce Economics and Accountancy departments have got recognition as Ph.D. guides to supervise research work. Our faculty contributed 64 articles to various UGC approved ISSN journals including TCC's Samiksha, during the last five years. The faculties have also contributed to the publication of books and chapters in these five years. In order to support research activities, the faculty members are provided with the privilege of online access to Nlist. The college library has got quite a good number of books on research maintained through SOUL. .The institution has WiFi access provision in the staffroom and the library. The IQAC makes its efforts to enhance research activities in the campus.

Infrastructure and Learning Resources

All the class rooms are well equipped and properly ventilated with all necessary furniture and equipments. There are ICT enabled class rooms with projector facility in college. The entire campus has CCTV surveillance. It has well equipped air conditioned seminar hall with a seating capacity of 300 for organizing various events. The college library has got rich collection of books, national and international journals and magazines to fulfill the academic needs. All the required supporting facilities as separate hostel provision for

boys and girls, play ground are well maintained. The college has beautiful green campus with all the necessary facilities including vehicle parking and canteen facilities. There are two common rooms for boys and girls. All the class rooms are installed with white boards and have got PAS connectivity. The students have got internet access in the library hall and the laboratories. There is online access to various journals through N-List network. All the administrative offices of the college are computerized. There are 20 internet connections in the campus with the 100 MBPS band width. It has the capacity to conduct Cambridge SCOPE online examinations. There is alternative power supply provision with DG generator. The college is appreciated for its beauty and cleanliness of its campus which is maintained by industrial vacuum cleaner. All the electric lights are LED lights in the institution. It has ISO certification. Throughout these five years, the IQAC, as per the peer team recommendations attempted to strengthen its infrastructural abilities to facilitate teaching and learning.

Student Support and Progression

The institution encourages students' participation in various extra co curricular activities in addition to the academics. Students are motivated to imbibe social responsibility through various extensive activities. The NSS, NCC and CWDC wings regularly conducts social drives to bring awareness. It organizes lectures by eminent speakers on intellectual, spiritual, academic, health and safety related issues. It involves the students in various social upliftment activities like blood donation, campus cleaning, cleanliness drive, digital India Drive, Thelsemia checkup, Save the Girl Child Campaign, Cashless Transaction Workshops, Orphanage visits, Voter Campaign, Signature Rally, Anticorruption Drive etc. etc. These activities lead to the creation of students' awareness on social drive. As a result of this participation, they enhance their communication skills and become socially sensitive human beings. The institution offers financial assistance to the economically backward students as per the Government norms. It offers Scholarships to the needy and meritorious students for pursuing Post Graduate Degree. It also honours those students who have brought laurels to the institution by participating and representing the institution in various sports and games and other activities every year. The placement cell provides career counseling sessions and special guest lecturers for the students. Career guidance cell creates awareness on career opportunities. It also organizes guest lectures for the benefit of the students. There is grievance redressal cell to address the grievances of the students. The Alumni Association, registered in 2016-17 participates actively in conducting various events and extended commendable support for constructing 4th Wing in the campus.

Governance, Leadership and Management

The institutional management makes it strenuous efforts to fulfill the objective of its establishment. It regularly strives to bring excellence in every aspect of it. It recruits eligible and competent staff as per the UGC norms. The management maintains good rapport with the staff members, and graces all the programmes, events organized in the campus. It obtains the self appraisal reports and API scores from the staff. There is a healthy practice of celebrating the Teachers' Day by organizing an inspirational guest lecture by a prominent personality for all the GCB managed institutions and staff members. It honours all those teachers who upgrade their qualifications by pursuing doctorate degrees and those who have brought laurels to the institutional credits by winning some awards and regards. It collects feedback from all the stakeholders on teaching, curriculum and services provided etc. The institution adopts decentralization and participative management in decision making. All the head of the departments, committee members, participate decision making. The institution also has some welfare measures for both teaching and non-teaching staff. All the teaching members have a

provision of attending seminars and conferences by availing duty leave. The college also bears the TA expenses for attending two seminars. It also allows free registration for the seminars and conferences hosted by the college. It has both internal and external audits. It mobilizes the resources from the alumni and philanthropists of the society. The IQAC is actively involved in monitoring academic and administrative quality aspects of all criterions.

Institutional Values and Best Practices

The institution believes in imparting quality education which ensures holistic development. In addition to academic excellence, it inculcates values in the minds of the youth. Considering the global environmental issues it offers environmental studies as a foundation course at the first semester. It also promotes the ideas of energy preservation and eco friendly environment in the campus. So, the entire campus is filled with beautiful plants and trees with a well maintained garden. It has got a ramp and differently abled friendly fresh rooms and separate rest rooms for both boys and girls. The NCC cadets actively participate in the flag hoisting ceremony with a patriotic spirit. Special workshops and guest lectures on women empowerment, legal literacy etc is organized for the girl students by CWDC wing. The anti ragging committee ensures 100% discipline in the campus. It has maintained large number of trees in the campus and the prevailing green environment helps to reduce the environmental pollution. The whole campus is equipped with LED lights to save energy. The institution adopts many best practices for the welfare of staff and students. The management organizes staff dinner once a year at their residence. Besides providing hostel facilities to the students from distant rural places, it also runs offers them competitive exam preparation guidance after college hours and in the evening. By involving students in various non academic activities, it generates self awareness in their minds and converts them as representatives to spread the message of the change.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	TOLANI COMMERCE COLLEGE
Address	Tolani Commerce College Nr. Post Office, P. Box No. 27,
City	Adipur
State	Gujarat
Pin	370205
Website	www.tcc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Manish K. Pandya	02836-260623	9426999192	02836-263429	tcctolani@gmail.com
Associate Professor	A. V. Bharathi	02836-235462	9427251818	60623-2836260623	av.bharathi@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	Sindhi Linguistic minority
Any Other	

Establishment Details				
Date of establishment of the college	15-06-1973			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Gujarat	Krantiguru Shyamji Krishna Verma Kachchh University	View Document		
Details of UGC recognition				
Under Section	Date			
2f of UGC	26-04-1976			
12B of UGC	26-04-1976			
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Knowledge Consortium of Gujarat Ahmadabad
Date of recognition	15-06-2012

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Tolani Commerce College Nr. Post Office, P. Box No. 27,	Semi-urban	1.9	2740.32

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BVoc,B Voc	36	HSC	English + Hindi	50	19
UG	BCom,Bcom	36	HSC	English + Hindi	2457	2457
PG	MCom,Mcom	24	BCOM	English + Hindi	175	157

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				12				9			
Recruited	1	0	0	1	12	0	0	12	3	0	0	3
Yet to Recruit	0				0				6			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	6	0	0	6
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	11	1	0	12
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	2	0	4
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	1	0	0	0	0	0	0	0	0	1
Ph.D.	0	0	0	2	2	0	1	0	0	5
M.Phil.	0	0	0	2	1	0	1	0	0	4
PG	0	0	0	5	0	0	1	0	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		7	10	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	51	0	0	0	51
	Female	26	0	0	0	26
	Others	0	0	0	0	0
UG	Male	1260	2	0	0	1262
	Female	1214	0	0	0	1214
	Others	0	0	0	0	0
PG	Male	58	0	0	0	58
	Female	99	0	0	0	99
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	177	225	240	225
	Female	65	72	92	116
	Others	0	0	0	0
ST	Male	15	16	12	15
	Female	12	12	11	8
	Others	0	0	0	0
OBC	Male	477	579	597	584
	Female	253	289	341	431
	Others	0	0	0	0
General	Male	678	558	514	496
	Female	921	901	867	785
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2598	2652	2674	2660

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 4

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 1

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2660	2674	2652	2598	2555

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1379	1310	1300	1273	1252

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
764	806	793	763	714

Total number of outgoing / final year students

Response : 764

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
34	28	28	22	20

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	17	17	17	17

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	21	21	21	21

Total experience of full-time teachers**Response : 1980****Number of teachers recognized as guides during the last five years****Response : 4****Number of full time teachers worked in the institution during the last 5 years****Response : 17****3.4 Institution****Total number of classrooms and seminar halls****Response : 17****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
50.90	128.66	149.52	38.98	30.15

Number of computers

Response : 80

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.12552

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.0133

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The institution effectively implements the curriculum as per the university guidelines with an objective to impart quality education. The institution operates UG and PG levels of courses in commerce discipline. The faculty members strive to maintain excellence by adopting various innovative techniques in implementing the curriculum effectively. Every year, the university prepares an academic calendar which specifies the schedule of each and every term. As per the schedule decided by the university, the college opening day and term closing day of each semester will be decided. Keeping in mind, the university academic calendar, the college prepares its internal academic schedule for ensuring the smooth process of teaching, learning and evaluation. Accordingly, the portfolios are allotted to various committees and the time table committee prepares consolidated time table in consultation with the departmental heads. Each department calculates its work load and finalizes the units and subjects to be taught during each semester. Each faculty member plans his/her teaching strategy keeping in mind the number of hours allotted for the subject. The faculties maintain daily class room attendance records of the students. In case of necessity, the faculty conducts extra sessions for completing the syllabus. The examination committee, keeping in mind the schedule of the university examinations, plans the mid semester exams during each semester. The institution finalizes the schedule for submitting the assignments in each semester. The mid semester results and internal weightage marks (10 marks) are declared through online mode. In addition to this mid semester tests, class room tests and group discussions are conducted. In addition to this academic task, the institution regularly conducts various co-curricular and extra curricular activities for students. The institution facilitates ICT enabled teaching in the campus. The college library regularly upgrades its academic resources. In addition to this, the NSS, NCC and CWDC members regularly participate in various social upliftment activities in and outside the campus. By encouraging the students to participate in such various activities, social awareness campaigns and competitions are conducted regularly to ensure the holistic development of the students. Further, in order to enhance the skills which are highly demanded by the job markets, the institution engages students in competitions and public speaking activities. Special guest lectures on various academic, intellectual, spiritual topics and various health awareness programmes and social awareness campaigns are added to strengthen the regular curriculum. Some of the value added programmes include, blood donation, orphanage visit, tree plantation, campus cleaning drive, Thelsemia awareness, de-addiction, save the girl child, save the environment, road safety and safe driving, self defense etc. Further, in order to support the advanced learners, it organizes special guest lectures on various academic topics.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Minutes of relevant Academic Council/BOS meetings	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 38.09

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	6	7	7

File Description	Document
Any additional information	View Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years**Response:** 25

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 2.41

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
70	70	67	67	43

File Description	Document
Any additional information	View Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The KSKV Kachchh university regularly upgrades its curriculum as per the changing needs of the society to integrate the cross cutting issues relevant to gender, environment and sustainability, human values, and professional ethics into the curriculum. The faculty members, being part of it, play a vital role in influencing the curriculum framing to address the societal needs. To supplement, to the university provided curriculum, the institution attempts to enrich the students about the cross cutting issues such as gender, climate change, environmental education, legal literacy awareness, significance of technology etc. In order to teach them values on environmental issues, the institution has offered 'Environmental Studies' as a foundation course at sem-1.

Skill enhancement has been given due weightage in the sem-2 through SCOPE examination. E-taxation and Tally are offered as foundation courses at the third and fourth semesters of their graduation. The CWDC conducts periodical meetings with the girl students to sensitize them about the issues related with gender discriminations. It regularly organizes special lectures to sensitize girls about their rights and responsibilities. Various debates, Elocution, Poster making and other fine arts competitions are conducted on various social related themes. The CWDC members participate in various genders related discussions. Right to Vote campaign and signature rallies is conducted in the campus. The CWDC organizes relevant programmes related to women and their issues. Further, it organizes special lectures, training programmes, self-defence workshops, legal literacy lectures and signature rallies etc. to campaign women empowerment, save the girl child, and prevention of early marriage etc. CWDC organizes guest lectures with the help of medical professionals for the benefit of the girls on various gynaecological issues. Even special shows are arranged for taking the girls to influential films like Dangal.

The institution is located in the remote Kachchh District which is known for drought hit and quake prone area. So, the Kachchh realizes the value of every drop of water and saves the rain water strategically for future use. Our college has rainwater harvesting structure for the newly constructed 4th wing building. The rainwater is accumulated and deposited for reuse. The water collected is directed to a deep pit of bore well and it can be used later. Even the ground water is directed towards the plants. R.O. water is provided for the drinking purposes and waste water is used for gardening and cleaning purpose.

The NSS unit regularly organizes campus cleaning and tree plantation programmes in and outside the campus. It also organizes various awareness programmes on Aids, Pulse Polio, Drug Addiction etc. In addition to the Republic Day and the Independence Day, Yoga Day, Teachers' Day, NCC day, Swami Vivekananda Birth Anniversary day, Gandhidham Foundation Day, Kaka Tolani Birth and death anniversaries, Gandhi Jayanti and Martyr's Day are observed to inculcate values in the minds of the

youth.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document
List of students enrolled	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.08

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	1	2	2

File Description

Document

Institutional data in prescribed format

[View Document](#)

List of students (other states and countries)

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 97.33

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2660	2674	2652	2598	2555

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2750	2725	2675	2675	2675

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 88.02

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1379	1293	1193	999	891

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

As per the policy of the Government, the institution reserves seats to the students from diverse background. The institution follows continuous evaluation system in its campus. It gives all the information regarding admission through broucher and the well updated institutional website. Once the results of higher Secondary boards are announced, the college through university starts admission process as the whole process of admission is an online process. The students get admitted purely on merit. They are given orientation on the subjects they have selected. Once a student is admitted in the college, he will undergo continuous process of evaluation till he completes his graduation. Intensive coaching and remedial coaching are provided on a need based basis to the students to bridge the knowledge gap. Depending upon the level of their efficiency, the students will have an opportunity to pursue certificate, diploma, CA, CS, ICWA coaching along with a Bachelors degree. For the sake of slow learners, remedial classes are conducted separately. At the same time the teachers of the institute identifies such students during their active class room teaching and a special help and guidance is provided by the teachers in the class room. Further, such students can avail the facility of book bank in the college library to cope up with the syllabus. Students who need some special books from the library can take the book on the name of the teacher with his/her consult inspite of their regular issuance of two books on their library card.

Advanced learners will have additional exposure to their subject. The library facilitates their academic resource needs. Extra books and journals were issued to the advanced learners on the recommendation of the concerned faculty. There is also special provision for coaching to competitive placement examinations. Academic toppers and university rankers are felicitated by the university as well as institution. Our president personally felicitates the students who brings good name and fame to the entire campus and gives financial assistance to such students by giving cash prize. The inter college library facility helps the students and teachers to refer to the books and journals of the sister concern institute library. Six computers with internet are installed in the library for the students to access the data online. Students can avail this facility till the office timings of the institute. N-list is a good source of e-resources for the students. Many of our students are fellow teachers in the institutions of higher learning.

In order to support the slow learners in such heterogeneous classes, the faculty uses simple language to explain the subject content in the class room. In case of any doubt, the faculty members clarify the doubt and support the learning process. All the faculty members motivate the students to participate in various activities to develop their personality.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 94.78

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.08

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institution adopts various methods of teaching to improve the learning outcome of students. While designing the teaching plans, the faculty members keep in mind the heterogeneous nature of the class. Considering their diversified backgrounds, individual, attitudinal and intellectual differences and their linguistic abilities the faculty chooses such a common methodology which suits to such diversified needs. In the very beginning of the session, they are oriented towards the CBCS system through broucher in their process of teaching, learning and evaluation.

Active learning outcome is achieved by involving more students in classroom interaction. Students interested in teaching are given certain topics to teach in class as part of assignment and efforts are made to encourage them to use library resources. As a part of syllabus of subject Basic Discipline of Management, faculty members assign case to students to make them solve it and at the end of case-study a general discussion is done. Faculties develop learning attitude among students by using audio-visual aids. The students also take active part with faculties in organizing various extra, co-curricular activities.

- Students centered teaching method is used in by all faculty members in the college. Professional guidance, ethical attitude and effective communication skill training is provided to the students in their regular class room teaching sessions.
- Team work skills are developed by their involvement in student's association activities covering symposium, seminar, and paper presentation. Guest lectures are also arranged to be delivered not only by academic experts but also by experts from industry.
- Teaching through ICT is adopted in various classrooms.
- Classroom seminars and students participations are encouraged to develop their academic and social skills.
- Subject wise feedback is collected from students in order to match the level of teaching to the level of understanding of the students.
- Student Profile is maintained for each student, which contains the personal details such as passport size photograph, address, phone numbers, E-mail id, family background etc., and academic details such as, marks obtained in University Examinations in all subjects, list of arrears if any, month and year of clearance of arrear subjects, semester wise mark percentage, etc.
- Marks of Unit Tests, Mid semester Examinations, and Term End examination Results are sent to the respective parents by mobile application TENO.
- As per the necessity, the meeting with the parents of the poor performing students is arranged in the college to discuss the academic performance for ensuring the welfare of the students.
- Sometimes students are taken to Industrial Visits. Through these visits they learn to apply their theoretical knowledge in the practical situations.
- Students of our college participate in various competitions and inculcate self management and leadership skills.
- PG students are shared materials by whatsapp group and they are given research papers on their choice as a part of assignments.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 37.04

2.3.2.1 Number of teachers using ICT

Response: 10

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 159.94

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution believes that ICT facilitates teaching. So as per the demand, the college has ICT enabled class rooms to support the learning environment. Some e-learning resources are available in the library for the students. The faculty members use group discussion as a technique in their classroom discussions. Some of the faculty members adopt paperless teaching by using e-mail technique in the classroom. Notes are made available to students in case the reference books are not available or books are expensive. The institution has white-boards in all the classrooms. It also conducts life-skill, stress-management and yoga programmes etc. to engage students when the concerned faculty is on leave. Instead of sending them out from the classrooms, they attend specially arranged lectures. Students are encouraged to participate in seminars conducted by college as well as by other colleges. Under 'Saptadhara' event students develop their critical thinking and creative abilities. The institution motivates students to attend courses on spirituality and value education at Shri Ramkrishna Seva Kendra, Adipur which is also managed by Gandhidham Collegiate Board. It organizes educational and industrial tour to bring awareness among the youth regarding entrepreneurial skills and to provide them some practical training. The students participate in online feedback mechanism and in that way enhance their soft skills. On the eve of teachers's day it is the tradition of the college to assign the duty of the teacher to the students so that they develop confidence and presentation skills. The institution believes in ensuring holistic development and for achieving this goal it involves our student volunteers in organizing various events in the campus. So through this they learn to enhance their functional knowledge and organizational and managerial skills. Our students participate in various extension activities through NSS, NCC (Army and Navy) CWDC and sports and spread the message of social awareness on various issues like global Warming, corruption, save the girl child, cashless transaction economy etc. in and outside the campus. They teach adults in remote villages and spread the value of computer literacy in today's digital world. The institute sends all the notices, programs, assignments and their collection schedule details through TENO mobile application. This innovation saves the time and energy of the students as well as they like it as the mobile is now a days used

as an equipment to learn and have fun. Somobile learning takes place in our institution through this communicatve innovation. The govt. of gujarat initiated with the provision of offering mobile tablets at subsidised rate for all the college students. 97% of the students have availed this benefit and owned their tablets. Some of the needy students voluntarily extend their services as part time service providers and hence our institution also offers "Earn while you Learn" facility for them. It provides them an opportunity to continue their studies without break due to financial constrains. The institution provides very good platform to develop their soft skills, life skills and above all communication skills. .

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 34.56

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	6	6	5

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 73.33

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 3.53

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	2	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

Our institution which aims to impart quality education plans for creating effective teaching and learning environment in and outside the classrooms. It follows continuous evaluation approach. The external examination has got 70% weightage and institution has got the remaining 30% weightage as internal

weightage of marks. The external evaluation procedures is transparent and strictly adherence to the university rules and regulation. The university has a provision to give a copy of the answer book on demand. There is a provision of second and third assessment in case of necessity. As a part of the internal evaluation, the institution follows full transparency in maintaining the quality of evaluation at various phases from the conduction of examination to the declaration of results. Even at the college level there is provision for rechecking as per the student's application. In case of any discrepancy the examination committee takes its final decision to settle the matter by showing the answer book to the concerned student.

The internal evaluation is based on classroom attendance, assignment and mid semester examinations. 5 marks are allotted for classroom attendance. Another five marks are assigned to assignments. All the students of the institution are informed about the process of internal and external examination and evaluation system. The institution has adopted various innovative methods which help to enhance the learning outcomes of our students. In order to support the ICT enabled teaching, LCD projectors, Laptops are used to create better learning environment. The class room sessions consists of the participatory interaction between the teachers and the students. The institution declares examination schedule before one month from the date of exam. It also conveys course to be covered by means of e-notice through TENO app.

Students are informed about updates through messages using Teno App. Examination forms; study materials, teacher feedback and all results etc. are available to students online. OMR Mode for evaluating MCQ responses is in operation in foundation subjects in internal examination at Semester 1&2 and Semester 3&4 levels. For these foundation courses four different sets are prepared and alternative sets are distributed to students in different sequences. The institution maintains complete record of the students' attendance and assignments and assigns marks according to the percentage of their attendance. The institution maintains strict monitoring and engages all the staff members in examination conduction work. It ensures timely declaration of the results on our website. The CCTV camera surveillance ensures standards in monitoring the conduction of examination. Students are strictly warned not to bring mobile phone into the examination hall. If any student caught red handed with some written material, he/she will be liable for the punishment. The college has a tradition to assign zero marks to those students who were found guilty of doing malpractices during the examination in the concerned subjects. As a result of such strict monitoring the institution records minimal copy case instances. All the institutional results are declared through online mode. Grievances are addressed promptly by the authorities. Thus the institution continuously makes necessary progressive reforms

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

After finalizing the admission, the institution conducts orientation session for all the newly admitted students and informs them about the method of both internal and external evaluations. To ensure proper evaluation, well planned examination strategy system is adopted by the college. The internal evaluation includes three aspects i.e. mid semester examinations, assignments and class room attendance.

Internal Tests: As per the university directions mid semester examinations are conducted for every semester for 40 marks. The students are notified about the examination schedule at least one month in advance. Generally mid semester tests are conducted either in the month of October and November for 1st, 3rd and 5th semester students. The 2nd, 4th and 6th semester students will appear for mid semester examinations in the month of February/March. Accordingly, majority of the syllabus portion is covered before the conduction of these examinations. Constant guidance is provided to the students regarding the examination preparation.

- : Teachers give one home assignment in each semester from the prescribed course content. As per the university circular five marks are assigned to each assignment. The college fixes assignment collection schedule for a week after the completion of the examinations before completion of the term. Each student remains present in the class room to submit on the due date without fail. Some of the faculty members discuss the assignment performance in the class whereas some evaluates it paper wise and shows the results to the students.

Question Papers: Faculty members prepare two question paper sets for mid semester and re-test separately. Retest is conducted for those students who remain absent in the mid semester examination due to some genuine reasons.

Senior Supervision: The examination committee takes up the entire responsibility of conducting the examinations peacefully. CCTV cameras are installed in all the class rooms to ensure malpractices free examinations. The CCTV surveillance helps to have proper control and supervision of the internal as well as university final examinations.

Declaration of Results: Assessment of answer books is done by the concerned faculty member in given time-frame. Assignments are assigned and collected as per pre-decided time schedule. Students are required to sign attendance sheet given to them in every lecture which is randomly verified to avoid proxy attendance. Internal exam weightage has been given for 30% marks. So, on the basis of these three criteria i.e., mid semester test (20 marks), Assignments (5 marks) and attendance (5). Subject teacher assesses each student and prepare mark sheet. There is a provision of rechecking and reassessment of the answer books if the students are not satisfied with the particular subject/s. They are given facility to see their answer books if they want to see.

By adopting all these measures the institution attempts to maintain transparency in the internal evaluation system in the campus.

File Description	Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The institution has transparent mechanism to address the examination grievances. The examination

committee deals with all the grievances related to internal examinations conducted by the college. If any student raises grievance with relation to internal marks, class room attendance and assignment submission or getting privilege marks of two for his participation in extracurricular activities. The results are declared online on our website and through TENO mobile app. The students have the chance to see and compare the whole result sheet at home or at the place of their like as the results are online on their mobile. On declaration of the results, students will have to submit their grievances in the written form within three days. After lapse of the prescribed date, all such grievances are taken into consideration. The committee arranges all those grievances as per their semester in a proper sequence and handover the list to the concerned subject faculty for verification. Both the internal marks and assignment marks grievances are looked into and if there is mistake from the examiners' side, it is modified and notified to the student immediately. After finalizing the grievances, the internal assessment marks are uploaded to the university. In case of any mal practices, zero marks are assigned in that concerned subject to that candidate.

Thus, the institution strictly follows discipline during the conduct of examinations. It will not allow late comers to appear for exams. Issues are resolved by the Principal and Examination Committee in good faith of student. Any case of Unfair Means if occurs, it is solved as per guidelines of University and Standard Operating Protocols. Faculty member reassess the case, shows answer book on student's request and take needed action. There is provision to change marks if any mistakes in mark sheet/result but only if students apply in given time period.

University Examinations:

- The University has well established grievance redressal system to deal with all the examination related grievances. It includes revaluation, re-totaling of marks in the answer books etc.
- It also settles the name correction and data entry mistakes.
- It ensures timely declaration of results
- Candidates can submit their grievances within 15 days on declaration of the results.
- All such grievances are addressed by arranging revaluation of answer scripts by senior faculty members.
- All those who were caught red handed for involving in mal practices, are required to appear before the redressal cell. Considering the volume of their act, the cell decides the quantum of punishment only after verification of the facts and objections raised by the concerned students.
- The university also arranges flying squads to ensure smooth conduction of the examinations.
- CCTV surveillance and Strict but helpful supervision helps in transparent conduction of Examination.
- The ratio of malpractice is very low in comparison to the strength of the students in the institute.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Institution prepares academic calendar keeping in mind the University Academic Calendar well before

the commencement of the teaching sessions in the new academic year. The institution declares this academic calendar well in advance through its brochure and website every year at the time of admission. At the same time it clarifies the CBCS system to the students by adding the whole draft of CBCS of Govt. of Gujarat in the admission brochure. The brochure provides the students information about the course, topics, co-curricular and extra-curricular activities, an introduction of all the staff members with photograph and their concern subjects etc. An academic calendar is a mirror of well planned activities and students of our institute also try to adhere to it strictly. A glimpse of the first year syllabus is included in the brochure though it is available on the university website as many students find it difficult to see and understand proper subject and its alliance to his choice. An orientation programme is arranged for newly admitted students and all the academic extra, co-curricular activities and facilities available in the campus are informed to the students.

Academic Activities: Academic calendar is prepared as per the UGC guidelines, keeping in mind the first and last working day of each semester of the year. Commencement of teaching session's examination schedule and Diwali and summer vacations are intimated in advance. All the significant days of the world are observed as per the instructions of the Government.

Examinations: To ensure continuous evaluation of the learners the institution conducts one mid semester test and one university exam in each semester. These exams are conducted as per the university instructions. Top rankers of the university from our college received gold medals during the examinations conducted every year.

Extra Co-curricular Activities: The institution always encourages students to participate in various Extra Co-curricular Activities. Our students participated in various sport events, cultural events and social awareness drives regularly. The institution which believes in imparting quality education motivates students to participate in various debates, elocution competitions.

The institution strictly follows the academic calendar by taking certain steps:

- Time table committee ensures the smooth allocation of work load to all the faculties.
- IQAC discusses the academic and other activities with the staff prior to the academic year
- The institution notifies all the events to the students through circulars and notice in mobile app
- Meetings are conducted regularly with NSS, NCC, and CWDC members and students
- Work load is allocated as per the university guidelines
- Students' attendance records are properly maintained by each faculty member.

File Description	Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

The institution has been offering B.Com., M.Com., BVOC programmes in the campus.

Programme outcomes of B.Com. and M.Com Course:

- To enhance the learners' level of competency.
- To impart guidance for pursuing professional courses like C.A., ICWA an CS
- To develop entrepreneurial and analytical skills in finance and marketing
- To enhance managerial and leadership skills
- To enable to secure employment in banks. Insurance companies, industries and Government
- To develop reasoning ability
- To gain exposure in the changing trends of business

M.Com:

- To impart advanced knowledge of finance, management, accountancy, taxation and commerce
- To guide and supervise the research projects
- To promote research aptitude among the students in the campus

Program specific outcomes of B.Com and M.Com course:

Program	Specialization	Outcomes		
		1st Year	2nd Year	3rd year
B.Com	Advance Accountancy	Able to work as helper to the office staff	Able to work as Assistant to office	Able to work as Assisnat senior clerk
		Able to work as independent helper	Able to work as Assitant to office as junior	Able to work as Senior clerk or asst. accountant
		Able to work as Office Assistant trainee	Able to work as Assitant to office as junior clerk	Able to work as accountant and senior clerk or Marketing head
		Able to work as office supervisor	Able to work as independent junior clerk	Able to work as independent accountnat or asst. manager trainee or Marketing executive
M.Com	Cost Accounting	Able to work as Asst. Manager A/C, PR, HR etc.	Able to work as independent senior manager/dept. head etc	
		Able to work as junior Manager A/C, PR, HR etc.	Able to work as Deputy Manager/ Branch Manager/ Marketing Manager	

Programme outcomes of BVOC Course:

Program	Specialization	Outcomes		
		1 Year	2 Year	3 year
Information Technology	Software Development	Able to work as system supervisor	Able to work as system administrator	Able to work as Windows application developer
		Able to work as networking supervisor	Able to work as networking administrator	Able to work as Web application developer
		Able to work as software designer	Able to work as system security provider	Able to work as Operation System administrator
		Able to work as system operator	Able to work as Windows software developer	Able to work as CRM operator
Construction	Building Technology	Able to work as a site supervisor	To be able to work as a construction supervisor	Able to work as quality control supervisor
		Able to work as a site supervisor	To be able to work as auto cad operator for 2D drawings	To be able to work as auto cad operator for 3D drawings
		To be able to work as assistant surveyor	Able to work as surveyor	Able to work as surveyor using total station

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**Response:**

The teaching / learning strategies adopted by the faculty to facilitate the achievement of intended learning outcomes are enumerated as under: -

- The faculty prepares and follows Academic Teaching Plan, which enables them to teach in a logical and organized manner;
- The faculty conducts lectures using audio visual aids, group discussions, Problem – Solving, summarizing the lectures, Question-Answer sessions, participative learning techniques, and other best practices.
- The Teaching Learning process is student-centric and faculty members assess the student's

- knowledge, skills, and abilities and identify slow learners and advanced learners;
- Extra Lectures / Remedial Coaching is conducted for slow learners
 - Advanced Learners are provided intensive coaching, which helps them to perform and achieve excellence at the University / College Level examinations;
 - Faculty members encourage students to do critical thinking and to inculcate research oriented learning, for which purpose the students are equipped with internet facilities, e-learning tools, such as INFLIBNET, online journals and publications N-List. The College Library is well stocked with books, Journals, magazines, Newspapers and other educational literature;
 - Through International Economic Convention, students get a chance to enhance their Research Aptitude.
 - Teachers are encouraged to participate and present papers in seminar, workshops and conferences.
 - Student's participation is ensured in various co-curricular and extracurricular activities, which are organized by various departments and committees, to enable them to develop a well-balanced personality.

The Assessment Strategies of the institution are enumerated as under –

- It assesses the performance of the students by conduct of Internal and External Examinations.
- The College adheres to the University pattern for evaluation and conduct of Internal and External Examinations. For this purpose, the question paper pattern, centralized assessment programme (CAP) are as per University norms. University has a weight-age of 70% marks
- It has mid semester evaluation system. Out of 30% internal marks, 20% are assigned to mid semester exam marks and 5% each are allocated to classroom attendance and Assignment.
- It conducts Additional examination for the students who meet such criteria as laid down by the University. For instance, students who could not appear for semester exams on medical grounds, or students participating in sports event, etc
- The College conducts separate examinations for students who are Allowed To Keep Terms (A.T.K.T.) or have failed the semester, as per the criteria laid down by the University.
- For any grievance of students relating to assessment, students are shown their answer sheets by respective teachers
- Achievements in University Examinations:

•	Name of the student	■	Gold Medal
2016-17	Mr.Sachwani Sanjeet Tekchand	1.	◦
	Ms.Sharma Manisha Murarilal	1.	Gold Medal at M.Com
	Ms Verma Meena Mulchand	1.	◦
	Ms Joshi Hiral Aravindbhai	1.	◦
	Ms Goyal Asha Ramchandani	1.	◦
2015-16	MsPatel Kripa	■	◦
	Ms Thacker Priti Vinod bhai	1.	B.Com
	Ms Valecha Divya Rajkumar	1.	B.Com
	Ms Harwani Leenaben Laxman	1.	B.Com
	Ms Shah Mixu Sanjay	1.	B.Com

- Results in University Examinations:

Name of the programme	B.Com	M.Com

No.of students appeared	3324	174	
No.of students passed	1645	127	
Pass Percentage	49	73	
<ul style="list-style-type: none"> • Our NSS wing engages volunteers in various social awareness activities to inculcate sense of social accountability for imparting value based education 			
File Description		Document	
Link for Additional Information		View Document	

2.6.3 Average pass percentage of Students	
Response: 75.61	
2.6.3.1 Total number of final year students who passed the university examination	
Response: 558	
2.6.3.2 Total number of final year students who appeared for the examination	
Response: 738	
File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 7.35

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	5.05	0	2.3	0

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 14.81

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.24

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

File Description	Document
List of research projects and funding details	View Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college motivates the students to prepare wall-papers, posters, exhibits to transfer the knowledge on recent issues. It subscribes subject journals, e-journals and other online resources. The college also arranges industrial visits & study tours to impart subject knowledge to the students. It has soft skill program for the final year students which improves their communicative abilities and presentation skills. There is no separate incubation centre but college provides e-resources through e-library & Internet connected computers in the library. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research Cell to monitor and address the issues of research through IQAC. The IQAC motivates to undertake minor and major research projects from various funding agencies and the faculty members submit research proposals to the UGC and other funding agencies. To create research culture among faculty members and students, following activities are conducted under this department.

The committee helps to identify the topic and assists the faculty by providing guidance for obtaining financial assistance from various funding agencies including UGC. The faculty members are recommended to undertake minor and major research projects. The teachers are motivated to increase their number of contributions of research publications

The college also motivates the students to prepare wall-papers, posters, exhibits to transfer the knowledge on recent issues. College subscribes to free subject journals, e-journals and other online resources. College also arranges industrial visits & study tours to impart subject knowledge to the students. College has soft skill development program for the final year students which improves their communicative abilities. There is no separate incubation centre but college provides e-resources through e-library & Internet connected computers.

Moreover, the faculty members are advised to attend seminar and conferences and publish their papers. Further PhD degree holders published their theses in the form of book as soul author. They also contributed chapters in various books. IQAC consistently organizes seminar or conference every year and provides opportunity to all the faculty members for contributing their research articles. It also publishes UGC approved international multidisciplinary journal SAMIKSHA, which has got an impact factor of 4.27 for the year 2016-17. The management also encourages and recognizes the teachers and honours them on the eve of teacher's day for their research contribution. Students are encouraged to participate and present their papers in seminar and conferences. About 15 post graduate students of our college participated and presented their papers in the recently organised NAAC sponsored seminar on teaching, learning and

evaluation. The library of the institution has rich collection of books on research methodology to facilitate the research culture among the staff and the students. The library has internet connectivity with six computers for the benefit of the researchers. Four university approved Ph.D. supervisors motivate the faculty to pursue research in their concerned area of interest. Four of the faculty members from different departments got registered for their PhD. from various universities during the last five years.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI web site	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.82

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	7	23	12	14

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.52

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	6	7	20

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College conducts neighbourhood community activities through NCC (Army and NAVY), NSS, CWDC and cultural departments. The extension activities organized by the college, enhance the students' academic learning experiences and inculcate the values and skills in them. The expected impact from these activities can be summarized as below.

Through these activities the students get socialized and learn to think beyond individual interests for social welfare. The theoretical knowledge got in the classroom can be applied for the benefit of society when they go to the field work. Teamwork, leadership skills, time management, effective communication skills, and effective decision making are just a few things students learn while participating and organizing various Projects and programmes under extension activities. Extension activities help the students to contribute in national development and social integration. The extension activity also inculcates value of gender sensitivity, humanity and notion of equal rights. Some of the extension activities also create awareness about evil practices in a society and prepares them face the challenges of life. Extension activities also impart the students expected new social values and norms. The Extension activities are useful in sensitizing current social issues.

True to the lofty ideals of the National Service Scheme movement, our college seeks to actively involve undergraduate students in voluntary social service activities for the socio-economic development of the area surrounding our institution as well as the nation at large. Through our innovatively designed NSS program, we provide opportunities to students to empathetically understand and appreciate the problems of the communities, awaken social consciousness and inculcate in them a sense of dignity of labour and fellow feeling. Today, we are strongly connected to our immediate society as well as the nation through an emotional and moral bonding by virtue of the passion and dedication with which our students carry out the various social service initiatives. Our activities embody the motto of NSS, both in letter and spirit i.e. "Not Me, But You" that captures the essence of democratic living and upholds the need for selfless services and appreciation of another man's point of view and also show consideration for fellow human beings. Our NSS unit seeks to underline that the welfare of an individual is ultimately dependent on the welfare of the society as a whole that is demonstrated through our regular NSS activities. Our NSS unit plans and implements programmes to inculcate thoughts in the minds of students oriented towards achieving social welfare and provide selfless service to the society without any prejudice and expectation for reward. Our

regular social service activities include cleanliness drives, environmental protection, healthcare support and educational support among others.

As part of such an initiative, our NSS, NCC, CWDC units are interacting with villagers and rendering services like planting trees, organizing medical camps, awareness programs on cleanliness, launching Swatch Bharat programs, distributing books among school children, computer awareness programs for school children and faculty, health awareness programs, awareness program on digital banking, literacy campaigns.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 2

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Any additional information	View Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 132

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	40	27	15

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Reports of the event organized	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 42.92

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1660	956	1247	977	813

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Report of the event	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 14

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	2	2

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 16

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	4	2	2

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution aims to impart quality education in the region of Kachchh since 1973. As per the progress of the institution, keeping in mind the academic needs of infrastructural abilities, it has made its continuous efforts to upgrade the prevailing facilities in the campus in every aspect of education. So, it has provided the required infrastructural facilities to support the smooth running of teaching, learning and evaluation by utilizing the UGC grants for the development to the fullest extent.

Progressive Infrastructural growth chart during the last decade:

Sr. No	Details	During 1st accreditation	During 2nd Accreditation	During 3rd Accreditation	Remark
1	College Wings	3 Wings	3 Wings	4 Wings	New wing crore added
2	Class Rooms	15	14	18	4 big class
3	Library	1	1	1	Proposed Sanctioned
4	Computer Lab.	1	1	2	Lab with 2
5	Administrative Office	1	2	2	
6	Staff Room	1	1	2	New build
7	Seminar Hall	1 Sharing	1 Sharing	2	1 Independ
8	Play Ground	1 Sharing	1 Sharing	1 Sharing	
9	Girls' common room	0	1	1	Upgraded
10	Boys' common room	0	1	1	Upgraded
11	Virtual Class Room	0	0	1	Newly ad
12	Garden	0	0	2	Newly ad
13	Canteen	0	1	2	Tea Post a
14	Parking	1	1	2	Outside pa
15	Office Automation	Partial	Full	Full	Upgraded
16	Office and Staff room furniture	Normal	Normal	Renovated	Staff room
17	Projectors	2	5	11	6 new add
18	White Boards	0	0	14	White Boa
19	Laptops	0	5	8	3 Added
20	Public Addressing System	1	1	2	expanded
21	CCTV Camera	0	16	32	16 added
22	Printers and Xerox / Scanners	3	6	10	4 added
23	T.V.	0	2	5	3 added
24	Benches	765	765	1115	350 new a
25	LED Lights	0	0	217	All the tub converted

26	Air conditioners	1	1	14	13 new ad
27	RO and Coolers	0	6	12	3 ROs and
28	Generator	1	1	1	
29	Wash rooms	5	6	12	6 new add
30	Rain water Harvesting	0	0	1	New adde
31	Solar Lights	0	0	2	Installed i
32	Fans				
33	Computers	20	80	80	
34	Internet Connections	0	10	20	101 new a
35	IQAC OFFICE	0	1 Sharing	1	1 independ
36	Strong room	1	1	2	1 added
37	Exam Room	1	1	1	
38	CA/ICWA /IGNOU/BAOU office	1	1	1	
39	Sports	1	1	1	
40	NSS/NCC	1	1	1	
41	PH facilities	1 Ramp	1 Ramp	2	Ramp and wash room
42	Hostels	2	2	2	
43	Staff Quarters	20	20	20	
44	Stationery outlet	0	0	1	Stationery copying fa

File Description	Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

Tolani Commerce College, popularly known as TCC between and among the students, is a part of well-maintained campus named Tolani Vidya Mandir spread over 45 acres of land in the heart of the city of Adipur in Kutch region of west coast of Gujarat, is governed by Gandhidham Collegiate Board. The management believes in ensuring all round development of our students. Many students have participated in various competitions and brought laurels to the institution. There is a lot of encouragement for the students to participate in sports and culture activities simultaneously and the winners are awarded and rewarded with shields and medals for their achievements.

It has all the necessarily required facilities to conduct various indoor and outdoor games. A very big play ground popularly known as "Gopal Stadium" (established in 1973) is maintained by the management with the help and support of all the seven sister concerned institutions. The campus has two commerce colleges, two diploma polytechnics, diploma pharmacy, arts and science college, law college and a well reputed management institute, and eye and dental research hospital and spiritual centre of shri Ramkrishna Seva Kendra known as Vivekananda centre. Inter tolani sports and culture competitions provide an ample

platform to all the students to participate at local level and show their best performance in sports and culture. Those students who won the competitions both in sports and cultural activities have been given more training to prepare them for the university games and sports. Those who won at university level are sent to interuniversity and state level of competitions. At the top, they are sent to the national games of sports.

It also has basic gymkhana facilities with green room and sanitation facilities in the stadium. The stadium is spread in 10 acres of land. Because of such facilities, KSKV Kachchh University gave chance to the institute to host annual athletics meet twice (in the year 2015 and 2017) and youth festival (in the year 2016) in the last five years. Many times the college became champion in games and sports activities. Our students have played at national level in the past and the same legacy has been continued by the generations of the students. Every year we organize three to five university level games and sports at the college where all the colleges of affiliating university take part. A well maintained multipurpose air conditioned hall provides students facility for practising indoor games at college.

A spacious and well equipped well maintained hall (size 60x45 sq.ft. established in the year 2016) provides facilities for indoor games, yoga and meditation for the students and the faculty. The institute has appointed young and qualified physical director to take care of day to day games and sports activities of the college. He forms teams to take part in state and university as well as national level games. The sports teacher extends his services throughout the day to the students. Thus the institution has all the required infrastructure for organizing huge events amidst the 9000 plus students in the campus.

File Description	Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 64.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 39.43

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
7.5	86.5	98.5	16.5	2.10

File Description	Document
Audited utilization statements	View Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Well-equipped and rich library (Total area 188.87 sq.mts) is a good source of knowledge in the institution for the aspiring students. It is well said that knowledge is even better than money in life. So keeping students' over all development in mind, the institute has developed a library in a systematic manner. It has a spacious hall as a library with a seating capacity of 60 students with 6 news stands. The library is updated as and when required every year and all the transactions are done using SOUL 2.0 software under the patron of INFLIBNET of UGC. The library has been using this software since last decade and it is semi computerized.

All the books, titles and reference books have been computerized and all the books are bar coded. SOUL 2.0 is a totally integrated software encompassing all the aspects of the library management system. This SOUL software covers all areas within the purview of the automation necessarily required for the library for efficient information management system. It provides tool to all its members to have access to these resources at their fingertips. The library has inter library facility for the students of all the sister concern institutes and researchers. The college has subscribed **7 international journals, 37 national journals** and other state and local journals. These journals help the students to enhance their knowledge areas. The library has all the leading local as well as national newspapers for day to day updates. Six computers with internet facility have been installed in the library to cater the online need of access to internet for faculty and the students. One computer is set for students and faculty to access the books through SOUL software.

All the important new books are displayed in a display window with a name "New Arrivals" which helps the students to find the recent books added to the library. A library user register is maintained in the library for the proper record of the students and faculty. N-List online access to more than 80000/- books help the students and teachers to find out the books and reference of their need. Because of easy and cheap availability of internet facilities on smart mobile phones, many students are using it for their study. Free WIFI in the computer lab helps the students and faculty to search the book on line if the computers in the library are not free during the working hours. The computer lab is made available for the students if he/she

wishes to work on computer using internet and computer facilities. The college has been using 100 mbps speed internet connections which helps the students and faculty for fast speed on internet for the easy access. The Xerox facility is made available in the campus for the students if they wish to get photocopy of books and chapters of their choice. The library staff is well trained and always maintains cordial relations with all the stakeholders for the smooth conduction of the library work.

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The institution considering the needs regularly includes new books by placing new orders as and when the syllabus changes. All the faculty members recommend the books of their concerned subjects and general books every year. The librarian regularly goes through the latest catalogues of various book publisher, book reviews appear in newspapers and magazines, the websites of different publishers and forwards the relevant titles to concerned teaching faculty for recommendation. In addition to this, the book suppliers send the latest titles for approval and the concerned faculty selects the required ones. The teaching staff also recommends new titles for acquiring. Students are also encouraged to recommend books for purchasing. The librarian also receives e-mails from publishers and suppliers regarding forthcoming titles and those are forward to the respective faculty for selection.

Free WIFI in the computer lab helps the students and faculty to search the book on line if the computers in the library are not free during the working hours. The computer lab is made available for the students if he/she wishes to work on computer using internet and computer facilities. The college has been using 100 mbps speed internet connections which helps the students and faculty for fast speed on internet for the easy access. The Xerox facility is made available in the campus for the students if they wish to get photocopy of books and chapters of their choice. The library staff is well trained and always maintains cordial relations with all the stakeholders for the smooth conduction of the library work. The librarian asks every faculty who gets his/her Ph.D. degree to give a copy of the thesis for the reference to the library. Such theses help the students and other faculty members to develop the research bent of mind. Many retired teachers have gifted books to the library for the students to increase their knowledge. The books gifted by somebody are properly registered and maintained in the library. Many valuable journals are made hardbound for future reference of the students.

Details of books (Text reference books) e-sources (CDs) Journals, e-journals, newspapers, and magazines					
	Books	Journals		E-resources (CDs)	e-Journals
		International	National		
Before first cycle	14320	0	20	0	0
1973-2001					

Books at First cycle	Books	2541	0	36	0	0	
2002-2007	Amount	606463		86782			
Books at second cycle	Books	1498	0	24	69	0	
2008-2012	Amount	243546		39072			
Books at third cycle	Books	4245	11	37	146	2838	N-Lis 80000
2012-2018	Amount	334348		223751			
Total Books	22604						

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.66

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.19	1.22	1.24	1.22	3.43

File Description	Document
Audited statements of accounts	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.63

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 68

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Internet and computers are inevitable components in today's study. Hence the institute takes all the care to upgrade and enhance the facility of information and communication technology with internet and WIFI. Our college has well developed IT facilities including WIFI. 100 mbps internet speed at computer lab makes the work faster in study and research. From 25 computers in the first cycle of accreditation to 80 computers in third cycle of its accreditation, the institute has always allotted necessary budget for the IT infrastructure and WIFI facility. Earlier only 10 internet connections were there. With the passing of time and demand from the students, the institute added more 10 internet connections to cater the needs of the students and the faculty. Adequate number of computers with printers are made available in all the offices including library and NSS/NCC/IQAC offices. Two computers are set in the staff room to meet the requirements of the teachers. Six computers with internet connections are made available for the students in the library.

There are two computer labs with LAN connectivity in both the labs. Students and faculties are permitted to use these computer labs for their study and research purpose. The students of B.Voc (Software Development) are using latest technology for their teaching-learning activity. The students of B.Com are taught Tally ERP 9 as a part of their syllabus using demo versions of software installed in computer labs. New 6 latest projectors have been purchased and installed in different class rooms and seminar hall for the online teaching-learning facilities. A smart class is created for the virtual teaching of all the subjects at UG and PG level. BISAG (Online virtual class room) of dept. of higher education, govt. of Gujarat helps the students and teacher for better understanding of the subjects. The students are prepared and give online exam of the Cambridge University for testing of their knowledge of English proficiency under the aegis of SCOPE of govt. of Gujarat, dept. of higher education and knowledge consortium of Gujarat. Around 800 students give this exam every year as a part of their foundation subject and the college computer lab is a centre for this online examination of the students since last four years. The institute provides high-tech environment for the students by providing TENO mobile application facility for all the communication. The college administration is using this app for notices and circulars, the teachers are using this mobile app for giving assignments and study related materials. All the college results are announced through this app and students get their instructions at their own tips. This application has an option of online fees collection and regular attendance. It is free of cost to all the registered students of the institute.

All the fees are collected online and from the next academic session, the students will get the facility of payment gateway by SBI bank. Necessary procedures have been done and the bank will start the facility within six months.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 31.99

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) <5 MBPS 5-20 MBPS 20-35 MBPS 35-50 MBPS Response: 5-20 MBPS	
File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years Response: 61.53				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)				
2016-17	2015-16	2014-15	2013-14	2012-13
44.47	43.40	51.22	22.83	28.26

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The physical and academic facilities including classrooms, computer laboratories and computers are made available for the students who are admitted in the college. The students seek admission to desired courses including a practical course like computer and Tally ERP – 9, they are charged fees as per the university guidelines at the time of admission. In addition to that a non-salary grants are allocated for the maintenance of the computer lab and the class room with other allied facilities which are the part of the teaching-learning activities. The newly installed white boards and class room furniture facilities are utilized regularly by the students but sometimes it is also made available for the government organization for the event like election, competitive exams and CA examination if not in the use for the said period. The maintenance and cleaning of the class rooms are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts. Though no government appointed sweeper available in the institution due to retirement of the last sweeper since last four years, the institute allocates proper budget for the cleanliness of the college building.

The college has lush green garden maintained by the gardener appointed by the institution. The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. Two computer labs are made available for all the students and particularly computer students during their active teaching hours. The facility of using computers in the evening time is also permitted to the needy students on request. The B.Voc program runs in the noon session and hence all the students have an opportunity to use the lab throughout the day. The library is also well equipped with SOUL 2.0 software with all necessarily required computers. Six computers are installed with internet in the library for the students. Two computers are installed in the staff room for the faculty for preparing teaching slides for their ICT enabled teaching in the class rooms. All these computers are well maintained and being repaired as and when required by the AMC party of the institute. The ICT smart class room is maintained by the supplier as it is in warranty period of the instruments. The college website has maintained and updated regularly by AMC with SOLITS, a company own by Mr. Mayank Kala. The maintenance of generator is regularly done with its company persons as and when required. The three water tanks are being cleaned regularly at the intervals of three months as per the management contract with Shah Tank Cleaners. 7 RO system for pure drinking water facility are maintained by Shiv water suppliers by AMC. All the fire equipment are regularly upgraded as and when required by the local party. All fire equipment are in contract with five years validity.

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 17.23

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
655	534	396	330	356

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.11

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	2	0	2	2

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 18.67

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
350	520	429	831	322

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 5.5

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
118	181	130	169	125

File Description**Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 2.97

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	30	5	50	15

File Description	Document
Details of student placement during the last five years	View Document
Any additional information	View Document
Self attested list of students placed	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 15.05

5.2.2.1 Number of outgoing students progressing to higher education

Response: 115

File Description	Document
Details of student progression to higher education	View Document
Upload supporting data for student/alumni	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 1.69

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
85	80	110	120	112

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Upload supporting data for the same	View Document

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) during the last five years.

Response: 24

5.3.1.1 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 wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	7	2	4	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the Governments instructions, the institution does not have any elected students' council in the campus. It considers the student volunteers on the basis of their merits and involves all the students actively in organizing various extracurricular activities. It includes student's representative's name in the required committees through this process. The IQAC has student nominee in the committee. One senior student and one junior student are included in the Anti-ragging Committee. The NSS and NCC volunteers regularly participate actively in conducting various activities in and outside the campus. The NSS, NCC, CWDC and IQAC committees have students' representation. All the committees identify some student volunteers in their first meeting and select them as leader representatives. On the basis of their contribution to that wing they are adjudged as the Best Volunteers in each wing. The institution recognizes their selfless services and in order to motivate them honours them with shields and certificates at the time of annual day.

These student members support the conduction of every event like national seminars and conferences, in various ways. These students approach the principal and faculty members with various proposals of conducting various competitions and events. So whether it is a social awareness drive or a debate or elocution competition they extend their full support to make the event a grand success. The concerned faculty maintains the rapport by creating a group to communicate any message. Their services are always acknowledged and appreciated by our external delegates during the conduction of events. They all develop a sense of leadership ability as a result of their association with these group activities. These leaders constantly mentor and monitor all the student activities and contribute to the successful conduction of the event. They are included as the committee members in reception committee, certificate arrangement committee, boarding committee, delegate support committee and certificate distribution facilitating committee, discipline committee, during the conduction of any event. So, they contribute to the smooth conduction any event in our campus. So, though there is no official students counsel all our students voluntarily join various available wings and facilitate the coordination of such curricular or non-curricular events. Whether it is for observing days or for preparing March-past Theme banners for representing Youth Festival, all of them collectively extend their unconditional support. By participating in such events they enhance their organizing skills, leadership abilities and communication skills which help them to elevate their personality. Their participation in such social upliftment activities and cultural activities makes them socially accountable and sensitive.

So, the college students participate and organize various indoor-outdoor games, co-curricular, cultural and extracurricular activities and bring laurels to the college.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 3

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	2	2	0

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

TCC has a strong supportive registered (Registration No GJ/2902/Kutch) Alumni Association which contributes significantly to the development of the institution through various means i.e. from academic support to fund generation. The institution nurtures the Alumni association to facilitate them to contribute regularly to the institutional development. The Alumni members participate actively and grace majority of the events organized in the campus. It has been extending its support to help the needy students to pursue post-graduation programme in commerce discipline. It partially sponsored seminar organizing expenses every time. It also offers scholarships to the needy meritorious students. It extends its cooperation in placement activities. It always attempts to fulfil its objective to facilitate academic and non - academic programmes. As per its objectives it provides networking among the alumni of the college. It helps to contribute to the institutional vision. The Alumni Association creates awareness about the college in the society. It has significantly contributed to construct the 4th Wing in the college to facilitate teaching and learning.

The Alumnae have active participation in syllabus framing and contribute to the improvement of teaching, learning process. They are invited as guest speakers to deliver guest lectures, and to be a guest of honour at a seminar organized by the college. They also share their professional experience to motivate the current students. They give their feedback on various issues from academics to faculty feedback. They also participate as judges in various competitions.

The newly constructed wing was named after one of the alumni's mother "Smt. Ushadevi Vishwakant Buch Bhavan" who has contributed Rs.21, 00,000 for the same. The entire block was constructed with the funds generated from our Alumnae. Some of the alumni contributed Air conditioners and Water coolers, Ceiling Fans etc. Some class rooms were named after the names of our Alumni's family members. They also sponsor the seminar kits during seminars. The Alumni Association members extend their support to enhance the infrastructural facility by donating required items in the campus. Some of the members donated books to the library. Members are given career guidance to the current students. Many a times, they share the dais as dignitaries' in our institutional events. They provide economic support to the students. They encourage the current students by giving motivational lectures as and when invited. Thus, the Alumni Association extends its full support to the institution in every possible way.

With the help and support from the alumni after the successful completion of 4th college wing, the alumni proposed to construct the central library with the state of the art facilities. For this a meeting of students of 93-94 batch of the college was organised at college and the principal put the proposal before the alumni and they announced 10.5 lakhs rupees donation for the proposed new library. A consultant was appointed to prepare the layout and plan of library and to get it sanctioned from the competent authority. The plan was approved by Gandhidham Development Authority. The construction will start in August 2018.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: ? 5 Lakhs

File Description	Document
Alumni association audited statements	View Document
Any additional information	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Effective leadership by setting values and participative decision-making process is keynote, not only to achieve the vision, mission and goals of the institution, but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflect the institutions efforts in achieving its vision.

With the broader vision of transforming the drought prone Kachchh region through the promotion of trade, industry and business by way of imparting education in the field of commerce, the institutional management contributes to fulfil its mission to train young adults by ensuring all round development of students in every possible way. Both the UG and PG programmes and career oriented courses are offered under the same institutional governance.

Nature of Governance:

The institutional head is the leader for all the academic and administrative processes of the college. Accordingly he takes up the financial responsibilities to ensure smooth functioning in the college. He supervises all the proceedings in the campus. He monitors the conduction of internal and external examinations. He maintains the quality aspects in all relevant areas and contributes to the development of the institution. Further he acts as a link between the staff and the management. He is intermediary to establish link between college, university, UGC and the government. He plays the role of a liaison between the college and the community.

Decision Making:

The principal, HoDs', Office Superintendent, and coordinators of various committees assist in the decision making process. The policy of the management governance and the decisions taken by the institutional head are executed by the departmental heads. The principal allocates various portfolios and prepares the list of various committees to carry out academic, non-academic and extracurricular activities.

Strategic Planning:

There is a provision of preparing institutional budget every year which goes to the management board meeting and gets approved after necessary discussion and corrections. At the same time every institute prepares its activity plan well in advance to get it approved by the management. So this healthy practice has made it possible for all the institute to plan each and every activity strategically keeping in mind the budget of the institute. Keeping in mind, the goals and objectives the institutional head plans for the development of the college. All the significant issues such as building expansion, Upgrading infrastructure, and introduction of a new subject, UGC schemes, Recruitment, Reforms and fund mobilization are strategically planned for both short term and long term goals.

The institutional Vision and Mission, in tune with the objectives of the higher education, reflect the holistic development of all the concerned stakeholders through their education in the Commerce discipline. The institution practically prioritizes the sustainable educational development, enabling the overall development of the young aspirants. It facilitates with socially relevant education which assures personality development and character building. It virtually utilizes all its resources to strengthen its target by adopting a committed policy with systematic planning.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Case Study: Participative management in organization of a national seminar in the academic year 2017-18.

The institution which believes in decentralization always adopts participative management strategies for organizing any event in the college. The process is revealed through this demonstrative case study. The institution has organized One day NAAC sponsored national seminar on 27th January, 2018. The entire process is as under.

As a part of the quality enhancement initiative, the members of IQAC discussed the proposal of organizing a NAAC sponsored seminar in their meeting held in the month of June 2016. It was decided to discuss the same with the staff members.

The principal conducted a meeting and discussed the proposal of seminar conduction in the college with all the staff members. Accordingly it was decided to focus on Quality Aspects of higher education. The IQAC members informed about the provision of NAAC sponsoring for organizing this event.

The IQAC committee took the initiative to coordinate the same and it was decided to finalize Teaching, Learning and Evaluation as the main theme of the seminar.

A seminar proposal was prepared and reviewed and finally approved by the committee and it was submitted to the NAAC, Bangalore for the approval of budget in the month of October 2016.

After getting sanctioned by the NAAC, Bangalore, it was decided to plan strategy by designing various committees for the smooth conduction of the event. The members were suggested to give names for inviting them as resource persons and guests of Honours.

Seminar Organizing Committee: As the seminar was sponsored by NAAC, it was decided to keep the

IQAC team as the organizing committee. The committee members met several times to prepare the brochure and to finalize the subthemes. The committee took up the responsibility to prepare and the final brochure, preparation of banner, certificate preparation, and feedback preparation, etc.

Welcome and Invitation and Stage Committee: The committee members make necessary arrangements for distributing invitation and making arrangements for Inaugurations and Valedictory functions.

Registration, Accounts and Certificate Distribution: The committee members look out the Registration and Accounts section along with certificate distribution work

Session Management, Kit Preparation, and Feedback Collection: These members arrange the presentation sessions properly, and finalize the name of chairperson for each session.

Boarding Committee: The boarding committee in consultation with other faculties finalizes menu for the entire day from morning breakfast to evening high tea.

Journal Publication Committee: This committee takes up the responsibilities of selecting the genuine papers for publication in the journal to be released on that day.

Media and Publicity: This committee plays vital role in capturing the moments of the event to meet the requirements.

Both the teaching and non teaching members and NSS and NCC and Student volunteers are involved in most of the committees. Hence the institution surely follows decentralization and participative management while executing the event.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The IQAC gives the following example of activity successfully implemented based on the strategic planning:

Activity: Conduction of Mid Semester Examinations during the year September 2015

Besides teaching and learning, the examination and evaluation play a vital role in the process of education. Accordingly the IQAC decides tentative schedule for conducting mid semester tests. The perspective planning **begins with the meeting of the committee** on 7th August, 2015 at 12 pm in the staff room. The IQAC committee members and one senior faculty attended the meeting. The **agenda** included conduction of **mid sem examinations schedule** and the **declaration of results**. It was decided by the committee to

commence the exam schedule from 21st September 2015. The **last date for submitting question papers** was finalized. It was decided to inform the same to the staff and students through **separate circulars**. Accordingly, an **examination circular** was circulated for the staff was **circulated** on 14th August, 2015, with all the necessary instructions for preparing the question papers. All the staff members were provided with stationery like pen and paper for setting the paper. As per the tradition, **students were informed** about the examinations one month in advance i.e. on 20th August separate circular was prepared for notifying the staff. It was decided to include syllabus portion covered up to 18th September, shall be considered for examination. **Detailed time table** was prepared and placed on the notice board. The committee verified the stationery requirement and placed the order on 21st August 2015. Then after receiving the manuscripts, the committee assigned some codes and dispatched the same for printing along with the letter giving complete instructions about the number of copies required in each subjects. **Special instructions** which are common for all papers have been sent to the printing agencies. Special instructions were given for foundation course subjects as they contain only MCQ type questions. Instructions have been given to print four sets of each paper with A, B, C. and D codes. Both the **stationers and printing agencies** were instructed to deliver the consignments within the stipulated time. As the schedule approaches, necessary seating arrangements were made for accommodating all the examinees. **Supervisor reports**, threads and other required arrangements were made. Block wise seating arrangements were made and accordingly administrative staff members were informed about the requirement of **junior supervisors**. The **examination rules** were placed on the notice board and announced through PAS system. Separate files were made maintaining records of copy cases. (If any). All the teachers were informed about the final dates of their **results submission** to the committee in the soft form. Finally students were informed about the **result declaration** Schedule. After receiving the results, from all the faculty members the committee consolidates the sheets and analyses the results and finalizes grading marks as per the necessity. Thus the process which started with the schedule finalization concludes with the declaration of results. Grievances of the students will be addressed by the committee.

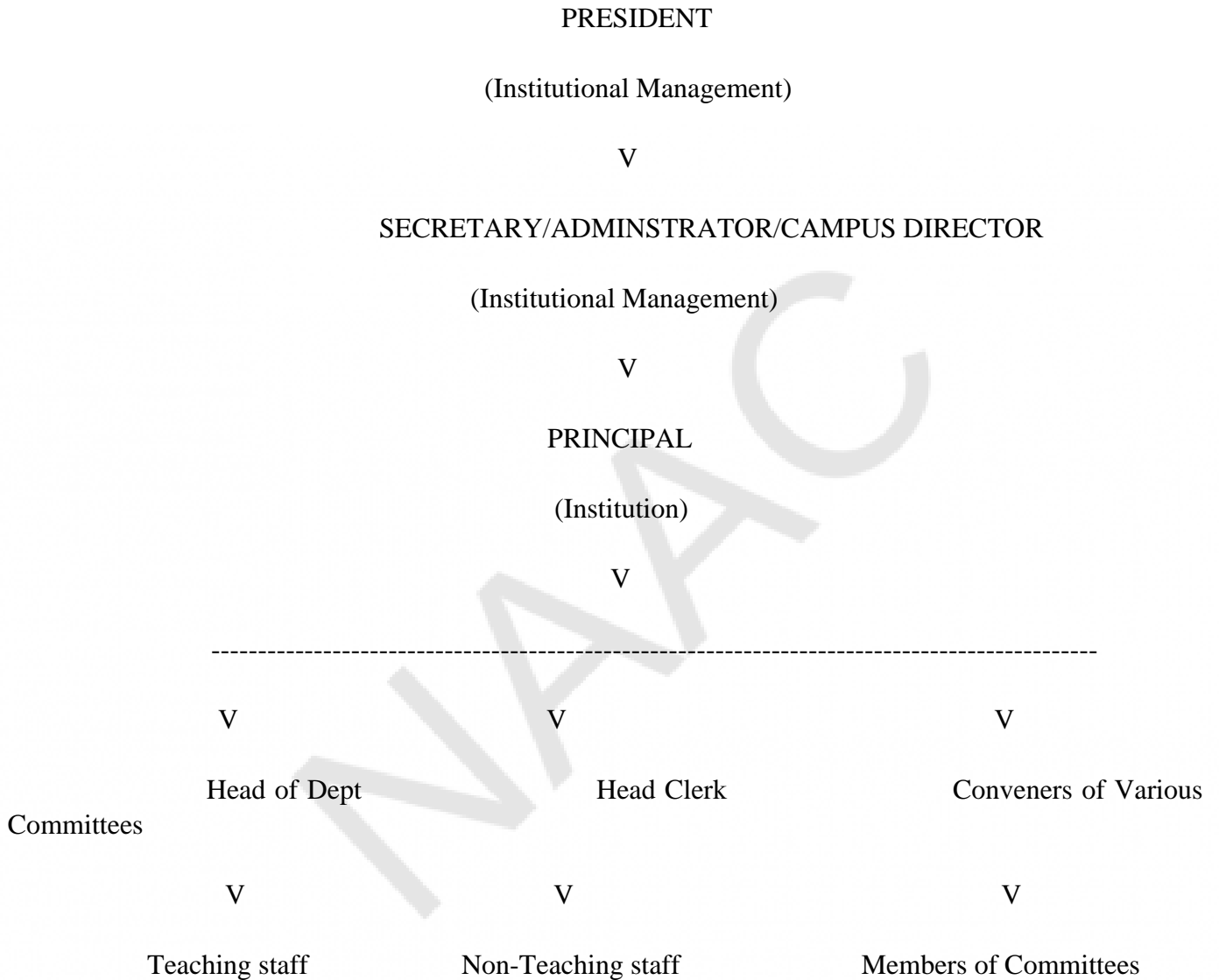
File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The entire administration is managed by several bodies. The power of administration is diffused among different constituents of administration. The college believes in democratic functioning of administration within the framework provided by KSKV Kachchh University and the Government of Gujarat. The basic structure of the administrative body is decentralized in the following manner.

The structure of decentralization of the Institution



The Institution believes that the success of any institution depends on its decision making process, strategic planning and team spirit. The members of the management, the Principal, Heads of Various Departments, Office Superintendent and Conveners of different committees play a vital role in the entire administration procedure. The crucial decisions concerning the academic and administrative issues are generally unanimous and collective. Each and every unit of the college is involved in this decision making process.

The Management:

The Management frames the major policies of the college such as the commencement of the new courses, appointment of staff members, maintenance of the infrastructure and extension of the building etc.

The Principal:

The Principal coordinates with the management, the teaching and non-teaching staff, the students, parents, the alumni members and the University Authorities and the government. He/She implements the policies decided by the management and the statutory body.

The Principal & O.S./Head Clerk:

The Principal & the Head Clerk of the institution take decision regarding the administration matters and implement those decisions immediately.

The Principal & the conveners of various committees:

At the beginning of the academic term, the portfolios are distributed among the staff members and different committees comprising of the academic and co-curricular activities are designed under the leadership and coordination of the Principal. The sketch of different activities to be conducted during the entire year is planned quite well in advance. All the conveners are assigned duty and authority to take any decision regarding their committee activities.

All the committee members jointly meet and discuss before conducting any activity. Thus there is team spirit in the institution which results in successful conduction of various events throughout the year.

The Principal & the Head of the Departments:

The Principal meets all the Heads of the Departments separately in the beginning of the academic term and discusses about the distribution of the syllabus, workload etc. and all important strategies are framed and decisions are taken during their meeting and those decisions are implemented immediately. Before meeting the Principal, the Head of the Department discusses some of these issues with the other members of the Departments and accordingly the department prepares academic calendar for the entire academic session in the beginning itself.

The Departments:

The members of each and every Department take decisions collectively about the activities of the Department in consultation with the respective Heads of the Department.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

As mentioned earlier, the principal assigns different duties to the faculty in rotation. All the staff members associate themselves to various portfolios and contribute their services in leading roles by coordinating and assisting various academic and non-academic events conducted during the academic year in the campus. The head of the institution follows decentralized governance system distributing the entire work among the five major committees i.e. Admission, Finance, Examination, Culture and IQAC etc. Other committees work under the title of Co-curricular or Extra-curricular committees such as NCC, NSS, SPORTS, CWDC, CULTURE, and DISCIPLINE. All the committee members finalize their schedules. The institution ensures coordination from all the listed committees to develop cordial atmosphere among all concerned. The institute has many evidences from almost all the committees that do their level best from planning to the success. Admission Committee sees the admission purely on the basis of government rules and regulations. The Finance Committee takes care of all funds and expenditure by updating the internal and external audit system. The Examination committee follows the rules of confidentiality, punctuality and in time conduction of internal exams as well in time declaration of results and submission of all internal examination related data to the university. The cultural committee circulates among the students the planning of different activities and competitions and arranges all the programs to make the talented students shine out. The IQAC committee observes the overall qualitative aspects of the institutes and proposes regularly new activities for the betterment of the institutional stakeholders. NCC unit of the institute trains the collegians in such a way that they get qualified up to the level of national level parade, camps and performance. Institution's NSS unit imbibes in students the social service values by regularly

arranging the Shibir at interior areas of the district. The Sports committee trains the sports students in different sports activities/ indoor and outdoor games.

Successful hosting of Youth Festival

In the year, 2016-17, the cultural and IQAC committee on receiving the instruction from the principal regarding the hosting of 13th KSKV youth festival in the college premises responded positively. Then the committee presented an agenda during the staff meeting in the beginning of the academic term. It planned well from preparing schedules, making arrangements of invitation, boarding and lodging, inauguration, programme arrangements, Judgments, prize distribution, to the valedictory functions. It also planned for funds for expenditure. Around 32 colleges out of 42 colleges of university and more than 900 students participated in this youth festival and performed their roles in various activities and competition. The committee assigned different duties to the staff collected the funds in form of donation and utilized it for the good arrangements of the youth festival and successfully completed it and received words of appreciation from the participants.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Institution helps financially to its staff with the help of its various monetary benefits through different schemes. Our management consistently makes its efforts to take some welfare measures for the staff members. For maintaining good rapport with all the employees, the management organizes informal dinner party at president's house separately for each institution every year. All the new recruiters get acquainted with the tradition of joining Tolani family. The president always attends all the events organized in the campus to motivate the students and staff of the college. All the faculty members who upgrade their qualification during the academic year are honoured by management on the eve of teacher's day every year. The management offers fee concession to the children of the staff by 25%, 50% and 75% to the teachers, clerks and group four employees respectively. The management also extends financial assistance to the needy students for pursuing higher education in any of our institutions as per the requirement. It also provides secured hostel provision and offers concession up to 100% in genuine cases.

List of welfare measures for the teaching staff:

- Group Insurance for staff members

All the teaching and non-teaching staff members have the group insurance provision as per the government norms and the institute regularly pays the premium on their behalf to the govt. of Gujarat, commissioner of

higher education. All the employees are covered as per their respective cadre of Class II, III and IV with the insurance coverage of 10000, 30000, and 50000 respectively.

- Provision of Staff Quarter

The management provides accommodation facilities for all the staff members of Tolani Vidya Mandir. It provides two BHK, Three BHK accommodation with all the basic amenities in the nearby surroundings of the institution at a very nominal and low rates.

- Duty Leave for attending Seminars, Conferences and Workshops.

For encouraging the faculty towards research and development, the management permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave. Further it also reimburses 50% of the registration fee and required transport allowances for attending two seminars per faculty in a year.

- Leave for FDP

Full time faculty members have the provision to pursue their Ph.D. by availing study leave with salary for two years which can be extended for one more year.

- Eco-Friendly campus

The institution has eco-friendly environment with least air pollution. The green trees provide fresh air to breathe in.

- Hygienic working environment

The institution ensures hygienic working environment with a provision of hygienic sanitation for both staff and students.

- Well maintained personal office furniture

The management regularly upgrades the office furniture as per the changing needs. The faculty staff room is totally renovated recently as per the needs of the hour.

- Pure Drinking R.O. Water

R.O plants are installed at all the coolers available in the college for providing pure and safe drinking water to the staff and students. There are seven ROs in the institution which are covered with an AMC for regular maintenance.

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 45.07

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	7	17	1	8

File Description

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

Document

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	1

File Description

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

Document

[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 77.21

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	15	16	17	7

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
IQAC report summary	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has adopted self appraisal system to evaluate the performance of the teachers and ensured that proper consideration is given to their management of multiple tasks including up gradation of educational qualifications and handling of academic and extra co-curricular activities. It does not have any induction programme for the teachers except facing the interview at the time of recruitment. However, as per the UGC norms, a teacher has to complete one orientation course and refresher course for their career advancement. For the next promotion, they need to complete another two refresher courses conducted by Academic Staff Colleges of any university. In addition to this, the institution has feedback mechanism to gather the students' feedback every year and on the basis of their feedback, he may suggest some necessary steps for the improvement. All the students give their feedback on teacher efficiency and administrative mechanism. There is also a suggestion box open for the students to give their suggestions on any matter. A Committee of the senior members evaluates the feedback and presents the report to the management.

As per the UGC API guidelines, college teachers should qualify themselves for the up gradation by maintaining their credits in research and publications.

Each faculty member has the opportunity to self appraise their efforts towards teaching and evaluation related activities, co curricular , extension, professional development related activities and research and academic contribution.

Even for the nonteaching staff there is self appraisal system which is verified by the management informally.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The process of resource mobilization begins with the formulation of resource mobilization which includes the mobilizing financial and other such resources. The management of the institution has dual audit facility of internal as well as external audit. Our ex principal and a qualified auditor Prof. H. K. Kripalani conducts the internal quarterly audit. Accordingly he suggest the changes for the next quarter and offers his comments on the good and bad practices. As a part of continuous reformation every principal is asked to follow his instructions seriously and act accordingly. The proposed budget allocation is discussed in the AC and EC meetings of the management and finalize after the due consideration.

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

In addition to this internal and external audits, the government also conducts its audit after every three years. The last audit was conducted in 2014 which has no major issues and objections to note. The institution is under 12(b) of UGC recognition and is receiving development grants since 1976 and the audited reports are submitted to the university Grants Commission as per the format and given guidelines. The institution has received NOC from the UGC office for the 11th plan grants utilization. The 12th plan grants audited reports and books of accounts have been sent to the UGC recently as per their guidelines and we await the reply of the UGC office. The college has done AAA (Academic and Administrative Audit) in 2012 by the knowledge Consortium of Gujarat. It has also got ISO certification from is competent authority.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 6

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	0	0	0

File Description	Document
Annual statements of accounts	View Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

TCC, an aided college affiliated to KSKV Kachchh University, Bhuj and all the funds are generated through UGC, Guj. Govt., Fee Collection, Management and some philanthropic contribution. These funds are utilized for the carrying various academic and non-academic activities and for developing the institutional infrastructure. The institution has transparent mechanism for utilizing all the available financial resources as per the UGC norms and guidelines. It prepares annual budgetary proposal every year and allocates specified amounts to various heads. Budget is proposed keeping in mind the recurring and nonrecurring expenditure of the institution. Depending upon the need allocates the budget for purchasing new equipment to facilitate teaching learning and evaluation process. Every year it allocates considerable amount of funds for library resources, student welfare activities, organizing seminars, distributing scholarships, prize distribution, sports and games budget, cultural and co-curricular and extra-curricular activities and infrastructural development.

Considering the demand for the expansion for the building the institution approached the alumni with the proposal of construction of 4th wing in the college premises and requested to contribute for this noble cause. The institute proudly acknowledges the immense contribution of the alumni for their great generosity in raising the new building in our campus. Some of the alumni extend their support by giving funds for helping the needy students to pursue higher education in our institution. The alumni always contribute and extends its financial assistance fully or partially for conducting huge events like seminar conferences youth festival etc. The institution maintains flawless record of all the accounts transparently and maintains professional ethics in mobilization of funds. The following records of UGC, Government, alumni and philanthropist's contribution are maintained properly and updated regularly.

- All the major financial decisions are taken by the Institute's Managing Committee and Governing Body (GB).
- As and when urgent requirements arise it is given after sanctioned revived from Managing Committee and IQAC.
- All the major financial transactions are analysed and verified by the governing body under different heads like
 - Research & Development
 - Training & Placement
 - Software & Internet charges

- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures
- Infrastructure
- Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
- After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the three quotations called and after the negotiations purchase order are placed.
- The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.
- All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.
- Respective committee ensures that whether suitable equipment/machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level.
- Financial audit is conducted by chartered accountant every financial year to verify the compliance.

File Description	Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC has been involved in planning, guiding and monitoring the quality assurance and quality enhancement activities in the college. In the very beginning of the term, the IQAC meeting is conducted and the progress is reviewed a planning is outlines for the new academic year. Keeping in mind, the university calendar, the institution prepares its institutional calendar to facilitate the teaching, learning and evaluation processes. All the important activities are discussed during the meeting. The teacher work load, allotment of lectures, requirement of temporary staff is discussed with the principal. A list of various portfolios is allotted to different committees to facilitate the system. Accordingly, all the curricular, extracurricular activity incharges' plan their activities properly without any clash. As a result of the IQAC initiatives, a system has been developed for administrative processes

The IQAC also establishes the link with the faculty members, alumni, parents and guardians, society and industries, employers and students for collecting the feedback on various issues related to curriculum, organization of events etc.

Best Practices:

1.Considering the infrastructural constraints, the IQAC, as per the NAAC's recommendations, initiated the with the proposal of expanding the building to facilitate qualitative teaching and learning in the campus. The proposal was considered by the head of the institution and the issue was discussed in detail in the IQAC meeting. It was decided to approach the alumni for fund raising. Accordingly the alumni were contacted and the Senior faculty and the IQAC explained their proposal and requested for their cooperation. A meeting was arranged and the alumni and the IQAC was able to generate the funds required for building construction and the plan was finalized. The IQAC successfully completed the process and today we have four additional well equipped classrooms and one air conditioned seminar hall to support the ICT enabled teaching aids. The IQAC acknowledges the great generosity of its alumni.

2.The IQAC approached the principal with the proposal of staffroom renovation. The IQAC looked into all the possibilities and it was discussed in the meetings and a plan was finalized. The IQAC discussed this proposal with all the staff members and noted their suggestions and views. Then, taking all the issues in this regard it has submitted the plan of staff room renovation and accordingly the staff room was renovated during summer vacation last year. This is another effort made by the IQAC for improving the quality aspects in the premises.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC has been monitoring the quality of teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals during its quarterly meetings in every meeting it includes to discuss the learning outcomes in agenda in each semester. The IQAC takes care to maintain the quality in the process of teaching learning and evaluation.

Two Examples of Institutional Reviews and Implementation of Teaching, Learning Reforms facilitated by the IQAC:

- 1.Examination Reforms
- 2.Online feedback collection from students on Teacher Efficiency and administrative mechanism

Examination Reforms:

A meeting was conducted on 10th September 2016 to discuss the impact of change in the examination duration of 3 hours to 2 hours 15 minutes for facilitating the CBCS system. Previously, the exams were conducted for three hours as per the annual pattern. Since the last academic year, the KSKC Kachchh University has changed the pattern by reducing the duration to 2 hour 15 minutes. Considering this change, and change in the pattern of questions, the IQAC committee discussed this issue and proposed to change

the mid semester exam duration accordingly. So it was decided by the committee to reduce the duration of mid semester exam to one hour from one and half hours. It was also decided to include only two questions in the question paper. Accordingly, the mid semester examinations duration has been changed according to the recommendations of the IQAC committee.

Online feedback collection from students on Teacher Efficiency:

In order to ensure promising learning output, the IQAC regularly collects online feedback on teachers' performance and methodology of teaching. The IQAC, after receiving the data, analyses it online and interprets the same. On the basis of the drawn conclusions, it takes necessary action if it identifies any dissatisfaction from the students on any aspect of teacher efficiency. Accordingly, it submits the feedback reports to the Principal for further action. The principal discusses the report with the management in the principal's meeting and seeks their suggestions for addressing the issues. Appropriate action is taken amicably to settle the matter. If any teachers require personal counselling, the management calls a meeting with the head of the institution and the individual teacher and discuss the matter.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 14.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	10	10	23	17

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
e-copies of the accreditations and certifications	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

As per the NAAC's recommendations it enhanced various aspects of quality concerns. So in order to solve the problem of space crisis, it has decided to expand the building and upgrade the infrastructure in the classrooms. Accordingly, it has involved alumni in the building expansion proposal proceedings. It has conducted national seminars in the campus. Two of the faculty members were awarded with Doctorate Degrees. Faculty members were motivated towards research and publication activities. OHP equipments were added in some classrooms. The library sources to fulfill the academic needs were strengthened. The institution does not have separate seminar hall in the campus. All the events were organized in other seminar halls of the sister concerned institutions. So in addition to the classrooms, seminar hall construction has become the top most requirements. Four new full time faculty members joined the institution during these five years. The IQAC committee, under the institutional guidance of the Principal and management focused on the quality aspects as per the NAAC's recommendations. It has started its 2nd Cycle of accreditation procedures in 2012. The team has also suggested IQAC develop the mechanism for maintaining documentation. The IQAC paid attention to each of their recommendations. The institution from the very beginning, has been giving ample of opportunities for the students to participate in various extra co curricular activities, besides inculcating quality education. The college students participate in inter college, inter university, Zonal, state and national level games and sports tournaments. .

Post accreditation Improvement after Second cycle:

The institution believes that quality is a journey and not the destination. So it has continuously attempted to ensure quality by adopting various means. The institution has been adopting various innovative measures to facilitate ICT enabled teaching. It has successfully completed the Building Expansion plan with the tremendous support of the alumni. It has added four well equipped ICT enabled classrooms and one air conditioned seminar hall with a seating capacity of 250 in the campus. Further it has installed CCTVs in all the classrooms and lobbies for surveillance purpose. It has started publishing UGC approved journal Samiksha in the campus. Four of the faculty members got recognition as PhD supervisors. Two of the faculty members completed their MRP projects. Another two are in the process of preparation. Yet another four of them have got registered for PhD programmes. They have also submitted their minor research projects proposals to the university grants commission and waiting for the results. The institution has organized one workshop and three seminar/conferences during these five years. As usual our NSS, NCC. Sports champions and other active students participate in various sports, cultural and social upliftment activities and bring name and fame to our college. The college has taken initiative to increase the accident insurance amount from Rs. 10000/- to 50000/- since last year. As a result of this today we have 16 well equipped, properly ventilated classrooms in addition to a multipurpose hall in our campus.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 300

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	64	68	67	63

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Report of the event

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The institution which believes in holistic education always provides platform for students by involving the students in various activities related to gender sensitivity, general awareness and legal literacy campaign etc. All the students participate actively in such competitions, lectures, presentations, workshops, seminars and awareness generating rallies. In addition to that they also opt environmental science as their foundation subject at the first year level. The college through various NSS, NCC, and CWDC activities brings all these relevant issues to the students notice.

Gender Sensitivity:

The CWDC organizes relevant programmes related to women and their issues. Further, it organizes special lectures, training programmes, self-defence workshops, legal literacy lectures and signature rallies etc. to campaign women empowerment, save the girl child, and prevention of early marriage etc. CWDC organizes guest lectures with the help of medical professionals for the benefit of the girls on various gynaecological issues. Even special shows are arranged for taking the girls to influential films like Dangal.

Safety and Security:

The institution CC camera surveillance in the entire including all the class rooms. 24 hour watchman monitors the campus to maintain safety and security in the campus. Even during the conduction of examinations strict monitoring is maintained in the campus. Fire extinguishers and electrical connectivity is properly maintained. First aid kit is available in case of minor injuries.

Counselling:

Career oriented counselling sessions are organized for the students. Every year college organizes Thalassemia Medical Camp for the students. All the Thalassemia major/minor detected cases are considered specially and a special counselling session is organized for their parents with a doctor in the campus. Need based personal counselling is considered as and when necessary. All the NSS, NCC and CWDC and members of Sexual Harrassment Committee volunteers have special counselling sessions on various issues of their concern. Management faculty from the sister concerned management institution orient our final semester students regarding their further studies every year. Experts from NIT and ICICI also conduct their sessions. The placement cell conducts counselling sessions separately for Sem 6 students for enabling them to face the interview confidently. External resource persons also visit our campus and conduct career oriented lectures for the students. Every year faculty from our sister concern institution conducts career oriented sessions to orient them towards management education after graduation.

Common Room:

There is a special common room with attached fresh room facility for girls. It has got required furniture and facilities like tables, chairs, and bed with mattress, mirror, first aid, sanitary napkin, toilet soap, napkin, dustbin water. The girls can spend their free time and relax in the common room. Even during the conduction of cultural activities, special green rooms are allotted for both boys and girls. A separate boy's common room with basic amenities is available in the campus. It is equipped with table and chairs, mirror, napkin, soap, dust bin, indoor games etc. The CWDC and the Prevention of Sexual Harrassment Committee jointly contribute to women development and gender sensitivities in the campus.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 75

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 100**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 25**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 25**File Description****Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:**Solid Waste Management:**

In Solid Waste Management the institution focuses on three R's i.e Reduce, Reuse and Recycle.

Reduce: The reduction in use of raw materials. The institution propagates the consumption of less stationery in the campus. So it prefers e-communication for regular circulars and even for notifying students and staff. It makes use of TENO mobile application.

Reuse: The institution believes in reusing the waste materials accordingly all the used stationery and answer books are disposed to a vendor on a condition that he recycles the same in a paper mills. **Recycle:** Written assurance is taken from the vendor regarding the recycling of those used papers.

There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable Bio-degradable waste is allowed to degrade or decompose an oxygen rich medium. A good quality nutrient rich and eco-friendly manure is formed and non-biodegradable wastes are dumped into dumping yards. Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. Usage of plastic bags is discouraged within the premises of the College. Students are advised not to misuse the papers. Eco-friendly environment is encouraged in the campus. Even our canteen offers coffee/tea and refreshment in paper cups/plates only

Liquid Waste Management: Well-constructed under ground drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water and the cleaning part is given

for outsourcing.

E-Waste Management: E –Waste, which on the face of it seems quite clean and safe is not so. Its qualitative characterization shows it to be very complex consisting of several hazards constituents that can play havoc with our health therefore e-waste is not accumulated in the campus The remaining material is disposed off in an appropriate manner.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution is located in the remote Kachchh District which is known for drought hit and quake prone area. So, the Kachchh realizes the value of every drop of water and saves the rain water strategically for future use. Our college has rainwater harvesting structure for the newly constructed 4th wing building. The rainwater is accumulated and deposited for reuse. The water collected is directed to a deep pit of bore well and it can be used later. Even the ground water is directed towards the plants. R.O. water is provided for the drinking purposes and waste water is used for gardening and cleaning purpose.

The new wing was constructed in such a way that during the rainy season the rain water from the terrace directly flows to the system of rain harvesting pipeline and it directly reaches to the bore well sump where percolator is installed to prevent the garbage going inside the sump. The collected pure water directly goes to the bore well pipe and reaches to the underground sump. The accumulated water fulfils the required water resources of the institution throughout the year. Because of this the underground water level in the soil are increased and the bore well pumps more water for the use. With this initiatives even in dry Kachchh area, the institution maintains lush green campus with beautiful plants and trees in all seasons. In spite of having maximum number of students, the institution does not face any water crisis even in the summer time. Even the old building has a provision to direct the rain water directly to garden so as to maintain greenery in the campus.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**

c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:**Solar Energy:**

The institute has initiated experiment using solar energy at ground by way of solar street lights. Though a small initiative it shows its concern to the green environment.

Bicycles:

Some of the students come to college by using bicycles. Sometimes, bicycle rallies are organized to spread awareness among the public on some socially relevant issues.

Public Transport:

TCC has students' enrollment from various nearby villages and rural places. All these students who commute from Bachau, Mundra, Anjar, and Gandhidham, generally opt for public transport. The college issues identity cards to all these students for getting concessional charges in public transports. Even some of the faculty members do car pooling for this purpose.

Pedestrian Friendly Roads:

Adipur is a small well planned town with proper linkage to every corner of the city. So, majority of the local students reach college by walk. The institution has beautiful small pedestrian friendly access to the students.

Plastic free Campus:

The college strictly prohibits the usage of plastic bags. Majority of the faculty members prefer to have their ceramic cups to plastic cups. Even for sending the examination documents and answer books to the university, the college used cloth bags rather than plastic bags.

Paperless Office:

The entire process of admission is online. The declaration of merit list and display of results are declared through online. So, the office automation is partially paperless. Even the circulars are conveyed through e_communication system. Student's feedback is collected through Google forms. Notices, circulars, some information regarding the pogrammes are provided through 'Tenos Application'. The college has data base consisting of the student details.

Green Landscaping with Trees and Plants:

The college has taken many steps to maintain eco friendly environment in the campus. The campus has beautiful well managed garden with electrification. The NCC and NSS volunteers regularly participate in

tree plantation activities in and outside the campus. The students and the staff have planted many saplings and there is a gardener to look after the garden. The college takes utmost care to maintain greenery in the campus. So, it has low levels of carbon emissions. The campus ensures healthy environment for all. Sprinkling water system is used in the garden. Plumbing maintenance is done on regular basis to prevent the wastage of water. Paving block flooring is used to percolate rain water. Dry leaves and waste paper are not allowed to be put on fire in the campus. O create awareness on the importance of tree plantation, every year college conducts Tree Plantation Activity in the campus. Further NSS and NCC volunteers carry out this tree plantation activity outside the campus.

Any other:

- A foundation course entitled 'Environmental Studies' is introduced in the first year of B.Com. curriculum to create awareness about the National Environmental Policy.
- CFL bulbs are used instead of 40w, 60w, 100 watts bulbs to save energy.
- Separate dustbins are provided to college wet and dry waste.
- Debate, Elocution and Poster making competitions are conducted on topics related to environment.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 8.68

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.06	0.19	0.58	16.50	0.12

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift

3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 53

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	7	12	14

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 36

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	7	5	7	9

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 63

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes , The institution organizes National Festivals such as Independence Day and Republic Day, Womens day, NSS day, NCC day and Yoga day in college premises. Further It also observes various significant days such as Birth Anniverseries of Swami Vivekanand , Dr. B R Ambedker , Gandhi Jayanti, Sardar Vallabh bhai jayanti, Shyamji krishna verma jayanti and founder president of the trust late shree P S Tolani's Birth and death aniverseries in the campus

All the festivals and cultural days of significance i.e. Kite Flying, Holi, Guru Poornima, Sharad Poornima, Vasant Panchmi , Krishna Janmotsav, navratri garba are celebrated with great enthusiasm.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial System:

Transparency in financial system is ensured through:

Financial audit is done regularly by external agencies.

Formulation of financial committee as per UGC guidelines and Govt. norms.

Academic System

Academic Audit is done regularly by external experts. Attendance records are maintained properly by the faculty. Letters are sent to the parents of students with low/zero attendance. Internal marks are assigned on the basis of class room attendance.

Administrative Functions

Transparency in administrative functions is ensured through:

Well specified duties of every administrator.

Documented service rules made available in the website

Well laid down procedures to be followed while discharging the regular duties

Auxiliary functions of the Institute

Auxiliary functions like conduct of workshops, training programs, seminars, FDPs, conferences, guest lecturers etc., are strictly implemented through the following sequence of operations:

Proposal by specific department

Financial approval by the management/administration

Conduct of the program

Submission of the accounts

Submission of the report

Verification and recording of the proofs and publication in the website

The complete record of these operations is made available in the concerned department. Transparency is ensured through this process.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICES No. 1

Title of the Practice: Promoting Research initiative through IQAC

Objectives of the Practice

To generate interest among faculty to carry research activities.

To promote the faculty towards the publication

To develop research aptitude among the students

The Context

As per the recommendation of the NAAC, the IQAC realize the significance of research and publication for academic progress.

The Practice

Sl. No.	Year	Department	Event	Theme	No. of
1	25th June, 2013	English	International Workshop	Mobigam: Language on the move in Gujarat	30
	09-10, January, 2015	Economics	National Conference	Global Warming: World/Indian Agronomy and Indian Economy	132
	8th January, 2017	Accountancy	National Seminar	Innovation and Revolution in Accounting, Taxation and Commerce	190
	27th January, 2018	IQAC	National Seminar	Teaching Learning and Evaluation – Issues and Concerns	350

Publication Data

The faculty contributed about 64 papers and research articles to Samiksha and other UGC recognized journals. They also contributed 30 Chapters and Books during the last five years

Research Projects/PhD Registration

No.of MRPs completed: 2

No.of Ongoing MRPs: 2

No. of MRPs submitted to UGC: 4

No.of Faculty registered for Ph.D. 4

No.of faculty Ph.D. supervisors: 4

Evidence of Success

Faculty members started enquiring about paper preparation and presentation

IQAC organizing seminars and conferences in the campus

Considerable number of increase in faculty publications and participation in seminars and conferences.

Problems Encountered and Resources Required

Lack of research aptitude

Work load pressure as a result of high teacher student ratio.

The college does not have any Research Study Centre to support

Delay in sanctioning process for MRP approval from WRO-UGC

Notes

In order to encourage the research activities in the campus and to promote research activities among faculties, the institute management allows them to attend seminars and conferences by sanctioning duty leave.

BEST PRACTICES No. 2

Title of the Practice: Skill enhancement and value education through extracurricular activities.

Objectives of the Practice

To inculcate a sense of moral responsibility in the minds of the youth by involving them in the social upliftment awareness activities,

o

To ensure the all round development of the students by focusing on holistic development.

The Context

The institution which believes in imparting quality education makes its every possible way to enhance the skills.

The Practice

With an objective to generate a sense of moral responsibility and values in the minds of the under graduating students and to impart value education, the institution organizes various extracurricular activities.

Evidence of Success

Those who have participated activities developed their imaginative and creative skills and realized the value of team spirit and cooperative learning, communicative skills.

Problems Encountered and Resources Required

It is not easy to motivate exam oriented students to participate in such extra activities during their college hours.

Fund arrangement seems to be a big hurdle sometimes for carrying such extensive activities outside the campus.

Notes

All these activities will definitely help the student to enhance his qualities.

File Description	Document
Any additional information	View Document
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7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority

and thrust**Response:****Empowering Girls:**

TCC has been imparting quality oriented higher levels of education in commerce discipline since last four and half decades. In addition to the regular UG and PG programs in commerce faculty, considering the diversified needs of the society, it also provides distant mode of education provision through IGNOU and BAOU study centre for the benefit of the society. Further, keeping in mind the advanced learners 'aspirations, it offers CA, CS and ICWA coaching in the campus. Kaka, the founder, dreamt of providing educational opportunities for all the girls in this remote area of Kachchh in the year 1973 when there was no girls in the college. To encourage girl's higher education, he has also initiated by offering secured accommodation in the form of Girls' Hostel in the campus. Today the institution feel proud to share that more than 60% of our students are girls and the numbers are increasing day by day. The CWDC provides them an opportunity to develop their overall personality by participating in various activities. Self-defence training, awareness workshops, medical counselling are a part of the institutional benchmarking. Our girls outshine the boys by securing university ranks. They compete in all the relevant fields and establish their identities. They participate in cricket tournaments, they become the cadets of Naval NCC. So our girls undergo a special training of shooting through their NCC activities. The institution arranges motivational lectures by renowned women in the surroundings.

The institutional management believes in ensuring holistic personality development of the students. So, realizing the need current day needs of the smart generation, the institution focuses on enhancing IQ, EQ and SQ aspects of the students and faculty. Besides providing academic support for ensuring promising teaching, learning and evaluation processes, the institution also focuses on physical and mental health .It regularly conducts programmes to orient staff and students in the campus. Free Thalassemia medical check-up and Blood grouping tests are conducted every year with the collaboration of NGO agencies. Further on the basis of the reports received, it organizes special counselling session for the needy students and their parents .Further, in order to spread Kaka Tolani's message of Social upliftment of women, the institution organizes special guest lectures and workshops for girls.

Yet another significant achievement of our TCC is its feedback as the best PG centres outshining the university department at Bhuj. As a result of the committed faculty, our PG centre students grab majority of the university toppers ranks. It has been observed that the total number of enrolment of students in PG is comparatively higher than the enrolment of the students in the university departments. So, this indicates TCC is identified as the top most priority for either graduation or post-graduation in commerce discipline as it has the maximum number of students in both UG and PG courses in the entire Kachchh District.

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NAAC

5. CONCLUSION

Additional Information :

Getting accredited in 2008 with 2.27 CGPA, the institution improved its quality aspects as per the peer team's recommendations. It has strengthened the library resources with new technology. It has upgraded its infrastructural abilities. Three of the faculty members upgraded their qualification by pursuing Ph.D. Two of them got sanctioned their Minor Research Projects by UGC grant of Rs 1, 35,000 and Rs 90,000 respectively. Three of the full time teaching posts and a principal's posts were filled by the government. The institution has applied for 2nd cycle of reaccreditation in 2013 and got 2.80 CGPA. The institutional IQAC paid immediate attention to all those recommendations within its capacity. Regarding the NAAC peer team recommendation of each and every departmental contribution in minor research proposals submission, faculties considered it positively and almost all the departments have submitted their proposals to the UGC during the last five years. Two of them have submitted their reports in 2015. Two of them got sanctioned their reports and others are waiting for the result. It has been launched and got University Grants Commission approval and about 34 articles were contributed to it by our faculty members during the last four years. In addition to this in house journal and thus encouraged many faculty members across the country to contribute to the research enhancement. Some of the faculty members contributed about 30 articles to other reputed journals. About 30 chapters and books were contributed for publication by our faculties during the last five years.

Concluding Remarks :

With an objective to transform the drought prone Kachchh region through the promotion of trade and industry by imparting quality education to train the youth towards excellence, Tolani Commerce College continuously makes its efforts to ensure the quality in imparting the education at both UG and PG level. It takes utmost care to maintain the quality in all the relevant academic fields.

The institution has also upgraded its infrastructural abilities by adding another new wing in the campus. So it has added four well equipped classrooms and one air conditioned seminar hall in the campus. All four new classrooms facilitate the ICT enabled teaching. All the rooms have PAS connectivity. The staff room is renovated as per the IQAC recommendation. Pure drinking RO water facility is provided on all floors. The newly constructed building has differently-abled user friendly fresh room facility. Four of the faculty members got recognition as PhD supervisors. Four of the faculty members, have got registered for pursuing Ph.D. Placement activities are improved. The institution has organized four huge events to promote research. Two national conferences, one national seminar and one workshop were conducted during the last five years. The institution has also hosted University Youth Festival in 2016. It has hosted University Athletics Meet in 2018. Many of our young players represented our institution at national level competitions. Thus the institution continuously makes its efforts to ensure quality education in the campus.