BGE Society's

Smt. L.R.T. College of Commerce, Akola

ANNUAL QUALITY ASSURANCE REPORT

2014-15

Submitted to

NAAC Bangalore

TRACK ID- MHCOGN10486

Contents

Smt. L. R. T. College of Commerce, Akola

ANNUAL   QUALITY ASSURANCE CELL REPORT

2014-2015

THE BERAR GENERAL EDUCATION SOCIETY'S

Smt. Laxmibai Radhakisan Toshniwal College of Commerce, Akola – 444001

(Maharashtra State)

Re-accredited with 'A' Grade by NAAC

TOWARDS EXCELLENCE IN COMMERCE EDUCATION

Vision

"*To Become One Of The Best Educational Institutions*

In The Country By Attaining Excellence

In Commerce Education"

Mission

"*To Integrate With The Indian Educational Service Group*

By Propagating Value Based Education

And

Preparing Pupil For Initiation Into A Higher Life By

Associating Them With The Natural, Social And Cultural

Environment

Smt. L. R. T. College of Commerce, Akola

Goals and Objectives

The Goals and Objectives of the Institution are-

1. *To improve the quality of commerce education through sustained effort towards attaining excellence*

2. *To develop a human person with desirable abilities, proficiencies, attitudes, values and qualities of self confidence and creativity*

3. *To develop culturally conscious individuals with pride in the country and the desire contribute to its development as good citizen of the country*

4. *To kindle the desire for preserving and promoting democracy, secularism, equality, social justice and ethics*

5. *To make students competent enough to be self reliant*

6. *To develop sound physical health and fitness for undertaking physical activities demanding dexterity, diligence and hard work*

7. *To assess the students in acquiring the ability of problem solving, decision making, and facing the unforeseen situations*

8. *To promote a sense of self respect and dignity among the weaker sections of the society*

9. *To build up financial self sufficiency by undertaking academic and allied programmes and resource generating services*

10. *To achieve high learning standards for preparing a sound educational base for pursuing higher education*

11. *To become a component of Indian Educational Service Group having a competitive edge to confront the challenges of higher education*

Foreword

At the outset it is a matter of deep elation for me and my staff as our college has reached the highest pinnacle of glory for being awarded 'A' Grade by NAAC in II cycle. It is the sweetest fruit of our consistent efforts and perseverance and its sweet fragrance will linger in our hearts for many years to come. Now we are marching ahead for III cycle and expect the same sweet fruit.

This year we have reached the Zenith of success in fostering an academic atmosphere with the award of many UGC Research Projects, book writing, and paper publications in national and international journals of repute.

I derive immense pride to state that we have accomplished excellent results, overall development with the involvement of the students in curricular and co-curricular activities.

Our dedicated faculties whose total commitment, deep involvement and collective efforts have enabled us to present all achievements of the year 2014-15 in this AQAR.

I could undertake this arduous jo urney and get positive results due to the support of my staff, students, stakeholders of the society and our benevolent management. They are my wings which help me to achieve highest altitude of my soaring ambition and realization of my cherished dreams.

I express my wholehearted thanks to Dr.Varsha S. Sukhadeve , Coordinator, IQAC, and Prof. Y.K. Agrawal, Member, IQAC and other team members for taking pain in the preparation of this report which encloses the phenomenal events and achievements of the college during the year.

Place : - Akola   *(Principal Dr. S.G. Chapke)*

Date :-   *Chairman*

IQAC

Prologue

The Berar General Education Society's Smt. Laxmibai Radhakisan Toshniwal College of Commerce, Akola was established in the year 1964 with the great Philanthropic ideals of democratizing and de-elitising education. Taking it's origin in the grand gestures of the visionary zeal of a Seth Radhakisan Laxminarayan Toshniwal who have donated a sum of Rs. 25000/- and a piece of Land measuring about 3 acres in the heart of the city in the fond memory of his wife Smt. Laxmibai for starting a separate commerce college. Smt. Laxmibai Radhakisan Toshniwal College of Commerce came into being as a separate unit in the year 1964. Since then , it has been working as a premier institution of Commerce education in the Western Part of Vidharbha.

The vision of the institution, is ," To Become One of The Best Educational Institutions In The Country By Attaining Excellence In Commerce Education" with this vision our institution is continuously marching forward to fulfil the Mission of the institution," To Integrate with The Indian Educational Service Group By Propagating Value Based Education and Preparing Pupil for Initiation Into A Higher Life By Associating them With The Natural, Social And Cultural Environment.

To excel in commerce education through persistent efforts, to sustain and enhance quality for further competitive challenges emerging in higher education and to facilitate accommodative value based educational , Cultural, Social and National Environment in the region.

To sustain the 'A' Grade through consistent efforts and continue the tradition of excellence in commerce education and go through the ceaseless endeavour of quality enhancement, the IQAC plays an instrumental role in augmenting intense desire for perfection and excellence.

After the accomplishment of an 'A' grade by NAAC, the journey has become more arduous because reaching the pinnacle of success is a very challenging task but sustaining that strategic and coveted position is still more challenging and in the event of new vistas in the field of education, the task of quality sustainance and enhancement becomes more Herculean.

Keeping a complacent attitude is a sort of affliction, a malady and a part of sustaining the highest qualitative 'A' Grade awarded by NAAC, new strategies are being devised by the staff of the college under able guidance of our Principal, Dr.S.G.Chapke, our lighthouse of inspiration and motivation. The college is meticulously making efforts keeping every aspect of the Academic Performance Indicators (API) and the Performance Based Appraisal System (PBAS) in perspective as per the latest norms of NAAC. Along with the organization of students-centered activities the teachers of the college have a lion share in academic and research contributions.

Swimming along with the tide is very easy, but swimming against the tide is very difficult. The advent of private universities and other forces in the educational sector have inspired us to make qualitative changes for the sustenance of 'A' Grade awarded by NAAC.

The award of an 'A' Grade by NAAC is the essence of the team spirit of our institution and the coveted result of the responsibility and accountability to accomplish the vision and mission of the college.

The present report AQAR 2014-15 highlights the activities undertaken during A.Y. 2014-15 for sustaining and enhancement of quality. All the commitments which were stated in Part C of previous report 2013-14 were duly satisfied. It is a self –reviewed progress report detailing the tangible results achieved in key areas which were specifically identified by the IQAC in the beginning of the Academic Year.

I deeply indebted , gratefully acknowledge and appreciate the wide involvement and sincere efforts of the entire team. Our Supportive Management, Principal ,Members of IQAC, Teaching and Administrative staff Alumni and parents who have supported and put their painstaking efforts for the preparation of AQAR 2014-15.

Place : - Akola   *Prof. Dr. Varsha S. Sukhadeve*

Date : -   *Coordinator*

                                                      Steering Committee & IQAC

B.G.E.Society's

Smt. L. R. T. College of Commerce, Akola

<u>Internal Quality Assurance Cell</u>

<u>*2014-15*</u>

1	*Principal Dr. S.G.Chapke*	-	*Chairman*
2	*Dr. R.B. Heda*	-	*Representative of Management*
3	*Shri R.R. Golechha*	-	*Representative of local society*
4	*Shri V.R. Panpaliya*	-	*Representative of Industry*
5	*Dr. Ashalata Raman*	-	*Representative of Teaching staff*
6	*Dr. T.G. Mirge*	-	*Representative of Teaching staff*
7	*Dr. M.C. Dabre*	-	*Representative of Teaching staff*
8	*Prof Y.K. Agrawal*	-	*Representative of Teaching staff*
9	*Shri V.M. Jaipelley*	-	*Representative of Teaching staff*
10	*Dr.Varsha S. Sukhadeve*	-	*Director/Coordinator, IQAC*

B.G.E.Society's

Smt. L. R. T. College of Commerce, Akola

<u>**Quality Circles**</u>

2014-15

To sustain and enhance the quality and to expedite the activities of IQAC, quality circles for seven criteria are formed to go ahead for betterment of tomorrow. As it is our mission to excel in all activities of the college, the members of quality circles will contribute to achieve it. IQAC hopes that the staff members with team spirit are going to be pioneer in the field of education by generating innovative ideas in the development of institution. Ideas make work interesting, institutional devotion will lead us to achieve excellence in all activities of the college. Quality circles formed in the staff meeting of IQAC are as under-

<u>**1. Curricular Aspects-**</u>

a. Prof Dr. A.L.Raman

b.Prof. Dr. T.G.Mirge

<u>**2. Teaching, Learning & Evaluation-**</u>

a. Prof. Dr.M.C.Dabre

b .Prof. Dr.A.L.Rathod

c .Prof.Dr.J.H.Lahoti

<u>**3. Research, Consultancy, &Extension-**</u>

a .Prof. Dr. V.S.Sukhadeve

b. Prof. Dr. V.K.Mishra

<u>**4.Infrastructure and Learning**</u>

<u>**Resources-**</u>

a. Prof. A.L.Kale

b. Prof. Y.K.Agrawal

c. Prof.Dr.J.R.Maheshwari

<u>**5. Student Support & Progression-**</u>

a.Prof.Dr. J.M.Kale

b.Prof.Dr.D.V.Ingle

c.Prof. A.M.Tirkar

d.Prof.Dr.S.D.Damodhare

<u>**7. Innovative Practices-**</u>

a. Prof. Dr. A.S.Khedekar

b.Prof.Dr.S.D.Damodhare

c.Prof.Dr.H.B.Baidwaik

<u>**6. Governance and Leadership-**</u>

a. Prof.Dr. G.G.Gondane

b. Prof. R.L.Yeul

c .Prof.J.R.Maheshwari

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year | 2014-15

1. Details of the Institution

1.1 Name of the Institution | **SMT. LAXMIBAI RADHAKISHAN TOSHNIWAL COLLEGE OF COMMERCE**

1.2 Address Line 1 | **RATANLAL PLOT**

Address Line 2 | **CIVIL LINES**

City/Town | **AKOLA**

State | **MAHARASHTRA**

Pin Code | **444001**

Institution e-mail address | **lrtcc@rediffmail.com**
lrt206@sgbau.ac.in

Contact Nos. | **09422860394**
09822733021

Name of the Head of the Institution: | **DR. SHRIPRABHU GULABRAO CHAPKE**

Tel. No. with STD Code: | **0724-2400197**
0724-2457224

Mobile: | **09422860394**
09822733021

Name of the IQAC Co-ordinator: | **DR. VARSHA S. SUKHADEVE**

Mobile: | **09822733021**

IQAC e-mail address: | drvarshasukhadeve@gmail.com

1.3 **NAAC Track ID** | **MHCOGN10486**

OR

1.4 **NAAC Executive Committee No. & Date:** | **EC/53/RAR/06 dated 4-9-2010**

1.5 Website address: | **www.smtlrtcc.org**

Web-link of the AQAR: | **http://smtlrtcc.org/AQAR-2014-15.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	79%	2004	2009
2	2nd Cycle	A	3.02	2010	2015

1.7 Date of Establishment of IQAC : | **18/04/2006**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i.   AQAR 2010-11 submitted to NAAC on **26/12/2011**

ii. AQAR 2011-12 submitted to NAAC on **02/02/2013**

iii. AQAR 2012-13 submitted to NAAC on **05/04/2014**

iv. AQAR 2013-14 submitted to NAAC on **28/01/2015**

1.9 Institutional Status

University   State `NA` Central `NA` Deemed `NA` Private `NA`

Affiliated College   Yes `√` No ☐

Constituent College   Yes `NA` No `NA`

Autonomous college of UGC   Yes `NA` No `NA`

Regulatory Agency approved Institution   Yes `NA` No `NA`

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education `√` Men ☐ Women ☐

                      Urban `√` Rural ☐ Tribal ☐

Financial Status   Grant-in-aid `√`   UGC 2(f) `√` UGC 12B `√`

                     Grant-in-aid + Self Financing `√` Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☐   Science ☐ Commerce `√` Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management `√`

Others   (Specify)   .   LIBRARY SCEINCE

1.11 Name of the Affiliating University *(for the Colleges)*   SANT GAGE BABA AMRAVATI UNIVERISTY, AMRAVATI

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

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	No
UGC-COP Programmes	Yes		

2. IQAC Composition and Activities

2.1 No. of Teachers and Principal 06

2.2 No. of Administrative/Technical staff 01

2.3 No. of students 00

2.4 No. of Management representatives 01

2.5 No. of Alumni 01

2. 6 No. of any other stakeholder and
        community representatives 00

2.7 No. of Employers/ Industrialists 01

2.8 No. of other External Experts 00

2.9 Total No. of members 10

2.10 No. of IQAC meetings held 06

2.11 No. of meetings with various stakeholders: No. 05   Faculty 03

        Non-Teaching Staff Students 01   Alumni 01   Others 02

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

If yes, mention the amount   [Nil]

2.13 Seminars and Conferences (only quality related)

(i) No. of Conferences by the IQAC:

Total Nos. [---]   International [---]   National [---]   State [---]   Institution Level [---]

(ii) Themes

> NA

2.14 Significant Activities and contributions made by IQAC

1) Activated seven quality circles of the institution to function as per guidelines provided by NAAC.

2) Organized periodic meetings with teachers, administrative staff, alumni and management representative for the smooth working of the institution.

3) Prepared Annual Quality Assurance report of the year 2014-15 and got it approved by management body and submitted to NAAC.

4) Encouraged teachers for writing research papers, to submit minor & major research projects, publishing books and to attend conferences and seminars.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) To Construct Language Lab.	Language lab. is under construction.
2) To conduct Yoga classes for students and staff members	Yoga classes have been conducted by IQAC and Innovative Quality of the institution throughout the year. All and students and faculty members actively took part.
3) To submit LOI to NAAC for third cycle.	LOI is submitted to NAAC for third cycle.
4) To constitute NAAC Steering Committee for preparing self study report	NAAC Steering Committee is constituted and 'Self Study Report is prepared and submitted to NAAC.
5) To constitute IQAC of the Institution.	IQAC of the Institution is constituted as per guide lines given by NAAC.
6) To prepare budgets of various department.	Budgets of Department of Commerce, Department of Management Studies and Research, Department of Computer Management and Cyber Commerce, and UGC Career Oriented Courses have been prepared and got approved in Local Management Committee meeting.
7) To form various committees for the smooth functioning of the institution.	Various committees for the smooth functioning of the institution are formed in the College Council meeting at the beginning of the academic session.
8) To form language board of English, Hindi and Marathi for promoting communication and writing skills among students and staff.	Language board of English, Hindi and Marathi were formed for promoting communication and writing skills among the students and staff. Debate, essay and quiz

	competitions were organised. Workshop on communication skills is English have been also organised by English Board.
9) To form Commerce Forum.	Commerce forum have been formed. Elocution Competition, Guest lectures and industrial visits were organised.
10) To arrange placement activities through industrial linkage and placement cell.	Placement activities through industrial linkage and placement cell were undertaken.
11) To promote research activities among teaching staff members.	Research activities among teaching staff members is promoted. All the teachers of the institution actively participated in work shops and conferences and have written research papers. Most of the teachers applied for major and minor research projects.
12) To felicitate students and staff of the institution for their achievements.	Students and staff were felicitated for the extraordinary achievements in the felicitation programme by the hands of Principal and Management Body of the Institution.
13) To promote cultural and community development activities with the help of NSS and NCC departments of the institution.	Various activities were organised by NSS and NCC department of the institution for promoting cultural and community development activities.
14) To active Alumni Association and Parent Teacher Forum of the institution.	A grand Meet of Alumni Association and Parent Teacher Forum was organised and feed back regarding working of institution was taken. Further suggestions for improvement of the institution were also invited from Alumni and Parents.
15) To publish Annual Vishwadhan Magazine of the college.	College Magazine 'Vishwadhan' have been published under the theme 'Biodiversity Marine Life'.

16) To purchase additional books for the library of the college.	Additional books were purchased for central library and for the library of Department on Management Studies and Research and for Department of Computer Management and Cyber Commerce.
17) To activate seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.	Seven quality circles of the college were activated to enhance quality in each activity of the institution as per NAAC parameters.
18) To strengthen ICT learning resources of the institution.	New computers, printers and interactive board were purchased by strengthening ICT learning resources of the institution.
19) To summit AQAR for the academic year 2014-15 to NAAC.	AQAR for the academic year is prepared and got approved by IQAC and Management Body and being here by submitted to NAAC.
20) Various cells such as Remedial Coaching Center, NET/SET Guidance Center, Career & Counseling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell etc. will be continued.	Special classes for the students were conducted under the agies of Remedial Coaching Center, NET/SET Guidance Center, Career & Counselling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell
21) It is proposed to strengthen the practice of maintaining the students' progression record as it will enable to know the progress of the students-for this a continuous monitoring process shall be evolved by Students Support and Progression Quality Circle in coordination with Teaching, Learning and Evaluation Quality Circle. It is proposed to continue the practices of Welcome and Farewell of the	Student progression record was properly maintained.

students in the beginning and the end of the session respectively. Students 'Editorial Board' for wall magazine is proposed to be formed as regular feature.	
22) A master plan has been prepared for the further growth of the infrastructure to keep pace with the academic growth of the institution. The college has effective mechanism for maintenance and optional use of its infrastructure. At present taking into consideration the academic development of the college, it is observed that the existing infrastructure shall be developed to meet the future needs.	Repairs and maintenance of the existing Infrastructure was done. Pavers were fitted in the campus of the institution.
21) It is proposed to update the web-site of the college as usual.	Website of the college was updated.
22) It is proposed to continue all the activities which were performed in the past with improvements which were evaluated on the basis of experience, observation and expectations.	All the other activities were performed with improvements which were performed in the past.

*Attach the Academic Calendar of the year as Annexure. (**Annexure I: Academic Calendar**)*

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | -- |

Management | √ | Syndicate | -- | Any other body | -- |

Provide the details of the action taken

> Meeting of IQAC taken on 10-12-2015 and the AQAR of the year 2014-15 was approved by all the management representatives and by all other members of IQAC.

Part – B

Criterion – I

1. Curricular Aspects
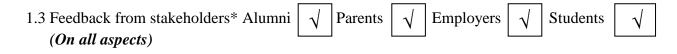
1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	--	--	--
M.Phil	01	--	01	--
PG	03	--	02	--
UG	01	--	--	--
PG Diploma	04	--	04	--
Advanced Diploma	04	--	--	04
Diploma	04	--	--	04
Certificate	05	--	01	04
Others	--	--	--	--
Total	**23**	**--**	**08**	**12**

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	03
Vocational	00
Trimester	--
Bi- Annual	01
Annual	18

1.3 Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]
(On all aspects)

Mode of feedback : Online ⎡ -- ⎤   Manual ⎡ √ ⎤   Co-operating schools (for PEI) ⎡ -- ⎤

Please provide an analysis of the feedback in the Annexure (Annexure II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> 1. Syllabus is framed & updated by university from time to time .
>
> 2. Internal Assessment marks are introduced for every subject.
>
> 3. IT related subjects are inculcated in the curriculum.
>
> 4. Project report is inculcated in UG and PG curriculum.

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

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
21	14	06	NIL	01

2.2 No. of permanent faculty with Ph.D.   ⎡ 16 ⎤

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	03	Nil	Nil	Nil	Nil	Nil	Nil	01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	18	Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University level
Attended	09	15	01	02
Presented papers	07	14	NA	NA
Resource Persons	NA	01	NA	NA

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

➢ The use of modern multi-media teaching aids like LCD, CD-ROMs and computer systems are employed in computer-lab

➢ In departments, computer based packages are used to elucidate abstract knowledge and virtual instrumentation through computer animation.

➢ The students are also encouraged to use computer software packages for meaningful analysis of the experimental data collected/acquired by them in learning process.

➢ In the last five years, many teachers have developed ICT enabled course material. Many departments are supplied with audio-visual teaching aids which are also used to teach students .

➢ Learner centered activities, like participative learning, interactive sessions, student seminars, case studies, project work, assignments, problem solving exercises, practical – field work are followed.

2.7 Total No. of actual teaching days during this academic year   180

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

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

Board of Study Members	Faculty	32(5)
05	01	02

2.10 Average percentage of attendance of students   **75%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I) B.Com.- I	681	5.88	28.87	51.6	13.65	54.92
II) B.Com. – II	561	8.17	31.13	45.28	15.42	56.68
III) B.Com.-III	499	6.86	34.57	44.85	13.72	70.14
IV) M.Com.- I sem.	172	12.50	47.92	39.58	----	27.91
V) M.Com.- IISem.	164	15.62	50.00	34.38	-----	19.51
VI) M.Com.-III Sem.	89	27.27	31.82	40.91	-----	24.72
VII) M.Com – IV Sem.	75	07.40	51.85	40.75	-----	72.00
A)Management courses: I) MHRD -II	10	---	100	----	----	10
II)MIRPM- IV	14	---	75	25	----	28.57
III)DBM	20	---	100	---	----	5
IV)DFM	17	----	--	100	----	5.88
V)D.Tax	28	---	66.67	33.33	----	21.43

VI)M.Phil	18	----	100	----	----	55.56
B)M.C.M. Department:						
1) I sem.	44	--	43.18	----	----	43.18
2) II sem	40	10.71	78.58	0.71	----	70.00
3) III sem	15	11.11	88.89	----	----	60.00
4) IV sem	16	70.00	30.00	-----	----	62.50
C) Career oriented courses:						
I)Certificate						
i)E-Commerce	12	----	25	41.67	33.33	100
ii)Web deg.& off Auto	04	----	75	----	----	75
II)Diploma						
i)E-Commerce	02	----	50	50	----	100
ii)Web deg.& off Auto	02	----	50	50	----	100
iii)Event Management	07	----	28.57	71.43	----	100
III)Adv.Diploma i) Web deg.& off Auto	02	----	100	----	----	100
ii)E-Commerce	01	----	-----	100	----	100
D) Library Science:						
I) C.Lib	----	----	----	----	----	----
II) M.Lib	----	----	----	----	----	----

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

Teaching learning and Evaluation quality circle is established in institution. Through this quality circle IQAC promotes the below mentioned activities to contribute, monitor and evaluate the Teaching & Learning process.

Academic Calendar and Administrative Calendar are prepared, circulated and displayed in the beginning of the academic session.

1. Class wise subject time table is prepared
2. Separate time table for computer practical is prepared.
3. Teachers act as guides for preparing project report.
4. Regular class tests are conducted.
5. Term end examination is conducted.
6. Remedial classes are conducted for weak students.
7. Assignments of each subject are given.
8. Group discussion and presentation of the students is taken by all subject teachers.
9. Internal marks are allotted on the basis of class test, group discussion & presentation and assignments.
10. Academic diary is maintained by the teachers.
11. Feed-back from students for the teachers is also collected in order to enhance the quality of education.
12. Industrial and field visits of the students are taken.
13. Student- Interaction Committee is formed every year to acquaint the students with various activities of the college, which are proposed to conduct for the students throughout the year. It makes convenient to students to participate in the activities in the area of interest such as Sports,N.C.C., N.S.S., Cultural activities etc. This Committee acts as a source of talent search in the youth of the college apart from the formal education.
14. Language board in English, Hindi and Marathi and formed and various activities are conducted for the students to enhance their communication and writing skills.
15. Students are encouraged to participate in many activities which have social and civic approach viz. staging street play and delivering speeches of social awareness. The local civic or social organizations are rewarding such students of the college. These achievements are because of the dedication of the people who are totally engrossed with the work culture of the college. Students have regularly participated

in curricular, co-curricular and cultural activities on national, state and university level, under the guidance of their respective teachers and the students were awarded by the competent authority.

16. College teachers are adopting effective techniques of teaching in their teaching methods viz. case studies, analysis, works experience, project analyzing method, presentation method along with lecture method. M.Com IV Semester Students have viva- voce and project report as a part of curriculum so as they enrich the knowledge of different subjects in the commerce field.

17. E-resources of learning are made available to the students. In the college there is a separate furnished Computer Lab., as well as internet facility is made available to the students and teachers

18. Faculties follow the self-appraisal method to evaluate the performances through Performance based Appraisal System with the evaluation of Placement Committee and observations by the Principal.

19. Feedback mechanism has been devised in the institute and overall feedback is taken from the students regarding their opinion of the teacher. The department wise feedback analysis is also taken from the students. Further, teachers are asked to act upon and overcome the weaknesses stated in the feedback to improve the quality of teaching.

20. Students are informed evaluation processes in advance. College examination, assignment and seminar presentation are the effective methods to know the overall performances of the students in their studies applied by the institution.

21. Interaction with the students, teacher and parents is a novel activity initiated by the college with an intention to inform the students and parents about the extra curricular and co-curricular activities of the college as well as teachers also acquainted with the students' interest, hobbies and their achievements.

22. Industrial Visits and Educational Tours, and visit to the service sector organization are the regular features and part of teaching/learning. The students are asked to prepare the reports on visited organizations.

23. Annual Teaching Plans are prepared by the teachers as a part of systematic and right direction to teaching.

24. Faculty maintains a record of teaching, meetings attended, participation in various activities etc. in an academic dairy.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
Refresher courses	01
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	02
Others: i) Short-Term Course	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24	11	--	--
Technical Staff	--	---	---	---

Criterion – III

Research, Consultancy & Extension Quality Circle

Introduction:

The Research, Consultancy & Extension Quality Circle of the IQAC ceaselessly strives to propagate and encourage research culture among the teachers and the students as well as this quality circle responsive towards the community need and it inculcate the value system in students. This quality circle encourages the students to participate in the co-curricular, extra curricular, extension and academic activities for value inculcation and integration with the following goals and objectives**.**

Goals and Objectives:

1) To inculcate the research culture among the teacher and student.

2) To enable the teacher to translate theoretical knowledge into action.

3) To develop scientific thinking and acquire research skills through higher education.

4) To training and designing a project planning and its execution.

5) To encourage staff and students to pursue M. Phil / Ph.D. Programme undertake Minor and Major Research Projects.

6) To organization of State / National / International Level Conferences, Seminar and Workshops.

7) To facilitate the student community to acquire knowledge of research

8) To encourage the teachers for books publication, research articles and research papers in various recognized journals.

9) To develop the potential of collaboration and linkages with the Local / State / National / International Industries for placements and consultancy networking.

10) To value inculcation through various activities such as co-curricular , extra curricular , extension and academic activities etc.

11) To avail the research facilities to weaker section and to make them competent in the era of globalize competition.

12) To develop individuals ignited with the zeal of cultural and pride in the country and to inculcate in them fine intricacies of a good citizen.

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

- The Research, Consultancy & Extension Quality Circle of the IQAC ceaselessly strives to propagate and encourage research culture among the teachers and the students as well as this quality circle responsive towards the community need and it inculcate the value system in students. The initiatives of the IQAC in Sensitizing and promoting research climate in the institution can be elaborated as follows

  1) A separate department named a 'Department of Management Studies and Research' is functioning in promoting research work among the students and teachers.

  2) All types of literature such as books, desertions, thesis and project reports are made available for the research work.

  3) Computer, internet and printing facility is provided for the purpose of the research

  4) To encourage staff and students to pursue M. Phil / Ph.D. Programme undertake Minor and Major Research Projects.

  5) Teachers are encouraged to write research papers in peer-reviewed research journals and to right book.

  6) Duty leave is granted to teachers for attending workshops and conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	05
Outlay in Rs. Lakhs	6,25,500	-	-	96.36 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	90,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	32	02	-
Non-Peer Review Journals	19	02	-
e-Journals	07	-	-
Conference proceedings ISBN/ISSN	07	21	15

3.5 Details on Impact factor of publications:

Range: 0.8215 To 1.2347	Average: 1.0278	h-index	Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2013-2014 & 2014-2015	UGC	i) 6,25500 ii) 7,51,000 iii)7,69,000	6,25500 ---------- ----------
Minor Projects	2013,2014 & 2014-2015	UGC	90,000	65,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [09]   Chapters in Edited Books [10]

ii) Without ISBN No. [-Nil-]

3.8 No. of University Departments receiving funds from

UGC-SAP [√]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons [03]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [02]

3.14 No. of linkages created during this year [01]

i) INFOSYS BPO Ltd, Bangalore ii) Institute of Banking & Insurance, Nagpur

ii) State Bank of India, Akola

3.15 Total budget for research for current year in lakhs :

From Funding agency [Nil]   From Management of University/College [Nil]

Total [Nil]

3.16 No. of patents received this Year:

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year:

Total	International	National	State	University	Dist	College
04	01	02	-	-	01	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides

15

and students registered under them

30

3.19 No. of Ph.D. awarded by faculty from the Institution

01

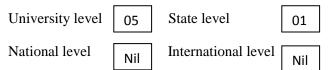3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   05   State level   01

National level   Nil   International level   Nil

3.22 No. of students participated in NCC events:

University level   Nil   State level   Nil

National level   11   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   02

National level | Nil | International level | Nil

3.24 No. of Awards won in NCC:

University level | | State level | |

National level | 04 | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | | NSS | | Any other | |

i)   Tree Plantation   i) Blood Donation ii) One Day Meal to Suryodaya Ashrama

ii)   Blood Donation   iii) Tree Plantation iv) State Level RD Parade on Republic Day

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

<u>Activities of NSS Unit of the Institution</u>

1. 50 NSS volunteers visited 'Orphan House' and distributed fruits and stationery to the orphan children.

2. Tree plantation was done by the NSS volunteers' through-out the rainy season.

3. Sadbhawana Din, International Literacy Day, World AIDS Day and National Integration day was observed.

4. Teacher's day was celebrated with great zeal and enthusiasm by NSS Volunteers.

5. Voters' awareness workshop was organised.

6. Cleanliness Drive Rally was organised on occasion of Mahatma Gandhi's birth anniversary.

7. National Integration day Rally was orgaised.

8. A workshop on Dr. Babasaheb Ambedkar's Economic Thought was organised.

9. An Exhibition on 'Water Supply and Cleanliness' was organised.

10. N.S.S. Volunteers participated in rally organized by District Administrator.

11. Blood donation and health check up camp was organised.

12. N.S.S. Volunteers participated in 'Safe Driving' Campaign organised by District Traffic Police.

13. A special camp of NSS was held at Kumbhari Village between 16th Dec., to 23rd Dec.,2014 with a mission to uplift the life of Villagers and to understand the agony of rural area.

Activities of NCC Department of the Institution

1. A lecture on 'Aid Awareness' was organised by N.C.C. department.

2. Cadets took part in 'Anti –Terrorist Squad' under the aegis of Civil Line Police Station Akola.

3. N.C.C. Cadets participated in 'Pulse Polio Drive' and 'Traffic Security Week'.

4. Cadets took part in 'Akhand Bharat Din' programme arranged at Collector Office, Akola.

Activities of Commerce Forum of the Institution

1. Commerce Forum in association with JCI Akola City an NGO conducted training programme for students title 'Persona Power' on the subjects 'Time Management', 'Stage Fear' and 'Goal Setting'.

2. An elocution competition was organised for the students.

3. A workshop on 'Online Management' was organised for student and staff.

4. Commerce forum also encouraged the P.G. students to participate and present research papers in the conferences and workshops held throughout the year in different colleges.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of Increase in Infrastructure Facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	2.5 Acre	----	----	----
Class Rooms	23	----	----	23
Laboratories (Computer and Language)	02	01 (Language Lab.)	----	03
Seminar Halls (including Auditorium)	02	----	----	02
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year	----	08	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	7,40,525	Non-Salary Grant and Tuition Fees	----
Others (Furniture)	----	3,64,250	Non-Salary Grant and Tuition Fees	----

4.2 Computerization of administration and library:

Administrative department of the college is fully computerized. Computers are used in admission and administrative work of the college. In this regard special software are purchased. Internet connection, printer, scanner fax machine and photocopy machine

34

are provided to the administrative department for their smooth functioning. Office of the Principal is also fully computerized.

Library of the college is partially computerized. Soul software is used for maintaining the record of the books and other study materials. Computers, printers, scanner and photo copy machines are provided to the library department.

Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	53,533	---	681	1,33,504	52,536	---
e-books	Provided by N-List	---	Provided by N-List	---	---	---
Journals	52	---	52	---	---	---
e-Journals	Provided by N-List	---	Provided by N-List	---	---	---
Digital Database	Soul	---	Soul	---	---	---
CD & Video	726	---	---	---	---	----
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart-ments	Others
Existing	73	54	73	----	----	07	12	----

(Computers)								
Added	02	13	----	----	----	02	---	---
Total	75	67	73	----	----	09	12	---

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.

1. Institution is having two computer labs. Two computer networks are developed through thin client system. First computer lab is having 1 server and 22 clients which is used for UG and PG. Second computer lab is having 2 server and 32 clients which is used for Master in Computer Management course.
2. Both the labs are connected through broad band internet.
3. Students are given special IT training through trained computer faculty.
4. IT training is imparted to both teaching and non-teaching staff very year.
5. Internet access facility is provided to all students, teaching and non-teaching staff.
6. MHBTES- Training Programme is conducted for IX & X Teachers.
7. Graphic Designing Course is conducted for the students of the college.

4.6   Amount spent on maintenance in Lakhs:

i.	ICT	Rs. 1,77,500
ii.	Campus Infrastructure and Facilities	Rs. 3,96,364
iii.	Equipments	Rs. 43,644
iv.	Others	Rs. 85,155
		Rs. 7,02,663

Criterion – V

Student Support & Progression

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

Student Support & Progression Quality circle is formed and through which all the students are made aware about support services. Prospectus is prepared every year to provide detailed information regarding college. The deserving students of the college are fully supported by the teachers as well as all academic facilities are provided to them. It is only the reason that maximum number of students stood in the merit list of SGBAU Amravati Examination.

5.2 Efforts made by the institution for tracking the progression :-

1) Regular class test are conducted.

2) Term end exam at college level is taken every year.

3) Group discussion and presentation of the students is taken.

4) Students are encourage to participate in NCC, NSS, and cultural activities and sports.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1755	**261**	38	--

(b) No. of students outside the state   **02**

(c) No. of international students   **NIL**

No	%	
935	46.37	Men

No	%	
1081	53.62	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1077	**164**	**21**	**751**	03	**2016**	**1090**	**207**	**22**	**811**	08	**2138**

Demand ratio - 3:4   **Dropout %- UG- 9.50   % - PG- 26.82 %**

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

As per UGC guidelines under 12th five year plan college has formed two cells namely Coaching for entry in services for MPSC & Banking examinations and NET/SET   exam guidance centre. This cells provides coaching to students for compitetive examinations.

No. of students beneficiaries   **96**

5.5 No. of students qualified in these examinations

NET   **NIL**   SET/SLET **NIL**   GATE **NIL**   CAT **NIL**

IAS/IPS etc **NIL**   State PSC **NIL**   UPSC **NIL**   Others **NIL**

5.6 Details of student counselling and career guidance:-

Students councelling & placement cell is formed at college level. Through this cell students are given councelling and career guidance. Through this cell guest lectures were organized in the session. In addition to this all the PG teachers provides councelling & career guidance to the students throughout year.

No. of students benefitted :-   NA

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	**110**	**11**	**Nil**

5.8 Details of gender sensitization programmes:-

Our institution aims at to identify the developmental dimensions to providing opportunities for women in the organization for their growth and also aspects hindering women advancements in the institution as well as in the Society.

5.9 Students Activities:-

    5.9.1   No. of students participated in Sports, Games and other events

        State/ University level **07**   National level **NIL**   International level **NIL**

        No. of students participated in cultural events **83**

        State/ University level **35**   National level   **NIL**   International level **NIL**

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

    Sports : State/ University level **NIL**   National level **NIL**   International level **NIL**

    Cultural: State/ University level **01**   National level **NIL**   International level **NIL**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	----	-----
Financial support from government	**768**	**16,60,372**
Financial support from other sources	-----	-----
Number of students who received International/ National recognitions	**16**	**99,391**

  5.11 Student organised / initiatives

Fairs : State/ University level **NIL**   National level **NIL**   International level **NIL**

Exhibition: State/ University level   **NIL**   National level   **NIL**

International level **NIL**

5.12   No. of social initiatives undertaken by the students :-

Cultural -02, NCC-03,NSS-03 = 08

5.13 Major grievances of students (if any) redressed: -   **NiL**

Criterion - VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> VISION
>
> To become one of the best educational institution in the country by attaining excellence in commerce education.

> MISSION
>
> To integrate with the Indian Educational Service Group by propagating value based education and preparing pupil for initiation into a higher life by associating them with the natural, social and cultural environment.

6.2 Does the Institution has a Management Information System

> Yes the institution is having Management Information System. In this regard IQAC of the college has formed Documentation Committee. Documentation Committee maintains all the records through Management Information System.

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

6.3.1 Curriculum Development

> Curriculum Development Quality Circle is formed by IQAC of the college. College offers courses prescribed by Sant Gadge Baba Amravati University, Amravati . Curriculum Developed by the university is followed. Senior teachers of the college are in various Board of studies in the university. i.e. four members of board of studies, three members of (32)5 committee , one member of faculty of commerce in the S. G. B. Amravati University, Amravati. Through these they try to update curriculum, Syllabus Development and Restructure and Revision of syllabus.

6.3.2 Teaching and Learning

> 1)Power Point Presentation 2) Audio-visual Aids 3) Permanent Faculty
> 4) Permanent Faculty with Ph.D. 5) No. of Guest Faculty & CHB

6.3.3 Examination and Evaluation

College conducts Unit test & Term End examination. Internal assessment , group discussions , seminars arranged by the college. Evaluation of Answerbooks & moderation of question papers & preparation of results of examination conducted by the university. Revaluation & photocopy of the answerbooks available to the students as per his request.

1) B. Com Ist , IInd & IIIrd year — Yearly examination

2) M.Com Ist , IInd , IIIrd & IVth Sem — Semester examination

3) M.C.M. Ist , IInd , IIIrd & IVth Sem — Semester examination

4) M.H.R.D. Ist , IInd , IIIrd & IVth Sem — Semester examination

5) P.G.D.B.M. — Yearly examination

6) P.G.D.F.M. — Yearly examination

7) P.G.D.M.M. — Yearly examination

8) P.G.D. Tax — Yearly examination

9) M. Phil. — Two year vacation course

6.3.5 Library, ICT and physical infrastructure / instrumentation

Office administrative section, Finance unit , Student admission placement , Student record , Computer , Internet access , Networking technology , Upgradation , E-governance, Computerization of Administrative office and Library also.

Academic Activities :- Field visit , Laboratories , Green house, Animal house , Development research seminars etc.

Maintenance :- Electricity , Water , Telephones,

6.3.6 Human Resource Management

Performance assessment –
1) The student by filling up 'feedback forms'
2) 'By self Appraisal form' to be filled in by individual members of teaching
3) Staff attendance is taken through Bio-metric machine

6.3.7 Faculty and Staff recruitment

1) Teaching :- Assistant Professor in Commerce – NIL

2) Non-teaching :- NIL

6.3.8 Industry Interaction / Collaboration

Infosys and BPO – 10 ,   Liben

6.3.9 Admission of Students

A) Grant aid Courses -

1) B. Com. I = 689, 2) B. Com. II = 566, 3) B. Com. III = 500.   UG   = 1755

M. Com. I Sem = 172,   M. Com. III Sem = 89.   PG   = 261

B) Non Grant Courses -

1) M.C.M. I & II = 44
   M.C.M. III & IV = 15
2) M.H.R.D. Ist SEM = 12
   M.H.R.D. IIIrd SEM = 18
3) D.B.M. = 22
4) D.F.M. = 17
5) D.Tax = 30
6) M.Phil. (COMMRCE) I-19, II- 15 = 34

6.4 Welfare schemes for i.e. (Loans , Medical allowance, student insurance, staff and student health check up camp)

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done - Yes √   No

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

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	Yes	_	Yes	Principal & H.O.D.
Administrative	Yes	_	Yes	Principal & Registrar

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

6.9 **What efforts are made by the University/ Autonomous College for Examination Reforms?**

-   NIL   -

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

-   NIL   -

6.11 Activities and support from the Alumni Association

Meetings with Alumni & Enhance in Alumni Membership

6.12 Activities and support from the Parent – Teacher Association

Interaction with parents-teacher for the development of college activities.

6.13 Development programmes for support staff

Research , participation in seminars , conference, workshop etc. and supporting membership and active involvement in local , state, national , International Professional association.

Refresher course   – 01
Orientation course   – 00
Short term course   – 04

6.14 **Initiatives taken by the institution to make the campus eco-friendly**

Save Girls Programme , Water Conservation ,Tree Plantation, Water Harvesting, Plastic Awareness , using Bio-degradable waste in the campus and encouraging the students to do so.

1)Participation of teaching , non-teaching staff in management .

2) Facilitation Programme to award excellent work of teaching and non teaching staff.

3) B.G.E. society "Foundation day " celebration on 14th January each year.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations introduced this academic year have created a positive effect on the functioning of the institution:

- Various committees have been set up for the smooth functioning

- Internal audit committee has been set up by the institution to focus on the quality of the college activities.

- Various academic and administrative activities are held under the guidance & supervision of heads of the respective Committees.

- Students are attending the class regularly.

- Remedial coaching for academically weak students in the subject of accountancy, statistics and English is provided and students participate in it.

- Students participate in programmes like cultural (Sugam- sangeets, drama, folkdance, group songs, etc.) and socially relevant N.S.S. & N.C.C programmes are also undertaken which include cleanliness, awareness, rural health Aids awareness, distribution free medicines, blankets, sarees, etc.

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

- Our today's life style is stressful & hectic. Yoga is best solution on it because it not only improves physical efficiency but intellectual soundness also which is part and parcel of our complete development. .By keeping this objective in mind, college organized Yoga classes for the duration of one month, under the guidance &supervision of reputed Yoga trainer of Akola city Dr. Nilima Patil .All the faculties as we as students participated & enjoyed it.

- A special guest-lecture conducted on Health & Diet for college learning girls .Dr. Minal Soman was the chief of this programme was enlightened on need of protein &vitamin

45

for the growth &development of girls .Besides this, a competition was also held dishes made for fast .

- Health Check up camp was organized with the collaboration of Innovative practice, quality circle & Health care committee .The main purpose of this camp was health and haemoglobin check of students ,teaching &non-teaching members of junior & senior college .

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

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

i. <u>Social-backward</u> –The students of socially-backward class are given preference in admission according to the norms fixed by the government .Free-ship and financial aids are provided to the students who belong to Economically-weaker. Our institution provides facility of library, drinking water and toilet at ground level for differently-abled students.

ii. Equal opportunities are provided to boys and girls during admission. Our college is having co-education. Students also are encouraged to participate in co-curricular activities such as sports, N.S.S., N.C.C. and cultural programmes. Our students are educated to be punctual and develop a sense of discipline .They are taught to be regular in the classes and do their home assignments sincerely.

iii. The institution has involved all its stake holders in alumni association and enrolled them as life members. Institution arranges frequent meetings with alumni for their valuable suggestions .These suggestions are then considered for planning, implementations and evaluation of the academic programmes.

7.4 Contribution to environmental awareness / protection:

Clean Environment Drive : Students are disciplined to keep the campus neat and clean. Students undertake programmes such as eradicating Gajar Gawat, keeping the environment clean and healthy by removing waste and hazardous plastic material, planting trees etc. Students have been advised to use the non polluting agents in day to day life in order to protect the ' Mother Earth ,' i.e. Non-polluting agents like smokeless chulhas, use of vehicles which do not require Conventional & polluting sources of energy.

7.5 Whether environmental audit was conducted?   Yes

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis:

- Institution offers wide range of courses thereby playing significant role in human resource development and capacity building of individuals, to cater to the need of the economy, society and the country as a whole, thereby contributing to the development of the Nation.

- Institution encourages its students to participate in industrial visit and to prepare projects. Remedial classes in English and Accountancy is also conducted by the Institution. This ensures the students to achieve core competencies, to face the global requirements successfully.

- Various extension activities are organized by the institution through NCC & NSS; this inculcates value system among students.

- Institution promotes ICT in its various activities. ICT is used in teaching-learning process, in administrative work and in maintaining documentation. ICT related subjects are made compulsory in curriculum there by promoting ICT among students.

- Steering Committee is established by the institution for preparing Re-Accreditation Report. Strengths and weakness in the teaching and learning process are recognized and are carried out by the institution.

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The following are the innovations introduced this academic year have created appositive impact on the functioning of the institution:

- Various committees have been set up for the smooth functioning

- Internal audit committee has been set up by the institution keeps a watch on the quality of the college activities.

- Various academic and administrative activities are under the guidance of heads of the respective Committees.

- Remedial coaching for academically weak students in the subject of accountancy, statistics and English is provided and students participate in it.

- Students participate in programmes like cultural (Sugam- sangeets, drama, folkdance, group songs, etc.) and socially relevant N.S.S. programmes are also undertaken which include cleanliness, awareness, rural health Aids awareness, free medicines, blankets, sarees, etc.

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

- College organized and conducted 'A UGC sponsored National Level Conference' in faculty of Commerce dt. 27th January 2014 and one another UGC sponsored National Level conference of Languages dt.28th, January 2014 in collaboration with Dept. Of Business Administration and Management, SGBAU, Amravati.

- Innovative quality circle and N.S.S. unit of the college jointly organized a visit on 24september 2014 to the Motoshri Anath Asharm, Malkapur and arrange meal for 54 children at that orphan house on.

- Innovative quality circle have also conducted a survey B. COM. III year students "ROLL OF COLLEGE IN PERSONALITY DEVELOPMNET.'' based on the questionnaire from the students to the probe the various issues regarding their academic development Employment opportunity, Resources available in college.

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

(Annexure III & IV)

1. Social-backward −The students of socially-backward class are given preference in admission according to the norms fixed by the government .free-ship and financial aids are provided to the students who belonging to Economically-weaker. Our institution is provides facility of library, drinking water and toilet at ground level for differently-abled students.

2. Equal opportunities are provided to boys and girls during admission. our college is having co-education. Students also are encouraged to participate in co-curricular activities such as sports, N.S.S., N.C.C. and cultural programmers. Our students are educated to be punctual and develop a sense of discipline .They are taught to be regular in the classes and do their home assignments sincerely.

3. The institution has involved all its stake holders in alumni association and enrolled them as life members. Institution arranges frequent meetings with alumni for their valuable suggestions .These suggestions are then considered for planning, implementations and evaluation of the academic programmes.

7.4 Contribution to environmental awareness / protection:

- Students are disciplined to keep the campus neat and clean. Students undertake programmes such as eradicating congress grass, keeping the environment clean and healthy by removing waste and hazardous plastic material, planting trees etc.

- Student have been advised to use the non polluting agents in the day to day life in order to protect the ' Mother Earth ,' i.e. Non-polluting agents like smoke less chullhas, use of vehicles which do not require Conventional & polluting sources of energy.

- Tree plantation is done every year in the college campus.

7.5 Whether environmental audit was conducted?   Yes

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis:

- Institution offers wide range of courses there by playing significant role in human resource development and capacity building of individuals, to cater to the need of the economy, society and the country as a whole, thereby contributing to the development of the Nation.

- Institution encourages its students to participate in industrial visit and to prepare projects. Remedial classes in English and Accountancy is also conducted by the Institution. This ensures the students to achieve core competencies, to face the global requirements successfully.

- Various extension activities are organized by the institution through NCC & NSS; this inculcates value system among students.

- Institution promotes ICT in its various activities. ICT is used in teaching-learning process, in administrative work and in maintaining documentation. ICT related subjects are made compulsory in curriculum there by promoting ICT among students.

- Strengths and weakness in the teaching and learning process are recognized and are carried out by the institution.

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

1. To equip the language lab.

2. Graphic oriented job oriented courses will be started.

3. To motivate teachers to submit MRP projects of UGC.

4. To construct two rooms for physical and Education department.

5. To conduct MOU with institution.

6. It is proposed to publish placement brochure.

7. Stock verification and bar coding of library books will be completed.

8. To publish international journal 'SPARK' with ISSN no. of the institution.

9. To conduct Yoga classes for students and staff members.

10. To prepare budgets of various departments.

11. To form various committees for the smooth working of the institution.

12. To form language board of English, Hindi and Marathi for promoting communication and writing skills among students and staff.

13. To form commerce forum.

14. To arrange for placement activities though industrial linkage and placement cell.

15. To promote research activities among teaching staff members.

16. To felicitate students and staff of the institution for their achievements.

17. To promote cultural and community development activities with the help of NSS and NCC departments of the institution.

18. To active Alumni Association and parent teacher forum of the institution.

19. To publish Annual Vishwadhan Magazine of the college.

20. To purchase additional books for the library of the college.

21. To activate seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.

22. To strengthen ICT learning resources of the college.

23. To develop infrastructure of the college.

24. To submit AQAR for the academic year 2015-16 to NAAC.

25. To apply for research center.

Name : Dr. Varsha S. Sukhadeve   Name : Dr. Shriprabhu G. Chapke

_10/12/2015_

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

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Annexure I

SMT. L.R.T. COLLEGE OF COMMERCE, AKOLA.

Academic & Administrative Calendar 2014-2015

All members of teaching staff are informed that they should note Academic & Administrative Calendar for the year 2014-2015.

FOR ANNUAL PATTERN

1. **I Session: -** From Mon., 09th June, 2014 to Sat. 18th Oct, 2014
2. **Diwali Vacation: -** From Sun.20th Oct, 2014 to Sat., 08th Nov.2014
3. **II Session: -** From Mon., 10th Nov, 2014 to Sat, 25th April, 2015.
4. **Summer Vacation** :- From Mon, 27th April,2015 to Sat.,13th June,2015.

Teaching days available during Academic Year 2014-2015

I Session		II Session	
Month	Days	Month	Days
June,2014	01	Nov,2014	18
July, 2014	27	Dec. 2014	26
Aug. 2014	24	Jan. 2015	26
Sept. 2014	24	Feb. 2015	20
Oct. 2014	14		
Total	90		**90**

I Session 90 days + II Session 90 Days = Total Teaching Days 180

Date of commencement of Teaching:- Monday 30th July 2014.

Days available during the academic year 2014 – 2015

For Admission Mon., 09th June, 2014 to Saturday, 28th June, 2014	18 days
For Exam and Non-instruction Days Feb.2015 March. 2015 April 2015	02 days 23 days 19 days
Total	**62 days**

Total days available during academic year 2013 -14	Sunday + Winter Vacation (excluding Sun.) + Public Holidays	Total working days in academic year 2013-2014
328	**46+18+16 = 88**	**242**

Feedback Analysis

1. Evaluation of Student feedback for teachers

Percentage	Score	No. of Teachers
81-100	Very Good	21
61-80	Good	Nil
41-60	Average	Nil
00-40	Below Average	Nil

2. Evaluation of Alumni feedback

Feedback of 24 alumni was taken orally in the alumni meeting. Alumni expressed satisfaction regarding development of the institution and gave some suggestions which were implemented.

3. Evaluation of Parents feedback

Feedback of near about 750 parents was taken orally at the time of admission of the students. All the parents expressed satisfaction regarding development of the institution.

Annexure III

Activity 1:

1.Title of the Practice : Felicitation of students and staff

The college organizes a felicitation programme every year to boost the enthusiasm of the students who participate in different activities and bag various prizes and certificates, and also for the students who secure top positions / ranking in the university merit list. The members of the teaching and non teaching staff are also felicitated for their outstanding performances in various fields like writing books, getting appointed as Ph.D. guide of the university, getting Minor / Major Research Project approved or for receiving the Ph.D. degree and other social or cultural achievements.

2. Goal

The activity of felicitation is carried out to develop a great human personality with describable proficiencies, attitudes, values, and qualities of self confidence and creativity. It helps to promote a sense of self respect and dignity of the students, teaching & non teaching staff.

3. The context

The felicitation programme is held every year to boost the morale of the students. The programme urges the students to participate more and more in the college activities, and also to score good marks in university exams. The students get prepared for the upcoming responsibilities and challenges in their life; they get moral support from the felicitation programme. Students who pass out in flying colours by topping the merit list are felicitated in the programme, they are the part and parcel of the society and can fulfill every dream of the people with their great deeds and efforts. These students are the alumni of the college, and in the near future the college can seek valuable instructions from these alumni for the better progress of the college. That's why the felicitation programme is also important from the view of forming a good Alumni Association. The main points and excerpts of the felicitation programme are published in the college yearly magazine which becomes a permanent record for one and all.

4) The practice

The merit students of the college and the merit students of different department are felicitated according to their ranking. The teaching and non teaching staff members are also felicitated for their extraordinary achievements. The best students from N.C.C., N.S.S. and the students who participated in inter college or inter university cultural competitions are also felicitated. This programme boosts the morale of the students. The felicitated students' biodata

with their photograph is published in the college magazine. These meritorious students are always available for providing valuable guidance to the other students. The meritorious students find various opportunities of job through the campus interviews held in the college.

5. Evidence of Success

The impact of the felicitation programme is immense. The confidence among the students and staff is worth mentioning. There is deep impact on students and are imbibed with the achievements of all the felicitated members, and are compelled from inside to improve their performances. The felicitation of teaching and non teaching members help in creating a homely environment that also helps smooth and effective administration.

6. Problems Encountered and Resources Required

The felicitation programme is organized at the end of the session when the 12th Board exams are going on. This may affect the attendance of the students in the programme. The preparations of the programme, noise etc may disturb the students who are appearing for the exam.

Annexure IV

Activity -2

1.Title of the Practice

Equal - Opportunities:

Our College is the best example of gender equality because our college is having the co-education facility. The students from backward classes are benefitted by IT, Tally, Computer Classes etc. that are conducted in the college.

2. Goal

The mission statement of the institution emphasizes on providing value based education to pupils by associating them with the natural, social and cultural environment. In order to safeguard the interests of students of backward communities and minorities, specific provisions have been made. The students are provided with some facilities during admission and education, so that they can take their rightful and dignified place in the mainstream of the society.

3. The Context

The well being and the development of the minorities are important, it indicates of the strength and success of a democratic society. Sometimes rights and privileges which are not available to the majority have to be given to the minority groups to bring them up to a viable level of development. From this point of view, the institution offers some facilities to the students of backward classes and minorities.

4. The Practice

   i. Financial assistance is provided through free ship and scholarship enabling the students belonging to backward classes to continue their education preference is given in admission as per the norms fixed by the government.

   ii. Remedial programmes for these students are conducted in the subject like English and Basic Accounting. Such students are also encouraged to participate in co-curricular activities such as sports, N.S.S., N.C.C. and cultural programmes.

  iii. Coaching classes for the entry into public services for SC/ST/OBC and minority community students are organized regularly which help the students to get prepared for the Competitive examinations like IAS, State Public Services, Bank recruitment etc. and to achieve employment in central services and equivalent positions in private sector.

iv.   **Coaching classes for NET/SET for SC/ST/OBC**

The coaching classes are organized to prepare these students for NET/SET examination; so that sufficient numbers of candidates become available for selection as lecturers in the university system.

v) Communication Skills

The communication skills classes are also organized for the students of backward classes to train the students in communication skills and soft skills, such as Reading, Pronunciation, English speaking, writing, Group Discussions, Job Skills, and Presentation Skills and so on.

vi) Book Bank:-

A book bank facility is made available to the students so that, they get the required books and information in the institute easily. Students having higher percentage are allowed to withdraw more than five books at a time from the library of the institution.

vii) Admission

Preference is given to students of backward classes in admission as per the norms fixed by the government. Also the preference is given to these students in N.S.S. and N.C.C. as per govt. norms. Also teaching and non teaching staffs from the backward classes are recruited through special recruitment drive & the quota is full filled according to government norms and rules.

5. Evidence of success

The students are taking full advantage of the different programmes run by the institute for upliftment of students from backward classes. The impact of the programme is great. The raised level of confidence in these students is worth mentioning. Large numbers of students intend to join the NET/SET and competitive exam coaching classes, and they are highly benefited from them. Students take advantage of the Remedial Coaching and communications skills classes that helped a lot to increase the university examination result of the institution. The industrial visit and placement programme have helped the students to avail the job opportunities successfully.

6. Problems Encountered and Resources Required

As such no problem of financial resources was faced by the institution, as the UGC has given grants for the said center. Regarding human resource also, no such problem was faced. All the guest lectures and training resource persons were available time to time.

7. Contact Details

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