



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Smt. Laxmibai Radhakisan Toshniwal College of Commerce, Akola
• Name of the Head of the institution	Dr. Shriprabhu G. Chapke
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07242400197
• Mobile no	09422860394
• Registered e-mail	lrtc@rediffmail.com
• Alternate e-mail	chapke.shriprabhu@rediffmail.com
• Address	Ratanlal Plot
• City/Town	Akola
• State/UT	Maharashtra
• Pin Code	444001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid
• Name of the Affiliating University	Sant Gadge Baba Amravati University, Amravati
• Name of the IQAC Coordinator	Dr. Yogesh K. Agrawal
• Phone No.	07242400197
• Alternate phone No.	07242457224
• Mobile	9881063987
• IQAC e-mail address	lrtc@rediffmail.com
• Alternate Email address	profyogesh@rediffmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.smtlrtc.org/docs/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.smtlrtc.org/academic-calender.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	00	2004	08/01/2004	08/01/2009
Cycle 2	A	3.02	2010	03/09/2010	03/09/2015
Cycle 3	A	3.03	2016	29/03/2016	29/03/2021

6.Date of Establishment of IQAC

18/04/2006

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Commerce Department	College with potential for excellence	UGC	Nov. 2016	80,00,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Two National Level Conferences Organised 2. AQAR for the Academic Year 2019-20 submitted 3. Self Study report was prepared for facing 4th cycle. 4. NAAC Steering Committee Formulated for facing NAAC 4th cycle 5. Four College Development Committee Meetings were taken periodically. 6. Submitted College Report on AISHE Portal. 7. Four webinar for teaches and students conducted in lock down period. 8. Online Covid-19 awareness quiz competition taken for teachers and students. Online certificate also offered to participants. Overall more than 2000 participants qualified the competition.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To frame strategies for facing NAAC for 4th Cycle.	Institution is has submitted IIQA to NAAC for facing 4th cycle. SSR is prepared.
To upload institutional information on AISHE portal	Institutional information on AISHE portal is uploaded for the academic year 2020-21
To upload institutional information on NIRF portal	Institutional information on NIRF portal is uploaded for the academic year 2020-21
To organize A Day Level National Level conference.	Two online One Day National Level Conferences were organised by the institution.
To submit AQAR for the academic year 2020-21 to NAAC.	AQAR for the academic year 2020-21 is prepared and submitted to NAAC.
To activate seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.	Activated seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.
To conduct academic and green audit of the institution.	Academic and green audit of the institution is conducted..
To organise work-shop for girl students regarding their health amelioration.	A one day work-shop for girl students regarding their health amelioration was organised by the institution.
To prepare budgets of various departments.	Budgets of various departments were prepared and approval sought in the College Development Meeting.
To form various committees for the smooth working of the institution.	Various committees were formed for the smooth working of the institution.
To arrange for placement activities through industrial linkage and placement cell.	Placement activities were arranged through industrial linkage and placement cell.
To promote research activities	Research activities were

among teaching staff members.	promoted among teaching staff members.
To felicitate students and staff of the institution for their achievements.	Students and staff of the institution were felicitated for their achievements.
To promote cultural and community development activities with the help of NSS and NCC departments of the institution.	Cultural and community development activities were promoted with the help of NSS and NCC departments of the institution.
To publish Annual Vishwadhan Magazine of the college.	Annual Vishwadhan Magazine of the college was published.
To purchase additional books and journals for the library of the college.	Additional books and journals for the library of the college were purchased through library committee.
To take feed-back from students, academicians, management and parents.	Feed-back was taken from students, academicians, management and parents.
To update website of the college.	Website of the college is updated.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	31/03/2021

Extended Profile

1. Programme	
1.1	13

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template		View File
2.Student		
2.1 Number of students during the year		2626
File Description		Documents
Institutional Data in Prescribed Format		View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		1117
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		921
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		19
File Description		Documents
Data Template		View File
3.2 Number of sanctioned posts during the year		24

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	23
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3128177
4.3 Total number of computers on campus for academic purposes	60

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1. The IQAC prepares a plan for effective curriculum delivery in consultation with the respective Heads of the Various department.
2. The time table Committee prepares time table after due deliberations with the Heads of the Various departments.
3. Monitoring Committee observes regular attendance of students and effective implementation of curriculum. In case of incompleteness of syllabus in due Course, monitoring Committee sees to the completion of syllabus on time.
4. Bridge course is arranged for the students who come from Arts and Science background.
5. Co- curricular activities like seminar, group discussion, project work, assignment are the activities conducted by the concerned teacher.
6. Incubation Centre helps the students to prepare synopsis, to prepare assignment projects, to write Research Papers.
7. Teacher uses LCD Projector Zoom app, audio, video, whats app, google classroom for effective delivery of curriculum.
8. Online Unit tests, term exams, practical's are arranged regularly.
9. Major Curricular and extra curricular activities are displayed on College Website.

10. The Syllabus of the institution is set by Sant Gadge Baba Amravati University.
11. Calendar of events also consist of plan for Field projects, dissertations. Lectures are also scheduled in intention of connecting the requirements of industry and academics.
12. Induction programme is scheduled to provide, an insight of higher education and also bridge the expectations in mindset of newly, inducted students for the concerned programmes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smtlrctcc.org/docs/weblinks/O1%20Curricular%20Aspects/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A) Academic Calendar is prepared in tune with University Academic Calendar.

B) Academic Calendar is prepared to fulfill the objectives of the curriculum delivery.

C) Progress of the syllabus coverage and course delivery is obtained from the faculty through Lesson plan.

D) At the beginning of the academic year, the teachers prepare the teaching lesson plan for the subjects, they handle.

E) Eminent academicians and industrial experts are invited for delivery lectures on current trends in the economy related to curriculum.

F) The college provides certificate / diploma and value added courses.

G) Feedback is taken from students on faculty, course out comes and content delivery.

H) After each Semester, the results are analyzed.

I) Curriculum outcomes are reviewed.

J) Meeting are held with industry needs

K) Planning is done for new courses and training modules to fill in curriculum gaps.

L) Training is arranged gone for new teachers for new courses through orientation and online courses.

M) Uploading Academic Calendar on College Websites mentioning month wise teaching days, unit tests, Internal examination schedule, mentioning practical examinations and viva, Mentioning Curricular and Co-curricular activities like Jayanti, Punyatithi, Camp etc.

N) Declaration of results, unit tests, Term end Exams College council Meeting CDC Meeting Academic Diary submission date.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smtlrctcc.org/docs/weblinks/Q1%20Curricular%20Aspects/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

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File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

180

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

1.3 - Curriculum Enrichment

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

The institution makes effort to train the students to integrate cross cutting issues by the following ways

1. Gender sensitization cell It is headed by one female Co-ordinator and consist of two female faculty members. Police HelpBox is installed in the Campus for students to drop their complaints or suggestion to be given to the college. There is sexual harassment cell for redressing grievances of the students. Regular interaction with the students is practical and they are counseled if need arises.
2. Anti-Ragging Committee : Anti -Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can drop a complaint in the complain box without disclosing their identity in case of any inconvenient incident.
3. Community Orientation: The College NSS/NCC team creates awareness regarding Covid-19 among the people of surrounding villages. Due to the corona pandemic there was shortage of masks in the vicinity of Akola District. So the NSS volunteers distributed Masks to the needy person.
4. Beautification of the campus was done by planting various useful oxygen generating saplings in the coordination with Alumni who sponsored the project of Tree Plantation

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1301

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.smtlrtc.org/docs/weblinks/Q1%20Curricular%20Aspects/Feedback%20report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.smtlrtcc.org/docs/weblinks/Q1%20Curricular%20Aspects/Feedback%20report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2626

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2626

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organises special programmes for advanced and slow learners.

Programmes organised for Slow Learners:

- Conducted Remedial need based classes.
- Bridge course for the students who came from different streams like science and arts.
- Mentoring (Teacher guardian) scheme in which Teachers as mentors guide them time to time.
- Slow learners are motivated to participate in Extra Curricular activities, soft skill development workshops and guest lectures on various topics by the mentors.
- In addition to regular classes, teachers provide additional tutorial for them.
- Confidence building lectures are arranged to motivate them.
- Extra time is allotted to complete tasks such as reading, problem solving, and learning.

Programmes organised for Advanced Learners:

- Guidance for career planning.
- Discussions and seminars on the advanced and current topics.
- Encouraging for research papers in conferences/Journals.
- Guiding the students for Competitive Examinations.
- Training programs for gaining advanced technical know-how.
- Encouraging students to participate in various symposiums like quiz, poster presentation, Conferences, inter institutional competition etc.
- Providing extra library hours with required books and journals.
- Wifi campus is available to utilize online educational assistance in learning process.
- Students are motivated through cash prizes and certificates in the felicitation programme.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/2.3.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2626	19

File Description	Documents
Any additional information	View File

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

Following student centric methods are used:

Experimental Learning: The institution provides facilities and encourage students for individual involvement in practical's or project work, group work, role play, field visit, quiz competitions, poster presentations, debates and surveys. Teachers promote effective interaction between students for developing skills to express themselves with their peers.

Participatory learning: In this the students are promoted to involve in activities viz., tours and excursions, group discussions, industrial visits, conferences, seminars, case studies, community surveys, street plays based on socio-economic issues, essay competitions, Elocution competition, etc. Students are given assignments of every subject which help them get information on various questions to be prepared for the university examination.

Problem solving methodologies: To develop ability of problem solving along with the classroom teaching students' involvement in the projects stimulate their creative and analytical thinking. Moreover class tests, tutorials, unit tests, quizzes held from time to time to motivate competitive spirit among the students. Mind mapping, brain storming sessions etc. encourages their problem solving abilities.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.smtlrtc.org/docs/weblinks/Q2%20Teaching%20Learning%20and%20Evaluation/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers are using ICT-enabled tools for effective Teaching Learning Process. All the Teachers are well versed in applying appropriate information technology (IT) tools in their teaching.

The IT Infrastructure provided by the college include; Class rooms equipped with Projectors, Computer Lab, Language Lab with advanced LAN and Client-Server technology (with advanced licensed softwares) with Inter-active Board, ICT-enabled Seminar hall and Auditorium. The entire campus of the college has Wi-Fi and the departments have broad band internet facilities, an Integrated Library Management System (ILMS), Digital Library facilities with various online library resources including e-reference books and journals. The teachers are using their own Power Point Presentations and appropriate links to show live videos of demonstration and procedures in the lectures.

The ICT tools like Zoom Meet, Google Meet, Google Classroom etc. were used for online teaching. The teachers have developed ICT enabled course material by using audio-video recording software's/applications like Screen Recorder, Open Broadcaster Software etc. to develop e-contents for enhancing teaching learning process. Teachers have also uploaded their e-contents on YouTube to make these available to students. The college has organized Induction Programme in which students are acquainted with the ICT environment of the institution.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

287

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

To assess the improvements of students', the institution is dedicating its sincere efforts through conducting internal examinations and all the guidelines of S.G.B. Amravati University are followed by the institution.

Internal Assessment System:

- Conducted two class tests on each subject (covering the syllabus),
- The term end examination for each semester.
- Assigning Projects for IT subjects and their assessment.
- Regular Practical Sessions of IT Subjects. Practical examination of IT subjects and Viva-voce.
- Assignments on each subject and their evaluation for assessment purpose.
- Surprise Test on any topic relevant to the subject.
- Organize Group Discussions and Seminars.
- Participation and performance based assessment of the students through different competitions like quiz, illocution, essay, poster presentation etc.
- The College Examination Committee (CEC) and Internal Marks Coordination Committee (IMCC) observe the internal assessment of students.

Transparent Internal Assessment Mechanism:

- The results of examinations are displayed on the Notice Board.
- CCTV cameras are installed in every class room, corridors and in entire campus to check unethical practices during examinations.

For transparent internal assessment system and for improvising it, the sample survey in the form of 'Students' Feedback Form' about the

teacher and institution is conducted every year.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q2%20Teaching%20Learning%20and%20Evaluation/2.5.1.pdf

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

The institution has an efficient Grievance Redressal Mechanism. For this, the institution has separately formed a Grievance Redressal Committee (GRC).

Internal Examination Grievances:

The Mentor-Mentee relationship exists in the institution and it proved itself as a powerful grievance redressal mechanism specifically for the issues/grievances related to the internal examinations. The grievance of the students who were not able to appear in internal examinations conducted by the college as they were engaged in extra-curricular activities like NSS, NCC, Sports and Cultural activities. For this separate examination for such students was conducted.

The teachers show solved answer-sheets to the students if the grievance is related to internal assessment and also provided with the facility of re-totaling and re-checking.

External Examination Grievances:

The institution follows all the guidelines of university while conducting external examinations. The rules and regulations of the external examinations are clearly notified in the campus so as to avoid inconveniences and grievances. The GRC provides complete procedural guidance to the students in case of grievances related to external examinations including (availing photocopy of answer-scripts, re-totaling, re-checking, correction of marks in the mark-sheet etc.). In this, the concern subject teacher collects the grievance, if any, and report to the university through proper channel.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q2%20Teaching%20Learning%20and%20Evaluation/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All the courses offered by the institution under different programmes (UG and PG) have well defined objectives with its specific outcomes.

Mechanism of COs Attainment and its Communication:

- The prospectus is provided to the students at the time of admission which gives clear understanding about the rules and regulations and all aspects of the course.
- The teaching plan is prepared for each subject on the basis of academic calendar of the college and university
- The utilization of available advanced teaching-learning infrastructure contributed a lot for the attainment of course outcomes.
- The teachers provide course syllabus to the students in the beginning of teaching-learning process.
- One week induction programme is organized every year for the new entrants.
- Personal Counseling through mentor-mentee mechanism, Consistent Assessment of Students' Development through observing their participation in various activities, students' suggestions for any additional support and requirements enhancing teaching-learning process. The student-centric teaching-learning environment exists in the institution has significant contribution in the attainment of COs and POs.
- The College Website is used as a medium of online communication and ready reference through which course and programmes offered by the institution, teachers' profile and all important notifications are communicated with the stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smtlrctcc.org/docs/2.6.1_Programe_Outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution has well defined COs, PSOs, and POs.

Methodology Used for Measuring the Level of Attainment of POs, PSOs and COs;

1. **Measuring Course Outcomes:** The COs are particularly measured by the examination system. Regular class tests. Surprise Tests, practical sessions, projects, field visits, group discussions, seminars, guest lectures relevant to the course are frequently organized for the attainment of COs. The term end examination is organized to prepare students for the final examination conducted by the university.
2. **Measuring Programme Specific Outcomes:** The students are encouraged to participate in various co-curricular and extra-curricular activities like debates on current issues, essay competition, case study, role play, field work and National Service Scheme, National Cadet Corps, Red Ribbon Club, Disaster Management Club, Cultural activities etc. for their integrated development.
3. **Measuring Programme Outcomes:** The institution has organized workshops, seminars for career guidance. The talent search competition and campus placements for UG and PG students provide them an exposure to employment opportunities. The progression rate of students in terms of further education, employment, start-up's and entrepreneurship prospects reveals the attainment of programme outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

748

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/Student%20Satisfaction%20Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

13

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has taken every effort to create an ecosystem for

innovation and research for creation and transfer of knowledge. To strengthen its goal and encourage the community to undertake innovation, The following initiatives have been undertaken for creation and transfer of knowledge:

- The college provides excellent infrastructure to promote research culture. It has University Recognized Research Center.
- The College has set up incubation center along with research cell. This research cum incubation center provides a platform for the students to get a shape for their nascent idea of the Thesis/ Dissertation/ Projects in curriculum.
- This center is equipped with I.T. facilities such as desk top Computers with internet facility for the students.
- College publishes its own research journal - Spark
- Some MOUs with local industry and bodies were signed.
- Once the students identify the projects, intensive training session used to be held with each student by their respective guides/faculties for channelizing their ideas.
- Adequate provision is made in the budget for the effective functioning of this center.
- The members of research cum incubation center submit the annual report to IQAC which in turn places it before College Development Committee. (CDC)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q1%20Curricular%20Aspects/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	http://www.smtlrctcc.org/docs/weblinks/O1%20Curricular%20Aspects/3.3.1.2.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

42

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To inculcate social responsibilities among the students, to make them the responsible citizens and bring their holistic development, the college undertakes various extension activities by involving the students with the neighborhood community through the various associations and forums. During the last year, the college has conducted the following activities.

1. International Yoga Day
2. Vanmahotsav
3. Swaccha Bharat Abhiyan and Gandhgi Mukat Abhiyan
4. Shalu Mati Ganpati Idols.
5. Foundation Day of NSS
6. Fit Youth Fit India campaign
7. awareness campaign for Covid-19 Pandemic, "Maze Kutumb Maze Jawabdari
8. AIDS Control and Awareness
9. Blood Donation and Blood Group Check-up Camp
10. Voter awareness campaign
11. Road Safety Awareness campaign
12. COVID-19 (Corona Virus) Vaccination Camp

NSS UNIT ACTIVITIES IN COVID-19 PANDEMIC LOCK-DOWN PERIODFrom 15th Mar. 2020 to 15th March 2021 for COVID 19 (Corona Virus) NSS Unit organized Awareness Campaign, distribution of essentials things just like Masks , Glossary, Sanitizer to needy people attend online pledge to stay at home safely, convey Whats's up messages by hyperlink '<https://pledge.mygov.in/stayathome/>' NSS Unit attend online Zoom cloud awareness of Corona- 19, meeting organized by SGBAU Amravati University, Attend Online workshop for NSS warriors by '[https://youtu.be/ YdjG8dvfMrE](https://youtu.be/YdjG8dvfMrE)' , Download Arogya Setu App Guidance. Organized Covid -19 online Quiz, Organized Health

Checkup, Blood Donation, Blood Donation Awareness, Hemoglobin Checkup Camp, display many Awareness Banner in the college premises as well as in city area and adopted village Kiripuri Bu. Last year in March, NSS Unit had collected Rs. 5000/- and donated it to Mukhyamantri Sahayata Nidhi.

File Description	Documents
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/Q1%20Curricular%20Aspects/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

12

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

College has 20 Classroom acquiring to statutory policy. As per requirement adequate light and proper ventilation. College has 03 laboratories, 02 Commerce computer lab and one language lab with legal software, sufficient printers and scanners. Every classroom has been installed with LCD's projectors. 02 smart boards, all classrooms, student passage office, campus having CCTV Cameras. Total 24 CCTV cameras, separate head of the department Cabin.

College has reach library having more than 55,000 books, rear reports , hand books, 11 national journals and 07 international journals precious reading room and sufficient computer, LAN facility, Wi-Fi campus, staff room, ladies staff room, Girls common room, 02 water coolers with purified, 07 washrooms, student facility centre and auditorium hall with 500 capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtc.org/docs/infrastructure.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

College has Gymnasium with 210.32 sq. foot, NCC unit with special room having 153.83. sq. foot, NSS unit with special room having 153.83 s. q. foot, sports office 153. 83 sq. foot, sports and playground, indoor Games (Chess, Carom, Table Tennis) Outdoor Games (kabbadi , Kho- Kho, Volley ball, Cricket , Baseball) having 10,000 sq. foot, IQAC room having 153.83 s. q. foot, Reading room 969.48 sq. foot, Auditorium 4,045.41 sq. foot, seminar hall 1,734.17 sq. foot, college has separate library building having constructing area 4,819.60 sq. foot, Student facility room - 153.83 s. q. foot, 02 computer lab having 1422.76 sq. foot, Language lab having 464.73 sq. foot, yoga centre having 4,781.12 sq. foot, Girls hostel having 9562.24 sq. foot.

Every year college participated in youth festival. Students participated in debate, elocution, essay competition and won the prizes, Co- curricular activities like field visit, educational tours etc. organised by the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/Q4%20Infrastructure%20and%20Learning%20Resources/4.1.2.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/infrastructure.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of ILMS Software

Library is automated using integrated library management system. College has soul Software for INFLIB net (information and library network) soul software for university lib use acquisition, catalogue, circulation, online, accesses, nature of automation fully 2.0 version software.

Data requirement for last one year upload a description of library with.

- Name of ILMS Software- SOUL 2.0 Software for University Libraries

- Nature of automation (Fully on fully partially)
- Version - 2.0
- Year of Automation - 2009

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.smtlrctcc.org/docs/weblinks/O4%20Infrastructure%20and%20Learning%20Resources/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

18750

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

324

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution frequently updates its IT facilities including Wi-Fi

- College has rail wire, purchase software that is SPSS, WINDOWS server 2008, 2013, and 2016 MS office (Word, Excel, PowerPoint)2016, Adobe Suite, (Photo Shop, Page maker, Dream waver and others), Oracle, adobe premier pro, Tally with GST, Audio-Visual Software , Movavi Video Suite 2020, in Language lab , LinguaPhone 21 foundation + advanced +Speech Recognition Software, windows 2008/2012 Server standard with single OLP NL Academic Edition with Installation. Win Terminal CAL Licence Academic, Microsoft Office 2007 student & Home.

Paste links for additional information.

1. BSNL Broadband internet
2. Rail wire Broadband internet -

Office - 10 MBPS from 25/07/ 2015

Dept. of Computer management and cyber commerce (MCM) - 20 MBPS from 25/07/2015

Dept. of management studies and research. 10 MBPS-

19/04/2021

1. WI-FI facility installed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrccc.org/docs/weblinks/Q4%20Infrastructure%20and%20Learning%20Resources/4.3.1.pdf

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

105653

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

There is provision of maintenance in the budget of Coordinator of Dept. of Computer Management and Cyber Commerce , Coordinator Dept. of Management Studies and Research. Coordinators look for the maintenance for dept. Librarian maintain the library, Sport teacher maintain the playground, Gymnasium etc. Co-ordinator of Computer Board maintain the Computer lab and classrooms are maintain by the head clerk. There is provision of Sweeper, Gardner, Watchman, CCTV Camera for the maintenance of Campus, Garden etc. Parking of vehicles facility is available in Campus and maintain by the parking care taker.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/O4%20Infrastructure%20and%20Learning%20Resources/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1112

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	http://www.smtlrctcc.org/docs/weblinks/Q5%20Student%20Support%20and%20Progression/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

986

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

986

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

622

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Smt. L.R.T. College of commerce , Akola established Students' Council under section 99 of the Maharashtra Public Universities Act, 2016. The Students' Council is a representative structure through

which students in a college can become involved in the affairs of the college, working in partnership with college management and staff and parents for the benefit of the college and its students.

The students of our college have a valuable contribution to make for the overall improvement of the college. Their involvement in the operation of the college is itself a valuable part of the education process for them.

Our Students' Council provides an opportunity for students to engage in a structured partnership with teachers, parents and college management in the functioning of the college. Research indicates that Students' Councils can improve academic standards.

The Students' Council of our college gives students an opportunity to acquire the sort of communication, planning and organizational skills which will be of benefit to them in future.

It enables the students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to a successful conclusion.

Moreover, the contribution of the Students' Council in the College Development Committee (CDC) for the development of the college policy in a number of areas is of significant benefits for the students and the college.

The Council plays an important role in the College Cleanliness Campaign. It organizes sports and cultural events in the college e.g. district level sports events, cultural events and competitions, tree plantations in the college premises and also in the city.

It also plays an important role in maintaining discipline in the college and also actively participates in the mechanism established by the college to sort out the grievances among students. The Students' Council of our college is represented in various committees like: College Development Committee.

Cell for the Prevention of Sexual Harassment. Internal Quality Assurance Cell. College Cultural Committee. College Sports Committee. Women empowerment representative on Students council Grievance Redresal cell Anti-sexual harassment cell Study circles/society NSS committee (college level) College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the college community.

The Maharashtra Public Universities Act, 2016 recognizes that students of a college will take the lead role in the establishment and operation of a Students' Council, although the Act also provides an important role for the Board of Management in supporting the establishment and ongoing development of the Students' Council.

The main role of our Students' Council as set out is "to promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the board, parents and teachers". Our Students' Council will set its own objectives. Some general objectives could include: To enhance communication between students, management, staff and parents. To promote an environment conducive to educational and personal development. To support the management and staff in the development of the college.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q5%20Student%20Support%20and%20Progression/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a registered Alumni Association with the Registration No. Maharashtra/-F - 20005 / Akola. Activities of the Alumni Association during the year. •

Yearly alumni meet is arranged and merit students of our college were felicitated by giving away mementos and books.

- As per the decision of the Alumni Association, financial assistance provided to economically backward students for higher education.
- Organization of motivation and guidance camps for students by Alumni.
- Every year during the Teachers' Day celebration on 5th Sept retired teachers are felicitated by our alumni association.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q5%20Student%20Support%20and%20Progression/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

A. Vision and Mission :

Vision:

"To Become One Of The Best Educational Institution In Country By Attaining Excellence In Commerce Education"

Mission:

"To Integrate With The Indian Educational Service Group By Propagating Value Based Education And Preparing Pupils For Initiation Into Higher Life By Association Them With Natural Social And Cultural Environment"

The vision and mission of the institution is to grow through cooperative leadership into a centre of academic merit which is able to include and expressive global concerns and the wider stakeholder's imperatives. It seeks to achieve a synergy between academic practices, social understanding, cultural and co-curricular responsibilities so that all stakeholders may benefit and students particularly, develop to their potential.

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body of our college delegates authority to the Secretary and Principal who in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

C. Perspective Plan:

The institution has a Perspective Plan to develop in a systematic and phased manner.

1. Mobilization of funds and projects through the alumnae and other stakeholders.

2. Renovations to revive the infrastructure of the institution.

3. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT.

4. To make preparations for facing 4th cycle of NAAC

4. Application for more substantive posts from the State Government.

D. Participation of Teachers in Decision-Making Bodies.

- Teachers play an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their academic duties.

- Teachers focus the polity through the Teachers' Council, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel

Sub-Committee of the college.

- Besides, teachers are members and co-ordinators of the various committees instituted for the day-to-day functioning of the college. Some of these committees are the Examination Committee, Admission Committee, the Library Committee, College Journal Committee the Research Committee etc. Teachers, through their interaction with committee are able to contribute in a significant way to the participatory ideals of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.1.1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participatory management in keeping with the belief in collective leadership and democratic ideals. A particular reflection of this practice can be seen in the extensive delegation of authority by principal to the Heads Of The Various Departments in the college as follow.

- The Head of the Department oversees the Teaching Plans of departmental members.

- H.O.D.s are empowered by principal to make adjustments in the routine, and to allot teaching assignments and evaluation duties.
- H.O.D. lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental and inter-college exercises,
- H.O.D. is at liberty to introduce creative and innovative measures for the benefit of students. The English Department, for instance has the language lab.
- H.O.D. organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.
- H.O.D. in consultation with department sees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.
- H.O.D. decides on the nature, pattern and duration of special and remedial classes for the students.
- H.O.D. takes the initiative, at times to organize alumnae programme within the framework of the Alumnae Association of the college.
- Through their skillful handling of the departments H.O.D. discharges their function of the academic and administrative processes in the college and thereby contributes to the health and liveliness of the management mechanisms in the college.

Above details of features comprising participatory management points to the ethics of decentralization which is integral to the institution.

File Description	Documents
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:

Curriculum Development under the aegis of IQAC of the college. This year none New certificate courses introduced:-

Teaching and Learning:

All the teachers of the institution are teaching through LCD Projector in the class rooms. Power point presentation of each UG and PG subjects are prepared by the teachers. Academic Dairy is prepared by the teacher. Teaching plan for each and every subject of is designed and was Communicated to teachers. Time Table for class test and term end examination prepared

Examination and Evaluation:

Regular class test taken. Group discussion and presentation of the students taken for the entire subject to which it is applicable. Two term end examination are taken before university final examinations. Internal marks of each subjects timely submitted to university. Computer practical examination conducted and practical marks of the students were submitted to university with time limit.

Research and Development:

Almost all the faculty members participated in National and International journals publications. Two National level conferences were organized by the institution for promoting research works. Conference research papers were published in an international peer reviewed journal 'Adhar'. Teachers participated in Orientation and Refresher Courses. Research papers were published by the faculty members in various peer reviewed and UGC listed journal. Soft skill training workshops were taken under the aegis of NSS, NCC.

Library, ICT and Physical Infrastructure / Instrumentation:

One main library and two departmental libraries are there in the college. Various research journals and newspapers are subscribed for college library. Two computer labs are there for the computer practical. One language lab is established and language skill development was undertaken Office is automated and computer and other ICT devices are used in day to day working.

Human Resource Management:

Permanent posts of Teaching and non-teaching staffs are filled as per guidelines issued by Government of Maharashtra and S.G.B. Amravati University, Amravati. In the said academic year no permanent posts were filled. Contributory and contract teachers were appointed in place of full time vacant posts. Administrative staffs on daily wages are appointed in place of full time vacant post. Human resource of the institution is generally managed by the university, management and principal of the institution.

Admission of Students:

Admission to the students is given on merit basis. A admission committee is formed including teaching and non-teaching staff of the college. Prospectus of the college is published for the admission of the students. Reservation policy of the government is followed while giving admissions to the students. Fully automated computer software is deployed for the smooth functioning of the admission process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.2.1.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body:

The Office Bearers are-

President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman, secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G.

E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies:

The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies:
Service rules and procedures are guided by the S.G.B. Amravati University and Government of Maharashtra. The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

Grievance Redressal Mechanisms:

There is Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	http://www.smtlrccc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.2.2.pdf
Link to Organogram of the institution webpage	http://www.smtlrccc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in Administration Finance and **A. All of the above**

Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

the institution has welfare measures for both teaching and non-teaching staff.

Welfare measures for Teaching Staff:

- Prompt facilitation of Provident Fund loans.
- Membership of Group Insurance
- Duty leave to attend conference

Welfare measures for Non-Teaching Staff:

- Dipawali advance.
- Peon Dress
- Peon washing allowance
- Medical claim
- Prompt facilitation of Provident Fund loans.
- Help with facilitation of bank loans.
- Course in Computer Basics for Supporting Staff.

Indicators

2020-21 (Rs.)

GPF Loan

113800

Medical Claim

219554

Peon Dress

17450

Peon washing allowance

3600

Festival Advance

164000

Medium term Loan of Patsanstha

11640683

Emergency Loan of Patsanstha

40297

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Evaluation and feedback forms.

Teaching Staff:

The Teacher Evaluation forms have two broad areas i.e. Attitude Related having 13 parameters and Subject Related having 12 parameters on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where lacunae is observed the teacher in question is counseled by the Principal and urged to improve their performance in the interest of professional up-gradation and better service-delivery to our primary stakeholders, namely the students.

Non-teaching Staff

The performance of the non-teaching staff is appraised and assessed on the parameters of efficiency, cordiality and overall helpfulness. An improvement in the subsequent performance of the said staff members has usually been noticed. The findings of the Teacher Evaluation are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms. On the basis of non-teaching performance the best employee award is given at end of academic year

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit of the institution has been done by auditor joint director (Higher Education) and by Sr. auditor A.G

An internal audit has been done by C.A. appointed by B.G.E.Society, Akola.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.4.1.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The following are the various strategies employed by the college for fund mobilization:

- The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government,
- It reaches out to local organizations including banks for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.
- The Computer Laboratory which accommodates multiple courses, the seminar halls which are also used as lecture theatres,

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/O6%20Governance%20Leadership%20and%20Management/6.4.3.pdf
Upload any additional information	View File

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

The IQAC has consistently tried to quality assurance strategies and

processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a knowledge hub and signing MOUs with institutes to re-defining the boundaries of a vitalizing, meaningful and holistic education. The IQAC has been a positive player in the overall benchmarking process. The IQAC has regularly organized meetings. It has timely submitted the AQARs to NAAC.

Upload two examples of best practices institutionalized as a result of IQAC initiatives Two best practices institutionalized as a result of IQAC initiatives.

Example

1. The Practice - The Initiatives Undertaken by the Inclusiveness Studies Practices in the college.

The Context: The Inclusiveness Studies Practices was organized in the college with a view to instilling empathy, involvement, compassion and responsibility in the students and to sensitize students and other stakeholders about the practices that are widespread in society. To articulate the institution's policy vis-à-vis inclusiveness; to communicate the institution's understanding of the concept of inclusiveness as an idea, policy and practice aimed at drawing into the mainstream all marginalized, student

1. The Practice: Medical and Health Awareness Programme

The following are the target groups expected to be influenced by this Practice, the list being indicative and not exhaustive: Physically challenged persons; psychologically disturbed individuals; HIV/AIDS The following steps are in place as part of the institutional mechanism for holistic engagement, justice delivery and overall inclusionary commitment:

- 1) Insurance policy for students in place.
- 2) A ramp in one of the older buildings and a wheelchair user.
- 3) Programmes organized by the NSS of the college to reach out to the differently-abled, the economically weaker, the socially stigmatized and similarly discriminated against categories of

students, stakeholders and the general public.

4) The provision of welfare measures to the supporting staff of the college. In addition to these standing measures spearheaded by the ISPC there are specific programmes organized by it from time to time to address particular medical conditions and social problems and seek amelioration of the same.

Outcome: This Practice has definitely helped to sensitize students and staff alike about the need to expand one's horizons, overcome prejudices and admit diversity in the society we inhabit so that the world may become a more inclusive and pluralistic one where everyone is entitled and empowered to live with respect and dignity.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.5.1.pdf
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

Name of quality initiative by IQAC

During Academic year 2020-21 due to CORONA-19 outbreak online classes and counseling has been conducted in the college using google classroom, you tube and what's app group formation for information dissemination.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Title of the programme

Period from

Period To

Number of Participants

Female

Male

Soft Skill Training Workshop (ADICT)

03/09/2019

15/02/2020

54

23

NSS Volunteer participated in International Yoga Day

21/06/2019

21/06/2019

65

75

Cleanliness Drive

(Swacchha Bharat Abhiyaan)

01/08/2019

15/08/2019

58

72

NSS Volunteer participated in VanMahotsav - Tree Plantation

15/08/2019

15/08/2019

68

55

Participants in NSS organised in Voter Awareness Campaign

25/09/2019

25/09/2019

140

170

NSS Volunteer participated in Red Ribbon Club

29/09/2019

29/09/2019

94

89

NSS Volunteer participated in Vaachan Prerana Diwas

15/10/2019

15/10/2019

88

78

NSS Volunteer participated in District Level "AIDS AWARENESS Rally"

01/12/2019

01/12/2019

65

70

NSS Special Camp at Khirpuri

23/01/2020

29/01/2020

48

52

NCC Cadets Participated in "World Environment Day" which is organized by College Unit.

05/06/2019

05/06/2019

07

13

N.C.C. Cadets participated in

International Yoga Day at Dr.

P.D.K.V. Akola.

21/06/2019

21/06/2019

27

47

NCC Cadets Participated in "Drug Abuse and Illicit Tra" which is organized by College Unit.

26/06/2019

26/06/2019

21

41

NCC Cadets Participated in "Kargil Vijay Diwas" which is organized by College Unit.

26/07/ 2019

26/07/ 2019

23

44

NCC Cadets Participated in "Tree Plantation " which is organized by College Unit.

06/08/2019

06/08/2019

24

42

NCC Cadets Participated in "Oath on No Tobacco & Women Empowerment Drama" which is organized by College Unit.

15/08/2019

15/08/2019

23

44

NCC Cadets Participated in "Eye Donation Rally" which is organized by College Unit.

09/09/2019

09/09/2019

05

10

NCC Cadets Participated in "Samvidhan Diwas Programme" which is organized by College Unit.

26/11/2019

26/11/2019

25

45

NCC Cadets Participated in "AIDS AWARENESS Rally" which is organized by College Unit.

01/12/2019

01/12/2019

3

9

NCC Cadets Participated in "National Voters Day" which is organized by College Unit.

25/01/2020

25/01/2020

23

40

Coaching classes taken for Entry in services taken

06/01/2020

18/01/2020

30

27

Self Creation of Ganesh Idol from Shadu Mati

30/08/2019

30/08/2019

40

35

Avishkar Intercollegiate Research Convention

10/01/2020

10/01/2020

03

01

Youth Festival.

30/09/2019

02/10/2019

23

13

File Description	Documents
Annual gender sensitization action plan	http://www.smtlrctcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.smtlrctcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Institution has formed environment committee which plans and look after the management of degradable and non-degradable waste.

1) Solid waste Management: Dustbins are kept near classrooms and in the office of the institution. All the waste are collected in the dustbins and is handed over to the waste collection lorry of Municipal corporation. Garden waste and dry leaves are collected and dumped in the compostpit buildup in the college premises. The

compost fertilizer of the compost pit is then used for plants in the college garden.

2) Liquid Waste Management: There is minimum generation of Liquid waste in the institution. Proper drainage system is built up by the institution for the discharge of water waste from uninals and bathrooms.

3) Biomedical Waste Management: Being a commerce college no biomedical waste is generated.

4) E-waste Management: A contract is made with E-waste management vendor. All the e-waste is handed over to the the e-waste management vendor at the end of the academic year for proper disposal.

5) Waste recycling system: There is minimum generation of waste in the institution which can be recycled. Hence there is no need of waste recycling system in the institution.

6) Hazardous chemicals and radioactive waste management : Being a commerce college there is no generation of hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

A. Any 4 or all of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

There is no discrimination on the basis of caste and religion regarding admission of the students in the institution. Reservation to different categories is provided in the admissions according to Government rules. Birth and Death anniversaries of different national leaders and social reformers are celebrated. Irrespective of caste and religion. The students get opportunities in cultural activities, Youth Festival, NSS and NCC activities. All students including minorities get equal opportunity in obtaining different scholarships viz., GoI, PTC, EBC etc., according to government rules and regulations and financial assistance is given to economically backward students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The institute is aware about sensitization of students and employees to the constitutional obligations. For this purpose different days are celebrated according to University and UGC guidelines ; Independence Day on 15 th August, Constitution Day is observed on 26th of November,, the Voters Day is celebrated on 25th of January and Republic Day26 January,and Maharashtra Day every year. The staff is made aware about their the duties and responsibilities through different guest lectures and workshops, booklet of Code of Conduct the values of women dignity Human Rights equality are imbibed on students and staff members through different programs

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.smtlrtcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf
Any other relevant information	http://www.smtlrtcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

4.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International special days and events are celebrated by the institute, 21st June is celebrated as International yoga day, Swami Vivekananda Jayanti is celebrated as National Youth Day on 12th of January, 29th August as National Sports Day, 15th October is celebrated as Vaachan Prerna Diwas reading day in memory of Dr A. P.J. Abdul Kalam. 31st October is celebrated as Rashtriya Ekta Diwas and is marked with guest lecture and rally in memory of Sardar Vallabhbhai Patel.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Activity I :

Earn While Learn :

Objectives :

A) To provide employment to students while learning

B) To provide financial support for completing education of economically weaker students

The Context : Many students in the organization are taking education. It has been found out that some students are from economically weaker sections and are not eligible for government scholarship. So in order to enable such students to complete their education institution has started 'Earn While Learn' scheme. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work.

The Practice : Earn while Learn scheme is started in the college. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work. Many students having skill of photography and rangoli designing are called to take photograph and to design rangoli and in return they are paid. Beside this the students who have completed PG from the institution are given preference for the appointment as Clock Hour Basis Lecturers. The

Evidence of Success: Many students have successfully completed their education with good percentage. Some students got placed in good institutions as they were having job experience. The

Problems Encountered: No major problems are encountered in the practice.

Activity II:

Felicitation Programme :

Objectives :

The college organizes a grand programme of yearly felicitation of teaching and non- teaching staff members and UG and PG students for their outstanding achievements in that session.

The objectives of this practice are as below:

a) To encourage the students and staff members achieve great heights in academics.

b) To maintain the quality of education and teaching in the college through supporting students and faculty members for continuous progress.

The Context and Practice:

The students of the college are securing good positions in the merit list since last two decades. To maintain this educational heritage and quality atmosphere the students are felicitated in an annual function every year. The faculty members are always grooming their knowledge and skills for better teaching process. Many members have successfully completed Major Project and Minor Project of UGC. Books have been published by faculty members and they are felicitated for such type of outstanding achievements in an annual felicitation programme to boost their morale. Evidence of

Success :The practice has proved to be beneficial as the students continue to maintain their names in University Merit lists and also in Sports, Cultural, N.S.S. and N.C.C. fields. The selection of students of state or national level is increasing per year as the felicitation boosts the moral of students and creates a spirit of competition. The Faculty members also try their best in research, in academic filed, in publishing books and in securing positions in Board of Studies of the University. The felicitation programme plays great role in boosting their moral and providing support to give their best for the college.

Problems : No major problems have been encountered till date.

File Description	Documents
Best practices in the Institutional website	chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.smtlrtcc.org%2Fdocs%2F7.2_Best_Practises.pdf&chunk=true
Any other relevant information	chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.smtlrtcc.org%2Fdocs%2F7.2_Best_Practises.pdf&chunk=true

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Smt. LR.T. College of Commerce is largest single faculty commerce college in western Vidharbha region. It was established in the year 1964 by 'The Berar General Society , Akola" The vision of the

college is stated below

Vision:

"To become one of the best educational institutions in the country by attaining excellence in commerce education." From the vision it is clear that our institution wants to become one of the best educational institutions in the country by attaining excellence in commerce education. In this regard our institution is offering various full time programmes in commerce and management to our students. The detail of which are mentioned here:

? Department of Commerce:

1. B.Com., : Bachelor of Commerce
2. M. Com., : Master of Commerce

? Dept. of Management Studies and Research:

1. Management Programme
2. M.H.R.D. : Master of Human Resource & Development
3. PG. D.B.M. : Post Graduate Diploma in Business Management
4. PG.D.M.M. : Post Graduate Diploma in Marketing Management
5. PG. D.F.M. : Post Graduate Diploma in Financial Management
6. PG. D.TAX. : Post Graduate Diploma in Taxation

? Research Programme:

1. M.Phil (Commerce), a Vacation Research Course.
2. Ph.D. (Commerce), a Research Guidance Center.

? Dept. of Computer Management and Cyber Commerce:

1. M.C.M.- Master of Computer Management

? UGC granted Career Oriented Courses at First Degree Level Certificate / Diploma / Advanced Diploma:

1. Event Management

2. Tourism Management

3. E-Commerce

4. Web Designing and Office Automations

? Department of Library and Information Science:

1. B.Lib. Isc.,: Bachelor of Library and Information Science

2. M.Lib.,: Master of Library and Information Science

? Department of YCMOU :

1. B.Com., : Bachelor of Commerce

2. M. Com., : Master of Commerce

3. M.B.A.: Master of Business Administration

4. B.A.: Bachelor of Arts

5. D.J.: Diploma in Journalism

6. M.J.: Master of Journalism

All the above courses are offered by our institution to commerce students under one single roof. This makes us distinctive from other colleges of our region. The result of our institution is very good. Maximum meritorious students of the university are from our institution. In the academic year 2018-19 one student of B.Com., Three students of M.Com., Two students of M.C.M., Seven Students of D.Tax., Four students of D.F.M. and One student of D.M.M. stood in merit list of S.G.B.A.U. Amravati. This is evidence that our institution is working in accordance to the vision.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1. The IQAC prepares a plan for effective curriculum delivery in consultation with the respective Heads of the Various department.
2. The time table Committee prepares time table after due deliberations with the Heads of the Various departments.
3. Monitoring Committee observes regular attendance of students and effective implementation of curriculum. In case of incompleteness of syllabus in due Course, monitoring Committee sees to the completion of syllabus on time.
4. Bridge course is arranged for the students who come from Arts and Science background.
5. Co- curricular activities like seminar, group discussion, project work, assignment are the activities conducted by the concerned teacher.
6. Incubation Centre helps the students to prepare synopsis, to prepare assignment projects, to write Research Papers.
7. Teacher uses LCD Projector Zoom app, audio, video, whats app, google classroom for effective delivery of curriculum.
8. Online Unit tests, term exams, practical's are arranged regularly.
9. Major Curricular and extra curricular activities are displayed on College Website.
10. The Syllabus of the institution is set by Sant Gadge Baba Amravati University.
11. Calendar of events also consist of plan for Field projects, dissertations. Lectures are also scheduled in intention of connecting the requirements of industry and academics.
12. Induction programme is scheduled to provide, an insight of higher education and also bridge the expectations in mindset of newly, inducted students for the concerned programmes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smtlrctcc.org/docs/weblinks/Q1%20Curricular%20Aspects/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A) Academic Calendar is prepared in tune with University Academic Calendar.

B) Academic Calendar is prepared to fulfill the objectives of the curriculum delivery.

C) Progress of the syllabus coverage and course delivery is obtained from the faculty through Lesson plan.

D) At the beginning of the academic year, the teachers prepare the teaching lesson plan for the subjects, they handle.

E) Eminent academicians and industrial experts are invited for delivery lectures on current trends in the economy related to curriculum.

F) The college provides certificate / diploma and value added courses.

G) Feedback is taken from students on faculty, course out comes and content delivery.

H) After each Semester, the results are analyzed.

I) Curriculum outcomes are reviewed.

J) Meeting are held with industry needs

K) Planning is done for new courses and training modules to fill in curriculum gaps.

L) Training is arranged gone for new teachers for new courses through orientation and online courses.

M) Uploading Academic Calendar on College Websites mentioning

month wise teaching days, unit tests, Internal examination schedule, mentioning practical examinations and viva, Mentioning Curricular and Co-curricular activities like Jayanti, Punyatithi, Camp etc.

N) Declaration of results, unit tests, Term end Exams College council Meeting CDC Meeting Academic Diary submission date.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smtlrtc.org/docs/weblinks/01%20Curricular%20Aspects/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

180

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

1.3 - Curriculum Enrichment

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

The institution makes effort to train the students to integrate cross cutting issues by the following ways

1. Gender sensitization cell It is headed by one female Co-ordinator and consist of two female faculty members. Police HelpBox is installed in the Campus for students to drop

their complaints or suggestion to be given to the college. There is sexual harassment cell for redressing grievances of the students. Regular interaction with the students is practical and they are counseled if need arises.

2. Anti-Ragging Committee : Anti -Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can drop a complaint in the complain box without disclosing their identity in case of any inconvenient incident.
3. Community Orientation: The College NSS/NCC team creates awareness regarding Covid-19 among the people of surrounding villages. Due to the corona pandemic there was shortage of masks in the vicinity of Akola District. So the NSS volunteers distributed Masks to the needy person.
4. Beautification of the campus was done by planting various useful oxygen generating saplings in the coordination with Alumni who sponsored the project of Tree Plantation

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1301

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	http://www.smtlrctcc.org/docs/weblinks/01%20Curricular%20Aspects/Feedback%20report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.smtlrctcc.org/docs/weblinks/01%20Curricular%20Aspects/Feedback%20report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2626

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2626

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organises special programmes for advanced and slow learners.

Programmes organised for Slow Learners:

- Conducted Remedial need based classes.
- Bridge course for the students who came from different streams like science and arts.
- Mentoring (Teacher guardian) scheme in which Teachers as mentors guide them time to time.
- Slow learners are motivated to participate in Extra Curricular activities, soft skill development workshops and guest lectures on various topics by the mentors.
- In addition to regular classes, teachers provide additional tutorial for them.
- Confidence building lectures are arranged to motivate them.
- Extra time is allotted to complete tasks such as reading, problem solving, and learning.

Programmes organised for Advanced Learners:

- Guidance for career planning.
- Discussions and seminars on the advanced and current topics.
- Encouraging for research papers in conferences/Journals.
- Guiding the students for Competitive Examinations.
- Training programs for gaining advanced technical know-how.
- Encouraging students to participate in various symposiums like quiz, poster presentation, Conferences, inter institutional competition etc.
- Providing extra library hours with required books and journals.
- Wifi campus is available to utilize online educational assistance in learning process.
- Students are motivated through cash prizes and certificates

in the felicitation programme.

File Description	Documents
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/02%20Teacning%20Learning%20and%20Evaluation/2.3.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2626	19

File Description	Documents
Any additional information	View File

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

Following student centric methods are used:

Experimental Learning: The institution provides facilities and encourage students for individual involvement in practical's or project work, group work, role play, field visit, quiz competitions, poster presentations, debates and surveys. Teachers promote effective interaction between students for developing skills to express themselves with their peers.

Participatory learning: In this the students are promoted to involve in activities viz., tours and excursions, group discussions, industrial visits, conferences, seminars, case studies, community surveys, street plays based on socio-economic issues, essay competitions, Elocution competition, etc. Students are given assignments of every subject which help them get information on various questions to be prepared for the university examination.

Problem solving methodologies: To develop ability of problem solving along with the classroom teaching students' involvement in the projects stimulate their creative and analytical thinking.

Moreover class tests, tutorials, unit tests, quizzes held from time to time to motivate competitive spirit among the students. Mind mapping, brain storming sessions etc. encourages their problem solving abilities.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.smtlrctcc.org/docs/weblinks/O2%20Teacning%20Learning%20and%20Evaluation/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers are using ICT-enabled tools for effective Teaching Learning Process. All the Teachers are well versed in applying appropriate information technology (IT) tools in their teaching.

The IT Infrastructure provided by the college include; Class rooms equipped with Projectors, Computer Lab, Language Lab with advanced LAN and Client-Server technology (with advanced licensed softwares) with Inter-active Board, ICT-enabled Seminar hall and Auditorium. The entire campus of the college has Wi-Fi and the departments have broad band internet facilities, an Integrated Library Management System (ILMS), Digital Library facilities with various online library resources including e-reference books and journals. The teachers are using their own Power Point Presentations and appropriate links to show live videos of demonstration and procedures in the lectures.

The ICT tools like Zoom Meet, Google Meet, Google Classroom etc. were used for online teaching. The teachers have developed ICT enabled course material by using audio-video recording software's/applications like Screen Recorder, Open Broadcaster Software etc. to develop e-contents for enhancing teaching learning process. Teachers have also uploaded their e-contents on YouTube to make these available to students. The college has organized Induction Programme in which students are acquainted with the ICT environment of the institution.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

287	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

To assess the improvements of students', the institution is dedicating its sincere efforts through conducting internal examinations and all the guidelines of S.G.B. Amravati University are followed by the institution.

Internal Assessment System:

- Conducted two class tests on each subject (covering the syllabus),
- The term end examination for each semester.
- Assigning Projects for IT subjects and their assessment.
- Regular Practical Sessions of IT Subjects. Practical examination of IT subjects and Viva-voce.
- Assignments on each subject and their evaluation for assessment purpose.
- Surprise Test on any topic relevant to the subject.

- Organize Group Discussions and Seminars.
- Participation and performance based assessment of the students through different competitions like quiz, illocution, essay, poster presentation etc.
- The College Examination Committee (CEC) and Internal Marks Coordination Committee (IMCC) observe the internal assessment of students.

Transparent Internal Assessment Mechanism:

- The results of examinations are displayed on the Notice Board.
- CCTV cameras are installed in every class room, corridors and in entire campus to check unethical practices during examinations.

For transparent internal assessment system and for improvising it, the sample survey in the form of 'Students' Feedback Form' about the teacher and institution is conducted every year.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smtlrctcc.org/docs/weblinks/O2%20Teacning%20Learning%20and%20Evaluation/2.5.1.pdf

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

The institution has an efficient Grievance Redressal Mechanism. For this, the institution has separately formed a Grievance Redressal Committee (GRC).

Internal Examination Grievances:

The Mentor-Mentee relationship exists in the institution and it proved itself as a powerful grievance redressal mechanism specifically for the issues/grievances related to the internal examinations. The grievance of the students who were not able to appear in internal examinations conducted by the college as they were engaged in extra-curricular activities like NSS, NCC, Sports and Cultural activities. For this separate examination for such students was conducted.

The teachers show solved answer-sheets to the students if the grievance is related to internal assessment and also provided with the facility of re-totaling and re-checking.

External Examination Grievances:

The institution follows all the guidelines of university while conducting external examinations. The rules and regulations of the external examinations are clearly notified in the campus so as to avoid inconveniences and grievances. The GRC provides complete procedural guidance to the students in case of grievances related to external examinations including (availing photocopy of answer-scripts, re-totaling, re-checking, correction of marks in the mark-sheet etc.). In this, the concern subject teacher collects the grievance, if any, and report to the university through proper channel.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smtlrccc.org/docs/weblinks/O2%20Teacning%20Learning%20and%20Evaluation/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All the courses offered by the institution under different programmes (UG and PG) have well defined objectives with its specific outcomes.

Mechanism of COs Attainment and its Communication:

- The prospectus is provided to the students at the time of admission which gives clear understanding about the rules and regulations and all aspects of the course.
- The teaching plan is prepared for each subject on the basis of academic calendar of the college and university
- The utilization of available advanced teaching-learning infrastructure contributed a lot for the attainment of course outcomes.
- The teachers provide course syllabus to the students in the beginning of teaching-learning process.

- One week induction programme is organized every year for the new entrants.
- Personal Counseling through mentor-mentee mechanism, Consistent Assessment of Students' Development through observing their participation in various activities, students' suggestions for any additional support and requirements enhancing teaching-learning process. The student-centric teaching-learning environment exists in the institution has significant contribution in the attainment of COs and POs.
- The College Website is used as a medium of online communication and ready reference through which course and programmes offered by the institution, teachers' profile and all important notifications are communicated with the stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smtlrtc.org/docs/2.6.1_Programme_Outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution has well defined COs, PSOs, and POs.

Methodology Used for Measuring the Level of Attainment of POs, PSOs and COs;

1. **Measuring Course Outcomes:** The COs are particularly measured by the examination system. Regular class tests. Surprise Tests, practical sessions, projects, field visits, group discussions, seminars, guest lectures relevant to the course are frequently organized for the attainment of COs. The term end examination is organized to prepare students for the final examination conducted by the university.
2. **Measuring Programme Specific Outcomes:** The students are encouraged to participate in various co-curricular and extra-curricular activities like debates on current issues, essay competition, case study, role play, field work and National Service Scheme, National Cadet Corps, Red Ribbon Club, Disaster Management Club, Cultural activities etc.

for their integrated development.

3. **Measuring Programme Outcomes:** The institution has organized workshops, seminars for career guidance. The talent search competition and campus placements for UG and PG students provide them an exposure to employment opportunities. The progression rate of students in terms of further education, employment, start-up's and entrepreneurship prospects reveals the attainment of programme outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

748

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.smtlrtcc.org/docs/weblinks/Q2%20Teacning%20Learning%20and%20Evaluation/Student%20Satisfaction%20Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
00	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
13	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
00	

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has taken every effort to create an ecosystem for innovation and research for creation and transfer of knowledge. To strengthen its goal and encourage the community to undertake innovation, The following initiatives have been undertaken for creation and transfer of knowledge:

- The college provides excellent infrastructure to promote research culture. It has University Recognized Research Center.
- The College has set up incubation center along with research cell. This research cum incubation center provides a platform for the students to get a shape for their nascent idea of the Thesis/ Dissertation/ Projects in curriculum.
- This center is equipped with I.T. facilities such as desk top Computers with internet facility for the students.
- College publishes its own research journal - Spark
- Some MOUs with local industry and bodies were signed.
- Once the students identify the projects, intensive training session used to be held with each student by their respective guides/faculties for channelizing their ideas.
- Adequate provision is made in the budget for the effective functioning of this center.
- The members of research cum incubation center submit the annual report to IQAC which in turn places it before College Development Committee. (CDC)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q1%20Curricular%20Aspects/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	http://www.smtlrctcc.org/docs/weblinks/Q1%20Curricular%20Aspects/3.3.1.2.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the

year

42

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To inculcate social responsibilities among the students, to make them the responsible citizens and bring their holistic development, the college undertakes various extension activities by involving the students with the neighborhood community through the various associations and forums. During the last year, the college has conducted the following activities.

1. International Yoga Day
2. Vanmahotsav
3. Swaccha Bharat Abhiyan and Gandhgi Mukat Abhiyan
4. Shalu Mati Ganpati Idols.
5. Foundation Day of NSS
6. Fit Youth Fit India campaign
7. awareness campaign for Covid-19 Pandemic, "Maze Kutumb Maze Jawabdari
8. AIDS Control and Awareness

9. Blood Donation and Blood Group Check-up Camp
10. Voter awareness campaign
11. Road Safety Awareness campaign
12. COVID-19 (Corona Virus) Vaccination Camp

NSS UNIT ACTIVITIES IN COVID-19 PANDEMIC LOCK-DOWN PERIOD From 15th Mar. 2020 to 15th March 2021 for COVID 19 (Corona Virus) NSS Unit organized Awareness Campaign, distribution of essentials things just like Masks , Glossary, Sanitizer to needy people attend online pledge to stay at home safely, convey Whats's up messages by hyperlink ``<https://pledge.mygov.in/stayathome/>' NSS Unit attend online Zoom cloud awareness of Corona- 19, meeting organized by SGBAU Amravati University, Attend Online workshop for NSS warriors by '<https://youtu.be/YdjG8dvmrE>' , Download Arogya Setu App Guidance. Organized Covid -19 online Quiz, Organized Health Checkup, Blood Donation, Blood Donation Awareness, Hemoglobin Checkup Camp, display many Awareness Banner in the college premises as well as in city area and adopted village Kiripuri Bu. Last year in March, NSS Unit had collected Rs. 5000/- and donated it to Mukhyamantri Sahayata Nidhi.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q1%20Curricular%20Aspects/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

12

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
02	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
03	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
College has 20 Classroom acquiring to statutory policy. As per requirement adequate light and proper ventilation. College has 03 laboratories, 02 Commerce computer lab and one language lab with	

legal software, sufficient printers and scanners. Every classroom has been installed with LCD's projectors. 02 smart boards, all classrooms, student passage office, campus having CCTV Cameras. Total 24 CCTV cameras, separate head of the department Cabin.

College has reach library having more than 55,000 books, rear reports , hand books, 11 national journals and 07 international journals precious reading room and sufficient computer, LAN facility, Wi-Fi campus, staff room, ladies staff room, Girls common room, 02 water coolers with purified, 07 washrooms, student facility centre and auditorium hall with 500 capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtc.org/docs/infrastructure.pdf

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

College has Gymnasium with 210.32 sq. foot, NCC unit with special room having 153.83. sq. foot, NSS unit with special room having 153.83 s. q. foot, sports office 153. 83 sq. foot, sports and playground, indoor Games (Chess, Carom, Table Tennis) Outdoor Games (kabbadi , Kho- Kho, Volley ball, Cricket , Baseball) having 10,000 sq. foot, IQAC room having 153.83 s. q. foot, Reading room 969.48 sq. foot, Auditorium 4,045.41 sq. foot, seminar hall 1,734.17 sq. foot, college has separate library building having constructing area 4,819.60 sq. foot, Student facility room - 153.83 s. q. foot, 02 computer lab having 1422.76 sq. foot, Language lab having 464.73 sq. foot, yoga centre having 4,781.12 sq. foot, Girls hostel having 9562.24 sq. foot.

Every year college participated in youth festival. Students participated in debate, elocution, essay competition and won the prizes, Co- curricular activities like field visit, educational tours etc. organised by the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/Q4%20Infrastructure%20and%20Learning%20Resources/4.1.2.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtcc.org/docs/infrastructure.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of ILMS Software

Library is automated using integrated library management system. College has soul Software for INFLIB net (information and library network) soul software for university lib use acquisition, catalogue, circulation, online, accesses, nature of automation fully 2.0 version software.

Data requirement for last one year upload a description of library with.

- Name of ILMS Software- SOUL 2.0 Software for University Libraries
- Nature of automation (Fully on fully partially)
- Version - 2.0
- Year of Automation - 2009

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.smtlrctcc.org/docs/weblinks/Q4%20Infrastructure%20and%20Learning%20Resources/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

18750

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

324

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution frequently updates its IT facilities including Wi-Fi

- College has rail wire, purchase software that is SPSS, WINDOWS server 2008, 2013, and 2016 MS office (Word, Excel, PowerPoint)2016, Adobe Suite, (Photo Shop, Page maker, Dream waver and others), Oracle, adobe premier pro, Tally with GST, Audio-Visual Software , Movavi Video Suite 2020, in Language lab , Lingauaphone 21 foundation + advanced +Speech Recognition Software, windows 2008/2012 Server standard with single OLP NL Academic Edition with Installation. Win Terminal CAL Licence Academic, Microsoft Office 2007 student & Home.

Paste links for additional information.

1. BSNL Broadband internet
2. Rail wire Broadband internet -

Office - 10 MBPS from 25/07/ 2015

Dept. of Computer management and cyber commerce (MCM) - 20 MBPS
from 25/07/2015

Dept. of management studies and research. 10 MBPS-

19/04/2021

1. WI-FI facility installed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/04%20Infrastructure%20and%20Learning%20Resources/4.3.1.pdf

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

105653

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

There is provision of maintenance in the budget of Coordinator of Dept. of Computer Management and Cyber Commerce , Coordinator Dept. of Management Studies and Research. Coordinators look for the maintenance for dept. Librarian maintain the library, Sport teacher maintain the playground, Gymnasium etc. Co-ordinator of Computer Board maintain the Computer lab and classrooms are maintain by the head clerk. There is provision of Sweeper, Gardner, Watchman, CCTV Camera for the maintenance of Campus, Garden etc. Parking of vehicles facility is available in Campus and maintain by the parking care taker.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q4%20Infrastructure%20and%20Learning%20Resources/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1112

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.smtlrctcc.org/docs/weblinks/Q5%20Student%20Support%20and%20Progression/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

986

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

986

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

622

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Smt. L.R.T. College of commerce , Akola established Students' Council under section 99 of the Maharashtra Public Universities Act, 2016. The Students' Council is a representative structure

through which students in a college can become involved in the affairs of the college, working in partnership with college management and staff and parents for the benefit of the college and its students.

The students of our college have a valuable contribution to make for the overall improvement of the college. Their involvement in the operation of the college is itself a valuable part of the education process for them.

Our Students' Council provides an opportunity for students to engage in a structured partnership with teachers, parents and college management in the functioning of the college. Research indicates that Students' Councils can improve academic standards.

The Students' Council of our college gives students an opportunity to acquire the sort of communication, planning and organizational skills which will be of benefit to them in future.

It enables the students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to a successful conclusion.

Moreover, the contribution of the Students' Council in the College Development Committee (CDC) for the development of the college policy in a number of areas is of significant benefits for the students and the college.

The Council plays an important role in the College Cleanliness Campaign. It organizes sports and cultural events in the college e.g. district level sports events, cultural events and competitions, tree plantations in the college premises and also in the city.

It also plays an important role in maintaining discipline in the college and also actively participates in the mechanism established by the college to sort out the grievances among students. The Students' Council of our college is represented in various committees like: College Development Committee.

Cell for the Prevention of Sexual Harassment. Internal Quality Assurance Cell. College Cultural Committee. College Sports Committee. Women empowerment representative on Students council Grievance Redresal cell Anti-sexual harassment cell Study circles/society NSS committee (college level) College policies are far more likely to be successful where they are clearly

understood and accepted by all partners within the college community.

The Maharashtra Public Universities Act, 2016 recognizes that students of a college will take the lead role in the establishment and operation of a Students' Council, although the Act also provides an important role for the Board of Management in supporting the establishment and ongoing development of the Students' Council.

The main role of our Students' Council as set out is "to promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the board, parents and teachers". Our Students' Council will set its own objectives. Some general objectives could include: To enhance communication between students, management, staff and parents. To promote an environment conducive to educational and personal development. To support the management and staff in the development of the college.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q5%20Student%20Support%20and%20Progression/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a registered Alumni Association with the Registration No. Maharashtra/-F - 20005 / Akola. Activities of the Alumni Association during the year. •

Yearly alumni meet is arranged and merit students of our college were felicitated by giving away mementos and books.

- As per the decision of the Alumni Association, financial assistance provided to economically backward students for higher education.

- Organization of motivation and guidance camps for students by Alumni.

- Every year during the Teachers' Day celebration on 5th Sept retired teachers are felicitated by our alumni association.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/05%20Student%20Support%20and%20Progression/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

A. Vision and Mission :

Vision:

"To Become One Of The Best Educational Institution In Country By Attaining Excellence In Commerce Education"

Mission:

"To Integrate With The Indian Educational Service Group By Propagating Value Based Education And Preparing Pupils For Initiation Into Higher Life By Association Them With Natural Social And Cultural Environment"

The vision and mission of the institution is to grow through cooperative leadership into a centre of academic merit which is able to include and expressive global concerns and the wider stakeholder's imperatives. It seeks to achieve a synergy between academic practices, social understanding, cultural and co-curricular responsibilities so that all stakeholders may benefit and students particularly, develop to their potential.

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body of our college delegates authority to the Secretary and Principal who in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

C. Perspective Plan:

The institution has a Perspective Plan to develop in a systematic and phased manner.

1. Mobilization of funds and projects through the alumnae and other stakeholders.

2. Renovations to revive the infrastructure of the institution.

3. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT.

4. To make preparations for facing 4th cycle of NAAC

4. Application for more substantive posts from the State Government.

D. Participation of Teachers in Decision-Making Bodies.

- Teachers play an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their academic duties.

- Teachers focus the polity through the Teachers' Council, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel

Sub-Committee of the college.

- Besides, teachers are members and co-ordinators of the various committees instituted for the day-to-day functioning of the college. Some of these committees are the Examination Committee, Admission Committee, the Library Committee, College Journal Committee the Research Committee etc. Teachers, through their interaction with committee are able to contribute in a significant way to the participatory ideals of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.1.1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participatory management in keeping with the belief in collective leadership and democratic ideals. A particular reflection of this practice can be seen in the extensive delegation of authority by principal to the Heads Of The Various Departments in the college as follow.

- The Head of the Department oversees the Teaching Plans of departmental members.
- H.O.D.s are empowered by principal to make adjustments in the routine, and to allot teaching assignments and evaluation duties.
- H.O.D. lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental and inter-college exercises,
- H.O.D. is at liberty to introduce creative and innovative measures for the benefit of students. The English Department, for instance has the language lab.
- H.O.D. organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.
- H.O.D. in consultation with department sees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.
- H.O.D. decides on the nature, pattern and duration of special and remedial classes for the students.
- H.O.D. takes the initiative, at times to organize alumnae programme within the framework of the Alumnae Association of the

college.

- Through their skillful handling of the departments H.O.D. discharges their function of the academic and administrative processes in the college and thereby contributes to the health and liveliness of the management mechanisms in the college.

Above details of features comprising participatory management points to the ethics of decentralization which is integral to the institution.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:

Curriculum Development under the aegis of IQAC of the college. This year none New certificate courses introduced:-

Teaching and Learning:

All the teachers of the institution are teaching through LCD Projector in the class rooms. Power point presentation of each UG and PG subjects are prepared by the teachers. Academic Dairy is prepared by the teacher. Teaching plan for each and every subject of is designed and was Communicated to teachers. Time Table for class test and term end examination prepared

Examination and Evaluation:

Regular class test taken. Group discussion and presentation of the students taken for the entire subject to which it is applicable. Two term end examination are taken before university final examinations. Internal marks of each subjects timely submitted to university. Computer practical examination conducted and practical marks of the students were submitted to university with time limit.

Research and Development:

Almost all the faculty members participated in National and International journals publications. Two National level conferences were organized by the institution for promoting research works. Conference research papers were published in an international peer reviewed journal 'Adhar'. Teachers participated in Orientation and Refresher Courses. Research papers were published by the faculty members in various peer reviewed and UGC listed journal. Soft skill training workshops were taken under the aegis of NSS, NCC.

Library, ICT and Physical Infrastructure / Instrumentation:

One main library and two departmental libraries are there in the college. Various research journals and newspapers are subscribed for college library. Two computer labs are there for the computer practical. One language lab is established and language skill development was undertaken Office is automated and computer and other ICT devices are used in day to day working.

Human Resource Management:

Permanent posts of Teaching and non-teaching staffs are filled as per guidelines issued by Government of Maharashtra and S.G.B. Amravati University, Amravati. In the said academic year no permanent posts were filled. Contributory and contract teachers were appointed in place of full time vacant posts. Administrative staffs on daily wages are appointed in place of full time vacant post. Human resource of the institution is generally managed by the university, management and principal of the institution.

Admission of Students:

Admission to the students is given on merit basis. A admission committee is formed including teaching and non-teaching staff of the college. Prospectus of the college is published for the admission of the students. Reservation policy of the government is followed while giving admissions to the students. Fully automated computer software is deployed for the smooth functioning of the admission process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.2.1.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body:

The Office Bearers are-

President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman, secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G. E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies:

The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the S.G.B. Amravati University and Government of Maharashtra. The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

Grievance Redressal Mechanisms:

There is Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	http://www.smtlrtcc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.2.2.pdf
Link to Organogram of the institution webpage	http://www.smtlrtcc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

the institution has welfare measures for both teaching and non-teaching staff.

Welfare measures for Teaching Staff:

- Prompt facilitation of Provident Fund loans.
- Membership of Group Insurance
- Duty leave to attend conference

Welfare measures for Non-Teaching Staff:

- Dipawali advance.
- Peon Dress
- Peon washing allowance
- Medical claim
- Prompt facilitation of Provident Fund loans.
- Help with facilitation of bank loans.
- Course in Computer Basics for Supporting Staff.

Indicators

2020-21 (Rs.)

GPF Loan

113800

Medical Claim

219554

Peon Dress

17450

Peon washing allowance

3600

Festival Advance

164000

Medium term Loan of Patsanstha

11640683

Emergency Loan of Patsanstha

40297

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Evaluation and feedback forms.

Teaching Staff:

The Teacher Evaluation forms have two broad areas i.e. Attitude Related having 13 parameters and Subject Related having 12 parameters on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where lacunae is observed the teacher in question is counseled by the Principal and urged to improve their performance in the interest of professional up-gradation and better service-delivery to our primary stakeholders, namely the students.

Non-teaching Staff

The performance of the non-teaching staff is appraised and assessed on the parameters of efficiency, cordiality and overall helpfulness. An improvement in the subsequent performance of the said staff members has usually been noticed. The findings of the Teacher Evaluation are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms. On the basis of non-teaching performance the best employee award is given at end of academic year

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit of the institution has been done by auditor joint director (Higher Education) and by Sr. auditor A.G

An internal audit has been done by C.A. appointed by B.G.E.Society, Akola.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.4.1.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The following are the various strategies employed by the college for fund mobilization:

- The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government,
- It reaches out to local organizations including banks for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.
- The Computer Laboratory which accommodates multiple courses,

the seminar halls which are also used as lecture theatres,

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.4.3.pdf
Upload any additional information	View File

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

The IQAC has consistently tried to quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a knowledge hub and signing MOUs with institutes to re-defining the boundaries of a vitalizing, meaningful and holistic education. The IQAC has been a positive player in the overall benchmarking process. The IQAC has regularly organized meetings. It has timely submitted the AQARs to NAAC.

Upload two examples of best practices institutionalized as a result of IQAC initiatives Two best practices institutionalized as a result of IQAC initiatives.

Example

1. The Practice - The Initiatives Undertaken by the Inclusiveness Studies Practices in the college.

The Context: The Inclusiveness Studies Practices was organized in the college with a view to instilling empathy, involvement, compassion and responsibility in the students and to sensitize students and other stakeholders about the practices that are widespread in society. To articulate the institution's policy vis-à-vis inclusiveness; to communicate the institution's understanding of the concept of inclusiveness as an idea, policy and practice aimed at drawing into the mainstream all marginalized, student

1. The Practice: Medical and Health Awareness Programme

The following are the target groups expected to be influenced by this Practice, the list being indicative and not exhaustive: Physically challenged persons; psychologically disturbed individuals; HIV/AIDS The following steps are in place as part of the institutional mechanism for holistic engagement, justice delivery and overall inclusionary commitment:

- 1) Insurance policy for students in place.
- 2) A ramp in one of the older buildings and a wheelchair user.
- 3) Programmes organized by the NSS of the college to reach out to the differently-abled, the economically weaker, the socially stigmatized and similarly discriminated against categories of students, stakeholders and the general public.
- 4) The provision of welfare measures to the supporting staff of the college. In addition to these standing measures spearheaded by the ISPC there are specific programmes organized by it from time to time to address particular medical conditions and social problems and seek amelioration of the same.

Outcome: This Practice has definitely helped to sensitize students and staff alike about the need to expand one's horizons, overcome prejudices and admit diversity in the society we inhabit so that the world may become a more inclusive and pluralistic one where everyone is entitled and empowered to live with respect and dignity.

File Description	Documents
Paste link for additional information	http://www.smtlrtc.org/docs/weblinks/Q6%20Governance%20Leadership%20and%20Management/6.5.1.pdf
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

Name of quality initiative by IQAC

During Academic year 2020-21 due to CORONA-19 outbreak online classes and counseling has been conducted in the college using google classroom, you tube and what's app group formation for information dissemination.

File Description	Documents
Paste link for additional information	http://www.smtlrctcc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.smtlrctcc.org/docs/weblinks/06%20Governance%20Leadership%20and%20Management/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Title of the programme

Period from

Period To

Number of Participants

Female

Male

Soft Skill Training Workshop (ADICT)

03/09/2019

15/02/2020

54

23

NSS Volunteer participated in International Yoga Day

21/06/2019

21/06/2019

65

75

Cleanliness Drive

(Swacchha Bharat Abhiyaan)

01/08/2019

15/08/2019

58

72

NSS Volunteer participated in VanMahotsav - Tree Plantation

15/08/2019

15/08/2019

68

55

Participants in NSS organised in Voter Awareness Campaign

25/09/2019

25/09/2019

140

170

NSS Volunteer participated in Red Ribbon Club

29/09/2019

29/09/2019

94

89

NSS Volunteer participated in Vaachan Prerana Diwas

15/10/2019

15/10/2019

88

78

NSS Volunteer participated in District Level "AIDS AWARENESS Rally"

01/12/2019

01/12/2019

65

70

NSS Special Camp at Khirpuri

23/01/2020

29/01/2020

48

52

NCC Cadets Participated in "World Environment Day" which is organized by College Unit.

05/06/2019

05/06/2019

07

13

N.C.C. Cadets participated in

International Yoga Day at Dr.

P.D.K.V. Akola.

21/06/2019

21/06/2019

27

47

NCC Cadets Participated in "Drug Abuse and Illicit Tra" which is organized by College Unit.

26/06/2019

26/06/2019

21

41

NCC Cadets Participated in "Kargil Vijay Diwas" which is organized by College Unit.

26/07/ 2019

26/07/ 2019

23

44

NCC Cadets Participated in "Tree Plantation " which is organized by College Unit.

06/08/2019

06/08/2019

24

42

NCC Cadets Participated in "Oath on No Tobacco & Women Empowerment Drama" which is organized by College Unit.

15/08/2019

15/08/2019

23

44

NCC Cadets Participated in "Eye Donation Rally" which is organized by College Unit.

09/09/2019

09/09/2019

05

10

NCC Cadets Participated in "Samvidhan Diwas Programme" which is organized by College Unit.

26/11/2019

26/11/2019

25

45

NCC Cadets Participated in "AIDS AWARENESS Rally" which is organized by College Unit.

01/12/2019

01/12/2019

3

9

NCC Cadets Participated in "National Voters Day" which is organized by College Unit.

25/01/2020

25/01/2020

23

40

Coaching classes taken for Entry in services taken

06/01/2020

18/01/2020

30

27

Self Creation of Ganesh Idol from Shadu Mati

30/08/2019

30/08/2019

40

35

Avishkar Intercollegiate Research Convention

10/01/2020

10/01/2020

03

01

Youth Festival.

30/09/2019

02/10/2019

23

13

File Description	Documents
Annual gender sensitization action plan	http://www.smtlrtcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.smtlrtcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Institution has formed environment committee which plans and look after the management of degradable and non-degradable waste.

1) Solid waste Management: Dustbins are kept near classrooms and in the office of the institution. All the waste are collected in the dustbins and is handed over to the waste collection lorry of Municipal corporation. Garden waste and dry leaves are collected and dumped in the compostpit buildup in the college premises. The compost fertilizer of the compost pit is then used for plants in the college garden.

2) Liquid Waste Management: There is minimum generation of Liquid waste in the institution. Proper drainage system is buildup by the institution for the discharge of water waste from uninals and bathrooms.

3) Biomedical Waste Management: Being a commerce college no biomedical waste is generated.

4) E-waste Management: A contract is made with E-waste management vendor. All the e-waste is handed over to the the e-waste management vendor at the end of the academic year for proper disposal.

5) Waste recycling system: There is minimum generation of waste in the institution which can be recycled. Hence there is no need of waste recycling system in the institution.

6) Hazardous chemicals and radioactive waste management : Being a commerce college there is no generation of hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

There is no discrimination on the basis of caste and religion regarding admission of the students in the institution. Reservation to different categories is provided in the admissions according to Government rules. Birth and Death anniversaries of different national leaders and social reformers are celebrated. Irrespective of caste and religion. The students get opportunities in cultural activities, Youth Festival, NSS and NCC activities. All students including minorities get equal opportunity in obtaining different scholarships viz., GoI, PTC, EBC etc., according to government rules and regulations and financial assistance is given to economically backward students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute is aware about sensitization of students and employees to the constitutional obligations. For this purpose different days are celebrated according to University and UGC guidelines ; Independence Day on 15 th August, Constitution Day is observed on 26th of November,, the Voters Day is celebrated on 25th of January and Republic Day26 January,and Maharashtra Day every year. The staff is made aware about their the duties and responsibilities through different guest lectures and workshops, booklet of Code of Conduct the values of women dignity Human Rights equality are imbibed on students and staff members through different programs

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.smtlrctcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf
Any other relevant information	http://www.smtlrctcc.org/docs/weblinks/Q7%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20a.pdf

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International special days and events are celebrated by the institute, 21st June is celebrated as International yoga day, Swami Vivekananda Jayanti is celebrated as National Youth Day on 12th of January, 29th August as National Sports Day, 15th October is celebrated as Vaachan Prerna Diwas reading day in memory of Dr A. P.J. Abdul Kalam. 31st October is celebrated as Rashtriya Ekta Diwas and is marked with guest lecture and rally in memory of Sardar Vallabhbhai Patel.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Activity I :

Earn While Learn :

Objectives :

- A) To provide employment to students while learning
- B) To provide financial support for completing education of economically weaker students

The Context : Many students in the organization are taking education. It has been found out that some students are from economically weaker sections and are not eligible for government scholarship. So in order to enable such students to complete their education institution has started 'Earn While Learn' scheme. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work.

The Practice : Earn while Learn scheme is started in the college. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work. Many students having skill of photography and rangoli designing are called to take photograph and to design rangoli and in return they are paid. Beside this the students who have completed PG from the institution are given preference for the appointment as Clock Hour Basis Lecturers. The

Evidence of Success: Many students have successfully completed their education with good percentage. Some students got placed in

good institutions as they were having job experience. The

Problems Encountered: No major problems are encountered in the practice.

Activity II:

Felicitation Programme :

Objectives :

The college organizes a grand programme of yearly felicitation of teaching and non-teaching staff members and UG and PG students for their outstanding achievements in that session.

The objectives of this practice are as below:

- a) To encourage the students and staff members achieve great heights in academics.
- b) To maintain the quality of education and teaching in the college through supporting students and faculty members for continuous progress.

The Context and Practice:

The students of the college are securing good positions in the merit list since last two decades. To maintain this educational heritage and quality atmosphere the students are felicitated in an annual function every year. The faculty members are always grooming their knowledge and skills for better teaching process. Many members have successfully completed Major Project and Minor Project of UGC. Books have been published by faculty members and they are felicitated for such type of outstanding achievements in an annual felicitation programme to boost their morale. Evidence of

Success :The practice has proved to be beneficial as the students continue to maintain their names in University Merit lists and also in Sports, Cultural, N.S.S. and N.C.C. fields. The selection of students of state or national level is increasing per year as the felicitation boosts the moral of students and creates a spirit of competition. The Faculty members also try their best in research, in academic filed, in publishing books and in securing positions in Board of Studies of the University. The felicitation programme plays great role in boosting their moral and providing

support to give their best for the college.

Problems : No major problems have been encountered till date.

File Description	Documents
Best practices in the Institutional website	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.smtlrctcc.org%2Fdocs%2F7.2 Best Practises.pdf&chunk=true
Any other relevant information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.smtlrctcc.org%2Fdocs%2F7.2 Best Practises.pdf&chunk=true

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Smt. LR.T. College of Commerce is largest single faculty commerce college in western Vidharbha region. It was established in the year 1964 by 'The Berar General Society , Akola" The vision of the college is stated below

Vision:

"To become one of the best educational institutions in the country by attaining excellence in commerce education." From the vision it is clear that our institution wants to become one of the best educational institutions in the country by attaining excellence in commerce education. In this regard our institution is offering various full time programmes in commerce and management to our students. The detail of which are mentioned here:

? Department of Commerce:

1. B.Com., : Bachelor of Commerce
2. M. Com., : Master of Commerce

? Dept. of Management Studies and Research:

1. Management Programme

2. M.H.R.D. : Master of Human Resource & Development

3. PG. D.B.M. : Post Graduate Diploma in Business Management

4. PG.D.M.M. : Post Graduate Diploma in Marketing Management

5. PG. D.F.M. : Post Graduate Diploma in Financial Management

6. PG. D.TAX. : Post Graduate Diploma in Taxation

? Research Programme:

1. M.Phil (Commerce), a Vacation Research Course.

2. Ph.D. (Commerce), a Research Guidance Center.

? Dept. of Computer Management and Cyber Commerce:

1. M.C.M.- Master of Computer Management

? UGC granted Career Oriented Courses at First Degree Level Certificate / Diploma / Advanced Diploma:

1. Event Management

2. Tourism Management

3. E-Commerce

4. Web Designing and Office Automations

? Department of Library and Information Science:

1. B.Lib. Isc.,: Bachelor of Library and Information Science

2. M.Lib.,: Master of Library and Information Science

? Department of YCMOU :

1. B.Com., : Bachelor of Commerce

2. M. Com., : Master of Commerce

3. M.B.A.: Master of Business Administration

4. B.A.: Bachelor of Arts

5. D.J.: Diploma in Journalism

6. M.J.: Master of Journalism

All the above courses are offered by our institution to commerce students under one single roof. This makes us distinctive from other colleges of our region. The result of our institution is very good. Maximum meritorious students of the university are from our institution. In the academic year 2018-19 one student of B.Com., Three students of M.Com., Two students of M.C.M., Seven Students of D.Tax., Four students of D.F.M. and One student of D.M.M. stood in merit list of S.G.B.A.U. Amravati. This is evidence that our institution is working in accordance to the vision.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To frame strategies for facing NAAC for 4th Cycle.
2. To upload institutional information on AISHE portal
3. To upload institutional information on NIRF portal
4. To organize A Day Level National Level conference.
5. To introduce English Communication Training Course for students.
6. To introduce bridge course for UG students.
7. To perform academic and green audit of the institution.
8. To organise work-shop for girl students regarding their health amelioration.
9. To prepare budgets of various departments.
10. To form various committees for the smooth working of the

institution.

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

12. To form commerce forum.

13. To arrange for placement activities through industrial linkage and placement cell.

14. To promote research activities among teaching staff members.

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

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

17. To publish Annual Vishwadhan Magazine of the college.

18. To purchase additional books and journals for the library of the college.

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

20. To submit AQAR to NAAC.

21. To undertake sport coaching of Boxing for girls students under UGC CPE grants.

22. To undertake enrichment of Teachers Programme

23. To conduct development programmes for support staff

24. To spend CPE Grants received as per prescribed norms.

25. Various skill development courses such as Tally, useful programs on personality development under the aegis of ADICT are proposed to be implemented for the students of college.

26. To take feed-back from students, academicians, management and parents.

27. To update website of the college.

NAAC