



YEARLY STATUS REPORT - 2021-2022

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 Gulabrao Chapke
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0724-2400197
• Mobile no	09422860394
• Registered e-mail	lrtc@rediffmail.com
• Alternate e-mail	chapke.shriprabhu@rediffmail.com
• Address	Civil Lines, 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 Kailashchandra Agrawal
• Phone No.	0724-2400197
• Alternate phone No.	09579857712
• Mobile	09881063987
• IQAC e-mail address	lrtcc@rediffmail.com
• Alternate Email address	profyogesh@rediffmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.smtlrtcc.org/docs/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://smtlrtcc.org/docs/2022-23-academic%20calender.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
Nil	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 and Management Department	CPE	UGC	Nov., 2016	8000000

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	06	
<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>Submission of IIQA to NAAC for facing 4th Cycle Preparation of Self Study Report for facing 4th Cycle .Submission of instituion report on AISHE portal Organised one day workshop on New Education Policy in collaboration with Sant Gadge Baba Amravati Universtity, AQAR of the institution for the academic year 2020-21 prepared and submitted on NAAC Portal Various committees were form for the smooth working of the institution. Feedback from students, teachers, parents, alumni and other stakeholders collected.</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 Submit IIQA for Facing 4th Cycle	IIQA submitted to NAAC for facing 4th cycle	
To prepare self study report	Self Study Report prepared and ready to upload on NAAC portal	
To form steering committee for	Steering committee is formed to	

facing NAAC peer team	face NAAC team
To organise one day workshop on New National Education Policy.	Organised one day workshop on New Education Policy in collaboration with Sant Gagde Baba Amravati Universtity
To form various committes for smooth working of the institution.	Various committes were formed for smooth working of the institution
To upload Institution report on AISHE and NIRF portal.	Institution report on AISHE and NIRF portal.
To prepare and submit AQAR of the institution for the academic year 2020-21	AQAR of the institution for the academic year 2020-21 prepared and submitted.
To conduct Academic and Green Audit of the institution.	Academic and Green Audit of the institution conducted.
To arrange for placement activities through industrial linkage and placement cell.	Placement activities were arranged through industrial linkage and placement cell.
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 update website of the college.	Website of the college is updated.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	03/11/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	25/11/2022

15. Multidisciplinary / interdisciplinary

Our institution is a single faculty commerce college. We are offering UG and PG degree in commerce and management. Recently from the academic year 2022-23 our university Snat Gadge Baba Amravati University, Amravati had introduced 'Choice Based Credit System for B.Com. and M.Com. programs. In this program separate add on courses will be prepared having multidisciplinary/ interdisciplinary approach. Soon the courses will be introduced to the students.

16. Academic bank of credits (ABC):

Academic bank of credit is made available from current academic year for B.Com. and M.Com. I year students. Students are directed to prepare their login id on digilocker for crediting their credits in their account.

17. Skill development:

Recently our university has introduced one additional unit for skill development in their core subjects. Beside this university has also introduced many skill development add-on courses. Institution has also introduced many skill development add-on courses for the students. In addition field visit, summer internship programmes and project writing is promoted among students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Online webinars on regular basis are conducted in English, Hindi and Marathi languages. Business Communication module is developed in all the three mentioned languages. Quiz competition, elocution competition and Essay competition are conducted on regular basis. Students of our institution actively participate in cultural and sports activities at college and university levels. English, Hindi and Marathi days are celebrated in order to promote languages. Students are given place in editorial board of the college magazine

'Vishwadhan'. Every year more than 100 Students participate in NSS residential camp of our institution for 7 days in an adopted village. Various cultural and community development activities are organised in the camp to inculcate social and moral values among students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Institution and university both focuses on Outcome based education. In the recent academic year university has prepared and blue-print of OBE. The same is implemented by our institution.

20.Distance education/online education:

In parallel to regular program our institution

Extended Profile

1.Programme

1.1	12
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2681
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1678
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1033
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		25
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		30
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		22
Total number of Classrooms and Seminar halls		
4.2		3999978
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		102
Total number of computers on campus for academic purposes		
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		
<ol style="list-style-type: none"> 1. The IQAC prepare 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, practicals 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	NA

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 are 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 outcomes and content delivery.
- H) After each Semester, the results are analyzed.
- I) Curriculum outcomes are reviewed.
- J) Meetings are held with industry needs.
- K) Planning is done for new courses and training modules to fill in curriculum gaps.
- L) Training is arranged 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	NA

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

A. All of the above

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

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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

150

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. Subject of Environmental studies is incorporated in B.Com Semester VI Syllabus. Personality development course incorporated through. ADICT for B.Com Students, Graphic designing course through MCM department, well Designing by using PHP, Wordpress, Bootstrap and CSS, Python and SQL, Tally course bosters Creativity and diversion for B.Com students, E-Commerce, web-designing, Event management such career Oriented Course create awareness, creativity among B.com students. There are various committee which take care of the students such as:
2. Gender sensitization cell It is headed by one female Co-ordinator and consist of two female faculty members. Guest lecture on issues of personal hygiene are held regularly for female students under the aegis of the gender sensitization committee. Police Dada Box 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 is need arises.

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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	View File
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

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.smtlrtcc.org/naac/Weblinks/I%20Curricular%20Aspects%20Weblinks/1.4.2.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	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://smtlrtcc.org/naac/Weblinks/2021-22_feedback_form.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

2700

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

1529

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 has applied following programmes regrading Slow Learners and Advance Learners

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.

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	https://www.smtlrctcc.org/naac/Weblinks/II%20Teaching%20and%20learning%20weblink/2.2.1.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
2700	25

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

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	Nil

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

25

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

25

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

20

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

319

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	Nil

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	Nil

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.

Response: 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 and also displayed on the college website.
- 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	Nil

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

1033

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	Nil

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)

https://www.smtlrctcc.org/naac/Weblinks/2021-22_feedback_form.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	View File
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

01

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

T 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.
- The students are guided by the members of research cum

incubation center in formulating the topic for the project.

- The center also invites external experts from time to time based on the topic of interest of the students.
- The center is also used by the faculty members for their research projects.
- College publishes its own research journal - Spark
- Extension unit also uses the facilities of the center to analyze and prepare a report on the survey conducted by them on issues of social awareness such as importance of education, legal literacy, women empowerment, anti-drugs drive etc.
- Some MOUs with local industry and bodies were signed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

00

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

03

File Description	Documents
URL to the research page on HEI website	http://www.lrtspark.com/
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

35

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

15

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 years, the college has conducted the following activities.

1. Environmental Day
2. International Yoga Day
3. Personality Development workshop
4. Foundation Day (NSS)
5. Cleanliness Drive and Awareness Campaign
6. Importance of Competitive Exam for Commerce Students
7. Vachan Prerna Divas
8. Awareness Week on Corruption Eradication
9. Blood donation camp
10. Vanmahotsav - 2021
11. Swaccha Bharat Abhiyan
12. Voter Awareness' workshop
13. Management Career for Long Term Success and Happiness
14. Morna River Cleanliness Drive
15. Covid-19 Vaccination Camp
16. Visit to Suryoday bal sudhar gruh
17. AIDS Control and Awareness

File Description	Documents
Paste link for additional information	Nil
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

09

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

16

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

3541

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

12

File Description	Documents
e-copies of related Document	View File
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

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 labs 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 and 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.smtlrctcc.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 students 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.smtlrctcc.org/docs/infrastructure.pdf

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

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
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)

15.63

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)

Library is automated using integrated library management system. College has soul software for Inlib net (information and library network) soul software for university lib use acquisition, catalogue, circulation, online, accesses, nature of automation fully 3.0 version software.

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

- Name of ILMS Software- SOUL 3.0 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	Nil

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)

0.8458

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

128

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

College has rail-wire broadband internet connection, 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 , Linguauphone 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.

BSNL Broadband internet

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

WI-FI facility installed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

102

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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)

15.63

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 Dept. of Commerce, Dept. of Computer Management and Cyber Commerce, Dept. of Management Studies and Research. and Career Oriented Department. 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	Nil

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

1255

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

62

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	Nil
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
668

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
668

File Description	Documents
Any additional information	View File
Number of students benefited 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	A. All of the above
--	----------------------------

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

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

28

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

323

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

0

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.

19

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)

College policies are far more likely to be successful where they are clearly understood and accepted by all students within the institution. This is possible when students are given representation in various committee of the institution. The Students' of our college are representing 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 Cell , Grievance Redresal cell and Anti-sexual harassment cell .

File Description	Documents
Paste link for additional information	Nil
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

39

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 5 th Sept retired teachers are felicitated by our alumni association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

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

Vision: "To Become One Of The Best Educational Institutions 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. IQAC co-ordinator, 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.

File Description	Documents
Paste link for additional information	https://smtlrtc.org/cdc.php
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. IQAC and the Head of the Department oversees the Teaching Plans of departmental members, to allot teaching assignments and evaluation duties, lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental and inter-college exercises. 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.

File Description	Documents
Paste link for additional information	https://smtlrtc.org/cdc.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Planning

Teaching learning process

- Academic planning and preparation of Academic Calendar Development of teaching plan.
- Preparation of Lesson Plan based on CO & PO mapping.
- Use of more teaching aids and adopt more ICT Development of e-learning resources
- Promote research culture & facilities
- Provide mentoring and personal support.
- Follow a transparent and fair feedback system
- Conduct training based on need analysis
- Evaluation parameters and benchmarking
- Continuous assessment to measure outcomes
- Performance development through credit system Implementation of best practice

Leadership and participative management:

- To follow reporting structure

- Decentralize the academic, administration and student related authorities & responsibilities Prescribe duties, responsibilities and accountability
- Portfolio assignments
- Establishment of functional committees

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.smtlrctcc.org/academic-calender.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, Sr. Vice-President, Jr. Vice-President, Hon. Secretary and Joint Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teachers Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up: The Chairman and secretary 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.smtlrctcc.org/docs/weblinks/Q6%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	View File
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 effectively implements the welfare schemes for the teaching and Non- teaching faculties.

The College makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Health Fund Scheme, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff.

Besides the above, the following benefits are given to the teaching

and non-teaching staff.

Financial Support

- To the staff to attend workshops and conferences both at the national and international level
- For celebrating festivals, festival advance to the non-teaching and domestic staff
- The self-financed staff of the institution also given permission to attend Faculty Development Programme, Maternity and paternity leave with salary.
- We have our own employee's credit co-operative to grant loans to the employees as and when required.
- We provide provident fund loan, medical reimbursement and advances to employees in case of critical illness.
- Washing allowances is granted to supporting staff.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Upload any additional information	No File Uploaded
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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

05

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 upgradation and better service-delivery to our primary stakeholders, namely the students.

Every year academic audit is conducted. Academic Audit committee comprises of Principal of Institution, One Principal of another institution and IQAC co-ordinator. Performance of every teacher is evaluated and required suggestions are given for improvement. 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.

File Description	Documents
Paste link for additional information	Nil
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

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through Principal. External audit is conducted once in every year by an external agency that is Chartered Accountant.

The mechanisms used to monitor effective and efficient use of

financial resources are as below:

1. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
2. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses and provisions for research & building maintenance and augmentation.
3. The expenses are monitored by the accounts department as per the budget allocated by the management.
4. The depreciation costs of various things purchased in the preceding years are also worked out.

File Description	Documents
Paste link for additional information	Nil
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

Smt. L.R.T. College of Commerce, Akola is known for its integrity and it maintains a transparent and accountable financial management system. A proper System is introduced to regulate financial process,

preparing budget, mobilising resources, monitoring expenditures, maintaining accounts, internal verification and external audit. The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for education, research, extension, infrastructure, student's welfare, and staff career advancements. The B.G.E. Society, Akola, that manages the institution, has formulated strict guidelines for financial management and it regularly monitors the institution's adherence to them.

Mobilization of Funds

The College mobilises funds as per the policy and procedure enacted by the Management. The process is monitored by the finance committee under the chairmanship of the Principal. The College receives funds from the following sources.

1. Salary Grant as per UGC regulations.
2. Management Grants from The B.G.E. Society, Akola.
3. Fees collected from the students of both aided and self-financed streams.
4. Funds received from UGC.
5. Contribution made by the alumni.
6. Government Scholarships
7. Renting of the College infrastructure for conducting CA, CS, Government Exams and other exams
8. Endowments.

File Description	Documents
Paste link for additional information	Nil
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

Smt. L.R.T. College of Commerce, Akola attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning.

The IQAC at institution was constituted on 18th April, 2006. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
4. Students and staff give their feedback and suggestions on teaching and administrative performance through Google form to the Coordinator of Curricular Aspect Quality Circle.
5. Feedback on curriculum development is taken from Management, Alumni, Parents and other stakeholders every year and the suggestions are then conveyed by the Principal to respective Board of Studies of the university.
6. The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.

File Description	Documents
Paste link for additional information	Nil
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

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts etc.
2. Implementation of Outcome-based learning education in each program.
3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.
4. Participation of college in NIRF, AISHE, and various other

quality audits recognized by the state, national and international agencies.

5. Establishing Research Center to promote Research and Development activities.
6. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
7. Establishment of various processes to take feedback/surveys from various stakeholders.
8. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
9. Establishment of the Mentor-mentee process and its effective implementation.
10. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.
11. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.smtlrccc.org/docs/AQAR-2020-21.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

Response:

1. The institute provides safe and equal atmosphere for girls students, the girls are given equal opportunities in education, admission, scholarships and different activities conducted by the institution.
2. There is separate gate and staircase for entry of girl students. There is a separate girls common room and nicely constructed and well equipped toilets for girls students.
3. The college runs girls hostel for the students coming from rural and remote areas so that the girl students can get healthy food and safe accommodation in the City.
4. In addition to this, there are CCTV cameras in the corridor and in the classrooms on ground floor, 1st floor, 2nd floor and premises so that the girls feel safe in the college premises.
5. There is an Anti Sexual Harassment Committee in the institute to ensure the safety of girls as per the provisions of Law. Professor Dr Jyoti H. Lahoti is in-charge of this committee and she is available for the students during her working time from Monday to Saturday.
6. Similarly some women teachers have been appointed as mentors of the classes so that girl students can approach them for their personal problems.

File Description	Documents
Annual gender sensitization action plan	https://smtlrtcc.org/naac/Weblinks/VII/7.1.1_a.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	https://www.smtlrtcc.org/naac/Weblinks/VII/7.1.1.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	A. 4 or All 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

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
Response: Institution has formed environment committee which plans and look after the management of degradable and non-degradable waste. 1) Solid waste Managment: Dustbins are kept near classrooms and in the office of the instittution. 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 compost-pit buildup in the college premises. The compost fertilizer of the compost pit is then used for plants in the college garden. Page 83/93 24-06-2022 04:15:31 Self Study Report of SMT. LAXMIBAI RADHAKISAN TOSHNIWAL COMMERCE COLLEGE, AKOLA 2) Liquid Waste Management: There is minimum generation of Liquiid waste in the institution. Proper draigne system is buildup by the institution

for the discharge of water waste from urinals and Bath-rooms. 3) Biomedical Waste Management: Being a commerce college no biomedical waste is generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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

B. Any 3 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**

A. Any 4 or All of the above

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

B. Any 3 of the above

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

B. Any 3 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	View File
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).

1. Every year various Skill development courses are organised by our institution.
2. Marathi Bhasha Gaurav Din program was organised on 27th February 2021 at seminar hall where the students presented literary activities poems dramas solokies written by the great author kusumagraj.
3. The institution organised cricket tournaments for the students and the staff, on college ground in which all the students from different departments and the staff took part and the winners were given certificates, cash prizes and trophies.
4. 'Sugam Sangeet Competition' was organised for the staff of the college where staff members- teaching & non-teaching all participated and presented songs the judges decided the First, Second, Third and Consolation prizes from the staff members and the winners were felicitated with Mementoes and flowers.
5. Every year our students participates events like Folk Dance, Mime, One act Play, Clay modelling in Youth Festival organised by Sant Gade Baba Amravati University, Amravati.
6. Every year English, Hindi and Marathi Language Boards are formed represented by students of our institution.
7. Editorial Board for College Magazine Vishwadhan is formed represented by students of our institution.
8. Every year our students participate in community development activities through NSS and NCC.
9. Every year students participates in sports and cultural activities at university and state level.
10. Students participate in 'AVISHKAR' competition organised every year by Sant Gadge Baba Amravati University, Amravati.

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 Day 26 January, and Maharashtra Day 1st May 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. We also conduct Swach Bharat Abhiyan, and observe Eakta Divas, International Women's Day, conduction of Blood Donation camp, appeal to the students for organ doantion etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.smtlrctcc.org/naac/Weblinks/VII/7.1.9.pdf
Any other relevant information	https://www.smtlrctcc.org/naac/Weblinks/VII/7.1.9.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 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

The college celebrates national and international commemorative days to inculcate constitutional responsibility, to imbibe patriotic spirit and to foster unity among students. We celebrate Independence Day and Republic day every year. We also celebrate Hindi Divas on 14th Sep., International Woman's Day on 8th March, Teachers' Day on 5th Sep., Children Day on 14th Nov., World Ozone day 16th Sep. ,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 (National Unity Day) and is marked with guest lecture and rally in memory of Sardar Vallabhbai Patel every year. On these days various programs and activities are conducted.

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.

Best Practices Implemented by the Institutions 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.

Activity II: Encouragement of Students and Staff :

Objectives : The college encourage students and staff of the institution by organizing 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.

File Description	Documents
Best practices in the Institutional website	https://www.smtlrctcc.org/docs/7.2_Best_Practices.pdf
Any other relevant information	https://www.smtlrctcc.org/docs/7.2_Best_Practices.pdf

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. All the courses are offered by our institution to 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. 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 courses for UG & PG 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 submit AQAR to NAAC.