

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Smt. M.T.Dhamsania College of Commerce-Rajkot

1.2 Address Line 1

Kotecha chowk

Address Line 2

Kalawad Road

City/Town

Rajkot

State

Gujarat

Pin Code

360001

Institution e-mail address

mtdcc.rajkot@gmail.com

Contact Nos.

+91 281 2453091

Name of the Head of the Institution:

Dr. Vijaybhai K. Patel

Tel. No. with STD Code:

02812453091

Mobile:

9426719928

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.84	2009	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- I. AQAR (2009-10) 02/08/2010(dd/mm/yyyy)
- II. AQAR (2010-11) 15/11/2011(dd/mm/yyyy)
- III. AQAR (2011-12) 29/03/2014(dd/mm/yyyy)
- IV. AQAR (2012-13) 28/06/2014(dd/mm/yyyy)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financed

1.11 Type of Faculty/Programme

Arts Scien Commerce I PEI (PhysEdu)

TEI (Edu)

Engineering

Health Science

Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Saurashtra University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

2

0

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/0 organized by the IQAC

Total Nos. In national National International Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- To work on the suggestions made by the NAAC peer team.
- To work on the analysis of the feedback of the students and parents.
- It helped in the effective functions of the institute.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
(1) To encourage the teachers for research (2) To continue 'Save the Bird' campaign under Environment Club. (3) All the add-on, and other classes should be continued.	(1) The faculties are encouraged to write more and more articles. (2) It contributed in the preservation of the endangered species of the sparrow. (3) The students could solidify their base of English language.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Management Syndicate Any other body

Provide the details of the action taken

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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alum Parents Employer Students
(On all aspects)

Mode of feedback : Online Man Co-operating schools
 PEI)

****Please provide an analysis of the feedback in the Annexure***

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

no

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

no

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	1	10	0	1

8

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	4	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	1	1

Presented	0	1	0
Resource Persons	0	0	0

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

Our institute encourages the faculties to adopt innovative teaching learning methods. In spite of traditional lecture method, interaction, test, quiz assignment, projects, some of our faculties have adopted new methods like online quiz.

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

180

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

We provide OMR sheet to the students for the internal exams. They are scanned and the result and analysis is prepared.

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

8		
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2.10 Average percentage of attendance of students

84

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %

		%				
B.Com	224	33	134	54	0	98.66
B.B.A.	49	10	39	00	00	100

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	1	0	1
Technical Staff	3	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC has played a role in encouraging the faculties to go for academic research in form of pursuing the Ph.D.
- Since we are running the graduation programs, B.com and B.B.A, our effort is to developed research attitude among the students but they are not given any real research work.

3.2 Details regarding major projects-nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects-nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications-nil

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:NA

Range

Average

h-in

Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from -NA

UGC-SAF CAS DST-F
DPE DBT Scheme/fund

3.9 For colleges Autonom C DBT Star Sch
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	10	1	0	0
Sponsoring agencies	ugc	ugc	ugc		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

and students registered under them

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

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

JRF SRF P Fellows Any

3.21 No. of students Participated in NSS events: We have applied for NSS unit

University level State level
National level International level

3.22 No. of students participated in NCC events: We have applied for NCC unit

University level State level
National level International level

3.23 No. of Awards won in NSS: NA

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

other

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

- Blood Donation Camp
- Environment Awareness Tour

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.94 acre	0	0	0
Class rooms	11	0	0	0
Laboratories	1	0	0	0
Seminar Halls	0	0	0	0
No. of important Omments purchased (\geq 1-0 lakh) during the current year.		0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)		0	0	0
Others		0	0	0

4.2 Computerization of administration and library

- The library and the offices are partially computerizes.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference Books	16279	650006	40	27514	16319	677520
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	22	9		✓	✓		
Added	0	0	0					
Total	30	22	9					

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

- One week training for computer application every year.
- The students are offered computer as the elected and optional subjects.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.16405

ii) Campus Infrastructure and facilities	0.45761
iii) Equipments	0
iv) Others	0.28522
Total :	0.60688

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- We have decided to involve the members of the students council in IQAC from the current year to know get suggestions.
- All the programs are handled by the volunteers under the guidance of the teachers.

5.2 Efforts made by the institution for tracking the progression

- We analyze the Feedbacks about the teachers to know the progress in teaching –learning process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
844	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
620	56	04	141	0	821	460	62	10	298	0	830

Demand ratio 1:4 Dropout % 5.13

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

- In collaboration with Career and Counselling Department of Saurashtra University our local CCDC centre holds the classes for the various competitive exams.
- As soon as the advertisement for any post is published we invite the applications from the interested students.
- The course is designed as per the syllabus.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Other

5.6 Details of student counselling and career guidance

- In the beginning of the semester all the admission seekers are counselled about the selection of the optional subject and the prospects .
- Every year we arrange the career guidance lectures

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

- We don't organize special programs for gender sensitization, but our teachers continuously teach the students to respect the female students.

5.9 Students Activities

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

State/ University level National level International

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	200	827546
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _set of the canteen was the main demand of the students and it is redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision and Mission of the Institute are as follows:

Vision: The Institute aims at the shaping the student into a person who is academically sound, morally high and spiritually elevated.

The Institute follows its motto, that is, RuteGyananMuktihi (Knowledge emancipates all – the emancipation from poverty, ignorance and low-spirituality)

Mission: The Institute will deploy all its organs to impart the sound knowledge of commerce and management; to develop the necessary skills among the students so that they can be efficient as an individual employee as well as a successful leader; to inculcate virtues in the students to create a comprehensively healthy society and nation by providing them certain activities to develop their artistic skills and physical health; to orient them towards the service of the society by making them involved into the social services campaign.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

Considering the local geography, agriculture and industry, the Institute has introduced four optional subjects for B.Com. The faculties, who are the members at Board of Studies, play an important role in designing curricula and making them according to the needs of the changing scenario at regional and national level. The Institute meticulously plans and develops an academic calendar for effective implementation of the curricula which are based on the academic calendar of the university. Course plans are prepared by concerned subject faculty for a given semester. The curriculum delivery is effectively done through regular lectures and practicals. The add-on courses and remedial classes strengthens the effect of the teaching-learning.

6.3.2 Teaching and Learning

- We have found that the feedback from the students and the employability are the yardstick to major the teaching learning process. Therefore we continuously review and compare the feedback of the students and the performance of the our students in various competitive exams.
- Methods - the co-coordinator of UDISHA club (placements cell) remains in touch with the past students in order to know there success in various competitive exams and in the field of industry and business. However it should be noted that the overall success or raise in quality cannot be measured in figures.
- Outcome - the adopted method taught us that we have to start more training classes to make our students success in various competitive exams

6.3.3 Examination and Evaluation

- Our college evaluates the students every month as we have adopted the CBCS system in form of the three internal exams and the final external exams. We have noticed that it encourages the students for regular work and regular presence in the class. The presence ratio is increased from 82% to 89%.
- The mentor system also helped to focus on the slow learner and the needy students.
- We give sufficient recognition to the students who get achievement by giving them certificates and displaying their photos on the college website.

6.3.4 Research and Development

Since we have been running B.COM and B.B.A. programmes we do not face any difficulties in terms of scarcity of qualified teachers. The main issue which is related to commerce and management teaching is to equip the institute to face the new challenges and make the faculties able to teach the new trends and topics and strategies to the students. This is done very smoothly as our teachers take trainings in the new areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is partially computerized
- The building is turned wi-fi.
- Classrooms are equipped with projectors.
- Three new printers and a scanner are purchased.

6.3.6 Human Resource Management

- The top management encourages the faculties for the research work in form of minor and major research projects. Out of 10 fulltime teachers (including principal) six of them are guiding the Ph. D. students in their pursuits. Two of the fulltime teachers are pursuing their Ph. D. This situation prevents them from taking minor and major research projects on hand.
- The teachers who want to purchase books and journals sends the demand to library committee and the purchase is done.
- The teachers are given TA & DA by the college who go outside to participating seminar, conference or workshop.

6.3.7 Faculty and Staff recruitment

- We follow the government rules strictly.

6.3.8 Industry Interaction / Collaboration

Many of our alumni are businessmen and associated with various industries as Rajkot city is an industrial hub. While at the meeting of the alumni we invite their feedback on curriculum formally as well as informally. The suggestions are noted down and our faculties who are members of boards put forward suggestions during the meetings of the boards for designing curriculum.

6.3.9 Admission of Students

Our college frames admission committee every year which executes the process of admission and publicity. Everything is displayed on the notice board of the college. Generally for the B.com admission, we do not prepare merit list but we implement ‘first come first served’ method after declaring the cutoff line of the percentage. In B.B.A we prepared the merit list and admissions are given accordingly. We are extremely cautious in maintaining the reservation ratio. For that purpose it is obligatory to include the teachers belonging to reserved category and the admission committee.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	0

6.5 Total corpus fund generated

1407894

6.6 Whether annual financial audit has been done: Yes ✓ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	KCG	No	

Administrative	yes	KCG	no	
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6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

Our university has adopted CBCS system which is followed by us also. Since it is the trial years, we try to make it more effective and communicate the same to the university by our principal as he is a syndicate member.

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

NA

6.11 Activities and support from the Alumni Association

- We have stated our alumni association. The meetings are called every two years. The alumni help the institute in the arrangement of industrial tours and such other minor things.
- We have stated our alumni association. The meetings are called every two years. The alumni help the institute in the arrangement of industrial tours and such other minor things.

6.12 Activities and support from the Parent – Teacher Association

- Every two year we organize the parents meeting
- We note down their suggestions.
- We also note down how they can be helpful to the college.

6.13 Development programmes for support staff

nil

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

Plantation:

In memory of our ex-managing trustee Mr.Valjibhai Patel, our college organizes plantation programs on our campus frequently. In August 2013 we had done plantation on the campus... Besides the plantation on campus, 200 plants were distributed among the students so that they can sow them around their places. This program was held in collaboration with Forest Department Gujarat.

Save the Bird Campaign:

With the changing climate on account of the pollution the spices of sparrow has become an endangered one. We have taken up this issue sensitively and started Save the Bird Campaign. We collect donations from our teaching and non-teaching staff which is approximately Rs. 20,000/- per Year is used to by the food grains. Our staff scatters the grains on the terrace of the college building, fills up the water pots every morning. If any bird is found seek or injured we call to Animal Helpline.

Criterion – VII

7. Innovations and Best Practices

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

To make the more student-centric environment our faculties follow the latest concept of teaching-learning: a teacher is not the 'giver' of the knowledge, but it is created by the joint exercise by the teacher and the students. This made our classes more interactive. Not only this but it helped us to build a good report with the students.

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

- as per the plan, the meetings of the various committees were held and the tasks were assigned accordingly.
- The Principal was supervising the progress of the work.

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

Best Practice(1): Helping Hand

Goal: The goal of this practice is to help the poor students financially and morally.

The Context:After the socio-economic survey of the students we found that many of the students need financial and economical help. For that purpose we the teaching faculties have decided to collect a fund by our donations which can be used to help the needy students.

The Practice :All the teachers were agreed to donate Rs.1000 per year in this fund. At the time of the fees collections the principal declares that the students who are not able to pay the fees will be assisted by the fund. The needy students contact Mr. Principal. Their fees are paid from the collected funds. The needy students are requested to return the money whenever they be in the position of doing so. That will increase the fund and can be utilized for other students.

Evidence of Success: it is noted that the practice helped the needy students to be free from the worry of the payment of the fees. They are not forced to return the money in any limited period. That make them relax and they can concentrate on their study. This also incites the sense of the gratitude towards the teachers and makes them disciplined and hardworking.

Problems: There is no any hurdle or problem in implementation of this practice.

2 **Best Practice(2)-Socio-Economic Survey**

Goal: Any institute can know about the academic progress and the problems of the students easily, but to know about the personal and sociological problems requires special efforts. We have decided to help our students on various aspects and for that purpose we have conducted a special socio-economic survey of the students. That helped us a lot in getting the knowledge regarding the problems the students are facing outside the college.

Context:

Sometimes the students hesitate to provide the authentic detail for various reason.

Practice:We prepared a form and give it to the students who are new comers. We give them enough time to fill it and submit them. When we get the forms, an analysis is done. The list of the poor students, commuting students, socially backward students are prepared. The committee finds out the needs and problems of the students. The members of the committee discuss the future plan to cater the needs of the students.

Evidence of Success: It is noted that the survey helped us a lot in setting our time table, implementation of the 'Helping Hand' , 'Earn while Learn' and many other

schemes. We also come to know the problems the students are facing other than the economical and academic.

Problems: The institute has its own limitation. It cannot help the students in their personal and familial problems in many cases.

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

7.4 Contribution to environmental awareness / protection

As mentioned in 6.14

7.5 Whether environmental audit was conducted? Yes No

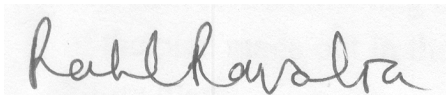
We have consulted the local pollution control and we are told to contact the agency authorized by the government to audit. We will contact the agency very soon and complete the procedure.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

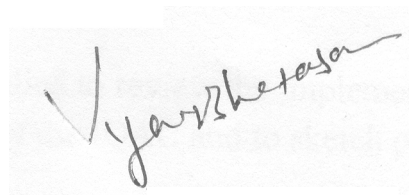
no

8.Plans of institution for next year

We plan only for the current year.



Name _Prof.RahulRavalia



Name Dr.V.K.Patel

Signature of the Coordinator, IQAC

Signature of the Principal
