

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2013-14

I. Details of the Institution

1.1 Name of the Institution

SMT. LAXMIBAI RADHAKISHAN
TOSHNIWAL COLLEGE OF COMMERCE

1.2 Address Line 1

RATANLAL PLOT

Address Line 2

CIVIL LINES

City/Town

AKOLA

State

MAHARASHTRA

Pin Code

444001

Institution e-mail address

lrtcc@rediffmail.com
lrt206@sgbau.ac.in

Contact Nos.

09422860394
09822733021

Name of the Head of the Institution:

DR. SHRIPRABHU
GULABRAO CHAPKE

Tel. No. with STD Code:

0724-2400197
0724-2457224

Mobile:

09422860394
09822733021

Name of the IQAC Co-ordinator:

DR. VARSHA S. SUKHADEVE

Mobile:

09822733021

IQAC e-mail address:

drvarshasukhadeve@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10486

OR

1.4 NAAC Executive Committee No. & Date:

EC/53/RAR/06 dated 4-9-2010

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.smlrtcc.org

Web-link of the AQAR:

http://smlrtcc.org/

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	B+	79%	2004	2009
2	2 nd Cycle	A	3.02	2010	2015

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

18/04/2006

1.8 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 2010-11 submitted to NAAC on 26/12/2011
- ii. AQAR 2011-12 submitted to NAAC on 02/02/2013

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

1.9 Institutional Status

University State NA Central NA Deemed NA Private NA

Affiliated College Yes No

Constituent College Yes NA No NA

Autonomous college of UGC Yes NA No NA

Regulatory Agency approved Institution Yes NA No NA

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

LIBRARY SCEINCE

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

SANT GAGE BABA AMRAVATI
UNIVERISTY, AMRAVATI

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

Yes

2. IQAC Composition and Activities

2.1 No. of Teachers and Principal

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

00

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

00

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

05

Faculty

03

Non-Teaching Staff Students

01

Alumni

01

Others

00

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 Conferences by the IQAC:

Total Nos. International National State Institution Level

(ii) Themes

- a) UGC Sponsored A one day National Conference on ‘Service Sector In India’ (Organized by Commerce Department of the college)
- b) UGC Sponsored A one day National Conference on ‘Honing Language Skills In The Era Of Globalization’ (Organised by Language Department of the college)

2.14 Significant Activities and contributions made by IQAC

- 1) Organized two one day UGC sponsored National Conferences of Commerce and languages.
- 2) Activated seven quality circles of the institution to function as per guidelines provided by NAAC.
- 3) Organized periodic meetings with teachers, administrative staff, alumni and management representative for the smooth working of the institution.
- 4) Prepared Annual Quality Assurance report of the year 2013-14 and got it approved by management body and submitted to NAAC.
- 5) Encouraged teachers for writing research papers, to submit minor & major research projects, publishing books and to attend conferences and seminars.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1) To organize UGC sponsored National Level Conference in Commerce and Language.</p> <p>2) Various cells such as Remedial Coaching Center, NET/SET Guidance Center, Career & Counseling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell etc. will be continued.</p> <p>3) Separate department for UGC Career Oriented Courses will be established.</p> <p>4) It is proposed to strengthen the practice of maintaining the students' progression record as it will enable to know the progress of the students-for this a continuous monitoring process shall be evolved by Students Support and Progression Quality Circle in coordination with Teaching, Learning and Evaluation Quality Circle. It is proposed to continue the practices of</p>	<p>Organised UGC sponsored two National Level Conferences in Commerce and Language with the theme:</p> <p>a) Of Commerce: UGC Sponsored A one day National Conference on 'Service Sector In India'.</p> <p>b) Of Language: UGC Sponsored A one day National Conference on 'Honing Language Skills In The Era Of Globalization'.</p> <p>Special classes for the students were conducted under the agies of Remedial Coaching Center, NET/SET Guidance Center, Career & Counselling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell.</p> <p>Separate department for UGC Career Oriented Courses was established.</p> <p>Student progression record was properly maintained.</p>

<p>Welcome and Farewell of the students in the beginning and the end of the session respectively. Students 'Editorial Board' for wall magazine is proposed to be formed as regular feature.</p> <p>5) It is proposed to make further efforts to facilitate effective methods, aids and techniques of teaching /learning programmes.</p> <p>6) It is proposed by the Department of Library and Information Science to organize-</p> <ul style="list-style-type: none"> i. Books Exhibition ii. Seminar on Information Technology iii. Training programme for the library staff Linkage of Central library of the college through internet. iv. Organization of Conference/ Seminar <p>7) It is proposed to continue remedial courses in English and Accountancy.</p> <p>8) It is proposed to continue UGC granted coaching centers for competitive exams.</p> <p>9) A master plan has been prepared for the further growth of the infrastructure to keep pace with the academic growth of the institution. The college has effective mechanism for maintenance and optional use of its infrastructure. At present taking into consideration the academic development of the college, it is observed</p>	<p>Efforts were made to facilitate effective methods, aids and techniques of teaching/ learning programmes.</p> <p>Books exhibition was organised.</p> <p>Seminar of IT was taken.</p> <p>Training programme for the library staff was organised and efforts are in progress to link Central Library of the college through internet.</p> <p>Two national level conferences were organised.</p> <p>Remedial Courses in English and Accountancy were completed.</p> <p>UGC granted coaching classes for competitive exams were conducted.</p> <p>Repairs and maintenance of the existing Infrastructure was done. Two additional class rooms were constructed. Pavers were fitted in the campus of the college.</p>
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<p>that the existing infrastructure shall be developed to meet the future needs.</p> <p>10) It is proposed to strengthen the computerization of administrative work step by step.</p> <p>11) It is proposed to update the web-site of the college as usual.</p> <p>12) It is proposed to make available Comfortable and fully furnished Reading Hall for the students.</p> <p>13) It is proposed to make all efforts to fill up the Vacancies in Commerce subjects.</p> <p>14) The teachers will be motivated to undertake Minor/ Major research projects under U.G.C.</p> <p>15) Workshops on Project Report Writing and Effective Public Speaking and Confidence Building shall be organized.</p> <p>16) It is proposed to strengthen ICT as learning mode in the College for all classes.</p> <p>17) It is proposed to continue all the activities which were performed in the past with improvements which were evaluated on the basis of experience, observation and expectations.</p>	<p>Computerization of administrative work was strengthened.</p> <p>Website of the college was updated.</p> <p>Comfortable and fully furnished reading hall is made available for the students.</p> <p>One post of Assistant Professor in Commerce has been filled.</p> <p>Two teachers applied for minor research project and five teachers applied for major research projects out of which two major research papers were sanctioned by UGC.</p> <p>A workshop on Project Report Writing was organised. Beside this workshop on Effective Public Speaking and Confidence Building was organised in collaboration with Junior Chamber of International (An NGO).</p> <p>ICT as a learning mode in the college for all classes is strengthened.</p> <p>All the other activities were performed with improvements which were performed in the past.</p>
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** Attach the Academic Calendar of the year as Annexure. (Annexure I: Academic Calender)*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Meeting of IQAC taken on 28-01-2015 and the AQAR of the year 2013-14 was approved by all the management representatives and by all other members of IQAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	--	--	--
M.Phil	01	--	01	--
PG	03	--	02	--
UG	01	--	--	--
PG Diploma	04	--	04	--
Advanced Diploma	04	--	--	04
Diploma	04	--	--	04
Certificate	01	--	01	04
Others	--	--	--	--
Total	19	--	08	12

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

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

(ii) Pattern of programmes:

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

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

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

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

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

1. University is framing syllabus.
2. Internal Assessment marks are introduced for every subject.
3. IT related subjects are inculcated in the curriculum.
4. Project report is inculcated in UG and PG curriculum.

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

NO

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	14	07	--	--

2.2 No. of permanent faculty with Ph.D.

15

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
00	04	--	--	--	--	--	--	00	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

00 15 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	29	--
Presented	05	26	--
Resource Persons	--	02	--

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

- Use of LCD Projector and power-point present for teaching.
- Regular class tests and term end examination is taken.
- Remedial classes in the subjects of Accountancy are conducted.
- Group discussion and presentation is taken.
- Quiz Competition is taken.
- Guest Lectures of eminent faculties was organized.
- Work Shop on personality development was organized.

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

186

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

N.A. as it is decided by university

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

05	05	05
----	----	----

2.10 Average percentage of attendance of students

86%

2.11 Course/Programme wise distribution of pass percentage :2012-13

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	1557	94	606	264	13	62.75
M.Com I & III sem.	269	09	62	29	07	39.78
M.Com II & IV sem.	262	17	81	38	18	58.78

(Annexure III)

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

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

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

guidance of their respective teachers and the students were awarded by the competent authority.

- 17.** College teachers are adopting effective techniques of teaching in their teaching methods viz. case studies, analysis, works experience, project analyzing method, presentation method along with lecture method. M.Com IV Semester Students have viva- voce and project report as a part of curriculum so as they enrich the knowledge of different subjects in the commerce field.
- 18.** E-resources of learning are made available to the students. In the college there is a separate furnished Computer Lab., as well as internet facility is made available to the students and teachers
- 19.** Faculties follow the self-appraisal method to evaluate the performances through Performance based Appraisal System with the evaluation of Placement Committee and observations by the Principal.
- 20.** Feedback mechanism has been devised in the institute and overall feedback is taken from the students regarding their opinion of the teacher. The department wise feedback analysis is also taken from the students. Further, teachers are asked to act upon and overcome the weaknesses stated in the feedback to improve the quality of teaching.
- 21.** Students are informed evaluation processes in advance. College examination, assignment and seminar presentation are the effective methods to know the overall performances of the students in their studies applied by the institution.
- 22.** Interaction with the students, teacher and parents is a novel activity initiated by the college with an intention to inform the students and parents about the extra curricular and co-curricular activities of the college as well as teachers also acquainted with the students' interest, hobbies and their achievements.
- 23.** Industrial Visits and Educational Tours, and visit to the service sector organization are the regular features and part of teaching/learning. The students are asked to prepare the reports on visited organizations.
- 24.** Career and Counselling Cell is functioning in the institution to prepare the students mind set for various competitive examinations.
- 25.** Annual Teaching Plans are prepared by the teachers as a part of systematic and right direction to teaching.
- 26.** Faculty maintains a record of teaching, meetings attended, participation in various activities etc. in an academic dairy.

27. Total 18 students of our college were in merits list –2012-13 of S.G.B. Amravati University, Amravati – in B. Com. 02 merits, M.Com. 01 merit, 03 merit from D.F.M., 02merits from D. Tax , 03 merits from M.C.M. and 07 merits from COC. Department. The students of the college have participated in various activities at local, university level.

28. Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	27	08	00	08
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

Research, Consultancy & Extension Quality Circle

3. Research, Consultancy and Extension

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

The Research, Consultancy & Extension Quality Circle of the IQAC ceaselessly strives to propagate and encourage research culture among the teachers and the students as well as this

quality circle responsive towards the community need and it inculcate the value system in students. The initiatives of the IQAC in Sensitizing and promoting research climate in the institution can be elaborated as follows

- 1) A separate department named a 'Department of Management Studies and Research' is functioning in promoting research work among the students and teachers.
- 2) All types of literature such as books, desertions, thesis and project reports are made available for the research work.
- 3) Computer, internet and printing facility is provided for the purpose of the research
- 4) To encourage staff and students to pursue M. Phil / Ph.D. Programme undertake Minor and Major Research Projects.
- 5) Teachers are encouraged to write research papers in peer-reviewed research journals and to right book.
- 6) Duty leave is granted to teachers for attending workshops and conferences.
- 7) Two National Level Conferences in Commerce and Language were organised.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	6,25500/-	05
Outlay in Rs. Lakhs	-	-	-	96.36 Lakhs

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	02	-
Non-Peer Review Journals	02	02	-
e-Journals	04	-	-
Conference proceedings ISBN/ISSN	01	21	04

3.5 Details on Impact factor of publications:

Range: Average: h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant Sanctioned	Received
Major projects	2011-12, 2012-13	UGC	6,25500	6,25500
Minor Projects	2012-13, 2013-14	UGC	90,000	67500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	7,15,500	6,93,000

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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	UGC, New Delhi	-	-	-

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

17

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

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

ii) State Bank of India, Akola

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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
03	01	02	-	-	-	-

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 Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	NA	State level	09
National level	11	International level	Nil

3.23 No. of Awards won in NSS:

i) Area Co-ordinator

University level	01	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC: : Best Rifle Award

University level	NA	State level	NA
National level	01	International level	Nil

3.25 No. of Extension activities organized

University forum	NA	College forum	02
NCC	12	NSS	18
		Any other	01

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

1. Waste Management Programme was organised by NCC department of the college.
2. NSS Volunteers along with three NSS officers of the college visit a special orphanage of HIV students and arranged a mid day meal for 54 children.
3. Workshop on 'Save Environment was organised by the NSS department and tree plantation was done in the campus of the college and near by vicinity of the college.
4. Workshop was organised on the topic, 'Importance of Blood Donation' and a blood donation camp was organised by the NSS Department of the college.
5. Cleanliness drive in the college campus was undertaken on the occasion of death anniversary of Sant Gadge Baba.
6. Six days NSS camp was organised in the village 'Kumbhari' near Akola city. 100 NSS volunteers participated in this camp. Various social activities such as cleanliness drive, medical camp, water shed management, anti-superstition drive, tree plantation etc. were undertaken by the NSS volunteers.

7. Dr. Mahesh Dabre along with 15 college students visited Chipi-Bhili a Adivasi Tribe village. There he distributed clothes, bed-sheets, medicines and food stuff to the Adivasi Tirbe.

Criterion – IV

Infrastructure and Learning Resources

4.1 Details of Increase in Infrastructure Facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	2.5 Acre	----	----	----
Class Rooms	19	02 (Rs.21,57,031)	Management Fund	----
Laboratories (Computer)	02	----	----	----
Seminar Halls (including Auditorium)	02	----	----	----
No. of important equipments purchased (\geq 1-0 lakh) during the current year	----	07	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	3,36,461	UGC Grant and Tuition Fees	----
Others (Furniture)	----	1,11,450	Tuition Fees	----

4.2 Computerization of administration and library:

Administrative department of the college is fully computerized. Computers are used in admission and administrative work of the college. In this regard special software is purchased. Internet connection, printer, scanner fax machine and photocopy machine are provided to the administrative department for their smooth functioning. Office of the Principal is also fully computerized.

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

Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	51,886	---	646	1,00,623	52,532	---
e-books	Provided by N-List	---	Provided by N-List	---	---	---
Journals	52	---	52	---	---	---
e-Journals	Provided by N-List	---	Provided by N-List	---	---	---
Digital Database	Soul	---	Soul	---	---	---
CD & Video	274	---	274	---	274	----
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing (Computers)	73	54	73	----	----	07	12	----
Added	02	----	----	----	----	02	---	---
Total	75	54	73	----	----	09	12	---

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

1. Institution is having two computer labs. Two computer networks are developed through thin client system. First computer lab is having 1 server and 22 clients which are used for UG and PG. Second computer lab is having 2 server and 32 clients which is used for Master in Computer Management course.
2. Both the labs are connected through broad band internet.

3. Students are given special IT training through trained computer faculty.
4. IT training is imparted to both teaching and non-teaching staff very year.
5. Internet access facility is provided to all students, teaching and non-teaching staff.

4.6 Amount spent on maintenance in Lakhs:

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

Criterion – V

STUDENT SUPPORT & PROGRESSION

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

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

1. Prospectus committee is formed. This committee inculcates all the information related to the college in the prospectus and gets it published. This supports the students to know the details about the college.
2. Admission committee is formed. This committee looks after providing admission to the students in the transparent way.
3. Industrial linkage and placement cell is formed which supports the students for placement.
4. Career Guidance cell is activated for the support of the students.
5. Cultural committee is formed to motivate students to participate in various cultural activities conducted at local, university, state and national level.
6. Sports department is activated to motivate students to participate in various sports events.

7. Financial support is provided to student through Government of India scholarship and other scholarship.
8. Examination committee and internal co-ordination marks committee is formed for tracking the progression of the students.
9. Remedial coaching in the subjects Accountancy and English are taken.
10. Three cells namely 'Coaching for entry in services for MPSC & Banking examinations', 'NET/SET Exam Guidance Centre' and 'Equal Opportunity Cell' is activated. These cells provide coaching to students for competitive examinations, NET/SET exams and provide training in IT subjects.

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

1. Regular class tests are conducted.
2. Term-end examination at college level is taken every year.
3. Group discussion and presentation of the student is taken by each subject teacher.
4. Students are encourage to participate in NCC,NSS and cultural activities and sports

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1578	519	30	86

(b) No. of students outside the state

06

(c) No. of international students

Nil

No	%
1019	46.67

Men

No	%
1164	53.33

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1190	132	20	493	04	1835	1165	126	21	569	05	1881

Demand ratio - 4:3

Dropout %- UG-10.81% - PG-27.84 %

5.4 Details of student support mechanism for coaching for competitive examinations

(If any):-

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

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance:-

Career guidance cell is formed at college level. Through this cell students are given counselling and career guidance. In this regard guest lectures of five guest counsellors were organized in the session. In addition to this all the PG teachers provides counselling & career guidance to the students through out year.

No. of students benefited

160

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
03	160	10	Nil

5.8 Details of gender sensitization programmes:-

1. Smt. Laxmibai Radhkisan Toshniwal College of Commerce aims at to identify the developmental dimensions of providing opportunities for women in the organization for their growth and also aspects hindering women's advancements in the institution as well as in the society.
2. Our parent society and institute has in practice to provide opportunities to women such as executive members, and teaching non-teaching female staff and students are elected or nominated on various bodies and committees.
3. Several criteria and indicators have been developed to provide a base for women empowerment, most of these indicators reflects administrative, infrastructural, and financial and human resources.
4. Institute has taken the initiative to promote the gender positivistic for the empowerment of the women.

5.9 Students Activities:-

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

State/ University level National level International level

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	05	1,685
Financial support from government	710	27,24,045
Financial support from other sources	01	24,000
Number of students who received International/ National recognitions	Nil	Nil

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: -

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To become one of the best educational institutions in the country by attaining excellence in commerce education.

MISSION

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

6.2 Does the Institution has a Management Information System

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

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

6.3.1 Curriculum Development

1. Curriculum Development Quality Circle is formed by IQAC of the college.
2. College offers courses prescribed by Sant Gadge Baba Amravati University, Amravati . Curriculum Developed by the university is followed.
3. 04 senior teachers of the college are in various Board of studies and 03 are the members in (32)5 committee of S. G. B. Amravati University, Amravati. Through these they try to update curriculum. i.e. a) Syllabus Development and b) Restructure and Revision of syllabus.

6.3.2 Teaching and Learning

1) Power Point Presentation 2) Audio-visual Aids 3) Permanent Faculty 4) Permanent Faculty with Ph.D. 5) Guest Faculty & teachers on clock hour basis are appointed.

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

- | | | |
|--|---|----------------------|
| 1) B. Com Ist , IIInd & IIIrd year | – | Yearly examination |
| 2) M.com Ist , IIInd , IIIrd & IVth Sem. | – | Semester examination |
| 3) M.C.M. Ist , IIInd , IIIrd & IVth Sem. | – | Semester examination |
| 4) M.I.R.P.M Ist , IIInd , IIIrd & IVth Sem. | – | Semester examination |
| 5) P.G.D.B.M. | – | Yearly examination |
| 6) P.G.D.F.M. | – | Yearly examination |
| 7) P.G.D.M.M. | – | Yearly examination |
| 8) P..G.D.Tax | – | Yearly examination |
| 9) M.Phil. (Commerce)(Vacation Course) | – | Yearly examination |

6.3.4 Research and Development

- i. Research culture is deeply rooted in the hearts of faculty members.
- ii. The college promotes research activity. Principal of the college always motivates and helps the staff members to conduct the research related activities in the college. As a result, Major numbers of staff members have registered for the award of Ph.D. and are participating activity in Conferences and Seminars at International, National, State and University level and presented the research papers.
- iii. Staff members are given financial support of Rs. 7.000/- by the B.G.E. Society to complete their research work, and also provide financial incentive to attend the International conferences.
- iv. The members of the teaching staff and retired teachers of the college are approved research guides for Ph.D of S.G.B. Amravati University, Amravati and R.T.M. Nagpur University, Nagpur.
- v. The Principal of the college and teachers are the examiner for Ph.D. in various universities.
- vi. Department of Management Studies and Research have a Research Study Centre. Seven teachers are recognized guides for Ph.D., available at this centre. Research centre helps to the research scholars in selection of topic, and in completion of research work. Academic Infrastructure including Library facility is also made available.
- vii. Thirteen teachers have guided M.Com. students for preparing project report as it is the part of curriculum for PG degree.
- viii. College teachers have also guided students of MIRPM II & M. Phil., for preparing project report and dissertation.
- ix. The college continuously organizes the conferences, Seminar and workshops for Students, Teaching and Non-teaching staff at University, State and National level. This year a workshop for Principals was organized.
- x. Mostly all the teachers contributed research papers and research articles in the State, National and International Conference and recognized Journals which has an ISSN, ISBN recognition.

- xi. To carry out responsibility and dissemination of knowledge, college teachers are continuously attending seminars and conferences at International, National, State and University level.
- xii. Almost all faculty members had participated in National level conference, and some faculty members have attended State Level/ University Level/ District Level conferences/ Seminar/ Training Programmes etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i. The College has the Department of Library Science having Central Library The well-equipped Central Library of the college has a unique collection of 52,532 books, 52 subscribed Periodicals and Journals, 14 daily news-papers in English, Hindi and Marathi, more than 550 project report of M.Com. and M.Lib. students. In the academic year beside subjects' books, books related to competitive examination and UGC Net/Set examination were also purchased.
- ii. A separate library committee is formed to purchase the books as per requirements and look after the need of the library. Various services are provided to the reader like reference services, reprography services, news paper clipping services, inter library loan services. The Reading Room for the students and teachers with rich reference section is characteristics features of the central library.
- iii. A separate library is maintained by the Department of Management Studies and Research, Dept. of Computer Management & Cyber Commerce and Department of Library and Information Science and Department of UG Diploma Courses.
- iv. College is making an optimum utilization of Information & Computer Technology. College is having two computer labs.
- v. One separate lab is utilized by MCM department and another is utilized by junior, senior college students and UG diploma course students. In both these computer lab Broadband internet connection is provided which is used by the students and the college staff for educational purpose.
- vi. The Dept. of Management Studies & Research, Dept. of Library Science, Administrative Department and Principal's office is well equipped with computers. The no. of computer in each department is shown in the following table.

- vii. An infrastructure committee involving senior teacher is formed and is working for the maintenance of infrastructure with the consultation of the Principal and Management authorities.
- viii. The institution has adequate physical infrastructure facility to run the educational programmes and perform the administrative function. A master plan has been prepared for the further growth of the infrastructure to keep pace with the academic growth of the institution. The college has effective mechanism for maintenance and optional use of its infrastructure.
- ix. All the departments of the college including class rooms, computer laboratory and administrative office are having power back-up facility.
- x. A Purchase committee is constituted for the identification of the need of the infrastructure and learning resources and to purchase required equipments.

6.3.6 Human Resource Management

Performance assessment –

- 1) Evaluation of teachers is done through feedback forms. Students are asked to fill the feedback form for evaluating the performance of each teacher. After this teacher are informed to bring improvement in them as per the feedback received from students.
- 2) Teachers asked to fill 'By self Appraisal form'. These forms are evaluated by the Head of Departments and Principal of the college.
- 3) Staff attendance is taken through Bio-metric machine.
- 4) Lesson plan is prepared by the teachers for each subject and teaching work is carried out for whole of the year as per this plan.
- 5) Teachers are asked to fill the daily dairy in which detail explanation of the work performed by them is mentioned. This diary is evaluated by Head of Departments and Principal of the college.
- 6) Local Management Committee and College Council is activated to evaluate the performance of the staff members.

6.3.7 Faculty and Staff recruitment

- 1) Teaching :- Assistant Professor in Commerce – 01
- 2) Non-teaching :- NIL

6.3.8 Industry Interaction / Collaboration

With Infosys BPO and State Bank of India, Akola

6.3.9 Admission of Students

Particulars	Male	Female	Total
A. UG Degree- Bachelor of Commerce	778	800	1578
B. PG Degree Master of Commerce	121	182	303
Sub-Total -----i	899	982	1881
C. Self –Financing Courses- Master of Philosophy (M. Phil)	13	12	25
D. Self –Financing Course-PG Degree in Computer Management (MCM)	20	86	106
E. Self- Financing Course-PG Degree in Industrial Relations and Personnel Mgt.(MIRPM)	18	12	30
F. Self-Financing Course-PG Diploma in Business Mgt.(DBM)	08	04	12
G. Self- Financing Course-PG Diploma in Marketing Mgt.(DMM)	00	00	00
H. Self- Financing Course-PG Diploma in Taxation Mgt.(D. Tax)	10	10	20
I. Self- Financing Course-PG Diploma in Financial Mgt.(DFM)	17	06	23
J. Self-Financing Course-Certificate Course in Lib.Sci.-			
Batch I	08	02	10
Batch II	06	01	07
H. Self- Financing Courses- (Students of Certificate + Diploma+ Advanced Diploma)			
	08	18	26
i. E-Commerce	01	01	02
ii Tourism Management	05	17	22
iii. Event Management	06	13	19
iv. Web Designing and Office Automation			
Sub-Total -----ii	120	182	302
Total-----i + ii	1019	1164	2183

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

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated

NIL

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Joint Director, Sant Gadge Baba Amravati University, Amravati	Yes	Principal & Head of Departments
Administrative	Yes	Chartered Accountant A.G. Pimparkhede	Yes	Principal & Registrar

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

For UG Programmes Yes -- No √

For PG Programmes Yes -- No √

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

- i. Internal Assessment marks are introduced for every subject.
- ii. IT related subjects are inculcated in the curriculum.
- iii. Project report is inculcated in UG and PG curriculum.

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

- NIL -

6.11 Activities and support from the Alumni Association

Alumni Association meets once in a year in the college. They evaluate the overall performance of the college and suggest improvements to the Principal and teachers.

6.12 Activities and support from the Parent – Teacher Association

Alumni Association meets once in a year in the college. They evaluate the overall performance of the college and suggest improvements to the Principal and teachers.

6.13 Development programmes for support staff

- i. B.G.E. Society has instituted a cash incentive of Rs. 7500/- those who are pursuing Ph.D. Programme.
- ii. B.G.E. Society has also initiated a cash incentive of Rs. 7500/- to those teachers who are attending International Conference.
- iii. Teaching and non-teaching members of the college are felicitated on their achievements, in a programme organized by the college.
- iv. Two National Level Conferences were organised.

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

- i. Tree Plantation is done every year in the college campus.
- ii. Rain water harvesting is done in the campus of the college.
- iii. Green Audit Committee is formed. This committee conducts the audit of the trees, herbs and shrubs grown in the college campus.
- iv. Dustbins are placed at various corners in the campus. Students and staff are informed to throw all the waste in dustbins.
- v. Sweepers are appointed to keep the campus clean.

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.

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

- Various committees have been set up for the smooth functioning

- Internal audit committee has been set up by the institution keeps a watch on the quality of the college activities.
- Various academic and administrative activities are under the guidance of heads of the respective Committees.
- Remedial coaching for academically weak students in the subject of accountancy, statistics and English is provided and students participate in it.
- Students participate in programmes like cultural (Sugam- sangeets, drama, folkdance, group songs, etc.) and socially relevant N.S.S. programmes are also undertaken which include cleanliness, awareness, rural health Aids awareness, free medicines, blankets, sarees, etc.

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

- College organized and conducted ‘A UGC sponsored National Level Conference’ in faculty of Commerce dt. 27th January 2014 and one another UGC sponsored National Level conference of Languages dt.28th, January 2014 in collaboration with Dept. Of Business Administration and Management, SGBAU, Amravati.
- Innovative quality circle and N.S.S. unit of the college jointly organized a visit on 24th September 2013 to the Motoshri Anath Asharm, Malkapur and arrange meal for 54 children at that orphan house on.
- Innovative quality circle have also conducted a survey B. COM. III year students “ROLL OF COLLEGE IN PERSONALITY DEVELOPMNET.” based on the questionnaire from the students to the probe the various issues regarding their academic development Employment opportunity, Resources available in college.

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

(Annexure IV & V)

1. Social-backward –The students of socially-backward class are given preference in admission according to the norms fixed by the government .free-ship and financial aids are provided to the students who belonging to Economically-weaker. Our institution is

provides facility of library, drinking water and toilet at ground level for differently-abled students.

2. Equal opportunities are provided to boys and girls during admission. our college is having co-education. Students also are encouraged to participate in co-curricular activities such as sports, N.S.S., N.C.C. and cultural programmes. Our students are educated to be punctual and develop a sense of discipline .They are taught to be regular in the classes and do their home assignments sincerely.
3. The institution has involved all its stake holders in alumni association and enrolled them as life members. Institution arranges frequent meetings with alumni for their valuable suggestions .These suggestions are then considered for planning, implementations and evaluation of the academic programmes.

7.4 Contribution to environmental awareness / protection:

- Students are disciplined to keep the campus neat and clean. Students undertake programmes such as eradicating congress grass, keeping the environment clean and healthy by removing waste and hazardous plastic material, planting trees etc.
- Student have been advised to use the non polluting agents in the day to day life in order to protect the ‘ Mother Earth ,’ i.e. Non-polluting agents like smoke less chullhas, use of vehicles which do not require Conventional & polluting sources of energy.
- Tree plantation is done every year in the college campus.

7.5 Whether environmental audit was conducted? Yes

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

- Institution offers wide range of courses there by playing significant role in human resource development and capacity building of individuals, to cater to the need of the economy, society and the country as a whole, thereby contributing to the development of the Nation.
- Institution encourages its students to participate in industrial visit and to prepare projects. Remedial classes in English and Accountancy is also conducted by the Institution. This ensures the students to achieve core competencies, to face the global requirements successfully.
- Various extension activities are organized by the institution through NCC & NSS; this inculcates value system among students.

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

8. Plans of institution for next year

1. To form language lab.
2. To conduct Yoga classes for students and staff members.
3. To submit LOI to NAAC for third cycle.
4. To constitute IQAC of the Institution.
5. To constitute NAAC Steering Committee for preparing self study report.
6. To prepare budgets of various departments.
7. To form various committees for the smooth working of the institution.
8. To form language board of English, Hindi and Marathi for promoting communication and writing skills among students and staff.
9. To form commerce forum.
10. To arrange for placement activities though industrial linkage and placement cell.
11. To promote research activities among teaching staff members.
12. To felicitate students and staff of the institution for their achievements.
13. To promote cultural and community development activities with the help of NSS and NCC departments of the institution.
14. To active Alumni Association and parent teacher forum of the institution.
15. To publish Annual Vishwadhan Magazine of the college.
16. To purchase additional books for the library of the college.
17. To activate seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.
18. To strengthen ICT learning resources of the college.
19. To develop infrastructure of the college.
20. To submit AQAR for the academic year 2014-15 to NAAC.
21. To apply for one additional section for B.com. on self financing basis.

Name: Dr. Varsha S. Sukhadeve

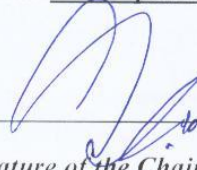


Signature of the Coordinator, IQAC

Dr. Varsha S. Sukhadeve
Director/Co-ordinator
Internal Quality Assurance Cell
Smt. L. R.T. College of Commerce
AKOLA-444001 (M. S.) INDIA.



Name: Dr. Shriprabhu .G. Chapke



Signature of the Chairperson, IQAC

Dr. S. G. Chapke
Chairperson
Internal Quality Assurance Cell
Smt. L. R.T. College of Commerce
AKOLA - 444001 (M. S.) INDIA.

Annexure I

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

Academic & Administrative Calendar 2013-2014

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

FOR ANNUAL PATTERN

1. **I Session:** - From Mon., 10th June, 2013 to Sat. 26th Oct, 2013
2. **Diwali Vacation:** - From Sun.27th Oct, 2013 to Sun., 24th Nov.2013
3. **II Session:** - From Mon., 25th Nov, 2013 to Sat, 03rd May, 2014.
4. **Summer Vacation** :- From Mon, 04th May,2014 to Sun.,08th June,2014.

Teaching days available during Academic Year 2013-2014 *(Teaching days)*

I Session		II Session	
Month	Days	Month	Days
June,2013	27	Nov,2013	25
July, 2013	23	Dec. 2013	26
Aug. 2013	23	Jan. 2014	22
Sept. 2013	21	Feb. 2014	13
Oct. 2013	06		
Total	100		86

I Session 100 days + II Session 86 Days = Total Teaching Days 186

Date of commencement of Teaching:- Monday 01th July 2013.

Days available during the academic year 2013 – 2014

<u>For Admission</u> Mon., 10 th June, 2013 to Saturday, 29 th June, 2013	18 days
<u>For Exam and Non-instruction Days</u> Mar.2014 Apr. 2014 May 2014	12 days 22 days 02 days
Total	54 days

Total days available during academic year 2013 -14	Sunday + Winter Vacation (excluding Sun.) + Public Holidays	Total working days in academic year 2013-2014
328	46+24+18 = 88	240

Annexure II

Feedback Analysis

1. Evaluation of Student feedback for teachers

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

2. Evaluation of Alumni feedback

Feedback of 22 alumni was taken orally in the alumni meeting. Alumni expressed satisfaction regarding development of the institution and gave some suggestions which were implemented.

3. Evaluation of Parents feedback

Feedback of near about 700 parents was taken orally at the time of admission of the students. All the parents expressed satisfaction regarding development of the institution.

Annexure III

Result of Summer 2014 Examination

Sr. No.	Courses	Summer-2014			
		App.	Pass	%	Ranks (Summer-2013)
1	B.Com.	1563	1165	74.53	02
2	M.Com. Sem. Pattern	283	148	52.29	01
3	M.Phil.	09	03	33.33	No Merit List is Declared
4	DBM	12	03	25	00
5	DMM	00	00	00	00
6	D Tax	20	03	15	02
7	D F M	23	00	00	03
8	MIRPM	26	12	46.15	No Merit List is Declared
9	MCM	58	34	58.62	03
10	C. lib				
	I Batch	10	02	20	00
	II Batch	07	02	28.57	--

Examination of the UGC Career Oriented Programmes are conducted at the college level and results are declared. Result is 100%.

Annexure IV

Presentation of Best Practice

1. Title of the Practice

‘Equal Opportunity Center’

2. Goal

The goal of the center is to provide equal opportunities to students belonging to backward and deprived class. It has been observed that many students belonging to backward and deprived class are unable to take higher education and ICT training and skill development training due to lack of financial resources. Hence a need was felt by the institution to establish ‘Equal Opportunity Center’.

3. The Context

An analysis of the students seeking admissions in the institution was done. It has been found that more than 50% of the students of the institution belong to backward and deprived class. Hence a need was felt to establish ‘Equal Opportunity Center’ in the institution. In this regard UGC guidelines given in 11th five year plan were studied in detail and application was filed to UGC for receiving grant from UGC for establishment of the said center. UGC gave approved and send a grant and the center was established.

4. The Practice

- a. Training session in ‘Tally Package’ for near about 150 students belonging to backward and deprived class was taken for 45 days. At the end of the session examination was taken and successful were given certificates. This helped them to seek employment.
- b. Training session in ‘Web-Designing’ for near about 200 students belonging to backward and deprived class was taken for 45 days. At the end of the session examination was taken and successful were given certificates. This helped them to seek employment.
- c. Remedial Coaching for the subject ‘Accounting’ was taken for the said students. This helped them to score good marks in this subject.

d. Various Guest lectures of personality development and on other issues were conducted.

5. Evidence of Success

Training sessions increased the changes of the students to increase employment opportunity. Near about 35 students are doing part time job. Remedial coaching helped to increase the university examination result of the institution.

6. Problems Encountered and Resources Required

As such no problem of financial resources was faced as UGC have given grants for the said center. Regarding human resource also no such problem was faced. All the guest lectures and training resource person were available.

Annexure V

Presentation of Best Practice

1. Title of the Practice

Felicitation of Students and Staff

2. Goal

Felicitation committee is formed in the institution. The aim is to felicitate the students and staff for their achievement.

3. The Context

Motivation is the one of the management principle which helps to increase the efficiency and boost the enthusiasm of the individual. Keeping in mind the same principle it was decided to felicitate the students and staff for their achievements.

4. The Practice

A felicitation function was organised in the institution. In this function 14 staff members and near about more than 100 students were felicitated for their achievements in various fields.

5. Evidence of Success

The staff members and students were found to be cheerful and enthusiastic.

6. Problems Encountered and Resources Required

No problems of human and financial resources were faced.

7. Contact Details

Name of the Principal: Dr. Shriprabhu G. Chapke

Name of the Institution: Smt.L.R.T. College of Commerce

City: Akola Pin Code: 444001

Accredited Status: A Grade

Work Phone : 0724-2400197

Fax: 0724-2457224

Website: www.smltrtcc.org

E-mail : lrtcc@rediffmail.com

Mobile: 09422860394