YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Tolani Commerce College
• Name of the Head of the institution	Dr. Manish Pandya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02836260623
• Mobile no	9426999192
• Registered e-mail	tcctolani@gmail.com
• Alternate e-mail	mpandya244@gmail.com
• Address	Principal, Tolani Commerce College
• City/Town	Adipur
• State/UT	Gujarat
• Pin Code	370205
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**Krantiguru Shyamji Krishna Verma University, Bhuj**	
• Name of the IQAC Coordinator	**Dr. Kamal Kharecha**	
• Phone No.	**02836260623**	
• Alternate phone No.	**9408106567**	
• Mobile	**9427267117**	
• IQAC e-mail address	**tcctolani@gmail.com**	
• Alternate Email address	**kamalkharecha@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://naac.tcc.ac.in/View.aspx?id=3&name=AQAR	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://tcc.ac.in/Student_Corner.aspx	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.27**	**2008**	**04/02/2008**	**03/02/2013**
Cycle 2	**B**	**2.80**	**2013**	**25/10/2013**	**24/10/2018**
Cycle 3	**B**	**2.29**	**2018**	**02/11/2018**	**01/11/2023**

6.Date of Establishment of IQAC — **17/08/2007**

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
Tolani Commerce College	**Finishing School**	**State Govt.**	**2020**	**125000**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	10	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

- **Alumni Executive Program : The college has started inviting alumni who are the successful business tycoons to interact with the students in order to share his/her experience of business and motivate the students to start his own business or become an entrepreneur**

- **Collection of funds from Alumni: The college alumni have generously donated money for the development of the college infrastructure, student scholarship etc.**

- **IPR Workshop: The IQAC of the college organized an online workshop on IPR in collaboration with L.M. College of Pharmacy Ahmedabad with a financial help from GUJCOST.**

- **Competitive Exam Classes: The College did a MoU with an institution in order to run the government sponsored competitive exam classes at the college.**

- **Online exam during covid - 19 times: The IQAC planned and implemented an online exam schedule during Covid - 19 situations when almost all the colleges were closed due to lockdown.**

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
Soft skill training program for KSKV university and college staff	Around 24 employees from different colleges took part in this program and learnt how to use online data access to the portal
Launching of research grants for teachers through TCC Alumni Trust	THE IQAC suggested to the alumni trust to develop a detailed plan for the research grants to the teachers and the students from the alumni funds and it was accepted.
Online exam for college internal test and foundation subjects	Due to covid 19 situation the college IQAC planned an online assignmnet submission through microsoft TEAMS and the exam for foundation subjects.
Purchase of gym equipments	THe college has received RUSA grants for equipment but due to grants limitations, we could not purchase all the equipments of the GYM. THe IQAC planned a budget and purchase GYM equipments from its own budget.
TCS certificate program	THe college did an MoU with TCS for the employment of the students under the course named Banking and Financial Services and many students got benefitted due to this certificate course

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Gandhidham Collegiate Board	10/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	07/02/2022

15.Multidisciplinary / interdisciplinary

Gandhidham Collegiate Board, the trust , runs 7 colleges of different faculties like Arts, Science, Commerce, Law, Management, Pharmacy, polytechnic etc in the campus of 45 acres of land. It is one of the oldest trusts running institutions of higher education having a great repute all over the state. The board of management is very seriouly thinking on implimentation of NEP - 2020 in the campus and it has called several meeting of all the principals with the management for the same. If the government implicates the new education policy from this year, then also, we are ready to offer multidisciplinary and interdisciplinary subject choice to our students. It will also be possible to offer these multidisciplinary and interdisciplinary subjects to the other constituted and affiliated colleges of KSKV Kachchh University. THe university has also been preparing for implimenting the new education policy to all its affiliated colleges. The college has also prepared the road map for the implimentation of multidisciplinary and interdisciplinary subject choice to the students. We can offer a commerce student a subject of Pharmacy like "Drug Store Management" at the same time we can also offer all the subjects running under our arts and cience college for the integration of Indian Knowledge System, i.e., papers offering the mother tongue like Sindhi, Gujarati, Hindi etc. The college of Polytechnic can also offer the subjects to the commerce students and vice versa.

16.Academic bank of credits (ABC):

Our affiliating university KSKV Kachchh University has started the process of registration on the official website for its all affiliated colleges. Academic Bank of Credit allows institutions to lodge and maintain the integrity of the credits. It also maintains the authenticity and confidentiality of student credits, helps in easy credit transfer through digital mode and facilitates faster credit recognition. Students can register by log in on official website www.abc.gov.in. It is the process of assigning a number of credits to qualifications, degree programs or single educational

components. Credits are allocated to entire qualifications or programs according to respective universities or autonomous institutions participating in this scheme. Through this, a student can accumulate credits to obtain qualifications as required by the degree awarding institution or to document personal achievements for lifelong learning processes. We have started making the students aware of registration on ABC website.

Academic Bank of Credits (ABC) aims to digitally store the academic credits earned by students from HEls registered with ABC, for awarding degrees, diploma, and certificates taking into account credits earned by students. ABC also intends to ensure the opening, closing, and validation of the Academic Bank of Accounts, verification, accumulation, and transfer or redemption for students. ABC will also help students to choose their own learning path to attain a degree, diploma, or certificate as it works on the principle of multiple entry-multiple exits at any level of learning.

17.Skill development:

The college has always been ahead of one step in skill development courses in our university. We were the one among the first four colleges in Gujarat who were granted B.Voc course by UGC in 2014-15 for the first time in India. We have been running professional programs study center for the courses like CA, CS and ICM since decades for our students on very concessional rates. The UGC has sanctioned a course of Port and Shipping Management (Logistic Management) under career oriented courses scheme to our college in 1982 with seed money of Rs. 5 lakhs. The course has been running successfully in our college and it is in high demand among the students. A separate coordinator has been appointed in all the courses to look after the day to day class and other activities. All these courses lead to skill development. The Government of Gujarat has given special grants to our college to run "Finishing School Program" for skill development in which we have successfully completed four batches of students in last two years. The college has started "School of Vocational Studies" for different skill based courses to cater the needs of the students for NEP – 2020. The college has proposed a course "Accounting and Finance" to the University for Vocational Study Course Demand of the students. We are planning to register with Academic Bank of Credit after the registration of the university.

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

In all the courses offered by the college have multiple Indian language option to offer during the course of time. Students can write their language of answer in the examination in three languages like Gujarati, Hindi and English. Our college is the first Hindi medium college of Gujarat started in 1973 offering three languages to the students for their teaching and learning which is a prior focus of NEP - 2020. The college is recognized as a linguistic minority college and it promotes Sindhi language as most of the residents of the area are from Sindhi community who migrated from Sindh province of Punjab after partition and came to India empty handed. The college has always tried to promote Indian Culture by providing the students ample opportunity to show their cultural awareness of our Indian Knowledge Systems and in promotion of traditional arts or Lok Vidya. Youth Festival of the university is one of them. The college has hosted this youth festive thrice in the past and always ahead of promoting the Indian culture. Our newly established vocational school has provision to start online courses on Indian languages particularly sindhi, and gujarati. The university offers a certificate and diploma course in spoken Sanskrit and Astrology Science to all its students.

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

Our university has clearly defined the outcomes of its program and course while drafting the new syllabus for bachelor and master degree of commerce. The system is adopted on the notion that the traditional system of education focuses on teachers inputs and presumes that learning has occurred while OBE is focusing on "what the students are capable of doing". There is clarity on what is to be achieved and that achievement (outcome) is pre-determined. OBE goes beyond usual 'structured tasks'. It demands the students to actively engaged in the learning process and demonstrate his/her skills through more challenging tasks and higher order of thinking.

In our undergraduate and Postgraduate Programs, Outcomes (POs) are described as the qualities, skills, abilities and understandings that students should develop as a consequence of the learning they engage with the program of study in the institution. POs indicate what students are expected to know and be able to do by the time they graduate from the institution.

Course Outcomes (CO) are the measurable parameters which evaluates each student's performance in blooms taxonomy levels for each course that the student undertakes in every semester. The method of assessment of the candidates during the program include Mid -Semester and End Semester Examinations, Tutorials, Assignments,

Project work, Labs, Presentations, Employer/Alumni Feedback etc.

20.Distance education/online education:	

The college has always thought of the increasing demand of the students and always tried to do its best for the overall development of the students. The college has started study centers of Indira Gandhi National Open University (IGNOU) and Dr. Baba saheb Ambedkar Open University (BAOU). These study centers are running successfully in the college since last two decades. We have an affiliation for more than 350 different certificate, diploma and degree courses for the people of the Kutch and particularly for our students. Students are free to contact any time to the coordinators for any information of the course. All the process of admission in both distance learning programs are online and students do not have any need to go anywhere for the admission. We have around 250 students in IGNOU study center and around 2200 students in BAOU distance learning centers. During pandemic time the college has run all its classes online. So we have all the facilities for the online classes. The college has started "School of Vocational Studies" which includes online courses of computers, Tally, GST etc. The college also offers one sill based course "E-Taxation" to the students of semester 3 and 4 to make them aware of online taxation structure. This all will definitely meet the requirements of NEP - 2020 for the students of our college.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**72**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2559**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1246**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**803**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**13**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**20**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**19**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**30.54**

4.3 Total number of computers on campus for academic purposes	**78**

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

The institution ensures effective curriculum delivery through a well-planned and documented process in administering all the processes by advanced planning and timely implementation. To begin with the admission procedures, it adopts university guide lines and after considering the number of applications, prepares first, second and third merit list strictly adhering to the rules and guidelines of the Government's reservation policy. The entire process is transparent. Further, on finalizing the entire process, on the very reopening day, seeks information regarding temporary faculty requirement ,calculates tentative work load and makes necessary arrangements for ensuring adequate teaching and administrative staff, so that the process runs smoothly. The IQAC keeping in mind the academic calendar prepares the tentative schedule of various curricular and extra, co- curricular activities. In order to implement all these activities properly, it composes various committees to coordinate various extensive activities in and outside the college campus. Accordingly, the coordinators of each committee for example Time table committee or Examination committee takes the responsibility of their portfolios. All the committees coordinate with each other to organize various activities like, arrangement of Guest speakers lecture, Purchasing new books and journals for library, organizing various competitions, Days Celebrations etc. The administrative staff maintains students' data base record of admissions, scholarship dispersal, grievance redressal, technical assistance, notifications to students and so on. All the committees submit their reports at the end of the academic year.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

In the beginning of every academic year the institution prepares academic calendar, keeping in mind the university academic calendar.

Accordingly, all the proposed curricular and non curricular activities are discussed and tentative schedule is finalized in the beginning on the term. The institutional authority preparers the list of various portfolios and decides the name of faculty members in consultation IQAC committee. Later on the committee list is shared with faculty members in staff general meeting. All the staff members or welcomed to give their suggestion for including any event in the academic calendar. After receiving tentative programme list of the proposed events, the IQAC finalizes schedule of various events in the calendar. The timetable committee prepares the schedule of classroom session. The examination committee decides the tentative schedule of mid-term examination and the dates of declaration of results on website. After finalizing the admission procedures, the institution makes necessary arrangement for engaging required additional teachers on temporary basis. The admission procedure is purely transparent and strictly adheres to the university and government guidelines. The subsidiary subjects' allocation is done on the basis of merit. The student attendance sheets are printed and class room attendance is regularly taken in each and every class. The teachers arrange different tests in the class room for continuous evaluation. Thus, continuous evaluation process prevails in maintaining classroom interaction, regular attendance record and timely conduction of classes and internal examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Our institution integrates cross cutting issues relevant to professional ethics, Gender equity, Human values, Environment and sustainability into the curriculum by introducing the mentioned themes in the curriculum directly or indirectly. For example, the syllabus may include some of those theoretical concepts like business ethics, accounting ethics, communication ethics, tax practices, MOU strategies, Advertisement/Marketing ethics etc . Further, the CWDC wing takes care of creating general awareness in the minds of the students by organizing "I CAN" Capacity building workshops, Special Guest lectures on Women Health by medical experts, and conducting Fireless Cooking Contest, Mehendi Designing, Fine Arts competitions on themes related to Women empowerment, Self Defense are regularly conducted for all in the college to generate gender equality awareness. The NSS, NCC ARMY and NAVY cadets and volunteers make sincere attempts to generate awareness on Drugs Addiction, Tree Plantation, Save Water Campaign, and Right to vote campaign, Campus Cleaning Drive, Save Fuel Campaign, Orphanage Visit, Fund Generation for Soldiers, Pulse Polio Campaign and so on. The NCC cadetsparticipate in various camps and receive training, for an instant, Republic Day parade, Flag Hoisting Ceremony and Blood Donation Camps etc. Throughout their tenure of three years, they participate in various events with their patriotic fervor and contribute to the building of the nation. Further considering the high demand for skills, the institution offers competitive exam courses for preparing for GPSC, Banking and other recruitment exam coaching for the interested students by entering into an MOU with an outsourcing agency.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

0

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

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

0

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

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	https://drive.google.com/file/d/1Pt_yRsJcQNK PmjKDVKrnL2vbUyBL_zUv/view?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	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://drive.google.com/file/d/1Pt_yRsJcQNK PmjKDVKrnL2vbUyBL_zUv/view?usp=sharing

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

1150

File Description	Documents
Any additional information	No File Uploaded
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

1160

File Description	Documents
Any additional information	**No File Uploaded**
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 college draws up the schedule for organizing remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. The college use monitoring and mentoring to keep track of slow learners' progress. Along with teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counseling sessions are held and additional teaching taken up if required.

Advanced learners are encouraged to study Recommended Readings listed in each syllabus. Gold Medals are awarded to the toppers in the University Convocation. Meritorious students are included as members of Committees. Net coaching classes, Competitive Examination classes offer specialized programs to cater to the growth of advanced learners. Training and Placement Cell invites Companies and Industries to hold their placement drive at the college and students are encouraged to actively register for the interviews. Training and Placement Cell also provides training in interview skills and communication skills. Proficiency in English classes, Functional Use of English, Personality Development programs are organized through finishing school to enhance employability of the students. Online resources are made available to strengthen the knowledge-base. Students are encouraged to participate in seminars, conferences and workshops to gain knowledge.

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

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

Number of Students	Number of Teachers
1150	21

File Description	Documents
Any additional information	No File Uploaded

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

The college practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

As the college is affiliated to the KSKV Kachchh University, Bhuj, the university defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. Audio- Visual methodology, Language Lab, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilize by the teachers to provide experiential and participative learning. Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students. Student representation in administration is an important initiative taken by the college.

File Description	Documents
Upload any additional information	No File Uploaded
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

Almost all the teachers of the college leads in the complete adoption of ICT enabled tools to render teaching; nonetheless, almost all the teachers use in some way or other ICT tools to teach and train the students. All the classes are equipped with LCD projectors which are used for screening educational movies, documentaries and for making power point presentations. Tally ERP 9 is a compulsory subject that is taught in the second semester to all students in order to familiarize them with technology based online learning.

Teachers prepare presentations on important topics which are produced and recorded by the Instructional Media Centre and made available for students on line. The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped college to create a student centric learning approach.

College website, You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms, Telegram etc. are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

Internet and Wi-Fi facility is made available to all the students of the college free of charge. The college website carries a web link for study material of different courses and subjects so that their learning can be strengthened and made effective.

The library also provides access to computers and on line journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

19

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

2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

7

File Description	Documents
Any additional information	No File Uploaded
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

284

File Description	Documents
Any additional information	**No File Uploaded**
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.

Mechanism of internal assessment

1. Schedule of Class Assessment Test & Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session.
2. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.
3. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
4. There is complete transparency in the internal assessment for each assessment method.
5. Insist the candidate to come to the exam room after proper hand sanitization and wearing masks.
6. If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the exam committee in writing.
7. Students are briefed in orientation programme about internal assessment, question paper patterns and university examinations.
8. The faculty members give class wise/ course wise instructions about unique features of internal/external evaluation of that course.
9. Internal examination schedule is displayed on institutional website, notice board in advance.
10. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment and they are free

to see their answer books.

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

Grievances handling mechanism is completely transparent. Starting of every semester all faculty members described the evaluation process of internal marks and external marks. Internal examination test schedules are prepared in the academic calendar and communicated to student in advance. For proper conduction of test required invigilators are assigned in room and evaluation of answer sheet is done by concern subject faculty member within given time. Internal examination grievances are cleared by showing the corrected answer sheet to student. Rules of entry and exit in exam hall are obeyed strictly so no point of grievance in this domain. Final marks are uploaded to university portal. For complete transparency and malpractice in semester Theory examination conducted by other center and for practical examination, university assigned an examiner from other college. University examination result may be challenged by scrutiny/re-evaluation. For scrutiny/re-evaluation the student has to fill online form at the university website within 15 days after the declaration of the result. Scrutiny process is for checking of total marks and for any unchecked portion in the answer sheet whereas reevaluation process is carried out by reevaluation of answer sheet by another faculty member. This whole process is conducted in such a way so as the student gets updated result within the same semester; hence it is a time-bound process. Further, it is also efficient as its being done with honesty and transparency.

File Description	Documents
Any additional information	**No File Uploaded**
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.

The course is designed by the affiliating university to provide students with a wide range of managerial skills and understanding in streams like finance, accounting, taxation and management, economics, statistics. A degree in Bachelor of Commerce opens up innumerable career options and opportunities to the aspiring students in India and abroad. It also prepares one to start a business of his/her own in the capacity of an entrepreneur. This program could provide well trained professionals for the Industries, Banking Sectors, Insurance Companies, Financing companies, Transport agencies, etc., to meet the well trained manpower requirements. The graduates will get hands on experience in various aspects acquiring skills for Retail Marketing Manager, Sale Manager, over all administration abilities of the Company and other business houses. The primary objective of the course is to enable every student to cope up with the latest developments in contemporary, national and global level through effective transaction of the curricular and co curricular aspects of commerce education.

The College motivates molds and prepares the students for positions of leadership in business organizations at the local, national and international levels. Specific Outcomes are measured on definite terms. Besides, the University defined Programme Specific Outcomes to its affiliated colleges helps to direct the students. However, our esteemed teacher of the college ponders over the current syllabus and tried to chalk out some specific outcomes of the course.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://tcc.ac.in/images/cell/download/63685 00000714340972.6.1-Program-outcomes-program- specific-outcomes-and-course-outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Attainment of the Course Outcomes

The course outcomes are measured through syllabus, completion of

syllabus, continuous evaluation (internal evaluation), and setting up of question paper, evaluation, and result.

The teachers who are engaged in the class teaching strive to complete the courses in time and in some cases extra classes are conducted. The 80 percent of compulsory attendance in the class is adhered to. The attendance is also tied with marks. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations. The end semester examination is based on written examination of two hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

Attainment of the Programme Specific Outcomes

The programme specific outcome is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

At the Post Graduate level and Undergraduate levels, the attainment of programme outcomes is measured through students' progress to higher studies, either in PG program in the college or in any higher educational institution in India or abroad. Another, measurement of attainment is students' placement in companies and institutions.The feedback system of different stakeholders which is in place in the University helps it to measure and reckon the attainment of the programme outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://tcc.ac.in/images/cell/download/63685 00000714340972.6.1-Program-outcomes-program-specific-outcomes-and-course-outcomes.pdf

2.6.3 - Pass percentage of Students during the year

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

752

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	No File Uploaded
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://tcc.ac.in/images/cell/download/637974732279656150Student%20Satisfaction%20Survey%20(SSS)%20-%202020-21.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)

1.5

File Description	Documents
Any additional information	No File Uploaded
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

4

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college is most popular in society for its academic excellence and activites

Ecosystem for students:

Promoting Innovation:

The College has created a SSIP (Student Startup and Innovation Policy) for promoting innovation & entrepreneurship activities under education department. Students are encouraged to present their innovative working project models & products.

Organizing Seminars/conferences:

The College organizes Research seminars, workshops and conferences to maintain the research environment. College students and faculty

members are also benefited to present their ideas andresearch.

Research guidance:

Research guidance provided to research students. Our 4faculty members are approved research guide and 18 students are doing their research work under their guidance.

Ecosystem for Faculty members:

Research Cell:

Research committee formed with the members who are highly involved in research. Every research proposal,pre Ph.D. presentation, research progress presentation and post research presentations are conducted by research cell for scrutiny and recommendations.

Financial Assistance:

Faculty members are provided financial assistance for presenting papers in the conferences, seminar and workshops.

Human Resources:

The institute recruits dynamic & highly qualified faculty to mentor and channelize the young minds. Institute has taken an initiative to encourage the faculty members to pursue their Ph.D. work. Faculty are also encouraged to participate in various skill enhancement programs under govt. schemes.

Wi-Fi Campus:

College campus is free Wi-Fi zone for our students and faculty members.

N-List membership:

Our college is a member of INFLIBNET N-List which is furnished with

more than 75000 e-journals and eBooks.

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

19

File Description	Documents
URL to the research page on HEI website	**Nil**
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	**No File Uploaded**

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

3

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

1

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

The college has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extension activities. It organises blood donation camps, education awareness programmes, gender equality awareness activities and visits to villages in vicinity to create awareness among the dwellers. NCC and NSS unit of the college undertake social outreach activities which are meant for helping society and training students to shoulder all responsibilities with ease and impact.

The NSS & NCC Cell, in collaboration with different agencies, trusts, NGOs, hospitals etc. lead extension activities to address local issues and sensitize students for their holistic development. To address the issues of domestic violence, child marriages, health care, HIV/Aids, street children, runaway children, alcohol addiction and drug addiction, etc. the students and teachers have collaborated through their units with other agencies to help society and local

communities. NSS conducts regular weekly meeting of volunteers to discuss the plan of action. Students' orientation to community service, blood donation camps, awareness and sensitization in and outside Campus, village adoption under Unnat Bharat Abhiyan, Saksharta Abhiyan and Swach Bharat Abhiyan are major activities in which the Cell has taken major initiatives. The university is also offering NSS and NCC as non-CGPA 2 credit papers. Many NCC students have participated in republic day parade at new Delhi and won many awards and recognition in different competitions at different camps. The cadet also took part in social services by way of helping the society. .

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
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

1340

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
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.

The college has a sprawling campus spread over 1.9 acres with modern buildings which comprise 18 class rooms with projectors and whiteboards, well equipped library, computer lab with 90 computers, well furnished staff room, administrative office, seminar hall, play ground, Girls' common room, boys common room, virtual class room, lush green garden, modern canteen, staff and student parking, Residential Quarters for teaching and non teaching staff, Indoor Sports Complex, latest Gym, 1 Boys Hostels, 1 Girls Hostels, RO for water, water coolers, Generator of 30kv, three internet connection providing WI-FI to the campus, 10 gbps internet connection etc. All faculty members have an access to computers and printers. The college is well connected with internet and Wi-Fi facilities.

The students are provided with special coaching for preparation of various competitive examinations like UPSC and GPSC. The Training and Placement Cell is responsible for training of students for on-campus and off-campus placements. It coordinates with potential employers and develops network thereof.

The Central Library with its wide range of collection of knowledge resources and information services fills an essential requisite in the intellectual pursuits of students and faculty members of the college. The Library is automated using SOUL 2.0 software.

The NSS and NCC units of the college are actively involved in community service.

The entire main building of the college is Wi-Fi enabled and networked with fiber optic cables which allows teachers and students to access the Internet 24X7.

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

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

The college has a multipurpose indoor facility which includes a modern gymnasium with cardio facility, badminton table tennis courts. Gymnasium is equipped with treadmill, twister, multi-station dumbbells, elliptical cross trainer, upright bikes (cycles), weight plates, seated preacher curl, AB slimmer, wrist curl machine, hack squad etc.

The college has multipurpose outdoor sports ground for cricket, football, and volleyball. Separate sports facility has also been provided to girls at their respective Hostels. The facilities include a multi-purpose play ground, gymnasium, volleyball, badminton, table tennis courts and chess/carom facility. The gymnasium has dumbbells, treadmill, six stallion multi gyms, bicycle ergo meter and exercise balls etc.

The college has qualified coach to train the students in sports like Cricket, Volleyball, and Badminton. The college has also employed gym trainers both for the boys and girls.

Students are encouraged to participate in annual inter-collegiate tournaments. The outstanding students are selected and sent to take part in the various inter university, zonal/ all India inter-varsity, state and national tournaments.

To provide a platform for creative expression and to promote extra - curricular activities among the students, the NSS and NCC cell of the college organizes various activities through its collaborative works. This helps students to demonstrate their talent in different fields. Cultural committee of the college encourages the students

for cultural activities at the college. Sports coach motivates the students to take part in different activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/17nGW4i5FGh7 0ZY7KKCfpV39kUfmxdylR/view?usp=sharing

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

10

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)

27.49

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
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)

The college library has been working to ensure that it provides the best services to its users i.e. faculty, students and staff of the college. Well-equipped and rich library (Total area 188.87 sq.mts) is a good source of knowledge in the institution for the aspiring students. It has a spacious hall as a library with separate reading facilities for boys and girls having seating capacity of 300 students with 6 newsstands. The library is updated as and when required every year and all the transactions are done using SOUL 2.0 software under the patron of INFLIBNET of UGC. The library has been using this software since last decade and it is semi computerized.

The library has inter library facility for the students of the entire sister concern institutes and researchers. The college has subscribed 7 international journals, 37 national journals and other state and local journals. Six computers with internet facility have been installed in the library with internet for faculty and the students. One computer is set for students and faculty to access the books through SOUL software.

N-List online access to more than 80000/- books has been subscribed for the students need. The college has been using 100 gbps speed internet connections. The Xerox facility is made available in the campus for the students.

File Description	Documents
Upload any additional information	No File Uploaded
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	B. Any 3 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)

0.27

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The institute takes all the care to upgrade and enhance the facility of IT with internet and WI-FI. 100 gbps internet speed at computer lab makes the work faster in study and research. The institute has always allotted necessary budget for the IT infrastructure and WIFI facility. The computer Lab has 60 computers with LAN facility. Adequate number of computers with printers is made available in all the offices including library and NSS/NCC/IQAC offices. The staff room and library are well equipped with latest computers.

The students of B.Com are taught Tally ERP 9 as a part of their syllabus using demo versions of software installed in computer labs. New latest projectors have been purchased and installed in different class rooms and seminar hall for the online teaching-learning facilities. A smart class is created for the virtual teaching of all

the subjects at UG and PG level. The students are prepared and give online exam of the Cambridge University for testing of their knowledge of English proficiency under the aegis of SCOPE of govt. of Gujarat, dept. of higher education and knowledge consortium of Gujarat. Around 800 students give this exam every year as a part of their foundation subject and the college computer lab is a centre for this online examination of the students since last four years. All the fees are collected online and the students can pay the fee using payment gateway.

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

4.3.2 - Number of Computers

125

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

9.98

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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.

The physical and academic facilities including classrooms, computer laboratories and computers are made available for the students studying in the college. In addition to that other than government grants amounts are allocated for the maintenance of the computer lab and the class room with other allied facilities which are the part of the teaching- learning activities. The projector enabled white boards and class room furniture facilities are utilized regularly by the students but sometimes it is also made available for the government organization for the event like election, competitive exams and CA examination if not in the use for the regular students. Though no government appointed sweeper available in the institution due to retirement of the last sweeper since last five years, the institute allocates proper budget for the cleanliness of the college building.

The college has lush green garden maintained by the gardener appointed by the institution. The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. Updated computer labs are made available for all the students and particularly computer students during their active teaching hours. The facility of using computers in the evening time is also permitted to the needy students on request. The library is also well equipped with SOUL 2.0 software with all necessarily required computers.

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

1080

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

23

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
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

44

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

44

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 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	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
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

120

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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)

The college believes in giving equal opportunity to the students in supporting the college in running the affairs of the college. For this the college endeavors to provide them with opportunities to

participate in various academic and administrative bodies. The committees/clubs where students' representation seems apparent to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities are as under.

IQAC of the college has the representation of the student in it. This gives an opportunity to the students to represent themselves in the committee. At the same time the students have their representation in CWDC, Welfare Committee, Grievance Redressal Cell, cultural committee, NSS, NCC, College Development Cell have the representation of the students. There is a program known as "Earn while you learn" which gives students an opportunity to earn something by way of working as a clerk, peon, security etc. in the college. Students are given scholarship from the industry-academia collaborations under CSR funds from the company. Eco Club students organize different tours to the natural places in the surrounding area and nurture the college garden. A special women development cell under CWDC works for the betterment of the students in terms of their rights, health and hygiene. All these activities throughout the year help the students to improve on their communication skills, presentation skills, and organizational skills and help boosting the self-confidence of the students and help them explore their latent talents.

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

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

3

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Tolani Commerce College Alumni Association is a registered trust (Registration No. F -3083 -Kutch) registered on 5th may 2017 under the charity commissioner office Bhuj in Kachchh. It has a clear memorandum of the trust and an Articles of Associations for its work. All the trustees are from the well reputed business class of the city. Since its establishment, the alumni trustees and the members are very active. The trust has the certificate of 80 G as well as the permission to collect donation from the CSR funds of the company. The members donated generously for the new building at Tolani Commerce College for the class room construction and a conference hall. Many alumni donated AC, Chairs, Fans etc for the better teaching and learning. An alumni sponsored university youth festival when hosted by the college. One of the Alumni donated Rs. 1 crore for running the PG center of the college with full time teachers. An alumnus donated water cooler for the students. Alumni Association gives scholarship to the students for PG studies. Alumni Association also felicitates the award winning students in academic, curricular and co curricular activities. Many industrialists' alumni rendered their services by giving an expert lecture under Alumni Executive Program at college for the development of entrepreneurship among the students.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1kJR7vmwxCed YgygZY7X8Y5NAUVf285lk/view?usp=sharing
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

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

Nature of Governance:

The institutional head takes up the financial responsibilities to ensure smooth functioning in the college .He supervises all the proceedings in the campus. He monitors the conduction of internal and external examinations. He maintains the quality aspects in all relevant areas and contributes to the development of the institution. He is intermediary to establish link between college, university, UGC and the government .

Decision Making:

The principal, HoDs, Office Superintendent, and coordinators of various committees assist in the decision making process. The policy of the management and the decisions taken by the institutional head are executed by the departmental heads. The principal allocates various portfolios and prepares the list of various committees to carry out academic, non-academic and extracurricular activities.

Strategic Planning:

There is a provision of preparing institutional budget every year which goes to the executive committee and gets approved after necessary discussion and corrections. At the same time every

institute prepares its activity plan well in advance to get it approved by the management. So this healthy practice has made it possible for the entire institute to plan each and every activity strategically keeping in mind the budget of the institute.

The institutional Vision and Mission, in tune with the objectives of the higher education, reflect the holistic development of all the concerned stakeholders through their education in the Commerce discipline. It virtually utilizes all its resources to strengthen its target by adopting a committed policy with systematic planning.

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

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

The leadership of the college has adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers and students including administrative staff have been made in all the committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the college though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements.

The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the governing bodies such as Academic Council and Executive Council for further implementation. Such steps gave clear goals and mission to the stake holders and brought a positive culture of belongingness among the faculty members, resulted innovation and vast improvements in the governance. Admissions in the college are done through online mode on university portal.

The College adopted service rules and financial rules as made applicable by the Government of Gujarat. The College conforms to the minimum audit standards prescribed by the Government of India.

Accounts of the College are audited regularly by the internal as well as statutory auditor and dept. of higher education.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The management of the college believes in holistic approach for the deployment of the perspective plan. It has a well established system of strategic management. The IQAC committee of the college plans all its activities including curricular and co curricular activities well in advance for the coming academic session. The committee discusses the plan with the head of the institution. After necessarily required changes the principal puts the proposal before the executive committee of the management. The management committee gives approval to the proposal after deliberations and discussions and it goes for the implementation. All the convener of the committee is informed about the planning by the head of the institution. The convener of the committee discusses the implementing activities with the members of the committee and finally plans the activities which are reflected in the academic calendar. As per the date and time given in the academic calendar, most of the activities are conducted adhering to the given time limit. Thus the institutional strategic planning and perspective plan is effectively deployed for the betterment of its all stakeholders. Our annual activity report reflects the deployment of the strategic plan and its effectiveness. The internal exams are conducted as per the schedules, all the activities including NCC, NSS, Sports, Culture, Research and teaching and learning are well planned and well defined.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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.

Tolani Commerce College is a grant in Aid College under the government of Gujarat as per the rules the management of the college Gandhidham Collegiate Board governs the college. As a 100% grant in aid college, it is bound by the rules and regulations formed by the government. The management has a very holistic view for the students and hence in spite of all reserved rights, there is no management quota, NRI quota or payment seats in all the institutions of the management. All the seats are filled as per the government guidelines. The policies of the management are visible in all the works of the management. All the administrative setup has decentralize participative management having members from all the faces of the society. All the appointments in the all the institutions are as per government norms. Though the college comes under the linguistic minority institution, but it has never exercised such powers in its appointments. No appointments are made without government nominee, though we are excluded to call the government nominee.The college strictly follows the service rules framed by the government for its employee. All the committees have students' representatives and other representatives from the society. The functioning of the institutional bodies is efficient and effective as it has vested its powers to the authorities from top to bottom. IQAC has all the powers to suggest anything to the management through the head of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
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

Being a group of institutions, the management has been providing all Employee Welfare benefits such as Campus Housing with amenities such as Sports, Gym & Recreation facilities, Creche, children parks etc. for its employees. The college has extended GPF-cum-Gratuity-cum-Pension Scheme or National Pension Scheme, Group Insurance, Medical Reimbursement-cum-Health Scheme for serving and retired employees as per the government norms. The college also provides all statutory social security and welfare scheme such as LTC, Maternity benefits, reimbursement of tuition fee etc. to its employees as provided by the Management/MHRD/UGC from time to time.

The University provides due encouragement for career development equally for teaching and non-teaching by permitting to pursue higher studies, undergo training programme, attend seminars, symposium, conferences, workshops at National and International level with or without financial support and provide duty leave. Most of the teachers were granted duty leave or special casual leave to attend intellectual attainment for presenting research papers and take part in conferences as participants or resource persons or serve in selection committees of the university.

The college has been very liberal in permitting the teachers to pursue research programmes and at least 2 regular teachers have acquired their PhDs. All the faculty members and non-academic staff were permitted to attend various in house or external training, development, workshops, Management Development Programme etc. to enhance their skill and knowledge to achieve career growth. All the administrative staffs were being promoted to their post as per the government directives and approval.

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

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

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

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

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

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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

An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the Institute is following the appraisal scheme suggested by UGC viz. Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

At the end of every academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories. The Principal and the member of the management executive committee review all the faculties personally. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, online feedback forms are uploaded to the students group for each of the courses

attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. IQAC team consisting of the Head of the Department and Senior Professor in the college goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. Non-teaching staff members are evaluated by the IQAC committee with principal on the basis of the work assigned to them.

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

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

The college accounts are audited first by the internal auditor, then statutory auditor and at last by the department of higher education. The institute follows the procedure laid down by Government of Gujarat and the UGC. The internal auditor monitors the purchase and expenses incurred from funds generated through fees and other grants.

Every academic year, the head of the institution prepares recurring and nonrecurring expenditure budget and sends to the management for the approval. The management after due considerations approves the budget for the whole year. The college in-house Finance committee examines the budget proposal, expenditure statements, monitoring and equipment purchases. The committee reviews the utilization of funds allocated to each head against the proposed budgets for the financial year. Tally ERP software is used for the accounts related functions in order to achieve paperless office and for reliability.

A statutory audit is conducted at the end of every financial year. The audit report is sent to the Management for review. The expenditure statements are audited by the internal auditors before it is submitted to the management for the final approval.

The internal auditors suggest necessary changes if required in the system for the smooth conduction of the statutory audit. The auditors thoroughly check the income and expenditure within the

allocated/ approved budget to ensure that there are no deviations. Necessary changes are incorporated by the accountant on the suggestions/ directions of the auditors for the external audit

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

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)

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

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

The college follows a well-planned process for the mobilization of funds and resource. Institute has designed some specific rules for the fund usage and resource utilization.

- Purchase from government grants are made through Government E Market compulsorily.
- All the construction works are done through the procedure of N-Procure for the tenders.
- All the payments of the govt. grants are made through PFMS developed by the central government.
- If it is a purchase from the local funds under given budgets, then the purchase committee or IQAC invite quotations through an advertisement in the leading news paper or inviting bid from the vendors and giving the order to the lowest price.
- The fee is collected in the bank through online mode only. No cash transactions in the college.

- **Registered Alumni Association helps the college financially for the construction of buildings, purchase of equipments and sponsors events like seminar, conference and workshops.**

Resource Mobilization Policy and Procedure:

- **Principal and IQAC committee prepare the college budget.**
- **The budget is scrutinized and approved by the management and Governing Council.**
- **Accounts department and Purchase committee monitor whether expenses are exceeding budget provision.**
- **Statutory auditors are also appointed who certify the financial statements in every financial year.**
- **The grants received by the college are also audited by certified auditors appointed by the government.**
- **Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.**

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been playing a very vital role in planning, implementation and monitoring the quality assurance and quality enhancement activities in the college. In the very beginning of the term, the IQAC members meet with the head of the institute for the planning. It prepares the institutional calendar to facilitate the teaching, learning and evaluation processes. All the important activities are discussed with the principal. A list of various portfolios is allotted to different committees to facilitate the system. Accordingly, all the curricular, extracurricular activity in charge will plan their activities properly without any clash. As a result of the IQAC initiatives, a system has been developed for administrative processes. As a result of the IQAC initiatives, a system has been developed for administrative processes. The IQAC also establishes the link with the faculty members, alumni, parents and guardians, society and industries, employers and students for collecting the feedback on various issues related to curriculum,

organization of events, infrastructure etc. Due to IQAC planning, the college has received RUSA 2.0 grant of Rs. 2 crore from the central government for the infrastructural development of the college. IQAC is given powers to execute any program related to academic and co curricular activities. An online feedback system is being implemented by the IQAC so as to receive the real feedback from its stakeholders.

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

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the teaching learning process, the system of continuous evaluation, various co curricular activities, discipline and culture of the Institute.

Important announcements are made in the morning assembly and attendance and conduct of classes are monitored by the principal. The Discipline Committee members make random visits to ensure smooth functioning of classes. Feedback from students is also taken online by teachers for their respective courses for feedback and suggestions. Feedback is properly analyzed and shared with the individual faculty members.

The major initiatives taken over the last year include the following:

- Introduction of New subject in M.Com

- Automation of Admission Processes - Provision for online fee payment

- Automation of Examination Processes for internal exams during covid – 19.

- RUSA Grant work for infrastructure development

- Development and expansion of computer laboratory

- Green initiatives in Campus – tree plantation, Eco – club activities etc.

- MoUs with prestigious Institutes, Universities, Govt. agencies

- Solar system installation for renewable energy

- Application for NIRF, ISO and AAA Certifications

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	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
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

The college aims to sensitize & equip students with issues related to gender sensitization, women empowerment etc. The CWD Cell of the college engaged in training, research, extension & advocacy activities for girl students.

The college steps towards waiver of tuition fee for girl students at the time of admission to any of the academic programmes offered with the support of the Gujarat government. The government offers free bus pass to the girls students to commute to the college. Female employees also get maternity leave, child care leave and are also entitled to avail special leave if required. Students apprised of the gender issues during the Orientation held for newly admitted students each year. The management provides girls hostel to the students at an affordable rates with all the facilities. There is significant number of women cadets in NCC (Army and Navy) unit. Indoor & outdoor games for Men & Women students and staff were held on various occasions.

The college has taken several measures to enhance safety & security on campuses by constituting Grievance Redressal Cell, Anti Ragging Committee, installing CCTV cameras & by providing round the clock security. College helpline number is available round the clock for the students.

The college also organizes training programmes, seminars, workshops etc. on gender equity and sensitization. The audio-visual of these programmes are uploaded at TCC YouTube channel so as to reach a large and diversified audience.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

The college facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The college has different dustbins to segregate the different waste like solid, liquid, etc. It was stressed that we should avoid plastic items to the best possible capacity and makes the campus single use plastic free campus.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation. Liquid wastes are poured in the deep drainage of the municipality with all the care. The NSS and NCC volunteers have also demonstrated the proper procedure of disposing the waste in a selected village called Galpadar. E waste is always given to the proper vendors for the disbursement. The college is also looking for the possible

substitutes to deduce the waste to the best possible extent. All the students are educated from time to time about the process of recycling the waste.

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

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	**No File Uploaded**

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
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	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

| 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 | C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The college has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. For the promotion of unity in diversity, NSS & NCC unit of the college organizes different programs under Ek Bharat Shrestha Bharat campaign, Unnat Bharat Abhiyan etc. The program aims at strengthening the bond between states to strengthen the unity and integrity of India.

The NCC and NSS unit of the college organize programs in surrounding villages. The objective was to sensitize stakeholders about the importance of communal harmony, national integration, and fraternity. Every year NSS unit conducts Special Camps in villages for NSS volunteers. These camps are directed towards various social issues impacting the lives of the people in the community including social and cultural values among the young students. The volunteers mainly undertake awareness generation activities with regard to the social issues.

The college also organizes various cultural programs to celebrate the cultural diversity of India. These cultural events are organized at different occasions like Independence Day, Republic Day, and Martyr Day etc. To cater to the linguistic diversity, all student related competitions like Essay Writing, Elocution are conducted in three languages, Gujarati, Hindi, and English. The college organizes seminars, workshops, and outreach programs to promote communal harmony and tolerance. Various activities like Painting, Freedom Run, Slogan Writing Competition, Essay Writing Competition, Patriotic Song Singing Competition, Lectures by Eminent Personalities are the part of regular college activities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

values, rights, duties and responsibilities of citizens

The college organizes various programs for the promotion of Constitutional values, rights, duties, and responsibilities of citizens.

The college celebrates Independence Day every year to mark the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity. Moreover, NCC cadets' parade and patriotic song competitions are also organized among students to spur the love for the motherland.

The college celebrates Republic Day with great gratification to honour and highlight the importance of constitution. Many graet personalities deliver their speeches on the significance of preserving constitutional rights and values. Many other activities like Slogan writing, Poster competition, Paintings are exercised to create awareness about the constitution of India.

The college celebrates Constitutional Day every year on 26th November to commemorate the adaptation of the Constitution of India. The college also celebrates Voters Day to bring awareness among the general masses about the importance of the vote. Besides, college organized a workshop on "IPR", "Angdaan (Organ Donation)" to sensitize the stakeholders about its importance.

The college organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. It also organizes a Blood Donation Camp, Women Day, World Environment Day, Swachch Bharat Cleanliness Drive to ensure constitutional values, rights, duties, and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	B. Any 3 of the above

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

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	**No File Uploaded**
Any other relevant information	View File

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

To maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed in the college.

Every year the college celebrates National Festivals i.e. Independence Day and Republic Day with pomp and gaiety by hoisting the national flag at the college campus.

It also organizes the Teachers' Day every year on September 5 and eminent educationists and teachers are invited to deliver the expert talk on Teachers' Day. Teachers who achieved something are felicitated for their achievements.

The college organized essay writing and elocution competitions on the occasion of 150th Birth Anniversary celebrations of Mahatma Gandhi. "Swachh Bharath - Swasth Bharat" a "Clean India Campaign" was organized in the campus as part of national drive on Gandhi Jayanti.

Martyr Day and National Education Day are held to mark Maulana Abul

Kalam Azad's birth anniversary. Various literary, cultural and sports competitions are held during Azad Day celebrations. The college celebrates Children's Day as a tribute to India's First Prime Minister, Pandit Jawaharlal Nehru on November 14 every year. National Unity Day/Week are observed to commemorate the birth anniversary of Sardar Vallabhbhai Patel. A lecture on constitution is being organized on the occasion of Dr. B. R. Ambedkar's Birthday Celebrations.

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	No File Uploaded
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 Practice: MENTORING OF STUDENTS DURING COVID - 19

Objectives: To improve the performance of the students and reduce stress through personal counseling.

Students undergo various problems of stress during Covid - 19 situations. At that time it becomes difficult to give personal attention to students in online class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability.

Evidence of Success

Evidence of success of the practice includes university ranks, better results in the examinations, less drop outs, increased participation in online activities. The students are more relaxed and have a healthy relationship with the staffs.

Best Practice - COMPLETING ONLINE TEACHING - LEARNING PROCESS AT COVID - 19 TIMES

Objectives: To ensure the completion of syllabus according to the academic calendar of College

It was observed that online class syllabus coverage remains a challenge. The teachers find it difficult to keep pace with the techno - savvy student learners. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in class room teaching.

Evidence of Success:

Academic timetable is prepared under the guidance of IQAC for an online class which is uploaded on the website for information. The head of the institute keeps eye on the progress of the syllabus completion. The feedback from the students was encouraging for the teachers due to this. Online assignments and exams are being conducted successfully through Microsoft teams.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

Engagement of Alumni in college activities:

Tolani Commerce College Alumni Association is a registered trust under charity commissioner of Gujarat and it has a very huge number of alumni who always try to give their best to the college. The best example of it is a donation given by these alumni for the development of the college. They generously donated for a new building which is a prior requirement of the institution looking to the great number of students. It costs around 2 crore. In addition to this our alumni are very eager to help the college in all the ways. Many alumni come to deliver lectures at college under "Executive Education Program". They share their experience as a leading business tycoon in the area. This has encouraged many students to become entrepreneurs. They also give our students an opportunity to work in their offices. One of the leading alumni of the college recently gave a donation of Rs. 1. crore for the post graduation center. They also extend their services by way of influencing other government agenciesfor the help of the college in many ways. One of our alumni is a member of Legislative assembly

ofGujarat Government.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The college has planned the following activities for the next academic year:

Academic Activites

- **Financial incentives for teachers whose paper gets publish in Scopus indexed database or journals**
- **Incentives for teachers who will do some extra ordinary research and cited works**
- **Incentives for teachers who will do some extra ordinary research and cited works**
- **Conference/Seminar/Workshop to be organized - An international conference**

Curricular and co-curricular activities

Finishing school program for the students of Sem. V and VI

Tally program for college students

Unnat Bharat Abhiyan Training

Tata Consultancy Services certificate program

Tally program for commerce students working in an office

Soft skill training program for KSKV university and college staff

Spoken English for persons not knowing English usage

HB testing of women surrounding the college area

Practical training for students who wish to join army and police under NCC

Competitive exam classes for college students

Eco club activity

Alumni Activity:

Running a Covid Care Hospital at TCC new building

Alumni executive program (Training for students)

Collection of funds for college facilities

Launching of research grants for teachers through TCC Alumni Trust

Outreach Activities: Through NCC, NSS, UBA,

Participation of students and teachers in Polio Vaccination drive

Organizing blood donation camp

Covid – 19 Vaccination drive, awareness program

Online internal exams for all the students

Orientation program for students to lessen the dropout ratio and improve the results