The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | 2014-15 |

1. Details of the Institution

1.1 Name of the Institution | R. J. Tibrewal Commerce College |

1.2 Address Line 1 | L. J. Campus, |

Address Line 2 | Vastrapur, |

City/Town | Ahmedabad |

State | Gujarat |

Pin Code | 380015 |

Institution e-mail address | principalrjtcc@gmail.com |

Contact Nos. | 079-26750417, 26742878 |

Name of the Head of the Institution: | Prin. Dr. Hiten M. Parikh |

Tel. No. with STD Code: | 079-26750417, 26742878 |

Mobile: 09825031369

Name of the IQAC Co-ordinator: Dr. Hiten M. Parikh

Mobile: 9825031369

IQAC e-mail address: rjtcciqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:** EC/66/RAR/029 Dated 21-02-2014
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: http://rjt.ljinstitutes.org

Web-link of the AQAR: http://rjt.ljinstitutes.org/wp-content/uploads/2016/02/AQAR-2014-15.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	85.50%	2007	2012
2	2nd Cycle	A	3.04	2014	2019
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   15-06-2007

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

 i. AQAR_____ _____ (DD/MM/YYYY)4
 ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes [Y] No ☐

Constituent College Yes ☐ No [v]

Autonomous college of UGC Yes ☐ No [v]

Regulatory Agency approved Institution Yes ☐ No [Y]

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

Type of Institution Co-education [Y] Men ☐ Women ☐

       Urban [Y] Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

 Arts ☐ Science ☐ Commerce [√] Law ☐ PEI (Phys Edu) ☐

 TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

 Others   (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)* [Gujarat University]

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
     community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   14

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 8 | Faculty | 4 |

Non-Teaching Staff Students | 2 | Alumni | 1 | Others | 1 |

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

If yes, mention the amount | Rs. 300000 received Vide Letter Dated 07-03-2014 on 22-03-2014 |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | | National | | State | | Institution Level | |

(ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

> Ensured that entire syllabus is completed as per academic calendar and sufficient time is provided for solving difficulties, if any, to students.
>
> Ensured that examinations are conducted in free and fair manner.
>
> Thrust for Placement training, assistance and programmes resulted into job offers for many students.
>
> Encouraged teachers to participate in conferences, present papers, publish papers, deliver lectures at other institutions as experts and also for research and other activities in the interest of public at large.
>
> To familiarize students with practical aspects of commerce as also to inculcate life values, organized various cultural programmes, sports events, NSS Camps, industrial visits, visits to NGOs, lectures of experts, etc.
>
> For female students, Collegiate Women Development Cell (CWDC) was formed.
>
> Separate faculty nominated for physically challenged students

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Ensure Completion of Syllabus in time	Syllabus completed effectively in time
Motivate Students to prepare and perform well in examination	49 Students secured ranks in top 50 students of Gujarat University during 2014-15 at B. Com. examinations. 21 Students secured ranks in top 50 students of Gujarat University during 2014-15 at M. Com. examinations.
Encourage sports activities	12 Medals/awards were earned at various sports events by students and their teams.
Encourage Students to participate in Cultural/Intellectual Activities and Excel therein	83 Students participated in various events and won 9 medals/prizes.
Encourage students to participate in NSS Activities	100 students participated in various activities carried out by NSS Unit of the College.
Push placement training and assistance to students.	10 students were finally selected by TCS Ltd. Except the above, other local firms have also selected students of the college.

* Attached the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes ☐ Y   No ☐

Management ☐ Y   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> AQAR placed before Management and the same was perused and necessary actions were taken.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2	0	0	0

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	0

1.3 Feedback from stakeholders*   Alumni [Y]   Parents [Y]   Employers [N]   Students [Y]
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure
Analysis is enclosed as Annexure II.

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

> Yes, Syllabus is updated and revised from time to time by Boards of Studies of Gujarat University

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

> No new Department/Centre introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21(*)	00	19 (*)	00	02

(*) One Associate Professor retired in June 2014

2.2 No. of permanent faculty with Ph.D.

08 (*)

(*) One Associate Professor retired in June 2014

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	01	00	00	00	00	00	00	00	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	02 (*)	00

(*) Prof S J Pathak who retired in June 2015 joined the college as visiting faculty. Another visiting Faculty is Prof. Vidhi Shah

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	25	51
Presented papers	05	06	00
Resource Persons	00	04	28

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

(a) 'English Morning' – in the subject of English (b) Educational Visit (c) Laboratory for practical (d) Presentation by external Resource Persons (e) Presentation by Students (f) Assignments / Reports / Memoranda / Briefing (g) Role playing and simulation

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

230 (*)

(*) 56 days of examination not excluded in computing 230 days

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

Simultaneous two sets of question papers

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

		04

2.10 Average percentage of attendance of students

72.38%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
B COM –SEM-1	680	--	22.79	29.71	16.76	69.26
B COM – SEM III	607	--	25.04	31.47	08.57	65.08
B COM SEM – V	563	--	29.48	33.57	08.88	71.93
M COM – SEM – I	118	---	----	----	----	90.68
M COM – SEM –III	89	---	----	----	----	85.39
B COM – SEM – II	635	---	18.11	26.14	08.98	53.23
B COM – SEM – IV	561	---	27.99	33.33	11.59	72.91
B COM – SEM – VI	568	---	33.27	30.99	03.17	67.43
M COM – SEM – II	109	---	----	----	-----	77.98
M COM – SEM – IV	84	02.38	21.43	42.86	01.19	67.86

Note: In B. Com. examinations, distinction division is not separately allotted. It is merged with Division I. In M. Com. examinations, no divisions are allotted for Sem_I, Sem-II and Sem-III but only division is that of 'pass' category. For fourth Semester of M. Com., different divisions that is made by Gujarat University includes Distinction, Division, I, Division II and Pass.

Above percentages do not include students whose results are withheld.

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

 IQAC regularly meets for the discussion of prospective plans for academic development. It makes suggestions to the Principal / Management about the aimed development in the teaching – learning process. The Academic Calendar is suggested to be prepared well in advance. The committee has suggested the updation of library, preparation of assignments, up gradation of computers, up keep and maintenance of audio visual aids and sound amplifier system, installing of smart Boards. In subsequent meetings of the committee, the progress / implementation of the suggestions are discussed, deliberated and reviewed. Evaluation of the teaching – learning process is the ongoing exercise. IQAC also focuses on aspects that contributes to holistic development of students. The committee deliberates on the results of the students appearing for Mid-Semester (conducted by the college) and End-Semester (conducted by the University) to get a fair idea of teaching – learning process so far as it relates to measures to be taken by the college is concerned.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others (Seminars / Conferences)	13

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	04	00	01 (*)
Technical Staff	00	00	00	00

(*) Permanent Position of Sweeper which is vacant has been temporarily filled up since long.

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers and students to carry out research
- Ensures adequate funding of the research expenses
- Ensures provision of necessary infrastructure to carry out research
- Ensures that researchers are provided with duty leave, when required, for research related work
- M. Com. Students are encouraged and guided to carry out research in diverse areas

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	1	Nil

3.5 Details on Impact factor of publications: Not known.

Range [　　]   Average [　　]   h-index [　　]   Nos. in SCOPUS [　　]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA	NA	NA	Nil
Minor Projects	NA	NA	NA	Nil
Interdisciplinary Projects	NA	NA	NA	Nil
Industry sponsored	NA	NA	NA	

				Nil
Projects sponsored by the University/ College	NA	NA	NA	Nil
Students research projects *(other than compulsory by the University)*	NA	NA	Nil	Nil
Research Papers by Faculty Members	2014-15	Faculty funded	Nil	Nil
Total	1		Nil	Nil

3.7 No. of books published   i) With ISBN No. $\boxed{45}$ Chapters in Edited Books $\boxed{0}$

ii) Without ISBN No. $\boxed{8}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{\text{Nil}}$ CAS $\boxed{\text{Nil}}$ DST-FIST $\boxed{\text{Nil}}$

DPE $\boxed{\text{Nil}}$ DBT Scheme/funds $\boxed{\text{Nil}}$

3.9 For colleges   Autonomy $\boxed{\text{Nil}}$ CPE $\boxed{\text{Nil}}$ DBT Star Scheme $\boxed{\text{Nil}}$

INSPIRE $\boxed{\text{Nil}}$ CE $\boxed{\text{Nil}}$ Any Other (specify) $\boxed{\text{Nil}}$

3.10 Revenue generated through consultancy $\boxed{\text{Nil}}$

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{4}$

3.13 No. of collaborations   International $\boxed{\text{Nil}}$ National $\boxed{\text{Nil}}$ Any other $\boxed{\text{Nil}}$

3.14 No. of linkages created during this year $\boxed{\text{Nil}}$

3.15 Total budget for research for current year in lakhs :

From Funding agency $\boxed{\text{Nil}}$ From Management of University/College $\boxed{\text{Nil}}$

Total $\boxed{\text{Nil}}$

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides: | 1 | (Dr. C. J. Trivedi)

Students registered under them: 5 (As per information received orally from Dr. C. J. Trivedi on 6-1-15)

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

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 100 | State level | 6 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0 |

3.23 No. of Awards won in NSS:

National level [0]   International level [0]

University level [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

[1]

University forum [0]   College forum

NCC [0]   NSS [ ]   Any other [0]

(Nandigram Sewa and Sadhana Workshop during 28 to 30 August, 2014 – 16 persons participated (4 girls 11 boys and Dr. N. V. Suchak)

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

- Blood donation camp

- **Celebration of NSS day with "Swachta Abhiyan" – An awareness walk at V S Hospital.**

- **Celebration of Children day with the students of municipality schools**

- **Celebration "World remembrance day" with traffic police**

- **Awareness lecture on social responsibilities of youth by Dr. Chovatiya**

- **Awareness lecture on "Swachta Abhiyan" by Shree Rakesh Shah**

- **7 days "Gram Shibir" at Khadiyarapura Village, Dist. Kheda.**

- **Blood donation camp.**

- **'Chalo College' Abhiyan**

- **Independence Day Celebration on 15th August, 2014**

- **Two faculty members Dr. C. J. Trivedi and Dr. M. M. Desai associated as trustees of two different NGOs which are engaged in varied extension activities.**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2001 Sq. Mt.		Trust	2001
Class rooms	12		Trust	12
Laboratories	2		UGC Grant	2
Seminar Halls	1		Trust	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	6.66		UGC	6.66
Others CCTV Cameras	16		UGC	16

4.2 Computerization of administration and library

Attendance of Students

Biometric attendance of Staff

E-Governance and E-training

Access of e-publications by Internet – Internet Bandwidth speed of 10 MBPS

Library has 5 computers and a printer for use of students and librarian

Office has got 5 computers and 3 printers for use by administrative staff.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	18394		423		18818	
e-Books						
Journals	140		10		150	
e-Journals	7		7		14	
Digital Database						
CD & Video	425		53		478	
Others (specify)	11				11	

News papers					
Total		1928324		102073		2030397

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	32	2	13	0	0	1	4	0
Added	0	0	0	2	0	0	0	0
Total	32	2	13	2	0	1	4	0

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

> Training imparted to administrative staff for internet access and e-governance.
>
> HRML/Tally/networking/M S Office/data mining/data warehousing awareness to the students as a part of curriculum.

4.6 Amount spent on maintenance in lakhs :

i) ICT $\qquad$ 40778

ii) Campus Infrastructure and facilities $\qquad$ 319943

iii) Equipments $\qquad$ 0

iv) Others $\qquad$ 0

Total : 360721

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular announcements, guidance and assistance to student for services like:

- Completion of syllabus, remedial classes and preparation for examinations

- new arrival of books,

- internet and other facilities at Library,

- Placement opportunities,

- Cultural activities, seminars, workshops, intellectual events across the state and country

- Sports

- Feedback and complaint redressal, SC-ST Cell, Assistance to Physically challenged studetns

- NSS/NCC and other extension activities.

- Scholarships and financial assistance

- External academic resources and counseling for various competitive and professional examinations

- First aid

- Industrial visits

- Publication of College Annual Magazine AKS

- Soft skill training

- Alumni Association

- Anti ragging policy of college

- Prevention of Sexual harassment

5.2 Efforts made by the institution for tracking the progression

Proper records for progression of students to next semester or course maintained.

Special efforts for organising remedial sessions for students to prevent drop out.

Keeping record of further studies being pursued by students.

Record of appearance and qualifying competitive examination by students.

Ensure that average performance of students at university examinations remains above the average result of the university.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1764	193	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	964	49.26

	No	%
Women	993	50.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1538	118	6	192	2	1856	1294	157	32	474	0	1957

Demand ratio   Dropout % 1.33

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

College provides informal counseling for competitive examinations. This being informal counseling, records of students benefited and qualified in these examinations are not maintained but the same is continued on year on year basis. .

No. of students beneficiaries [ ]

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

Industry experts are invited for career guidance and opportunities in various fields

No. of students benefitted [92]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	108	10	Being informal channel of communication, records are not maintained

5.8 Details of gender sensitization programmes

A one month skill imparting Training Program was conducted in-house by ATTRA in Garment Design and Development.

Yoga Sessions were conducted for stress management and Martial Art

Techniques were taught for self defence to female students.

Led a team of students to run for Breast cancer Awareness Program (Pinkathon) at Sabarmati Riverfront.

5.9 Students Activities

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

State/ University level [235]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [94]   National level [0]   International level [0]

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

Sports : State/ University level [25]   National level [0]   International level [0]

Cultural: State/ University level [16]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	279	821407
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students

3-blood don+seva-sadhana-nss

5.13 Major grievances of students (if any) redressed: _NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:**
>
> To develop various qualities mental, behavioral and social, in the students of the various disciplines of undergraduate and postgraduate studies.
>
> **Mission:**
>
> To create an ambience in which new ideas, delivery strategies and scholarship flourish and from which the leaders and innovators of tomorrow shall immerge.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As R. J. Tibrewal Commerce College (RJTCC) is affiliated to Gujarat University, there is a little scope left for curriculum development on our own. However, many of the faculty members of the college have got membership at the Board of Studies – a body working for preparing syllabus. They positively influence in the field of the development of curriculum, preparation of course content and study material for the subjects of Soft Skills and Foundation Courses for each of six semesters. The College management motivates its staff members and provides all the necessary facilities and permissions required for participation in exercise related to curriculum development. Faculty members are also involved in framing syllabus for schools of Gujarat Secondary and Higher Secondary Education Board.

6.3.2 Teaching and Learning

Teachers are motivated and instructed to adopt teaching methods that suit need of the subject. Faculty members are preparing teaching plan in advance to ensure coverage of entire curriculum. Information regarding seminars, workshops are disseminated amongst students from time to time. Students are also encouraged to make presentations in class as also at various seminars. Multimedia and audio visual devices are used for the project work, group discussion and field work.

6.3.3 Examination and Evaluation

An examination committee is formed to conduct internal examinations. A preplanned schedule is provided to the students well in advance for mid semester examination and is conducted in two sets pattern. Transparent policy regarding calculation of internal marks is in place. Universityexaminations and evaluation have been conducted regularly and the faculties of the college have significant contribution for conducting university examinations and in evaluating answer sheets.

6.3.4   Research and Development

> The college encourages and provides all required assistance to its teachers and students to participate in all research related activities as also for professional development.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> Sufficient number of computer system is provided in administrative area, staff room. Computer Laboratory has LAN system and broadband internet facility is provided in all systems. Open access systems are provided to the students in the library and e-book bank is maintained. A list of new arrivals is displayed on notice board of library.

6.3.6   Human Resource Management

> The teaching staff members has shown upward mobility in enhancing their academic profile by authoring book, contributing to research papers, articles in news-papers/magazines, and also by perusing Ph.D., and many professional courses. Administrative staff members are also updating their knowledge by improving their knowledge including computer literacy.

6.3.7   Faculty and Staff recruitment

> University and state government rules are followed for faculty recruitment. In order to run the institution smoothly, ad-hoc and temporary appointments made, whereever required.

6.3.8   Industry Interaction / Collaboration

> Many institutions like TCS, L & T, banks, etc. visited our campus for students' placement. The college provides them proper infrastructure to hold workshop in various areas for the benefit of the students.

6.3.9   Admission of Students

> For UG and PG level, Gujarat University has centralized and transparent online admission process and the College follows the same rigorously.

6.4 Welfare schemes for

Teaching	Group Insurance and Gratuity. Trust provides financial assistance for any exigency
Non-teaching	Group Insurance and Gratuity. Trust provides financial assistance for any exigency
Students	Government Scholarships

6.5 Total corpus fund generated

> No corpus is generated but trust provides financial assistance from its own funds.

6.6 Whether annual financial audit has been done   Yes Y   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

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

For UG Programmes   Yes   No √

For PG Programmes   Yes   No √

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

> A Continuous monitoring and changes in the examination system is is being taken care of by Examination Department of Gujarat University.

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

> Gujarat University is taking initiative to promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

> Alumni Association of the College gives moral support to the authority in excellent functioning of the college. They offer suggestions through feedback for the betterment of the college. Alumni members are always ready to support

6.12 Activities and support from the Parent – Teacher Association

> Parents of students give moral support to the authority in excellent functioning of the college. They offer suggestions through feedback for the betterment of the college. They are ever ready to support.

6.13 Development programmes for support staff

> Computer training workshops for the support staff conducted at college.

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

> Plantation of various saplings are carried out within the campus and also surrounding the campus. Used water is drained in to the bed of plants. Use of papers, electricity and plastic is minimized. A proper system is developed to dispose of waste.

Criterion – VII

7. Innovations and Best Practices

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

RJTCC has made innovation in form of introducing ideas, practices in order to add and improve the standard of education in general and inculcate values of social service. NSS unit of RJTCC became active right from its inception.

Shri B D Raval, program officer, NSS, RJTCC attended an orientation seminar at Mount Abu between 29th and 31st August 2014 and attained guidance regarding the functioning of NSS unit in college.

In the month of September 2014, college NSS unit conducted various activities regarding cleanliness. Between 25th September and 2nd October as part of *Swachcha Bharat Saptah,* 66 volunteers spread awareness regarding cleanliness area.

26 volunteers visited V. S. Hospital and educated patients about the idea of maintaining cleanliness to avoid sickness and can be free from the resultant loss of income and physical health.

In the month of November, volunteers of NSS took up the issue of 'Traffic Awareness' They took an oath to follow traffic rules in presence of the police Commissioner and contributed their help to the traffic police.

Program officer Shri B D Raval participated in a Training Workshop organized at Gujarat Vidyapeeth between 15th and 19th December, 2014.

A week long camp was organized at Khodiyarpura, a small village of Matar Taluka, Kheda District, between 28th January and 3rd February 2015. 38 volunteers along with program officers Shri B D Raval, Dr. C J Trivedi and Prof. D B Rana stayed there for a week and organized various programs including the issues of cleanliness, importance of education, freedom from addiction etc. By conducting a survey of 313 families of the village, they collected information on which they can work upon in future.

Introduction of NSS activities created social accountability among students.

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

On the basis of suggestions/ action decided upon at the beginning of the academic year 2014-15, the following remains the outcome by the end of the April 2015.

1) To activate NSS unit at the college was decided upon.

   *Not only did the NSS unit of RJTCC come into being, it immediate by picked up momentum in the right direction as suggested in 7.1.

2) To train and provide recruitment oriented opportunities to undergraduate students of commerce faculty

   *Faculty members of RJTCC Dr. N V Suchak, Dr. U S Javeri and Prof. V S Shah motivated students to participate in Finance and Management related Competitions at university and National level Students participated and excelled in competitions like shaping young minds program organized by All India Management Association, MONETA-2014 organized by R A Podar college Mumbai PRAYAG 2015 organized by St. Xavier's college Ahmedabad and CONCURSE 2015 organized by B K Majmudar Institute of Business Administration, Ahmedabad.

   *An Industrial/educational visit to Chiripal group of Industries and shanti Business school Ahmedabad was organized and a group of 75 students were enlightened about the actual management and working of textile industry.

3) To concentrate and arrange for recruitment drive in the college premises for commerce undergraduate students.

a) Initial selection process was conducted at college premises by Acme international Ltd in the month of July 2014. Six girls from college completed several stage and were recruited a part time/full time sales girls for Welspun Retail stores in Ahmedabad

b) An online recruitment test was conducted by L & T construction in the month of December 2014. Many of our post graduate students took test and went ahead with the graduate Commercial trainee (GCT).

c) After conducting an industry Awareness session in the first week of December 2014, Tata Consultancy Services –TCS progressed with the recruitment procedure and at the end selected 3 post graduate and 6 last year undergraduate student of our college.

4) To obtain independent NCC unit for college

   As per the government directive, a college has to have facilities of playground for several sporting events in order to avail NCC unit. It is obvious that RJTCC does not qualify itself so far as this requirement is concerned, even then if the government reconsiders for mini-metro city like Ahmedabad, there are 32 colleges that have applied and are waiting for a green signal. RJTCC is at the 33rd rank.

(Contd….)

5) To develop cells for conducting sports and performing Arts related activities at College Campus.

❖ Sports Activity cell does exist in the college and is performing with flying colors though the snag of having a ground along with the premises is difficult to overcome. Our Director of Physical Education manages very well by providing practice for out-door sports activities at the nearby Gujarat university campus. As a result –

a) College boys volley ball team has been champion for last 2 years at university level 2013-14, 2014-15 and many of our students have been selected for zonal level teams

b) College girls' volleyball team became runner up at district level in 2013-14 and one of our student has been selected for zonal level team.

c) College cricket team became champion and got Red Bull champion's Trophy in 2014. Two players have been an active part of Gujarat Ranji team. One played Invitation Cup Tournament at Bangaluru in January 2014. Also one got selected in India under-23 probables

d) College football team was semifinalist in football inter-college tournament 2014-2015 and four students got selected for a zone team

e) Five students got medals at Ahmedabad zone Athletic Meet during 2014-15.

For performing arts related activities, the college has spared one room as activity two but do not have proper auditorium still the college manages to attain top position in performing Arts related activities and intellectual activities.

a) At events like 'MONETA' , 'Synergy', 'Carbon Credit', 'Battle of Nations' and 'Bell Weather', college students got medals and cash prize. In 'battle of National' RJTCC secured 4th rank among 60 colleges participated from all over India.

b) JOSH is a dance competition among the college of Ahmedabad RJTCC won in the event called 'Bollywood Dhamaka' and became second Runner up in 'Theme choreography'

c) College students topped in fine Arts activities at Gujarat university Youth Festival event at zonal level.

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

> I.   At RJTCC internal examinations have been conducted with question papers in two sets. Two-set Test has been a tradition since 1995-96. It is a matter of pride that we have been able to continue the practice and that too with great success.
> II. Advancement and updating knowledge by Faculty members has always been a top priority at RJTCC During 2014-15 Prof. Surabhi Pillai has been granted duty leaves for pursuing her Ph.D. program as part of XIIth plan of UGC research paper writing, their presentation using multimedia techniques at state and nation as well as international level conferences / seminars and their publication in journals/ book have been a regular practice among faculty member of RJTCC.

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

7.4 Contribution to environmental awareness / protection

> As an official practice and formal tradition, though environmental audit is not conducted at RJTCC we take proper care for the conservation of environment.
>
> a)   Not only on the occasions of our national festival but also very frequently has the college organized tree plantation programs. The college spends sizable amount for nurturing and conserving vegetable inside and outside college campus. The college cells of NSS and CWDC also conduct tree plantation programs
> b)   An inherent discipline is inculcated among students for being economical about the use of electricity. They believe in not spoiling benches, walls, staircases and lecture halls of college premises. They make it a point not to disturb residential premises beside the college by not honking.
> c)   The well planned architecture of the college helps having proper light and aeration in lecture halls. As a result electricity is sparingly used. Even computers are meticulously switched off after use.
> d)   Water is judiciously used strictly avoiding its waste and resulting dirt and hazard for hygiene.
> e)   In order to maximize efforts in the college avoids burning of wastage like papers or dry leaves. As a result the environmental pollution is prevented from the resultant smoke.
> f)   Electrical and electronic gadgets are services at regular intervals and are discarded after maximum 4/5 years of use.

7.5   Whether environmental audit was conducted?

Yes

No | √

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

In order to analyze our strength, weaknesses, opportunities and Threats (SWOT), an online investigation was conducted through a questionnaire distributed among students of RJTCC Question regarding college infrastructure management practices, Administrative policies and strength and weakness of teaching faculty member were included. A team comprising of three faculty members and two non-teaching staff members worked hard on the project. Certain noteworthy findings are as follows:

a) There should be separate washrooms for boys and girls on each floor
b) There should be a Ladies Room for female students of the college.
c) There should be an auditorium for events of gatherings.
d) The minimum attendance requirement in each semester should be brought to 60% from 75%
e) The administrative staff should be properly trained and made more computer savvy.
f) The non-teaching staff; especially imparting duties on interaction counters should be more polite and able to interact properly in languages other than Gujarati.
g) According to the data collected, the teaching staff members are well-equipped and keep themselves updated. The students only want their teachers to be morefriendly; though they accept that they have always been motivating and supportive.

8. **Plans of institution for next year**

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Administrative Reforms

Examination Reforms

Promoting Research and publication activities

Faculty Development Programmes

Promoting "Start up" and "Skill India" programmes

Cleanliness Drive

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Name: CA Dr. Hiten M. Parikh   Name Prin. CA Dr. Hiten M. Parikh

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution

SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Enclosures/Attachments:

1.   *Academic Calendar of the year*