

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

I. 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:	+91 9825031369

Name of the IQAC Co-ordinator:

Dr. Hiten M. Parikh

Mobile:

+91 9825031369

IQAC e-mail address:

principalrjtcc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(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)

EC/66/RAR/029 Dated 21-02-2014

1.5 Website address:

<http://rjt.ljinstitutes.org>

Web-link of the AQAR:

<http://rjt.ljinstitutes.org/wp-content/uploads/2018/03/AQAR-2016-17.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	1 st Cycle	A	85.50%	2007	2012
2	2 nd Cycle	A	3.04	2014	2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15-06-2007

1.8 AQAR for the year (for example 2010-11): 2016-17

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

- i. AQAR 2014-15 submitted to NAAC on 28-03-2016 (DD/MM/YYYY)
- ii. AQAR 2015-16 submitted to NAAC on 28-03-2017 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Gujarat University

1.13 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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 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 of students.

Ensured that examination is conducted in free and fair manner.

Thrust for Placement, training and assistance 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 and thus enhance quality of education.

Familiarized students with practical aspects of commerce and industry.

Made attempt to inculcate moral values in students.

Encouraged stakeholders to promote quality enhancement by institutionalizing best practices.

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 well within time
Motivate Students to prepare and perform well in examination	54 Students secured ranks in top 50 students of Gujarat University during 2016-17 at B. Com. and M. Com. examinations.
Encourage sports activities	177 students participated at State Level and 17 students participated at National Level in various sports activities. 21 Awards were received for various achievements in sports competitions.
Encourage Students to participate in Cultural/Intellectual Activities and Excel therein	152 Students participated in various cultural events and won 10 medals/prizes.
Encourage students to participate in NSS Activities and carry out extension activities	137 students participated in various activities carried out by NSS Unit of the College at District, State and National Level. NSS Unit carried out 50 extension activities during the year.
Push placement training and assistance to students.	56 students were finally selected by different companies from Campus placement process out of 195 students who appeared for the test. Apart from the above, other local firms have also selected students of the college off campus.
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.	Four teachers presented 7 papers of which 1 paper was published; Four teachers were invited as resource persons at 52 places; Twelve teachers participated in 56 conferences, workshops, seminars and symposiums; Five teachers represented as Member of Board of Studies of different universities; Till date, eight teachers have authored total 60 books; Four teachers have to their credit publication of 10 different articles during the year; One teacher is Ph. D. Guide and five students are undergoing Ph. D. under him Two teachers have earned 3 awards/recognitions during the year. Four teachers have organised and/or participated in 53 extension activities in the interest of public at large.

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

2.15 Whether the AQAR was placed in statutory body

Management

Syndicate

Any other body

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
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 Parents Employers Students
(On all aspects)

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

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

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
19	00	17	00	02

2.2 No. of permanent faculty with Ph.D.

07

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	02	00	00	00	00	00	00	00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

02 (*)

00

(*) Prof S J Pathak who retired in June 2014 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	03	26	27
Presented papers	00	2	5
Resource Persons	00	02	50

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

(a) 'English Play' – in the subject of English (b) Educational Visit (c) Laboratory for practical training (d) Lectures by external Resource Persons (e) Presentation by Students (f) Assignments / Reports / Memoranda / Briefing (g) Students made to write articles and poems in Magazines

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

212 (*)

(*) As per Gujarat University Academic Calendar

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

		05
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2.10 Average percentage of attendance of students

77.09%

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-I	751	4.26	17.98	23.57	15.98	61.78
B COM – SEM II	696	13.22	31.18	27.16	11.35	82.90
B COM SEM – III	680	6.32	19.85	27.35	13.38	66.91
B COM – SEM – IV	683	14.06	31.04	29.28	9.37	83.75
B COM – SEM – V	606	5.28	20.13	32.67	13.86	71.95
B COM – SEM – VI	580	10.86	25.52	20.34	32.24	88.97
M COM – SEM –I	114					82.46
M COM – SEM – II	116					94.83
M COM – SEM – III	86					88.37
M COM – SEM – IV	83	3.61	21.69	51.81	19.28	96.39

Note: 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 such as Division-I, Division-II and Pass are given by Gujarat University.

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

IQAC regularly deliberates on the teaching and learning processes and also discusses about prospective plans for academic development. It provides guidelines to the Principal/Management about the aimed development in the teaching–learning process. The academic plan is prepared well in advance at department level. IQAC’s suggestions about the updation of library, preparation of assignments, up gradation of computers, up keep and maintenance of audio visual aids and sound amplifier system are accepted and necessary actions are taken in this regard. 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 contribute 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	02*
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-additional course)	17

*Prof. P. B. Kedia Passed 'IBBI - Limited Insolvency Examination' in March 2017 [Registered with Insolvency and Bankruptcy Board of India, New Delhi as 'Insolvency Professional' in May 2017]. Prof. Surabhi T. Pillai is pursuing her Ph. D. since 2011.

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	11	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	Nil	Nil	Nil
Non-Peer Review Journals	4	1	11
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	2016-17	Faculty funded	Nil	Nil
Total	7		Nil	Nil

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	1	Nil	Nil
Sponsoring agencies	NA	NA	College	NA	NA

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

3.13 No. of collaborations International National Any other

With S. M. Patel Institute of Commerce for inter-institution use of library facilities.

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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
3	0	0	3	0	0	0

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

Students registered under them: 5

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Date(s)	Nature of Activity	No. of students participated	Place(s) visited	Remarks
07-05-2016 to 21-05-2016	50 Hour Tally Coaching	21	RJTCC	NSS unit organised this training programme for interested students and Mrs. Nimisha Mehta trained the students.
16-06-2016 to 20-06-2016	Yoga Shibir-2	50	RJTCC	Yogacharya Atam Prakashji trained students and faculty members. NSS managed event
21-6-16 to 15-04-2017	Supportive Coaching	24	VSSM, Ramdevnagar	NSS volunteers provided coaching
23-06-2016	Anti Drug Poster Making	45	RJTCC	NSS event
25-06-2016	Anti Drug Awareness Rally	125	Vastrapur Area	NSS event
13-08-2016	Rakshabandhan for Communal Harmony	300	The New Age High School, Juhapura	CWDC organised
15-08-2016	Flag Hoisting	110	University Convention Hall	NSS Unit of RJTCC was awarded with Jan Award at this event
24-10-2016	Thalassemia check up camp	110	RJTCC	NSS Unit with support of Rotary Club
24-10-2016	Healthy Campus	50	Ozone Hall, University	Gujarat University and Narcotics Department felicitated NSS

	Awareness			volunteers
27-12-2017	Workshop on Women Empowerment	120	Juhapura	CWDC and AMWA organised
03-01-2017	Swachhta Abhiyan	30	RJTCC	NSS unit with Ahmedabad Municipal Corporation
06-01-2017	Cashless transaction awareness programme	55	Flower Show at Sabarmati River Front	NSS volunteers guided visitors of Flower Show
11-01-2017	Medical Camp	42	Khadiyarpura	NSS volunteers helped 200 patients in their health check up and provided medicines also.
28-01-2017	Blood Donation Camp	160	RJTCC	131 bottles collected by NSS Unit
28-01-2017	Aadhar Card Registration	25	RJTCC	NSS volunteers Assisted for issue of New Aadhar card and corrections therein for members of society and students

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 (\geq 1-0 lakh) during the current year.				
Value of the furniture and dead stock purchased during the year (Rs. in Lakhs)	0.13		UGC	0.13
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	19084		226		19310	
e-Books						
Journals	156		0		156	
e-Journals	7		0		7	
Digital Database						
CD & Video	488		15		503	
Others (specify) News papers	12		0		12	
Total		2216521		78496		2295017

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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.)

Refresher course conducted for administrative staff for use of computers, 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	0.45
ii) Campus Infrastructure and facilities	1.27
iii) Equipments	0
iv) Others	18.59
Total :	20.31

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 students
- 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
- Installation of Lift for physically challenged students and all other possible assistance for such students

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
1685	204	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	937	49.60		952	50.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1432	199	32	602	0	2265	1507	136	8	238	0	1889

Demand ratio

Dropout % 1.10

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

College provides informal counseling for competitive examinations. College library stocks sufficient titles of books that are useful for competitive examinations.

No. of students beneficiaries

288

5.5 No. of students qualified in these examinations

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

Students appear for all above examinations usually after their graduation or post graduation and college does not have any information about their performance in the same.

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

255

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	195	56	

5.8 Details of gender sensitization programmes

- On 2nd of August, 2016, an orientation programme was organized and issue of orientation and gender sensitisation was deliberated Prin. Dr. Shirali Mehta of S. L. U. college and Dr. Chandrika Raval of Gujarat University delivered lectures.
- With the aim of preparing our girl students to face dangers and risks at home, outside and at workplace, a 3 day self-defence work shop was organized from 8th to 10th August, 2016.
- Guru Hemang Prajapati trained our students in Marital Arts and self-defence techniques.
- C.W.D.C and NSS Unit of R.J.Tibrewal Commerce College, organized a Seminar on Gender Equality on 12th January, 2017. ACP of Vastrapur Police Station, Ms. Bharti Pandya presided the event and enlightened the students about the simplicity of approaching the police and highlighted the fact that police is a friend. Lectures were delivered by Dr. Shubha Nigam, Prof. L.D Arts College and Prof Smita Joshi of M. B. Patel, Rashtrabhasha College
- Yoga Sessions were conducted from 16-05-2016 to 21-06-2016 and 37 students and 4 faculty members also participated in International Day of Yoga celebration at GMDC Ground, Ahmedabad

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	318	817595
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

5.13 Major grievances of students (if any) redressed:

No Grievance from students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To develop various qualities mental, behavioural 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

Since R. J. Tibrewal Commerce College (RJTCC) is affiliated to Gujarat University, there is 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 not only at Gujarat University but also at other Universities like Nirma University, Kadi Sarva Vishvavidhyalaya, Hemchandracharya North Gujarat University etc. – 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

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 is 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 pre-planned 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. University examinations 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. Library is equipped with kindles that provide host of resources for students and teachers.

6.3.6 Human Resource Management

The teaching staff members have shown upward mobility in enhancing their academic profile by authoring books, contributing to research papers, articles in news-papers/magazines, delivering lectures as resource persons and also by perusing Ph. D. 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 staff recruitment. In order to run the institution smoothly, ad-hoc and temporary appointments are made, where required.

6.3.8 Industry Interaction / Collaboration

Many institutions like Tata Consultancy Services Ltd. (TCS), ICICI Prudential Life Insurance Co. Ltd., eComNation, a Div. of Fourth Media Tech. P. Ltd., Wealth First Portfolio Management (Pvt.) Ltd., QX KPO Services Pvt. Ltd., Shah Investor's Home Ltd., Legal Hedge Consulting Pvt. Ltd. visited our campus for students' placement. The college provides them proper infrastructure to guide our students as regards opportunities in various areas for the benefit of the students. Apart from these companies, the College places on its Notice Board, requirements of many companies that wanted to recruit students on off campus drive.

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, Gratuity, Pension. Trust provides financial assistance for any exigency
Non-teaching	Group Insurance, Gratuity, pension, contributory PF. Trust provides financial assistance for any exigency
Students	Government Scholarships, Installation of escalator for physically Challenged students.

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

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 declare 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 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 college in all its activities.

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

For support staff, internal training in computer, communication and other soft skills are organised at regular interval.

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 and year after year, the numbers of programmes undertaken have increased. During 2016-17, 50 different activities were carried out by NSS Unit.

NSS Gram Shibir at Khadiyarpura for 7 days from 05-02-2017 to 11-02-2017 has trained students to serve the community as also to take part in various activities of the college and has created positive impact on the behavior of other students as well.

List of 50 activities of NSS unit shows innovative approaches of help to society and that had very positive impact on the functioning of institution as more people were motivated to serve the community.

Collection of 131 bottles of blood at blood donation camp at College on 28-01-2017 has encouraged students to contribute more for a cause as also guided students to maintain good health to be able to donate blood regularly.

Participation of student in Republic Day Parade has encouraged other students to participate in NSS and NCC activities.

Republic day and Independence day celebration at College or other premises have increased feeling of brotherhood amongst students.

Increased extension activities has resulted in making students realize their social responsibility right from young age.

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 2016-17, the following remains the outcome by the end of the April 2017.

- 1) To increase momentum of activities of NSS.
Number of NSS activities during 2016-17 has increased substantially as can be seen from the figures of activities given elsewhere in this AQAR.
- 2) To train and provide recruitment oriented opportunities to undergraduate and post graduate students of commerce faculty.
 - Faculty members of RJTCC Dr. Urmish Javeri motivated students to participate in Finance and Management related Competitions at University and National level.
 - Many educational visits were organized to make students familiar with what is happening in the outside world.
 - To concentrate and arrange for recruitment drive in the college premises for undergraduate and post graduate students, many companies were invited on campus to guide students about the opportunities available to them and to recruit them. Many students were selected by some of the prominent companies.
- 3) Administrative Reforms: For support staff, training in computer, communication and other soft skills organised at regular interval to enable them to serve students well.
- 4) Examination Reforms: Continuous improvement in quality of conduct of examination was ensured by setting two sets of papers and strict invigilation.
- 5) Promoting Research and publication activities: Teachers were encouraged and motivated to undertake research and publication activities. As a result, many books are authored by teachers of the college. Many of college teachers were invited by Gujarat State School Textbook Board, Gandhinagar to author books for Std. XI/XII, review books and act as experts in their respective subjects.
- 6) Faculty Development Programmes: Support in the form of making available books, journals, e-books and other infrastructural facilities resulted into all round development of teachers whereby many of them were invited by prominent institutions like the Gujarat University, Nirma University, Kadi Sarva Vishva Vidhyalaya, Dharmasinh Desai University, Institute of Chartered Accountants of India and Gujarat Chamber of Commerce for their contribution. Kindle facility is made available for students and staff members for ease in reading of e-contents.
- 7) Promoting “Start up” and “Skill India” programmes: Students were encouraged to garner varied skills to make themselves employable. They were also encouraged to develop entrepreneurial spirit. They were guided to attend many related programmes at Ahmedabad Management Association (AMA) and other places.
- 8) Cleanliness Drive: College campus is maintained very well and cleanliness is next to godliness is enshrined in the mind of teachers and students. As a result, the College has one of the cleanest campuses in the City.

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 and strict invigilation is observed. 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 2016-17, Prof. Surabhi Pillai continued to enjoy duty leaves for pursuing her Ph. D. program till 06-07-2017 as part of XIIth plan of UGC. Research paper writing, their presentation using multimedia techniques at state and national as well as international level conferences/ seminars and their publication in journals/ book have been a regular practice among faculty member of RJTCC. Teachers were encouraged to participate in seminars or workshops or conferences and are provided with duty leave, registration fee and other infrastructural facilities.

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

7.4 Contribution to environmental awareness / protection

As a regular practice and formal tradition, though environmental audit is not conducted at RJTCC we take proper care for the conservation of environment.

- a) NSS Students have organized 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 serviced 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)

- The college has nurtured excellent teachers and students for their continuous improvement.
- The college has excellent infrastructure and full support of management to carry out activities in the interest of society as also in the interest of public at large.
- The result of the college is much better than the University level due to intake of good quality students and nurturing them and motivating them to do well.
- Dhwanee Dabhi of NSS group was selected for the RDC at Delhi where she participated in various training and other events including Republic Day Camp during 31-12-2016 to 31-01-2017.

8. Plans of institution for next year

Promoting Research and publication activities
Faculty Development Programmes
Promoting more placement activities at college
Increasing quality activities of NSS
Encouraging students to participate in sports and NCC
Encourage and nurture students to be entrepreneurs by setting up their own start-ups and also to promote innovations.

Name: CA Dr. Hiten M. Parikh

Name Prin. CA Dr. Hiten M. Parikh

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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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

Enclosures/Attachments:

1. *Academic Calendar of the year 2016-17*
2. *Analysis of Feedback*