



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	LOKMANYA TILAK SCIENCE AND COMMERCE COLLEGE, UJJAIN M.P
Name of the head of the Institution	GOVIND GANDHE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0734-2563833
Mobile no.	9425335568
Registered Email	ltsccollegeujjain@rediffmail.com
Alternate Email	amtjn307@rediffmail.com
Address	SHIKSHA PARISAR, NEELGANGA ROAD, BEHIND RAILWAY STATION UJJAIN
City/Town	UJJAIN
State/UT	Madhya Pradesh
Pincode	456010

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		DR. ANJALI SHAH			
Phone no/Alternate Phone no.		07342563833			
Mobile no.		9827588914			
Registered Email		anjalimanishshah2006@gmail.com			
Alternate Email		amtjn307@rediffmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.ltsccollegeujain.com">http://www.ltsccollegeujain.com</a>			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.60	2018	02-Nov-2018	01-Nov-2023
6. Date of Establishment of IQAC			10-Jul-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Matrabhasha jagrukta programe		28-Jul-2018 01		40	
Matdata jagrukta programme		11-Sep-2018 01		70	
Guest lecture in		08-Dec-2018		25	

mathematics	01	
IT workshop-Programming concept	26-Nov-2018 01	125
Visit to Observatory for science students	03-Dec-2018 01	42
Visit to Arpit plastics Pvt.Ltd.	08-Dec-2018 01	30
Teachers orientation program	21-Jul-2018 01	20
Teacher's orientation program	07-Aug-2018 01	20
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
COMMERCE	NIL	NIL	2019 0	0
SCIENCE	NIL	NIL	2019 0	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1.Ecofriendly environment

2.Student Centric teaching Methodology

3.Active participation of students in the overall mechanism of teaching and learning and management

4.Capability enhancement programmes for teachers

5.Fulfilment of the social responsibility

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Well planned time table	Completion of syllabus on time
Preparation of Academic planner	Systematic execution of academic plans
Innovative and interesting teaching	Better result
Motivation through excellence club and academic awards	Better result
Language lab	Enhanced communication skills
Strategies for slow and fast learners	Better results
Use of smart class	Increased interest in the subject
Industrial visit	Enhancement of practical knowledge
Guest lectures and seminars	Enhancement of teaching and learning process
Use of alternate energy source	Installation of solar power unit

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

04-Jan-2019

**17. Does the Institution have Management Information System ?**

No

Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1 The College ensures effective curriculum delivery by: • organizing faculty meeting to discuss and finalize the curriculum delivery. • preparing lesson plans, teaching diaries and study materials • Organizing workshop, guest lectures and inter departmental programme. • Organizing study tours and Industrial visits. The main objective of organizing staff meeting is to give and create a sense of understanding to all the faculty members so that the entire work can be done smoothly. The head of the institution provides all the necessary requisites for the completion of a taken task i.e a seminar or a guest lecture or events for awareness and to educate students. The minutes of the meetings are recorded properly so that they can be utilized in the near future. Faculty members are being told in advance or even at the start of the session as to what be their role and other responsibilities that they have to take care in the due course of time. The daily diaries are maintained along with the attendance registers and are checked by the head of the institution. Different committees are formed at the start of every session in which the faculty members are given different responsibilities so that everyone has the idea of work to be performed and their respective roles. University exams are being conducted very diligently as it is an important and integral part of any higher educational institute. The record is kept intact regarding all the activities and event organized in the college. The office staff and accounts department takes special care to prepare and assimilate relevant information in the prescribed format and method. The institution lays focus on the overall development of the student and it becomes imperative to give them the idea of actual or industry work culture. Routine industrial visits and excavations are carried out for imparting practical knowledge to the students who aspire to become future entrepreneurs and businessmen. Lokmanya Tilak Science and Commerce College is situated right in the heart of the city and hence the accessibility factor is very good and therefore the students attend the lectures regularly as compared to those colleges which are situated far from the city.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	B.COM (HONS.)	24/04/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college collects the feedback from the students in a written format. The random oral feedback is also gathered by the management and stakeholders like parents and alumni participate with interest to give their valuable feedback . The feedback received is then analyzed keeping in mind the core areas which can be used in the near future.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	COMPUTER APPLICATION	540	218	218
BCom	PLAIN	360	145	145
BCom	TAXATION	90	30	30
BCom	HONOURS	60	15	15
MCom	MGT./ ACCOUNTS	120	38	38
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	614	38	20	7	20

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	20	2	2	2	2
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The main aim of this scheme is to improve discipline and student interaction to know the strength and weakness of the student so as to guide them. The academic performance can also be monitored. Mentor ship is assigned to faculty members. Each member is allotted 15-20 students . The mentor maintain the record of all personal,academic,co-curricular details of the students.The mentor meets the students regularly and guide them to achieve their goals by identifying the strength and area of development in each student. Slow learners and the weaker students are also motivated for their studies by giving them extra classes.The mentor also provide guidance on personal issues and health problems also.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
652	20	1 : 32

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	0	0	0

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BCom	C032/C198/C226	SEMESTER	12/05/2019	02/06/2019
BCom	C032/C198/C226	YEARLY	30/03/2019	16/11/2019
BSc	C-116/137/140/1 38/118	YEARLY	16/04/2019	14/11/2019
BBA	C029	SEMESTER	25/04/2019	05/06/2019
BBA	C029	YEARLY	01/04/2019	16/10/2019
MCom	C275/274	SEMESTER	24/06/2019	10/10/2019
BSc	C-116/137/140/1 38/118	SEMESTER	15/05/2019	15/07/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In each semester a C.C.E. (Continuous comprehensive Evaluation) is adopted which contains different modes of evaluation such as assignments, surprise tests, class room presentation etc. Evaluation of assignments and seminars is carried out based on well defined criteria. The performance is even declared before the students so that they can know and assess where they are standing and what efforts they need to put in to go up the ladder. We also know that evaluation is a continuous and an ongoing process and we take into account all the attributes of curriculum as well as the personality of a student so that this process brings out justifiable and effective results. Regular evaluation is done regarding the quality of teaching learning. Every month the principal takes a meeting with the faculty members to discuss any problem areas and to take feedback and to suggest remedial steps if required. Individual interaction with the teachers is also done by the principal so that if any other problem or personal issues are there they can be resolved.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Preparation of academic calendar is an important part of any educational institute. After the end of every year this calendar is meticulously prepared. Each aspect is kept and discussed with the staff council regarding learning process evaluative techniques innovation in class room teaching etc. Time table is prepared in which subject experts give their valuable opinion for the better implementation of class room activities. Along with the academic activities the co-curricular and extracurricular activities are also planned so that a student develops himself with all the aspects important for a perfect personality. ? The cultural committee plays an instrumental role in promoting and guiding the talents of the students by organizing events like youth festivals, Annual Day, Teacher's party etc. ? National festivals Republic Day , Independence Day, ? Vikram University, declares an annual sports calendar which ? Covers almost all the sports and outdoor activities in a systematic Itenary . Here the students can take part in their choice of event/ sport and can reach from local to national level participation.

#### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://ltsccollegeujain.com/wp-content/uploads/2020/01/Result-Analysis-1819.pdf>



## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C198	BCom	COMPUTER APPLICATION	62	62	100
C226	BCom	TAXATION	9	9	100
C032	BCom	PLAIN	33	33	100
C029	BBA	MANAGEMENT	9	9	100
C275 /274	MCom	ACCOUNTS /MANAGEMENT	15	15	100
C118	BSc	MICROBIOLOGY	8	8	100
C137	BSc	COMP.SCIENCE	36	36	100
C116	BSc	PLAIN	7	7	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://ltsccollegeujain.com/wp-content/uploads/2020/01/students-satisfaction-survey1819.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	COMMERCE	1	0
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA	10/02/2019	MANAGING ICSI ACTIVITIES	7
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200000	185267

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MR SOFTWARE	Fully	20:16:42	2016

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5793	1214084	212	78330	6005	1292414
Reference Books	354	109549	7	1120	361	110669
<a href="#">View File</a>						

#### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	47	7	0	0	3	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	50	47	7	0	0	3	0	2	0

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	<a href="#">0</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
513000	483659	575000	571818

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Lokmanya Tilak Science and Commerce College is run and managed by Lokmanya Tilak Sanskrutik Nyas Ujjain. The institution has all the basic facilities i.e Playground, well-equipped laboratories, rich library and classrooms and all these are maintained diligently. Science laboratories are under the supervision of science faculty members who regularly take the students to these labs for practicals on the basis of schedule given in the time-table. Students are given ample time and space for performing practicals in these labs. The head of the institution takes regular meetings to monitor the resources utilized and see the requirements and their fulfillment. Another key element and source of knowledge is the library of any educational institute. We also have a rich and state of the art library which caters to the academic needs of the students. Books are regularly issued and the students have to return them in the stipulated time period. Apart from the subjective books the library has a rich collection of reference books

<http://tsccollegeujjain.com/wp-content/uploads/2020/01/maintenance-converted1819.pdf>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	GOVT SCHOLARSHIP	136	860558
b) International	NIL	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
LANGUAGE LAB	15/09/2019	30	BIYANI TECHNOLOGIES
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	1	30

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	8	B.COM.	COMMERCE	LOKMANYA TILAK SCIENCE AND COMMERCE COLLEGE UJJAIN	M.COM
<b>No file uploaded.</b>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<b>No file uploaded.</b>		

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The theory that the students of today are the face of tomorrow is very much evident in the overall involvement and participation of students in different activities carried on in the institution. They are the centrifugal force and the means to a defined end. As such there is no statutory body or Student Council active in the institution but informally we do have a group known as EXCELLENCE CLUB comprising of meritorious students from different streams who give their invaluable feedback and contribution in different academic and co-curricular activities. Regular meetings are organized with these students and grievances are redressed as we believe that these students represent the overall students in the college. As far as the administration of the college is concerned the role of students is negligible but we try to impart practical knowledge as far as the working and mechanism is concerned. Students form an integral part of the institutions IQAC cell. Here they learn the fundamentals of leadership and also observe as to how personalities from different spheres communicate with reference to the agenda laid out in different meetings. The institution has a very active and vibrant NCC and NSS unit in which both boys and girls enroll and see for themselves the meaning of discipline, punctuality and leadership.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution practices decentralization and participative management. The involvement of top leadership enables the college management to set the core objectives, mission long-term short term planning of education programme. This practice follows the doctrines of decentralization and participative management. College management decentralizes the power leadership by assigning different tasks and responsibilities according to the interests and faculty inclination. Different committees are formed for ensuring the participation of

faculty members in entire performance of organization. This is helpful for encouraging the leadership skills among faculty members and staff members. 1.Loknamya tilak sanskrutik nyas takes regular meetings with the head of the institution and empowers them to take decisions for the smooth conduct of the institution. When we talk about it at the institutional level the principal delegates different tasks to faculty members and the faculty members take complete responsibility of the actions and the outcomes. 2. The students form a part of different committees and hence different duties and tasks are delegated so that the overall working and functionality is observed by the students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	The institution follows a very transparent and systematic approach towards the process of evaluation. For this purpose we conduct CCE system in different manners. The mission also lay focus on the overall development of the students and their inherent capacities. With the help of seminars and presentations students know the subject well and hence they perform nicely in the final examinations.
Human Resource Management	Faculty members are recruited as per the requirements are being given ll the incentives and facilities apart from salary.
Industry Interaction / Collaboration	The preparation of annual calendar is done in such a manner in which all the activities and properly planned
Teaching and Learning	As an essential part of any institution the curricular aspect in our College is properly and meticulously handled. It is our vision since the inception to provide quality education to the aspiring young generation. The admissions to various programmers are made in accordance with the guidelines prescribed by the higher education, Bhopal M.P. The College is permanently affiliated to Vikram University, Ujjain and hence does not have any scope of formulating its own curriculum. The institution is running graduation courses in Commerce, Science and management. The post-graduation course is available in Commerce. Various departments of the College design a calendar for effective implementation of curricular, co-curricular and extra - curricular activities. The



	<p>institutions always try to inculcate moral and ethical values through different activities.</p>
<p>Research and Development</p>	<p>The college certainly believes in developing inquisitive temperament in the students. Keeping this in mind the college regularly organizes workshops, guest lectures, and other academic activities. The college is mainly running undergraduate courses and therefore the students don't have to carry research activities as a part of their formal syllabus. The College encourages the faculty members to participate in research activities. The N.S.S. and N.C.C. units have organized outreach programmes like blood donation camps, health hygiene programmes, etc.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>For a smooth and better running of an institution it is very essential to have all the basic amenities and infrastructure so that the students achieve the desired academic result. The college has adequate number of classrooms for all the courses. A smart class room with LCD projector is installed along with a huge seminar hall. The college also has well-Equipped laboratories, girls common room, Staffroom, Rich library with latest Reference books, Periodicals and Journals. The sports department of the college takes care of the physical development of the students. The college has a big and spacious playground where sports like Football, Cricket, and Volleyball are played. Despite situated at the centre of the city the college is quiet, serene and pollution free with a sprawling campus spread in around 2 acres with ample parking space.</p>
<p>Curriculum Development</p>	<p>As an essential part of any institution the curricular aspect in our College is properly and meticulously handled. It is our vision since the inception to provide quality education to the aspiring young generation. The admissions to various programmes are made in accordance with the guidelines prescribed by the higher education, Bhopal M.P. The College is permanently affiliated to Vikram University, Ujjain and hence does not have any scope of formulating its own curriculum. The institution is running graduation courses in Commerce, Science and</p>

management. The post-graduation course is available in Commerce. Various departments of the College design a calendar for effective implementation of curricular, co-curricular and extra - curricular activities. The institutions always try to inculcate moral and ethical values through different activities.

### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The mechanism maintains complete transparency while planning as we use more of technological aids rather than paper work. The use of social media platform is of great advantage during planning and development.
Administration	The office working is fully automated and most of the work is done on computers with the help of internet.
Finance and Accounts	Accounts are maintained with utmost clarity and transparency and the same are being audited regularly.
Student Admission and Support	The entire process at the beginning of the session regarding the admission is with the use of IT. The counseling and the results are displayed by the higher education Bhopal.
Examination	Online exams are still an area of development which will be taken care in the near future.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	MODELS OF IDEAL	NIL	21/07/2018	21/07/2018	20	0

	EDUCATION SYSTYEM					
2018	SKILLS AND QUALITY TEACHING AT HIGHER EDUCATION	NIL	07/08/2018	07/08/2018	20	0
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
WORKSHOP ON THE PREPARATION OF MAGZINE	2	31/10/2018	31/10/2018	01
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1Provident fund, State Insuranse Scheme, Medical reimbursement and Medical Leaves etc.	1Provident fund, State Insuranse Scheme, Medical reimbursement and Medical Leaves etc.	Book bank, scholarships at the institutional level, Earn and learn

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Organization always follows the policy of transparency. We always apply financial audit of completion of financial year. This is also taken as a statutory auditing. It has been conducted by qualified chartered accountant. Such system has been parallel applied by college and lokmanya tilak nyas. A cash book is regularly maintained for recording the transactions. The principles of book-keeping is followed After the completion of every financial year an Income and expenditure account is prepared which highlights the overall netsurplus or deficit. A Balance sheet is prepared so that the financial position of the institution may be ascertained. A complete transparency is maintained in this matter.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	HEAD OF THE INSTITUTION
Administrative	No		Yes	HEAD OF THE INSTITUTION

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NO FORMAL ACTIVITY HAS BEEN ORGANIZED DURING THE YEAR BUT IS UNDER THE PROPOSAL FOR THE NEXT YEAR

6.5.3 – Development programmes for support staff (at least three)

DIFFERENT TRAINING PROGRAMMES FROM TIME TO TIME ARE ORGANIZED FOR THE SUPPORT STAFF

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Student Centric Teaching Methodology 2. Involvement of students in different committees 3. Emphasis on research and quality development

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The solar energy plant was installed in the institution in the second half of 2019 as the process of installation took some time. The project was sanctioned on January 2019.

### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
<a href="#">View File</a>							

### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2018	15/08/2018	50
Republic day	26/01/2019	26/01/2019	60
No file uploaded.			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Fortunately the situation of the campus premises is at serene and calm ambience with greenery scattered around which helps to make the environment pollution free and congenial for learning. We also understand the role and contribution that we have to give regarding the preservation of environment.
Installation of solar panels to supplement the energy requirement of the college
Use of LED tis encouraged to reduce lower consumption.
Plantation of various medicinal plants and construction of nakshtra vatika.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

<p>1. The institution aims to inculcate moral and ethical values not only to the students but also to the faculty members and for that the morning prayer is organized. Through these students learn and develop qualities like discipline, humbleness and concentration. It is said that example is better than precept and when the students observe and look upon their teachers and mentors practicing high virtues they also want to be like them creating an environment where the teachers need not to say anything much to inspire. The learning environment so created leaves a lasting impact in the minds of the students.</p> <p>2. Teachers Orientation Programme (ABHYAAS VARG)- Lokmanya tilak sanskrutik nyas is also running educational institutes for the last 50 years. From the primary level to the higher education the committee is instrumental in teaching attributes and in order to create a sense of camaraderie the institution has been organizing orientation program for the last many years. Experts from</p>
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diversified genres and fields come to give their invaluable insights and share their knowledge so that teachers get to know what is going around them and finally it can be conveyed to the students for their overall development. Teachers are allotted different tasks and responsibilities so that

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://ltsccollegeujjain.com/best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of college is to provide quality education to the aspiring young generation. Various department of college design a calendar for effective implementation of curricular, co-curricular activities. The institution always try to remain to the core tradition and value based education. The institution also aims to develop critical thinking among the students through regular participation in research programmes as well as in class room activities, workshops etc. The college firmly believes that every student is a unique individual with unique peculiarities and qualities. To encourage leadership skills and team spirit different events are organized in which the students are given the power and responsibility to exhibit their management and leadership skills. As a part of social responsibility the students participate in plantation programmes in the premises of the college. The NSS unit is functional and the students get ample opportunities to serve the community by participating in cleanliness drive, literacy programmes, social surveys etc. The student - teacher apart from the class-room share a very healthy rapport where teachers constantly keep an eye on the activities and make the students competitive and ready to face the challenging environment. The College administration lead by the Principal plans and strategizes the imparting of practical knowledge by collaborating with different industry and project works. The College promptly forwards the scholarship schemes of the government so that the students from the financially weaker section are benefitted. The college with its teaching, non-teaching staff and all other personals are dedicated and devoted to help and guide the students in every possible manner they can so that the students can achieve the desired results.

Provide the weblink of the institution

<http://ltsccollegeujjain.com/>

### 8.Future Plans of Actions for Next Academic Year

During the last year the institution took a very big step and that was to get the institution assessed by NAAC. But the task has just started for us and miles to go towards that dream of attaining quality and the goods thing is that we will move upwards from where we are right now. The concept of quality education for any educational institute is of vital importance because it sets the tone for the students and they get a high level of teaching experience for their better future. Lokmanya Tilak Science and Commerce College is run by Lokmanya Tilak Sanskrutik Nyas. Ever since its inception the management had the vision to run an institution with clear and distinctive characteristics mainly addressing the needs of society. In the last four decades we find that to an extent education system is getting affected by individual behavior, environment, corruption and inclination on criminal activities. This may be because of rapid and fast growing education sector where self centered individual has no time for the well - being of the society they live in. Individual aspirations have taken over social responsibility. The result is lack of innovation, restriction of knowledge use, chaotic society, increased corruption etc. Educated and talented individuals find

themselves in criminal activities because of frustration. The intellectual society is also responsible for exerting extra pressure on the young ones resulting in frustration and indiscipline. In today's scenario being educated and being civilized look like opposite poles. To change this scenario or to contribute in some manner towards the rectification of the contemporary the visionary patrons started the institution by the name of Lokmanya Tilak Science Commerce College. The vision was and is to make the society noble, honest, humble, resilient and self - disciplined. The college works specifically on all these aspects meticulously. The process is never ending and definitely can yield long lasting results. The college has a vision to transform these individuals and in the process the society and the nation will get transformed.