# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | LOKMANYA TILAK SCIENCE AND COMMERCE COLLEGE |
| • Name of the Head of the institution | DR. GOVIND GANDHE |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07342563833 |
| • Mobile no | 9425335568 |
| • Registered e-mail | LTSCCOLLEGEUJJAIN@REDIFFMAIL.COM |
| • Alternate e-mail | AMTJN307@REDIFFMAIL.COM |
| • Address | NEELGANGA ROAD,BEHIND RAILWAY STATION |
| • City/Town | UJJAIN |
| • State/UT | MADHYA PRADESH |
| • Pin Code | 456010 |
| **2.Institutional status** | |
| • Affiliated /Constituent | AFFILIATED |
| • Type of Institution | Co-education |
| • Location | Urban |

- Financial Status | **Self-financing**

- Name of the Affiliating University | **VIKRAM UNIVERSITY**

- Name of the IQAC Coordinator | **DR.ANJALI SHAH**

- Phone No. | **07342510536**

- Alternate phone No. |

- Mobile | **9827588914**

- IQAC e-mail address | **anjalimanishshah2006@gmail.com**

- Alternate Email address | **amtjn307@rediffmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)** | www.ltsccollegeujjain.com

**4.Whether Academic Calendar prepared during the year?** | **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: | http://ltsccollegeujjain.com

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|----------------------|---------------|-------------|
| **Cycle 1** | **C** | **1.60** | **2018** | **02/11/2018** | **01/11/2023** |

**6.Date of Establishment of IQAC** | **10/07/2017**

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

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| **nil** | **nil** | **nil** | **nil** | **00** |

**8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes**

- Upload latest notification of formation of IQAC | View File

| 9.No. of IQAC meetings held during the year | 2 | |
| --- | --- | --- |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| • If yes, mention the amount | | |

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

Considering the pandemic scenario all our efforts focused on virtual exchange of information. Students were encouraged to attend online classes and as a part of IQAC initiative we were forced to make innovations on this online methodology of teaching learning.

Online seminars and webinars were conducted for the students so that the process of learning doesn't get affected because of covid.We also gave some notes and study material to the slow learners as classroom teaching was not possible.

In the later part of the session when things became normal and students started coming to the college we motivated them to organize and conduct seminars on diversified subjects prescribed in their course.

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Virtual exchange of information | Meeting with the parents was organized in order to share the modus operandi |
| Digital interaction | Orientation programme for the students was organized by the institution to enhance their subjective knowledge. |
| Teaching Learning | Due to the Pandemic the pedagogy was confined to only virtual platform in the most part of the session. Later on in the session actual or offline classroom teaching resumed. |
| Role Reversal | As a part of the innovation activity students were given the podium to share their knowledge about the subjects and the teachers sat as students evaluating the performance of their pupils. |
| AQAR Preparation | For the fulfillment of accreditation processs annual quality assurance report was prepared and successfully uploaded on the portal. |
| Science Day Celebration | Science Day was celebrated in which the students prepared presentations on Zoology,Chemistry,Microbiology,Mathematics and Physics |
| Teachers Orientation Programme | A programme on anchoring skills was organized for the overall development of the faculty members. |

| **13.Whether the AQAR was placed before statutory body?** | No |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| 2021 | 15/03/2022 |

**15.Multidisciplinary / interdisciplinary**

**16.Academic bank of credits (ABC):**

**17.Skill development:**

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

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

**20.Distance education/online education:**

# Extended Profile

**1.Programme**

1.1                                                                           09

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

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

**2.Student**

2.1                                                                           586

Number of students during the year

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

2.2                                                                                      **192**

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

| File Description | Documents |
|---|---|
| Data Template | View File |

2.3                                                                                      **247**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

3.1                                                                                      **17**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

3.2                                                                                      **0**

Number of sanctioned posts during the year

# Extended Profile

## 1.Programme

| 1.1 | 09 |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 2.Student

| 2.1 | 586 |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

| 2.2 | 192 |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 | 247 |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 | 17 |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 3.2 Number of sanctioned posts during the year | 0 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | 20 |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 2491381 |
| 4.3 Total number of computers on campus for academic purposes | 50 |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The 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 giveand 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 aguest lecture or events for awareness

and to educate students. The minutes ofthe meetings are recorded properly so that they can be utilized in the nearfuture. Faculty members are being told in advance or even at the start of thesession as to what be their role and other responsibilities that they have totake care in the due course of time. The daily diaries are maintained along with the attendance registers and are checked by the head of theinstitution.Different committees are formed at the start of every session inwhich the faculty members are given different responsibilities so that everyonehas the idea of work to be performed and their respective roles. Universityexams are being conducted very diligently as it is an important and integralpart of any higher educational institute.The record is kept intact regardingall the activities and event organized in the college. The office staff and accounts department takes special care toprepare and assimilate relevantinformation in the prescribed format and method.The institution lays focus on the overall development of the student and it becomes imperative to give themthe idea of actual or industry work culture. Routine industrial visits andexcavations are carried out for imparting practical knowledge to the studentswho aspire to become future entrepreneurs and businessmen.Lokmanya TilakScience and Commerce College is situated right in the heart of the city and hence the accessibility factor is very good and therefore the students attendthe lectures regularly as compared to those colleges which are situated farfrom the city.

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

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

Preparation of academic calendar is an important part of any educationalinstitute. After the end of every year this calendar is meticulously prepared.Each aspect is kept and discussed with the staff council regarding learningprocess evaluative techniques innovation in class room teaching etc. Time tableis prepared in which subject experts give their valuable opinion for the better implementation of class room activities. Along with the academic activities theco-curricular and extracurricular activities are also planned so that a studentdevelops himself with all the aspects important for a perfect personality. The cultural

committee plays an instrumental role in promoting and guiding thetalents of the students by organizing events like youth festivals, Annual Day,Teacher's Day celebration,Republic Day , Independence Day etc.Vikram University, declares an annual sports calendar which covers almost allthe sports and outdoor activities in a systematic Itenary . Here the studentscan take part in their choice of event/ sport and can reach from local tonational level competition.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | **No File Uploaded** |
| Link for Additional information | http://ltsccollegeujjain.com/students-notifications/ |

| | |
|---|---|
| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | **No File Uploaded** |

## 1.2 - Academic Flexibility

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

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

00

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

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

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

**00**

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

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

**00**

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

## 1.3 - Curriculum Enrichment

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

**The College has always been instrumental in including social and Environmental issues in the implementation of curriculum. Women cell, Anti- ragging committee and Grievance Redressal cell are actively working in the college. - Expert lectures are organized on personality Development, issues related to rights and women empowerment, traffic rules etc. - N.S.S Volunteers and other**

**students actively participate in the plantation and cleanliness programme within the campus as well as outside the campus.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

**02**

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

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

**29**

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

## 1.4 - Feedback System

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | C. Feedback collected and analyzed |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://ltsccollegeujjain.com/feedback/ |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

586

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**322**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**As such there is no mechanism in the college regarding the fulfillment of advanced learners' learning requirements but during the time of admission and orientation such advanced learners are identified and they are given maximum support for their further studies. Students coming from the weaker strata of the society are given special attention during the class room teaching. Their performance track record is properly analyzed. To avoid drop outs special counseling session are organized. The principal along with the staff members interacts with the students to get a feed back of what they are going through and how the problems related to academics can be solved. Continuous Comprehensive Evaluation and regular tests gives an account of their performance and this data is scrutinized and after every Semester the potential drop outs are discussed and policies are framed so that the institute can retain such students who are not able to cope up with the academic pressures. Another reason may be that the family background or the parents are not in a position to guide or assist their wards intellectually and for that parent teacher meet is also organized.**

| File Description | Documents |
|---|---|
| Paste link for additional information | [http://ltsccollegeujjain.com/excellence-club/](http://ltsccollegeujjain.com/excellence-club/) |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| **586** | **17** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The approach regarding the learning more of student centric is very clear in the college. Teachers become comfortable with changing their leadership style from ?Do as I say? to ?What are your needs?? The style becomes flexible from directive to consultive . * Students have the urge to know and to satisfy it, they need to understand the role of collaboration. They need a voice in why, what, and how to shape the learning experience. * Students are given a chance to take charge of activities even when they may not be having the skills. This demands a higher level of thinking. * The focus is more on creative thinking than on compliance especially with the kind of temperament that the 21st century students have. The students are allowed to choose their choice of subject from the diversified topics they have at their disposal. After that whatever knowledge or information they have gathered will be discussed with the teachers. Different projects are allocated to students on the basis of their idiosyncracies.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | [http://ltsccollegeujjain.com/biological-group/](http://ltsccollegeujjain.com/biological-group/) |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

AS EVIDENT WITH THE CHANGING TIMES,IT BECOMES IMPORTANT FOR A TEACHER ALSO TO CHANGE HIS STYLE OF TEACHING .IN THIS ERA OF SCIENCE AND TECHNOLOGY ALL THE MEASURES INCLUDING TECHNOLOGY AND IT ARE USED BY THE FACULTY MEMBERS FOR EFFECTIVE TEACHING-LEARNING OR WE CAN SAY FOR TEACHER-STUDENT CO-ORDINATION.WE HAVE SMARTCLASSROOMS AND LCD PROJECTOR AS WE BELIEVE THAT ICT IS DEEMED TO BE A VITAL COMPONENT OF THE TEACHING AND LEARNING PROCESS.ICT ALSO HELPS TEACHERS TO ACCESS WITH OTHER INSTITUTIONS AND UNIVERSITIES.WE CAN SAY THAT WITH THESE TECHNOLOGICAL ADVANCEMENTS THE CLASSROOM SCENARIO IS FAST CHANGING A TEACHER HAS NOW A WORLD

**TO SHARE WITH ICT ALONG WITH THE ANCIENT AND TRADITIONAL STYLE OF TEACHING.STUDENTS ALSO INVOLVE THEMSELVES IN CLASSROOM DISCUSSIONS AND ARE HELPFUL IN VALUE ADDITION.**

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

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

## 2.3.3.1 - Number of mentors

**17**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**17**

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

## 2.4.2 - Number  of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year**

11

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

192

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

It has been the core objective of the institution to adopt and follow transparency in each and every aspect of assessment,academic completion,and all the other activities.We believe in transmission with tranparency of the subjects taught.The problem areas are discussed with a view to enhance their analytical and interpretation skills.Students take admission in different streams and hence a comprehensive and robust internal asessment programme is prepared.The institution follows the prescribed evaluative pattern laid down by the Vikram University. Regular C.C.E., internals and practical exams are conducted for evaluation. The institution organizes seminars, presentations, and assignments, extempore and other activities as a part of the regular evaluation.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://ltsccollegeujjain.com/biological-group/ |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**There is a functional examination grievance cellin the institution to deal with the examination grievances and we follow all the basic and prescribed guidlines by the affiliated University. The examination is conducted in a very systematic manner keeping in mind all the basic attributes of exam conduction and preserving relevent data and information about the examinees so that if there are any grievances they are timely redressed. The examination schedule is prepared and declared by the University and all the affiliated institutions have to adhere to it.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://ltsccollegeujjain.com/examination-grievance-redressal-cell/ |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**The institution's performance index is vey much available and displayed on the website.The teachers constantly work towards the attainment of academic goals and as such the institution and the management tries to maintain absolute transparency between the teachers students and parents.The institution dispalys the results on the notice board and the meritorious students are given due recognition and felicitation.The institution being a self-financing unit focuses on the student strength and therefore we leave no stone unturned to fulfill this criteria.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://ltsccollegeujjain.com/annual-report/ |
| Upload COs for all Programmes (exemplars from Glossary) | **No File Uploaded** |

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

**At the commencement of each session the institution very deliberately plans and set certian benchmarks regarding the programme outcomes and how to attain the desired results.The institution focuses on all the varied aspects of the course as well as the probable problem areas that needs to be addressed in the due course of action.During the session the faculty members take all the effective measures to make sure that the syllabus and the attainment of all the programme are duly completed.After the end of every session the management evaluates the outcomes of all the programmes and it is also seen as to whether we have achieved the benchmarks or not.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://ltsccollegeujjain.com/annual-report/ |

**2.6.3 - Pass percentage of Students during the year**

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

**247**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | http://ltsccollegeujjain.com/wp-content/uploads/2022/01/Annual-Report-2020-21.pdf |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

http://ltsccollegeujjain.com/student-satisfaction-survey

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**07**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

## 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

## 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

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

## 3.2 - Innovation Ecosystem

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

SInce we are facing thesepandemic condition learning process is confined to digital mode of knowledge transfer and for that our institution arranges frequent online discussions with the experts in different subjects and how we can further make certain innovations in the transfer of knowledge. Besides this the institution has recently started a research center in commerce and the faculty members are now registered to work as Ph.D guides. Incubation centers like vermicompost ,water harvesting unit work wonders to enhance the practical knowledge of the students. Apart from this the collegeinvites entrepreneurs so that they can share their knowledge and expertise with the students or the upcoming entrepreneurs. We do not want to restrict ourselves to formal syllabus but w want to create a niche and grrom the new generation so that they can build a better future .

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | http://ltsccollegeujjain.com/ |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

`00`

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

`18`

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | http://ltsccollegeujjain.com/research-center/ |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

| 02 | |
|---|---|

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

| 04 | |
|---|---|

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Yes, College has conducted various activities like Science & Commerce Quiz /Exhibition presentation etc. Other activities in which many government as well as private school students were invited for participation. Students are also motivated to become members of NSS unit in the college through which they can go for different social/ extension activities such as Yatayat jagrukta Abhiyan, Red ribbon club, Blood donation camp etc. The participation of the students is mandatory in the NSS/NCC. In these activities students are encouraged to take part in social activities which develop and expand their intellectual horizons and make them more responsible individuals. The NSS officer is appointed on rotation basis for two-three years. So every teacher gets the chance of leadership and creates an ideal atmosphere to bring out the hidden talent in the students. An advisory committee is also formed in which the teachers along with the principal formed the body. The main aim is to take different views and opinions for a better conduct. Every year the students of the NSS**

wing the college organize a seven day camp in anadopted village to spread awareness on issues such as cleanliness, water conservation, health and hygiene, role of education and literacy, cleaning environment, water conservation. The wing also spreads awareness and bad effects of tobacco and alcohol and campaign against the use of polythene and plastic. As a result of the extension activities organized, the students of the college become more aware of the social issues and national problems. These extensions activities give them a broad perspective and a better world view with good relationships with individuals and communities. The extension activities of the college help to establish better connection between the institution and the community. Due to these activities the college becomes not only an isolated ivory tower of research but also a contributing part of the community around it.

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

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

00

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

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**27**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**522**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**0**

| File Description | Documents |
|---|---|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

03

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The college is keen to create and enhance the infrastructure facilitating effective teaching and learning. Various committees are formed such as college development commitee, Anti Raging committee , New construction committee comprising of staff members of college because they know best how can the infrastructure along with the academics can be enriched. As per the recommendations of these committees the infrastructure or facilities are planned and created according to the needs and strength of the students. The college is blessed with team of well qualified teachers from whom the students receive knowledge and guidance in academic environment. The institution has adequate facilities for teaching and learning in this above reference the following information is given- No of Class room-15, No of Laboratories -05 & computing equipment- 50**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://ltsccollegeujjain.com/gallery/ |

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

Lokmanya Tilak Science & Commerce College, Ujjain is an affiliated institute of higher education which was established in 2001. The college has an own impressive campus which covers an area of 1.82219 acre.It has emerged as a constantly progressive institution and has attained new heights among the coeducation institutes. Our motto is to provide advanced and quality education to wide range of students belonging to different socio-cultural background. The institute has impressive building with adequate availability of space in which total built up area is 1940.06 sq.mThe institution has adequate facilities for Sports, Games, Gymnasium, Yoga centre etc and cultural activities. Extra Curricular activities are: Sport – outdoor, indoor games: – gymnasium, auditorium, Cultural activities, Public Speaking, Communication skill development, yoga, health & hygiene etc. Sports – Outdoor/Indoor: - The College has been participating in various competitions at the interuniversity, state and national level tournaments. The College has a very good Basketball court,Badminton Court, ground for Kho-Kho, Kabaddi, Table-tennis along with the facilities for indoor games like chess and carom. Gymnasium: - Our College has a fully functional and well-equipped gymnasium. Auditorium: - College has an auditorium (Mahakal Hall) which is utilized for cultural program .Cultural Activities: - The College has been regularly participating in the Zonal and Inter Zonal YouthFestival. The students participate with full fervor & zeal in all activities Thus,The institution has adequate facilities for Sports, Games, Gymnasium, Yoga centre etc and cultural activities . The area and size of above facilities are given below- Sports area -1230.30Sqm Gymnasium-42''x45" Cultural Auditorium-37"x102"

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://ltsccollegeujjain.com/gallery/ |

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

04

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | http://ltsccollegeujjain.com/gallery/computer-lab/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

## 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

## 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**18847**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**An integrated Library Management System is an Enterprise Resource Planning System for a Library, used to track items owned ,orders made ,bills paid and patterrns who have borrowed. ILMS is designed to used for all type of educational institution School/Colleges and other academic institution in India and abroad can use this library Management System easily and effortlessly. Our Library is fully automated using integrated Library Management System(ILMS). The System name is MR Software. It is Fully Automated software and the version is 20:16:42. This Software is very beneficial for accessing library resources in a better way. The Software is wellequipped with security and data validating features This web based Library Software helps you in tracking books in different categories manner like course book, magazine, other books etc.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional Information | http://ltsccollegeujjain.com/library |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**21422**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**12**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | [View File](#) |

## 4.3 - IT Infrastructure

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

**As it is the need of the hour the technological changes are also required to be regularly updated and upgraded. Our institution is also aware of this point and we take all the necessary measures to upgrade the IT facilities including wi-fi and other elctronic and digital equipments.Last year the wifi bandwith was 10 mbps which has now been increased to 30mbps.**

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

### 4.3.2 - Number of Computers

**50**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | **No File Uploaded** |

| | |
|---|---|
| **4.3.3 - Bandwidth of internet connection in the Institution** | **C.10 - 30MBPS** |

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

## 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

**122194**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**A seperate department for maintenance and up keeping of infrastructure line facilities and requipment of the college has been developed under the trust office. maintenance department is also responsible for upkeep of the infrastructure and college resources on the regularly basis. The system and procedures for maintaining and utiliging physical academic and support facilities are- 1. Laboratory - Funding for provision of laboratory facililties is provided by college. The maintenance and upkeep is done under the supervision of lab technician. Inter departmental stock verification were held yearly. 2. Library - Funding for provision of library faciilities is provide by trust.The maintenance and upkeeping**

**done under the supervision of librarian. 3 Computers- funding by trust and supervision by computer expert. 4.Classroom-maintenance of class room is done under the supervision of maintenance department. 5. Sports complex - maintenance department for ground upkeeping and sports upragadation by college.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | http://ltsccollegeujjain.com/facilities/ |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**140**

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**34**

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

| | |
|---|---|
| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **D. 1 of the above** |

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | [View File](#) |
| Details of capability building and skills enhancement initiatives (Data Template) | [View File](#) |

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

`00`

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

`00`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [View File](#) |

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

## 5.2.1 - Number of placement of outgoing students during the year

## 5.2.1.1 - Number of outgoing students placed during the year

**03**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student placement during the year (Data Template) | View File |

## 5.2.2 - Number of students progressing to higher education during the year

## 5.2.2.1 - Number of outgoing student progression to higher education

**75**

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

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

`00`

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

## 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

`00`

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

`AS WE KNOW AND BELIEVE THAT STUDENTS ARE OUR CENTRIFUGAL FORCE AND ALL OUR ACTIVITIES REVOLVE AROUND STUDENTS AND THEIR OVERALL DEVELOPMENT AND FOR THAT THEY TAKE PART IN VARIOUS ACTIVITIES SUCH`

AS -NSS, NCC,SCIENCE CLUB ACTIVITIES ,IQAC AND OTHER CULTURAL
ACTIVITIES . THESE ACTIVITIES BRING OUT THEIR LEADERSHIP SKILLS
AND THEY LEARN THE NUANCES OF CONDUCTING AN EVENT. FACULTY MEMBERS
TAKE CARE AND PROVIDE GUIDANCE TO THE STUDENTS AND THE HEAD OF THE
INSTITUTION MONITORS THE ENTIRE PROCESS.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://ltsccollegeujjain.com/wp-content/uploads/2021/08/iqac-formation.pdf |
| Upload any additional information | **No File Uploaded** |

## 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

## 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

**00**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no formal body or alumni association registered
contributing to the development of the institution.Former students
visit the institution regularly and offer their help in monetary
and non-monetary terms.The institution has just completed 15 years
and therefore the pool of students are still completeting their
higher education and building their careers.We expect and plan to
organise activities which are student centric and also ensure
participation of former students which will eventually benefit the

**institution.It will surely help to build a brand and enhance the reputation.**

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

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

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The Governance of the institution is based on effective leadership where we strictly adhere to our vision and mission. The institute inculcates a sense of moral valvues, religious beliefs, patriotism and selfconfidence among students, imbibing the sense of social responsibities. The institute promises to create better citizens for the society.The core values are well defined and laid down in the prospect of the institution.Code of conduct is displayed for a better understanding and awareness.The institution identifies the potential of a student and accordingly assigns them tasks to develop their overall leadership skills**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | [http://ltsccollegeujjain.com/wp-content/uploads/2022/01/Governance.pdf](http://ltsccollegeujjain.com/wp-content/uploads/2022/01/Governance.pdf) |
| Upload any additional information | **No File Uploaded** |

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

**The 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 resposibilities 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.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic development & deployment is one of the most important weapons for achieving institutional objectives. Strategies are based on short term planning and are also evaluated. Their role is very significant in deciding the entire outcome.The institutiion has a formally stated layout for imparting value based education.The whole process is framed keeping in mind the quality standards so that the action plan is properly implemented.The institution has a regular practice of preparing the action plan at individual and organizational level.The entire procedure of this educational programme is evaluated and scrutinized by the committee comprising of subject experts, core group members and the head of the institution

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 resposibilities 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.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | http://ltsccollegeujjain.com/ |
| Upload any additional information | **No File Uploaded** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Lokmanya Tilak Sc. & Comm. College is govermend by leadership of Lokmanya tilak sanskrutik Nyas . There are two governing bodies in the Nyas;The first one is Executive governing body and second is general governing body. The institution Lokmnaya tilak college is run as per the instructions given by the executive governing body . The Nyas has complete hiererchical arrangements comprising of President,Vicepresident,Secretary,Joint secretary ,Treasurer etc.This body is ultimately responsible for setting policies, goal, administrative setup, service rules,mode of recruitments, procedures, transfer and promotional policies and entire managerial activities. where as Lokmnaya tilak college has its own working committees of staff for different system.these committees are directed by Principal and working core group for supporting the functions of college system like ,an academic calander,internal quality control of teaching, to make short term academic education plans & policies . The main aim of this structure is to regularise working activities of routine teaching,and other activities like sports,NSS,NCC,placement etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | http://ltsccollegeujjain.com/wp-content/uploads/2021/12/college-structure-30-12-21-Autosaved.pdf |
| Upload any additional information | **No File Uploaded** |

| | |
|---|---|
| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and** | **A. All of the above** |

**Support Examination**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | <u>View File</u> |
| Screen shots of user inter faces | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <u>View File</u> |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**The organisational effectiveness depends upon some measures. Welfare of teaching and non teaching staff is one of them.The entire system of college applies a centralised system of HR wellfare.Lokmanya Tilak Sanskratik Nyas is the head authority responsible for operating wellfare scheme in the college. Various welfare schemes are as under: 1Provident fund, State Insuranse Scheme, Medical reimbursement and Medical Leaves etc. loti college management also offers a democratic setup of environment for betterment of HR resource. Semester leaves for 10 days and earn leave system are also applied for such purpose.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <u>http://ltsccollegeujjain.com/code-of-cunduct/</u> |
| Upload any additional information | **No File Uploaded** |

## 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

## 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**01**

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

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

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

**05**

| File Description | Documents |
|---|---|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The procedure adopted by institution to moniter and evaluate performance of human resource is applied very effectively. The college management adopts certain modes for better appraisal of teaching and nonteaching staff performance. It is very useful for effective policy making and faculty development program. It is also useful for effective implementation of organisational performance and behaviour. Some important steps of performance appraisal are as here; Periodical staff meetings are organized Organising department wise meetings. Student parents & teachers' meetings. Regular analysis of student result of student.

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

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.**

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

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

## 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**0**

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

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

**Institution does not only aim to maximize wealth but aims to serve the future citizens of the country. The institution aims to provide maximum facility easily available to the students of the college and by utilising the resources in the best possible manner. quantity at least cost some important aspects of resource mobilization system in the college. Some aspects are: 1. Optimum utilization of the available resources like playground,laboratories and other socio-cultural platforms. 2. Mobilization of resources by way of co- sharing by Lokmanya Tilak College & other educational units run by lokmanya tilak Sanskratik Nyas. 3. Planning, control and implementation of project of utilising resources by proper established procedures & process. 4. Internal control system of accounting is adopted in the institution for proper control over incomes & expenditure. 5.**

**Periodic audit system ensures transcrency in the financial system regarding resource allocation**

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

## 6.5 - Internal Quality Assurance System

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

**An internal quality assurance cell has been established in the college recently. Internal quality assurance cell has been working and contributing significantly to the institution. The IQAC cell is working towards the and policy making. It is also working to assure quality teaching.. Some examples are given below: 1.Monthly meeting, feedback meeting etc. are conducted at the end of every month. 2. Members of the IQAC cell visit the classroom with the support of experts to know the discrepancies of the performance . 3.Faculty members mutually support and enhance the quality support system of the college. 4.Co-curricular and extracurricular acivities are organized to give optimum suppport apart from academics.**

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**In the college teaching and learning process helps to improve the quality education imparting system. We may set some examples as here: 1.All the faculty members have updated themselves about the present educational and technical scenario and have acquired the necessary skills and knowledge. They also participated in various research and innovation activities too. It is helpful in delivering effective teaching to the college students. This acts as a motivation for all about the environment. 2 . Effective**

**teaching and interaction system is helpful for doubt solving.**

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

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | **Nil** |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**ACTIVITIES UNDER NSS AND NCC ARE REGULARLY CONDUCTED TO SAFEGUARD AND PRESERVE THE RIGHTS OF WOMEN.GUEST LECTURE IN THE CAMPS ARE ORGANIZED TO PROMOTE AND EMPOWER WOMEN IN SOCIETY. POSTER AND SLOGAN COMPETITION WERE ORGANIZED DURING THE YEAR ON GENDER EQUITY ISSUES.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://ltsccollegeujjain.com/wp-content/uploads/2022/01/Updation-of-facilities-1.pdf |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

**Solid Waste Management**

**The wet (food/ organic) waste is generated from kitchen in small quantity. Daily around 10 kg bio-degradable dry waste is generated in the campus which includes horticultural waste due to leaf fall. Quantity of horticulture waste varies significantly due to seasonal variation. In other areas like classrooms, staffroom mostly paper waste and plastic wrappers are generated.**

**Waste management**

**Waste management is the strategy an organization use to dispose, reduce ,reuse and prevent waste. Possible waste disposal methods**

are recycling, composting, landfills and waste minimization.

• Segregation of wet and dry waste is practised within the campus. Blue and Green covered/ pedal-pushed dustbins are placed in the premises. Waste bins are provided on each floor, in staff rooms, laboratories, washrooms, kitchen and in campus area.

• All type of biodegradable waste collected and dispose in a proper way via vermicomposting and natural composting. College has vermicompost unit for the treatment of horticulture waste generated in the campus.

• College also has a natural compost unit process organic waste generated in kitchen and some horticulture waste.

• College has taken steps to minimise and avoid paper usage:

i. Prints and photocopies are taken on both sides of the pages.

ii. Digitalisation (scanning) is practiced.

iii. The library has E-book system where books and journals are available online.

iii. College encourages students to use eco-friendly material and recycle old papers/ scrap for decoration purpose during college festivals.

• Rainwater Harvesting System- RWH system is comprised of rooftop and surface runoff. Through RWH, rain water collected is used for recharging ground water through 2 recharge bores. Rain water is collected from roof surface and directed to a tank , deep pit with percolation, so that it seeps down and restores the ground water . In LTSC campus there is open mud area which stores the rain water directly into the land.

• Dry and wet mopping is practiced for floor cleaning.

• As informed, tap water leakage is immediately attended to by the maintenance department.

Waste water Management

**Wastewater is mainly generated from washing, toilet flushing, kitchen and laboratories. Sanitary wastewater generated is sent to municipal sewer line.**

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | C. Any 2 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | **No File Uploaded** |

## 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

| | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | **D. Any 1 of the above** |

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

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** | **D. Any 1 of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Cultural, Linguistics or regional Environment ?? ??????? ? ?????????? ??? ?? ?????????? ????? ?????? ??? ?? ??? ????? ? ???? ??? ??? ?? ??????????, ?????? ??? ?????????????? ?? ??????? ???? ?????????? ???? ??? ? ????????? ?????? ???????? ????????? ?? ?????? ??????? ???? ???? ??? ? ???? ????????? ?? ????????? ???????? ????? ?????, ????? ??? ????, ???? ?????, ????? ??????? ?????????? ?????????????? ?? ????? ??? ???? ???? ? ?????? ?? ?????????? ???? ?? ??? ???_?????, ??????, ?????,??????_????, ??????? ??? ?? ????? ??? ???? ???? ? ????????????,?????? ?? ?????? ??????? ?????????? ?? ????? ?????? ???? ???? ? ?????????? ??????? ? ?? ??????? ??????? ????? ??????,???,?????, ?????? ???????,???????,????_ ???????? ??? ?? ?????????? ?? ???? ?? ??????? ??? ??? ????????? ???? ???? ??? ? ????????? ??? ?????? ????????? ?? ??????/?????????? ?? ?????? ?? ???? ???? ?? ?????? ????? ????????????/ ?????????????? ????? ???? ???? ??? ? ?????????? ???? ????? ????????? ?? ?????????? ???? ?? ??? ??????? ???? ??? ???? ?????? ????? ?? ?????? ?? ?? ?????? ?????? ???? ?? ???????? ????,??????, ?????????? ???? ??????? ?????? ?? ??? ??????? ?????? ?? ?????????? ?? ????? ???? ???? ???

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Being a citizen of India, some of the moral responsibilities and duties mentioned in the constitution are:We must respect the National Flag and National Anthem, obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property, pay our taxes with honesty promptly, protect and preserve cultural heritage sites, protect, preserve and improve the natural environment, we must guard the country and maintain the spirit of a common brotherhood, we must respect, value and follow all the noble ideals used in the national struggle for freedom,etc. Inclusion of such commitments to the Constitution is important for the progress, peace, and prosperity of the country.

We at our institution try to inculcate in students the sensitivity ond what are our moral obligations towards our society, nation and also to ourselves. As we are nation buliders, it becomes imperative for us to develop this notion in our future generation and pass on these virtue to next generation. We celebrate National Festivals and days in which students participate in events like constitution day, environment day etc

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://ltsccollegeujjain.com/ncc-nss/ |
| Any other relevant information | Nil |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,          teachers, administrators and other staff     4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | **No File Uploaded** |

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

**As a part of our fundamental duty we abide and respect the principles laid down in the constitution.National festivals are organized with a lot of zeal and enthusiasm. The faculty and students along with the other employee of the institution pay homage to the great freedom fighters and respect to the tri-colour. On these auspicious days the students are motivated and taught to respect this freedom that we have got and also what are our duties and responsibilities and how can we serve our nation and make it a better place to live. The cleanliness drive which has become a very important regime in today's scenario is also regualrly organized in the institution.Gandhi Jayanti is celebrated every year and programmmes based on cleanliness, hygiene are organized. Teacher's day is organized in the remembrance of the Dr.Radhakrishnan who was a pioneer in the field of education. Lokmanya tilak jayanti is celebrated every year as the institution consider him a role model and the institution is named after him.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

As a part of the social responsibility the institution in this pandemic started the initiative of Sanitizer preparation which is absolutely made out of natural components i.e. neem ,tulsi ,glycerine etc.More than 1000 bottles of 100grams were prepared and distributed in the nearby rural areas around the city. Not only this the institution started a free of cost oxygen cylinder supply in this precarious situation and atemporary isolation center was also developed for the family members of the covid infected.

Secondly the chances of offline class looked remote andthe face to face energy levels would be missed hence digital or online mode of communication was started and personal counselimg was also done so that the students don't feel that anxiety or depression. Parents' meet was also organized

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://ltsccollegeujjain.com/wp-content/uploads/2021/04/Navonmesh-final-Book-2020_compressed.pdf |
| Any other relevant information | Nil |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of college is to provide quality education to the aspiring young generation. Various department of college design a calender for effective implimentation 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.

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

## 7.3.2 - Plan of action for the next academic year

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