

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**LOKMANYA TILAK SCIENCE AND COMMERCE  
COLLEGE,UJJAIN M.P**

NEELGANGA ROAD , BEHIND RAILWAY STATION,UJJAIN  
456010

[www.ltsccollegeujjain.com](http://www.ltsccollegeujjain.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2018**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Lokmanya Tilak Science & Commerce College is blessed to be situated at the abode of Lord Shiva-The city of Mahakaleshwar, Ujjain. The founder patrons who laid the foundation of this college had a vision of imparting good education and building good moral character in students. It has been almost two decades and the tradition is moving ahead where formal education is blended with sports, cultural activities, NCC, NSS and other social activities for the overall development of a student.

Lokmanya Tilak Science College is the only private college affiliated to Vikram University and recognized by UGC. The college offers under graduate courses in Science, Commerce and Management. Students have a choice of selecting other optional subjects like Economics, Computer Science, and Taxation The college is spread in a sprawling area of 7374 sq. meter. The building covers an area of 1940 sq. meter. The college has all the basic amenities and infrastructure including a huge Play ground, Gymnasium hall, Athletics and facilities for Indoor games like Badminton, Table-tennis etc. The college caters to the nutritional requirements for which a canteen is operational providing healthy and hygienic food items at low cost. The college started post graduate course in commerce in the year 2013 along with post – graduation diploma in Yoga education. Since the last sixteen years the college has attained remarkable success despite being a self-financing Institution. The college has a pool of qualified staff with eight PhD. holders and one M.Phil.

### **Vision**

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.

### **Mission**

The mission of the institution has always been the execution of policies in a very systematic and transparent way. Students are not the end but they are the means to an end where they find themselves able, competent and independent.

The education system is unbiased irrespective of cast, religion or gender. 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 constructive and creative urge of the students gets quenched when they participate in Curricular, Literary and Extra – curricular activities which the college organizes periodically. 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.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Well qualified, young and dynamic faculty.
- Education system based on behaviouristic knowledge and attitude.
- Attractive clean and eco – friendly campus. Adequate infrastructure and a library with large number of books, Journals, magazines.
- Types of scholarships.
- Ideally situated for both urban and rural area students.
- Co-curricular and Extracurricular are organized regularly

### Institutional Weakness

- The college is an unaided private college and therefore no financial support from the government. The institution needs to strengthen the infrastructure.
- Industry Institute interaction is weak.
- The faculty members are still pursuing their PhD, NET.
- There is no flexibility in the curriculum as we do not have the right to design our own curriculum.
- The research activities at the undergraduate level need to be more

### Institutional Opportunity

- The alumni base is not utilized properly.
- The college library and class-room can become more techno – savvy and rich.
- Scope of launching more new and P.G. courses.
- A more behaviouristic and practical way of learning can be inculcated .
- Soft skills can be enhance by creating awareness among the students so that they can face challenges in the future when it comes to job opportunities.
- The institution is well-renowned for sports activities which can be instrumental to promote and develop

the overall personality of the students.

### **Institutional Challenge**

- To maintain multi-disciplinarity.
- To add significantly to our infrastructure .This can help to add to the basket of our courses.
- To remain rooted to the core tradition and value-based education
- To meet the financial requirements when seats of all courses are not filled in full capacity.
- Student catchment is shrinking because of upcoming institutes in different nearby area of the district.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

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 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.

### **Teaching-learning and Evaluation**

Teaching and learning are important aspects of any educational institution. It starts as soon as the admission process gets completed. The College plans and organizes teaching, learning and evaluation schedule as per the academic calendar. The faculty members are given ample opportunities to upgrade and excel in their respective subjects by participating in different workshops and training programmes. Staff meetings are regularly organized for a better appraisal and future plans. The principal evaluates the performances of the teaching staff through the daily diary and attendance register. The strategy adopted is to assure that the students are ultimately benefitted. The institution also aims to develop critical thinking among the students through regular participation in class room activities, workshops etc.

so that the students are ultimately benefitted. The institution also aims to develop critical thinking among the students through regular participation in class room activities, seminars, workshops etc.

### **Research, Innovations and Extension**

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.

### **Infrastructure and Learning Resources**

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 play-ground 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.

### **Student Support and Progression**

The students have always been the centrifugal force around which the institution and its short term and long term goals revolve. Students form the basis of success for the institution. We support the students in every respect so that they can pursuit and achieve their goals and aspirations. The college provides welfare schemes / scholarship for SC/ST/OBC. Some schemes are also sponsored by the community. Various departments conduct educational trips and industrial visits to the renowned institutes and organizations. Extra and co-curricular activities are organized throughout the year. Recruitment and campus interviews are arranged for the students of the final year. In the last 4 years many students of the college were given job opportunities by Banks, Colleges and other private companies. The college has an NCC unit which is fully functional and the cadets get ample opportunities to serve the nation by selections in defense and administrative services. The feedback system of the college plays a significant role in the process of students' involvement and evaluation.

### **Governance, Leadership and Management**

The vision of the institution is to transform the lives and communities by facilitating value – based education. The aim has always been to nurture and groom the young blood so that they can become future leaders and responsible citizen of the country. The management of the college is centralized and the principal is the central administrative head. Regular meetings are organized where all the operational strategies are discussed. The principal spearheads the whole process for a better implementation of policies leading to desired results. The IQAC plays a vital role in the academic success by planning, monitoring and appraisal. Various committees are formed to take care of each and every basic requirement of the students. Institution also has a practice of redressal of grievances in a very unbiased manner. Annual budget is prepared and record of Income and Expenditure is maintained.

### **Institutional Values and Best Practices**

Change is the law of nature but to preserve nature is the biggest law. Keeping this view in mind the college has

always adopted a sensitive approach towards the preservation and protection of the environment. College also works toward the conservation of power by initiatives like Water harvesting, use of CFL use of renewable energy, solar energy etc. As a part of innovation activity the class room teaching is made more effective with the help of technology and latest devices. Teachers also upgrade their knowledge by ?Shikshak Abhyas Varg? where eminent and prolific scholars are invited to give their deep insight into the subjects. Research and other collaborative activities focus on the development of research aptitude and overall personality of a student.

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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	LOKMANYA TILAK SCIENCE AND COMMERCE COLLEGE,UJJAIN M.P
Address	NEELGANGA ROAD , BEHIND RAILWAY STATION,UJJAIN
City	UJJAIN
State	Madhya Pradesh
Pin	456010
Website	<a href="http://www.ltsccollegeujjain.com">www.ltsccollegeujjain.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	AMIT JAIN	0734-2510536	9826088732	-	amitjain301977@gmail.com
Principal	GOVIND GANDHE	0734-2563833	9425335568	-	ltsccollegeujjain@rediffmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-01-2001			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Madhya Pradesh	Vikram University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>			<b>Date</b>	
2f of UGC			26-03-2014	
12B of UGC			26-03-2014	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	NEELGANGA ROAD , BEHIND RAILWAY STATION,UJJAIN	Urban	1.82	1940

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	XII	English + Hindi	330	135
UG	BBA,Management	36	XII	English + Hindi	60	22
UG	BSc,Science	36	XII	English + Hindi	300	63
PG	MCom,Commerce	24	UG	English + Hindi	60	19
PG Diploma recognised by statutory authority including university	PGDYED,Yoga	12	UG	English + Hindi	30	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	4	16	0	20
Yet to Recruit	0				0				1			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	13	2	0	15
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	1	3	0	4
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	7	0	8
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	2	3	0	5

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	2	0	2

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	424	0	0	0	424
	Female	129	0	0	0	129
	Others	0	0	0	0	0
PG	Male	20	0	0	0	20
	Female	18	0	0	0	18
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	47	47	24	33
	Female	6	6	6	15
	Others	0	0	0	0
ST	Male	0	0	2	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	142	142	132	154
	Female	34	82	31	41
	Others	0	0	0	0
General	Male	185	172	230	279
	Female	82	83	70	96
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>496</b>	<b>532</b>	<b>495</b>	<b>619</b>

### 3. Extended Profile

#### 3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 16

Number of self-financed Programmes offered by college

Response : 16

Number of new programmes introduced in the college during the last five years

Response : 02

#### 3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
619	495	532	496	585

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
387	387	387	387	342

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
150	119	197	192	126

Total number of outgoing / final year students

Response : 784

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
19	19	19	19	22

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
19	19	19	19	22

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
21	19	19	19	22

**Total experience of full-time teachers****Response : 134****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 19****3.4 Institution****Total number of classrooms and seminar halls****Response : 15****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
1413645	1390560	2321804	3613717	3170201



**Number of computers**

**Response : 50**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 9691**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 2283**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

Curriculum is prescribed by Department of Higher Education and affiliating university and is effectively implemented by the college through the annual plan.

**Action Plan**

- Introductory classes and orientation by the various department such as internal assessment department, NSS, NCC sports officer are held in the beginning of the new session.
- Various departmental meetings are organized at the beginning of every semester for syllabus discussion and paper distribution
- Time table is prepared well in advance as per the requirement of the curriculum.
- Teachers update their teacher's diary and Attendance Registers regularly.
- Continuous monitoring on entire exercise is carried out by the principal.

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 1**

**1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

**File Description**

**Document**

Details of the certificate/Diploma programs

[View Document](#)

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Response: 0**

**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

**Response:** 12.5

#### 1.2.1.1 How many new courses are introduced within the last five years

Response: 02

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 0

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 1.21

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	30	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

<p><b>1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum</b></p> <p><b>Response:</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>- Expert lectures are organized on personality Development, issues related to rights and women empowerment, traffic rules etc.</li> <li>- N.S.S Volunteers and other students actively participate in the plantation and cleanliness programme within the campus as well as outside the campus.</li> </ul>	
<p><b>1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years</b></p> <p><b>Response: 0</b></p>	
<p>1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years</p>	
File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

<p><b>1.3.3 Percentage of students undertaking field projects / internships</b></p> <p><b>Response: 0</b></p>	
<p>1.3.3.1 Number of students undertaking field projects or internships</p>	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students 2)Teachers 3)Employers 4)Alumni 5)Parents for design and review of syllabus-Semester wise/ year wise**

**A.Any 4 of the above**

**B.Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** D. Feedback collected

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.03

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 32.17

##### 2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
312	225	233	211	242

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
780	780	780	780	690

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 68.17

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
244	207	233	308	289

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

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.

**2.2.2 Student - Full time teacher ratio**

**Response:** 32.58

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0

2.2.3.1 Number of differently abled students on rolls	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p>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 .</p> <ul style="list-style-type: none"> <li>* 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.</li> <li>* 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.</li> <li>* 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.</li> </ul>
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<p><b>2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</b></p> <p><b>Response: 121.05</b></p>
--

2.3.2.1 Number of teachers using ICT	
Response: 23	
<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

<p><b>2.3.3 Ratio of students to mentor for academic and stress related issues</b></p> <p><b>Response: 32.58</b></p>
2.3.3.1 Number of mentors
Response: 19



File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

The college has a traditional approach of teaching that is chalk and talk along with the modern and technological based system of smart class rooms for the students. Almost all the faculty members carry with them the soft copies of the lectures prepared and for ready referrals .The institution has a proactive approach in encouraging the faculty to undertake all the methods feasible for the improvement of student learning.

The college develops critical thinking among the students by encouraging the students to participate in the class -room discussions, seminars, projects and presentations. These active participations inculcate in a student the concept of logical and analytical thinking.The present generation of students believe in verifiable results and phenomenon so apart from theoretical aspects a more behavioristic and practical approach needs to be provided.

Apart from the confines of Syllabus College aims to provide knowledge on current topics so that the students can not only become literate but they develop rational thinking and develop their analytical skills. The problem based learning serve as a very good tool for producing graduates who want to be creative and critical since knowledge is no longer an end but a means to creating better problem solvers and encourage lifelong learners.

? Seminars and workshops are organized by the different departments to enhance the knowledge attribute of students.

Industrial visits, study tours and educational visits are organized for practical learning as we feel that when they see things done they understand better.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.1

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 24.83**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	5	3	3

**File Description****Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience of full time teachers in number of years****Response:** 7.05**File Description****Document**

List of Teachers including their PAN, designation,dept and experience details

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

## 2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

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.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

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 transparency 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 assessment 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.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

As such there is no mechanism in the institution to deal with the examination grievances but we follow all the basic and prescribed guidelines 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 relevant 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.

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

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 on website and communicated to teachers and students**

#### **Response:**

The institution has recently launched its website and therefore this year we have displayed the result on our 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 displays 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.

**2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution****Response:**

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.

**2.6.3 Average pass percentage of Students****Response:** 100

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 142

2.6.3.2 Total number of final year students who appeared for the examination

Response: 142

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 1.25

<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

**File Description**

**Document**

List of research projects and funding details

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other**

### **initiatives for creation and transfer of knowledge**

#### **Response:**

Institution has created an ecosystem for innovation such as:

**Assembly :** The college administration looking forward to inculcate moral values and that's why we have started morning assembly to enhance spirituality and sense of togetherness. Thus student build up disciplined life with confidence.

#### **Water Harvesting –**

In our college very wide open area for natural water harvesting is available. There is open mud area which automatically utilizes the rain water in land for water conservation. There are big trees in college campus which helps to prevent soil erosion.

#### **Plantation –**

There are many big trees like – Neem, plum, eucalyptus, deodar, cheed, Khajoor (Datepalm) and other leafy plants. Our college campus is spread in around two Acres of land. It has a big garden which helps to make pollute free area.

#### **Waste Management & Disposal :**

In our college cloth bag and paper bags are used in place of polythene bags. We do not use disposable material for breakfast or lunch. We dispose the Waste material in proper way. We take care that hazardous goods like glass materials, plastic, chemicals should be dispose off in the right way.

**Vermicompost :** By using biological waste compost is prepared in college campus by students under the supervision of experts and subject specialists. This is one of a kind activity conducted with a vision to make students self dependent and knowledgeable.

**Science club:** Science club is established in our college to furnish all academic science activities such as Science exhibition, poster presentation, quiz competition etc.

**Earn and Learn Scheme:** Students are trained for accountancy and tally work, so that they can start earning and learn practically and enhance their knowledge.

### **3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**

#### **Response: 2**

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	1

<b>File Description</b>	<b>Document</b>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

<b>File Description</b>	<b>Document</b>
List of Awardees and Award details	<a href="#">View Document</a>

#### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0

##### 3.3.3.1 How many Ph.Ds awarded within last five years

<b>File Description</b>	<b>Document</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

#### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.92

##### 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years



2016-17	2015-16	2014-15	2013-14	2012-13
11	05	01	0	01

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 5.2

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	18	16	28	08

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

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 an

adopted 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.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

### 3.4.3 Number of extension and outreach Programmes conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 13**

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	3	3	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 21.05

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
174	160	102	78	58

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 2**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college is keen to create and enhance the infrastructure facilitating effective teaching and learning. Various committees are formed such as college development committee, 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

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

**Response:**

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 co-education 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.m. The 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 inter-university, 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 Youth

Festival. 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"

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

**Response:** 40

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 10.22

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
500000	120000	60000	50000	100000

File Description	Document
Audited utilization statements	<a href="#">View Document</a>
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

An integrated Library Management System is an Enterprise Resource Planning System for a Library, used to track items owned ,orders made ,bills paid and patterns 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.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

THE COLLECTION OF RARE BOOKS AND OTHER KNOWLEDGE RESOURCES FOR LIBRARY ARE 33 IN NUMBERS AND THEIR DETAILED ARE AS FOLLOWS-

S.No	Acc. No.	Name of the book	Medium	Author	Rare Books and Other knowledge resources
1	4739	Vivekanand ke Sanidhya me	Hindi	Joshi	
2	4740	Mantra ke	Hindi	Chicholkar	
3	4741	Vivekanand ke Sang Me	Hindi	Shardchandra	
4	4742	Bharat ke Mahapurush	Hindi	Chicholkar	
5	4743	Prabhutay Nagrikta	Hindi	Rangnathan	
6	4744	Bharat ka Bhavisya	Hindi	Nirala	
7	4745	Bharat ka Bhavisya	Hindi	Nirala	
8	4746	Aeise Bane Ham	Hindi	Karkartagan	
9	4747	Aeise Bane Ham	Hindi	Karkartagan	
10	4748	Vijay Sanket	Hindi	Chouhan	

11	4749	Vijay Sanket	Hindi	Chouhan	
12	4750	Vijay Sanket	Hindi	Chouhan	
13	4751	Vijay Sanket	Hindi	Chouhan	
14	4752	Vijay Sanket	Hindi	Chouhan	
15	4753	Pathar me Pragte Pran	Hindi	Eaknath Rande	
16	4754	Sankalp Vijay hi vijay	Hindi	Eaknath Rande	
17	4755	Savrkar	Hindi	Chilte	
18	4756	Bharat ke Gourav	Hindi	Verma	
19	4757	Tejsavee Jiwan	Hindi	Parulkar	
20	4758	Tejsavee Jiwan	Hindi	Parulkar	
21	4759	Prerak Parichay	Hindi	Pancholi	
22	4760	Prerak Parichay	Hindi	Pancholi	
23	4761	Vivekananda	Hindi	Mandke	
24	4762	Vivekananda Sila	Hindi	Rande	
25	4763	Bharat me Ujawal Parmpara	Hindi	Arya Bhatt	
26	4764	Vivekananda call to	English	Arya Bhatt	
27	4765	Eaknath Ji	Hindi	Bhinde	
28	4766	Yog	Hindi	Bhinde	
29	4767	Vivekananda Amriaca me	Hindi	Prabhavlakar	
30	4768	Seva Hi Sadhana	Hindi	Rande	
31	4769	Suvami Vivekanand	Hindi	Karkartagan	
32	4770	Mera Bharat Amar Bharat	Hindi	Suwami Vivekanand	
33	4771	Bharat ki Sant Parmpara	Hindi	Sharma	

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**



**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 0.44

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.225	.684	.037	.745	.495

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 5.49

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 35

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The computing facility available (hardware of software) at the institution were-

a) Number of computer with \_ 50 computers having dual core

Configuration processor core 1510

b) Printers \_ 02

c) Scanner \_ 02

d) Photocopy Machine \_ 01

e) Internet leased line \_ Available

f) Computer student ratio \_ 1:7

g) LAN Facility \_ No

h) Wi-Fi Facility \_ Yes

i) Licensed Software \_ Window 7, Ms Office

j) Number of Computers \_ College campus is Wi-Fi With Internet facility enabled. The college has a Wi-Fi facility associated with national broad band mission.

Their is also computer and internet facility made available to the Faculty and students on the campus and off campus

? The faculty makes use of computer for supplementing lectures with a power point presentation.

? There is a well equipped computer Lab with Wi-Fi connectivity.

? Students are provided computer training by faculty.

? The practical class of B.com, BBA (C.A), BSC (C.S,) is organized in the computer Lab.

? Office staff has received adequate training in computer software that perform their duties with utmost sincerity and dedication. The office has four computers along with a printer and a scanner. Internet facility is available on the computers.

The institution is following the strategy of upgrading the computers and other accessories after every 2-3 year or as the new technology or up gradation is introduced. In this series we are having all our computer systems upgraded to dual core processor.

Description of IT Facilities including WiFi-

Date of updation -12/06/2015

Nature of updation - 2Mbps Line Unlimited

#### 4.3.2 Student - Computer ratio

**Response:** 12.38

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**

&lt;5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** <5 MBPS**File Description****Document**

Details of available bandwidth of internet connection in the Institution

[View Document](#)**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** Yes**File Description****Document**

Facilities for e-content development such as Media Centre, Recording facility,LCS

[View Document](#)**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 31.91

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
635415	659886	664347	708611	600016

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

#### 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.

##### Response:

A separate department for maintenance and up keeping of infrastructure line facilities and equipment 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 utilizing physical academic and support facilities are-

1. **Laboratory** - Funding for provision of laboratory facilities 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 facilities 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 upgradation by college.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 24.9

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
107	106	135	159	166

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response: 0**

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: Yes**

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 3.27**

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	8	5	6	5

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response: 13.33**

5.2.2.1 Number of outgoing students progressing to higher education

Response: 20

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	25	12	30	30

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 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) during the last five years.

Response: 69

5.3.1.1 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 wise during the last five years



2016-17	2015-16	2014-15	2013-14	2012-13
28	19	3	11	8

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

As we are governed by the rules and regulations of the higher education and student council elections are held as per the guidelines and yearly calendar declared by the higher education. Since the last four years the elections were not held and hence there is no formal body or committee comprising of student representative. The students at the college level participate in the NSS and NCC activities so that the leadership qualities can be groomed. The meritorious students are also included in the advisory committee for their opinion. The feedback of the students are gathered for future analysis.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 1.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	9	0

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the

**development of the institution through financial and non financial means during the last five years****Response:**

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 completing 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.

**5.4.2 Alumni contribution during the last five years**

&lt;1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 1**5.4.3.1 Number of Alumni Association / Chapters meetings held year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

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 values, religious beliefs, patriotism and self-confidence among students, imbibing the sense of social responsibilities. 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	Document
Any additional information	<a href="#">View Document</a>

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

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.

### 6.2 Strategy Development and Deployment

#### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

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 institution 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.

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

Lokmanya Tilak Sc. & Comm. College is governed 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 Lokmanya tilak college is run as per the instructions given by the executive governing body .

The Nyas has complete hierarchical 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 Lokmanya 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	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

The performance of the college is entirely managed through the functioning of various committees i.e academic ,cultural,NCC,NSS,sports,admission youth festival committee etc. These committees work under the supervision of the head of the institution.

There performance is guided by various meetings and their resolutions are recorded and organised in a planned way. Regular meetings of the concerned committees are called up through a proper notification. The process of recording of meetings is meticulously done. The resolution passed and implementation is done with the help of faculty members and the committee. These initiatives are very helpful for future policy making and the evaluation of the entire process. It is also useful for internal quality control and performance appraisal.

### **6.3 Faculty Empowerment Strategies**

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

##### **Response:**

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 welfare. Lokmanya Tilak Sanskratik Nyas is the head authority responsible for operating welfare scheme in the college. Various welfare schemes are as under:

1) Provident fund, State Insurance 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.

#### **6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

##### **Response: 0**

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 19.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	19	19	19	22

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

**Response:** 11

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	3	1	4

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:**

The procedure adopted by institution to monitor and evaluate performance of human resource is applied very effectively. The college management adopts certain modes for better appraisal of teaching and non-teaching 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.

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution conducts internal and external financial audits regularly****Response:**

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.

**6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)****Response: 0**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

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

## 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

#### Response:

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 activities are organized to give optimum support apart from academics.

### 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

#### Response:

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.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

#### Response: 0

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

**Response:**

IQAC cell has been started recently in the college but college always follows the policy of quality education . It is very helpful for delivering quality education with a value system. Some examples of last year performance may be set as here:

1. College has been conducted quality education system which is an exemplary to all about the environment.
2. College result is always near about 90 to 100 percent
3. Many students of the college have been selected in various fields.
4. Many students are working in field of entrepreneurship, business and allied areas like selection in PSC, CA, CS, NET, PhD and service sector.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 0

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

#### **Safety and Security**

The institution takes meticulous care with regard to discipline and safety of the students. From the time they arrive in the premises till the time they leave the premises, they are being properly monitored not only by technological means but individually also. The faculty members in their spare time watch the corridor and the movements of the students in order to avoid any mishap. Identity cards are issued by the institution which ensures that outsiders and antisocial elements do not enter into the premises.

#### **Counselling**

The faculty members of the institution are absolutely unbiased and give their optimum support to both male and female students respectively. Girls belonging to the weaker strata are provided with the facility of scholarship (GAON KI BETI) so that they can pursue their aspirations. They are also given maximum help with regard to job security. The institution believes in developing a congenial environment where the students can concentrate on their studies and make the best of the resources available.

**Common room**

As a part of the infrastructure, the college administration believes in the safety and security of all the students. A girls' common room is available so that the female students can make themselves comfortable.

**7.1.3 Alternate Energy initiatives such as:****1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 16200

<b>File Description</b>	<b>Document</b>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs**

**Response:** 0.01

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.56

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 16200

<b>File Description</b>	<b>Document</b>
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

**Waste management:** A vermi-compost unit has been established in the premises which highlights the importance and utilization of green waste. In which all waste like dry leaves and organic garbage along with the cow dung is put into that area to make vermi compost manures.

All other waste materials like paper, plastic, Iron & steel etc are sold to scrap merchant.

In our college cloth bag and paper bags are used in place of polythene bags. We do not use disposable material for breakfast or lunch.

We dispose the Waste material in proper way. We take care that hazardous goods like glass materials, plastic, chemicals should be disposed off in the right way.

---

**7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

**Rain water harvesting**

In our college very wide open area for natural water harvesting is available as a water conservation. There is open mud area which automatically utilize the rain water directly into the land. There are three big wells in college campus for water conservation. There are so many big trees in college campus for water conservation and also help to control soil erosion.

There are many big trees like – Neem, plum, eucalyptus, deodar, cheed, Khajoor (Datepalm) and other leafy plants. Our college campus is spread in around two Acres of land. It has a big garden which helps to maintain pollute free area.

---

**7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

**Green practices –**

(a) Bicycles - Some students are using bicycles and public vehicles for transportation to save fuel consumption.

(b) Public Transport - Some students are coming from villages by public transport like train / bus to attend the college for studies.

(c) Pedestrian friendly roads - Outside of the college pedestrian friendly roads are made in proper manner. Plantation also done on the both side of road and between the dividers.

### **Plastic- free campus**

In college meetings and seminars the refreshment is provided in paper cups and plates.

Paperless office - In college most of the work done on computer so there is less use of paper is done in the office.

### **Green landscaping with trees and plants**

Our college campus is spread in a sprawling area of around 15 acres. It has a natural green view free from pollution. There are numerous trees like Neem Banayan Jamun Peepal etc. In the campus we have numerous leafy and ornamental plants along with a functional nursery. In the nursery many medicinal and ornamental plants are available at affordable cost.

In college plants are presented to staff members on their birthday. In motivates the habit of plantation.

### **7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes****7.1.13 Display of core values in the institution and on its website****Response: Yes****7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response: Yes****File Description****Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)**7.1.15 The institution offers a course on Human Values and professional ethics****Response: No****7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response: Yes****7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal**



**harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response: 10**

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### **7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

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 regularly organized in the institution. Gandhi Jayanti is celebrated every year and programmes 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 considers him a role model and the institution is named after him.

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

**Response:**

The basic characteristic of the institution is the prosperity of economic financial and other resources. The institution applies a co-sharing system for utilizing resources which are in possession of Lokmanya Tilak Sanskritik Nyas and on the other hand some other resources are used by the college at its individual level. A clear cut resource mobilization system is presented here. Receipts and Payments, Fees received, Salary paid to staff, late fee received, Allocated to various dept., Fund allotted to various heads etc.

Our institution uses banking system for every transaction related to receipts and payments. All the books of accounts are kept in proper form for the purpose of audit. Audit is done in every year. Our college makes a report on the academic activities done in every year. The administrative system of college follows the rules and regulations of the Lokmanya Tilak Sanskritik Nyas. Any body can access the books of accounts as per

the requirement. Rules and regulations book for the administration can be seen as per the need by any person. Administration made a scholarship committee to resolved the problems of students to get scholarship by goveronment.

Biometric attendence system is adopted for teaching and non-teaching members.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### **Personality development through cultural activities and yoga.**

1. Aim – The aim of this activity is to connect the students with the rich cultural heritage of the country, to inculcate into them the vision of patriotism and to bring a holistic improvement in their personality through cultural activities and yoga.

2. The context - In the past years we were observing that only countable students were coming to the college to attend the national festivals like Independence day and republic day. The students were considering these festivals as holidays without realizing the importance of these Festivals, so the students started joining activities.

3. The practice – the college is organizing yoga classed and cultural activities like debates, music, dramas, group discussion etc. The students are encouraged to participate in these activities. The classes are monitored by sports & yoga teachers. College is celebrating fresher's party, farewell party, Teachers day, Yuva Utsav etc. The students perform in various activities Like-Solo dance, Group dance, Folk dance, Patriotic songs, Mime, Mimicry, Instrumental performance, Skit, drama, Rangoli, Best out of west, Instant dish, Mehandi, Essay writing competition, Portrait, Cartoon-Slogan competition etc.

Sports activities are also run by college-like, Malkhambh, Badminton, Judo, Cricket, Gymnastic, Karate, Table Tennis, Kho-Kho,Chair Race, Kabaddi, Spoon-race etc.

**SHIKSHAK ABHYAS VARG** – In the college innovation programmes are organized every year for the enhancement of teaching attributes through ?Shikshak Abhyas Varg. In this lectures are given by experts, senior faculties to motivate teachers.

The professors also trained for PPT teaching methods. Smart classes, are arranged for making the subject easy, clear and interesting. Students give presentation on the given topic to cultivate habit of explaining and presenting the ideas.

Professors give assignment to the students to improve their habit of reading and writing about the book. It helps them in future prospect of life

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

## **Vision**

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.

## 5. CONCLUSION

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### **Additional Information :**

The college has been instrumental in not only promoting academic excellence but also in extra-curricular and cultural activities. It has recently started a study center for Company Secretary so that the interested students get benefitted. Activities like campus drive, cleanliness campaign etc. are regularly organised.

### **Concluding Remarks :**

It is our constant effort to enhance academic excellence with a blend of behavioural knowledge and moral values. The institution adheres to all the basic regulations laid down by the higher education and the government of Madhya Pradesh despite being a private college. The challenges are there in the overall academic scenario but we have all the basic amenities and intellect to meet these challenges.