



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

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

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	private
Name of the IQAC co-ordinator/Director	DR ANJALI SHAH
Phone no/Alternate Phone no.	07342563833
Mobile no.	9827588914
Registered Email	anjalimanishshah2006@gmail.com
Alternate Email	amtjn307@rediffmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://ltsccollegeujain.com/wp-content/uploads/2020/03/AQAR_report-2018-2019.pdf">http://ltsccollegeujain.com/wp-content/uploads/2020/03/AQAR_report-2018-2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.ltsccollegeujain.com/">http://www.ltsccollegeujain.com/</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.60	2018	02-Nov-2018	01-Nov-2023

<b>6. Date of Establishment of IQAC</b>	
	10-Jul-2017

<b>7. Internal Quality Assurance System</b>		
Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
SCIENCE QUIZ	28-Jan-2020	35

	01	
COMMERCE QUIZ	30-Nov-2019 01	300
INDUSTRIAL VISIT FOR SCIENCE STREAM	05-Sep-2019 01	43
INDUSTRIAL VISIT FOR COMMERCE STREAM	31-Jan-2020 01	61
ICSI CAREER PROGRAMME	22-Aug-2019 01	170
WORKSHOP BY SEBI FOR FINANCIAL TRAINING	03-Aug-2019 01	30
PLANTATION PROGRAMME	17-Jul-2019 01	40
DISCUSSION ON NATIONAL EDUCATION POLICY	09-Jul-2019 01	20
GROUP DISCUSSION ON BUDGET	06-Jul-2019 01	20
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 0	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Inculcating the habit of investigation and research for a subject to our students. 2. Importance to books as far as the acquisition of knowledge is concerned. 3. Making the students aware of their social responsibilities also. 4. Preparing students for the challenges and requirements regarding the placement scenario. 5. Identifying the potential learners and slow learners and giving them equal opportunities to show their true colours.

[View File](#)

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

Plan of Action	Achivements/Outcomes
<b>No Data Entered/Not Applicable!!!</b>	
No Files Uploaded !!!	

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

No

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

No

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

Yes

Year of Submission

2019

Date of Submission

20-Nov-2019

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

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

1.1.1 The College ensures effective curriculum delivery by: • organizing faculty meeting to discuss and finalize the curriculum delivery. • preparing lesson plans, teaching diaries and study materials • Organizing workshop, guest lectures and inter departmental programme. • Organizing study tours and Industrial visits. The main objective of organizing staff meeting is to give and create a sense of understanding to all the faculty members so that the entire work can be done smoothly. The head of the institution provides all the necessary requisites for the completion of a taken task i.e a seminar or a guest lecture or events for awareness and to educate students. The minutes of the meetings are recorded properly so that they can be utilized in the near

future. Faculty members are being told in advance or even at the start of the session as to what be their role and other responsibilities that they have to take care in the due course of time. The daily diaries are maintained along with the attendance registers and are checked by the head of the institution. Different committees are formed at the start of every session in which the faculty members are given different responsibilities so that everyone has the idea of work to be performed and their respective roles. University exams are being conducted very diligently as it is an important and integral part of any higher educational institute. The record is kept intact regarding all the activities and event organized in the college. The office staff and accounts department takes special care to prepare and assimilate relevant information in the prescribed format and method. The institution lays focus on the overall development of the student and it becomes imperative to give them the idea of actual or industry work culture. Routine industrial visits and excavations are carried out for imparting practical knowledge to the students who aspire to become future entrepreneurs and businessmen. Lokmanya Tilak Science and Commerce College is situated right in the heart of the city and hence the accessibility factor is very good and therefore the students attend the lectures regularly as compared to those colleges which are situated far from the city.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
TALLY	nil	18/06/2019	90	YES	nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	NIL	Nil
BSc	NIL	Nil
BBA	NIL	Nil
MCom	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	4

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
<a href="#">View File</a>		

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

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

### 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil
Parents	Nil

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

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

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	COMPUTER SCIENCE AND MICROBIOLOGY	270	44	44
BCom	HONS	60	11	11
BCom	TAX	30	14	14
BCom	COMPUTER APPLICATION	180	50	50
BCom	PLAIN	120	46	46
BBA	Nil	60	29	29
MCom	Nil	60	10	10
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

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

2019	631	31	18	7	7
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	6	2	2	6
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
631	18	1:35

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Assistant Professor	NIL
2020	NIL	Assistant Professor	NIL
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	C140	YEARLY	19/03/2020	31/10/2020

BSc	C138	YEARLY	19/03/2020	31/10/2020
BSc	C137	YEARLY	19/03/2020	31/10/2020
BSc	C118	YEARLY	19/03/2020	31/10/2020
BSc	C116	YEARLY	19/03/2020	31/10/2020
BCom	C226	YEARLY	19/03/2020	31/10/2020
BCom	C198	YEARLY	19/03/2020	31/10/2020
BCom	C032	YEARLY	19/03/2020	31/10/2020
BBA	C029	YEARLY	19/03/2020	18/11/2020
MCom	C031	SEMESTER	Nil	24/11/2020
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

STUDENTS AS WE KNOW FORM THE BASIS OF ALL OUR ACTIVITIES AND TO EVALUATE THEM IT BECOMES IMPORTANT TO INTERACT WITH THEM ON A REGULAR BASIS. THIS YEAR WE STARTED THE INITIATIVE OF STUDENT SEMINAR IN WHICH STUDENTS PREPARED A POWER POINT PRESENTATION TO DEMONSTRATE THE KNOWLEDGE ACQUIRED. APART FROM THE REGULAR EVALUATION PROCESS PRESCRIBED BY THE HIGHER EDUCATION IN WHICH WE TAKE CCE AND INTERNAL EXAMS THIS INITIATIVE WILL DEFINITELY HELP THE INSTITUTION IN THE LONG RUN.

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

AS A PART OF THE REGULAR PRACTICE WE PREPARE AND STRICTLY ADHERE TO THE ACADEMIC CALENDAR. THIS NOT ONLY SERVES OUR PURPOSE OF INCORPORATING ALL THE EVENTS AND ACTIVITIES BUT IT ALSO PROVIDES US WITH A ROAD MAP SO AS TO WHERE WE ARE GOING AND WHERE WE HAVE TO GO. ACADEMIC IMPORTANCE IS OF UTMOST IMPORTANCE BUT WE GIVE EQUAL WEIGHT AGE TO CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES. THE ANNUAL CALENDAR IS ALSO CHALKED OUT BY THE HIGHER EDUCATION DEPARTMENT AND THE EVENTS AND ACTIVITIES THAT WE DESIGN IN OUR CALENDAR IS AS PER THE GUIDELINES AND NORMS EXPECTED BY THE UNIVERSITY AND HIGHER EDUCATION. THIS ACADEMIC CALENDAR ALSO HELPS US TO KEEP A TRACK RECORD OF ALL THAT WE HAVE DONE IN THE PREVIOUS YEARS AND THE CHALLENGES THAT LIE AHEAD AND HOW ARE WE GOING TO DEAL WITH THOSE CHALLENGES.

### 2.6 – Student Performance and Learning Outcomes

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

<http://ltsccollegeujain.com/wp-content/uploads/2021/07/2.6.1 .xlsx 2019-20.pdf>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 2.7 – Student Satisfaction Survey

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



### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	00	nil	0	0
Minor Projects	00	nil	0	0
Interdisciplinary Projects	00	nil	0	0
Industry sponsored Projects	00	nil	0	0
Projects sponsored by the University	00	nil	0	0
Students Research Projects (Other than compulsory by the University)	00	nil	0	0
International Projects	00	nil	0	0
Any Other (Specify)	00	nil	0	0

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#### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
WORKSHOP BY SEBI	COMMERCE	03/08/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

[View File](#)

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nil

[View File](#)

### 3.3 – Research Publications and Awards

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

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	nil	Nil	0
International	nil	Nil	0
No file uploaded.			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	0	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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### 3.4 – Extension Activities

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

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

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nill
No file uploaded.			

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

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

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
INSTITUTE OF COMPANY SECRETARIES OF INDIA	24/09/2019	STUDY CENTRE/COUNSELING	900
NARMEDE AYURVEDAM	24/09/2019	EMPLOYMENT OPPORTUNITIES	10
BOCHEM HEALTH CARE PVT LTD	18/12/2019	EMPLOYABILITY	2
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
800000	641078

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MR Software	Fully	20:16:42	2017
MR Software	Fully	20:16:42	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5643	1181519	407	147765	6050	1329284
Reference Books	362	110895	2	625	364	111520
Journals	Nil	Nil	2	7400	2	7400
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	45	10	0	0	4	2	10	0

Added	0	0	0	0	0	0	0	0	0
Total	50	45	10	0	0	4	2	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
800000	663819	100000	63326

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

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

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

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	GOVT SCHEME	161	1218966
b) International	NIL	Nil	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
PERSONAL COUNSELING	20/08/2019	150	COLLEGE LEVEL
LANGUAGE LAB	15/09/2019	30	BIYANI TECHNOLOGIES
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NIL	Nil	Nil	Nil	Nil
2020	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	BBA	management	vikram university	MBA
2020	12	B.COM	commerce	lokmanya tilak college	M.com
2020	1	B.SC	science	DAVV INDORE	M.sc
2020	6	B.SC	science	Vikram	M.sc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
<a href="#">View File</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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	nil	National	Nil	Nil	Nil	Nil
2019	nil	Internat ional	Nil	Nil	Nil	Nil
No file uploaded.						

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

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

boys and girls enroll and see for themselves the meaning of discipline,punctuality and leadership.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

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

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

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

Partial

#### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	A rigorous and transparent methodology as per the higher education department is followed. Every year the process of registration is done where the students from 12th standard are instructed to complete the admission formalities.
Industry Interaction / Collaboration	It is our constant endeavor to provide the students a platform to



explore and test their knowledge. Different MOUs are being signed and the management is trying to create a bridge between the companies and the students.

Human Resource Management

Faculty members are recruited as per the norms laid down by UGC and higher education. The salary component is decided by the trust which runs the institution.

Library, ICT and Physical  
Infrastructure / Instrumentation

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.

Research and Development

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.

Examination and Evaluation

The institution follows a very transparent and systematic approach towards the process of evaluation. For this purpose we conduct CCE system in different manners. The mission also lay focus on the overall development of the students and their inherent capacities. With the help of seminars and

presentations students know the subject well and hence they perform nicely in the final examinations.

Teaching and Learning

As an essential part of any institution the curricular aspect in our College is properly and meticulously handled. It is our vision since the inception to provide quality education to the aspiring young generation. The admissions to various 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, cocurricular and extra - curricular activities. The institutions always try to inculcate moral and ethical values through different activities.

Curriculum Development

we are governed and regulated by the university we are affiliated to. The curriculum is prepared and prescribed by the higher education and the teaching institutes have to just render or teach according to the curriculum layout. The design of the curriculum is not exactly in the hands of colleges. We at our institute try our best to impart quality teaching and fulfill the standards desired by the higher education .

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

E-governance area	Details
Planning and Development	The mechanism maintains complete transparency while planning as we use more of technological aids rather than paper work. The use of social media platform is of great advantage during planning and development.
Administration	The office working is fully automated and most of the work is done on computers with the help of internet.
Finance and Accounts	Accounts are maintained with utmost clarity and transparency and the same are being audited regularly
Student Admission and Support	The entire process at the beginning

	of the session regarding the admission is with the use of IT. The counseling and the results are displayed by the higher education Bhopal.
Examination	Online exams are still an area of development which will be taken care in the near future.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil
2020	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	WORKSHOP ON FINANCIAL MATTERS	WORKSHOP ON FINANCIAL MATTERS	03/08/2019	03/08/2019	35	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FACULTY DEVELOPMENT PROGRAMME	1	25/05/2020	30/05/2020	6
FACULTY DEVELOPMENT PROGRAMME	2	01/06/2020	02/06/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

### 6.3.5 – Welfare schemes for

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

## 6.4 – Financial Management and Resource Mobilization

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

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 management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
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### 6.4.3 – Total corpus fund generated

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## 6.5 – Internal Quality Assurance System

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

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

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

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

DIFFERENT TRAINING PROGRAMMES FROM TIME TO TIME ARE ORGANIZED FOR THE SUPPORT STAFF
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### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

MOUS SIGNED WITH DIFFERENT ORGANISATION FOR IMPARTING KNOWLEDGE BASED TRAINING. JOURNALS SUBSCRIBED FOR ENHANCEMENT OF THEORETICAL KNOWLEDGE. INCEPTION OF LOKMANYA TILAK SHODH KENDRA FOR PROMOTION OF RESEARCH ACTIVITIES. APPLIED TO START A RESEARCH CENTER IN COMMERCE .
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### 6.5.5 – Internal Quality Assurance System Details

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

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
THE USE AND PRESERVATION OF RENEWABLE SOURCE OF ENERGY IS THE NEED OF THE HOUR. THE SOLAR PANEL HAS BEEN INSTALLED . ALMOST 80 OF THE TOTAL REQUIREMENT IS MET BY THE RENEWABLE SOURCE INSTALLED.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	Nil
Physical facilities	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	01/08/2019	1	PLANTATION	ENVIRONMENTAL AWARENESS	65
2019	Nil	Nil	18/08/2019	1	DRAWING COMPETITION	CONSERVATION OF ENVIRONMENT	35

2019	Nil	Nil	20/08/2019	1	MARATHON	REMEMBER THE MATRYRS	61
2019	Nil	Nil	01/12/2019	2	AIDS AWARENESS	AIDS RELATED	30
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	not available

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

Activity	Duration From	Duration To	Number of participants
Meri dharti mera dayitva (Plantation)	17/07/2019	17/07/2019	20
Hindi Language Day	14/09/2019	16/09/2019	40
Lecture on the virtues preached by Mahatma Gandhi	16/11/2019	16/11/2019	25
Cleanliness Drive/Plastic free city	17/09/2019	17/09/2019	50
<a href="#">View File</a>			

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

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

## 7.2 – Best Practices

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

IN ORDER TO MULTIPLY THE INTELLECT OF THE STUDENTS AN EXCELLENCE CLUB IS FORMED IN WHICH WE SELECT THE MERITORIOUS STUDENTS FROM DIFFERENT SCHEMES TO SHOWCASE THEIR ACADEMIC TALENT AND EXCELLENCE THROUGH DISCUSSIONS, INTERACTIVE SESSIONS. THE INTERDISCIPLINARY APPROACH HELPS TO BRING OUT THE BEST IN EACH STUDENT. DURING THE YEAR WE ARRANGE ACTIVITIES OF THIS CLUB UNDER THE GUIDANCE OF FACULTY MEMBERS ALONG WITH THE PRESENCE OF PRINCIPAL. SECOND INITIATIVE OR PRACTICE THAT WE HAVE STARTED IS THE VISION OF STARTING PRACTICAL GROUNDS IN THE FORM OF LABS. WE HAVE WORKED ON COMMERCE LAB WHERE DIFFERENT AREAS SUCH AS , INCOME TAX, POSTOFFICE, INSURANCE, GST OFFICE WORK ARE DEALT WITH IN A VERY EXHAUSTIVE MANNER. IN THE SAME WAY THE PRINCIPLES OF MATHEMATICS ARE ALSO EXPLAINED WITH ILLUSTRATIONS AND FIGURES. STUDENTS NOT ONLY LEARN BUT THEY REPRODUCE THEIR LEARNINGS IN THE FORM OF POWER POINT PRESENTATIONS AND SEMINARS. SOME VOCATIONAL TRAINING IS ALSO PROVIDED IN THE COLLEGE PREMISES LIKE HARDWARE, TALLY ACCOUNTING, CARPENTRY ELECTRICIAN ETC.

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

institution website, provide the link

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

### 7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

<http://ltsccollegeujjain.com/>

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

The institution aims to create a congenial environment for teaching learning process. Students come from different strata of the society and hence it becomes important for us to maintain a balance for slow learners as well as bright students. With different streams running in the institution students from Commerce, Science and Computer get optimum learning platform to grow and acquire. Our aim is also to make sure that apart from academics we provide maximum opportunity to students where they can express themselves in Co-curricular and Extra-curricular activities. The overall development of the students is of utmost importance for us. We are also planning to collaborate with some agencies for promoting entrepreneurial and job related issues. The college is working on making a research centre fully functional. The scholars can come and do their research related work under the guidance of our qualified faculty members. The subjective knowledge is important as far as the career and future goals are concerned. Academic strategies are planned in such a manner that students also get time for other activities i.e. extra-curricular and co-curricular activities. Sports and cultural activities are regularly organized in which students participate with a lot of enthusiasm. Malkhambh is our traditional sport and students are provided complete training in the premises where school kids also take part and learn the skills. The institution has a vibrant NCC unit and we want to expand this wing by adding Navy and Air wing unit. Also we have worked on opening the Scout unit with Rover and Ranger unit fully functional. As a part towards society we want to learn special coaching facility for weaker students

and slow learners. As a part of infrastructure augmentation we plan for building new class-rooms so that in future some new courses can be started. All these are few initiatives and plans that we look forward to not only to implement but at should be result oriented as well.