Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVRENMENT COMMERCE COLLEGE**
Name of the head of the Institution	**DR. KRISHNA RANI**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07442426258**
Mobile no.	**7597707137**
Registered Email	**gcc.kota31@gmail.com**
Alternate Email	**kr10360@gmail.com**
Address	**TALWANDI KOTA**
City/Town	**KOTA**
State/UT	**Rajasthan**
Pincode	**324005**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Ashok Kumar Gupta**
Phone no/Alternate Phone no.	**07442426258**
Mobile no.	**9413113671**
Registered Email	**drashokkr.gupta@gmail.com**
Alternate Email	**gcc.kota31@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/AQAR%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/Academic%20Calender%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.01**	**2016**	**19-Jan-2016**	**18-Jan-2021**

6. Date of Establishment of IQAC	**16-Sep-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

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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
Finanace Department of Rajasthan	IFMS	GOR	2020 365	44877338

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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	1
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 Uploaded 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. IQAC Promoted participative discussions and highlighted quality aspects through planned interactions among various stakeholders in the institutions.

2. IQAC has recommended new ways of learning to different departments of the institutions.

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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
Development of Video Audio Programs for Students	Initiated and a video conferencing room was developed and upgraded with the grant of RUSA
Development of E-Contents for students	Initiated and E-Contents developed in various subjects towards the end of the session
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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	30-Sep-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

The college has the mechanism for delivery and documentation of the curriculum set by the Kota university to achieve the educational, social and cultured objectives. The process involves a number of specific decisions taken at the staff council and Department committees to determine workload, allocation of work and preparation of Time Table. There are three specializations offered in Commerce subject namely, Accountancy and Business Statistics (ABST), Economic Administration and Financial Management (EAFM), Business Administration (BADM) faculties. The subject syllabus and curriculum of these specializations is designed and prepared by members of Board of Studies (BOS) at the affiliated Kota University. The implementation and timely completion of curriculum remains prime focus of all faculty members.

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
nil	nil	Nil	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill

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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
Nill	nil	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	nil	0

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Manual feedback is obtained from students, alumni, parents, social representatives and other academic institutions and organisations, banks and other industries that interact with college administration from time to time. Many meetings are conducted in college at various platforms such as Youth Development Centre, Planning Forum, Vikas Samiti, Workshops etc. where overall development of institutions and concerned areas are thoroughly discussed Feedbacks are evaluated by teachers committees and used to design workplan as per requirement and for curriculum enrichment.

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
MCom	M.COM	240	828	226
BCom	B.COM	1400	1926	1097
		View Uploaded File		

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	3005	404	10	0	10

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	Numberof smart classrooms	E-resources and techniques used
10	10	2	1	1	1
		View File of ICT Tools and resources			
		View File of E-resources and techniques used			

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

Student mentoring system is available in the college at different levels, academic, personal, professional and career counselling and other services. Academic counselling is available for all students. In the tutorial classes, the teachers meet smaller groups of students to help there in resolving their curricular and other academic needs. The students can discuss their academic and discipline related problems without any hesitation. Extension activities like NSS, NCC, YDC, extra-curricular activities and students union have faculty mentors to advise and guide the students in organizational and leadership qualities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3409	10	1:341

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
39	10	29	0	7

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	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
2019	NIL	Nill	NIL
2020	NIL	Nill	NIL
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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
BCom	10338	YEAR	30/04/2020	04/12/2020
MCom	10352	YEAR	30/04/2020	13/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

NONE

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

Academic calendar is prepared according to the instructions from Admission policy of DCE and college time table. The college classes are conducted from 10:00 am to 05:00 pm during which each faculty takes 16-18 classes per week. The main objective of academic calendar is to complete the syllabus of University of Kota on time. The examination are conducted during the month of March to May. A separate activity calendar is provided by the Director of college education, Jaipur for NCC, NSS, YDC, Scouts, Sports and other cultural activities. The academic and extra-curricular activities are conducted throughout the year simultaneously for the overall development of students.

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)

https://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/2.6.1.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
10338	BCom	B.COM	946	926	97.88
10352	MCom	M.COM	169	141	83.43
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2.7 – Student Satisfaction Survey

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

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_

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
Nill	0	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
nil	nil	

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	Nill	Nill

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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	Nill

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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
BADM	1

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	0	Nill
International	nil	0	Nill

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

Department	Number of Publication
nil	0

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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	nil	0
nil	nil	nil	2020	0	nil	0

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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	2019	0	0	nil
nil	nil	nil	2020	0	0	nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0

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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 activities	Number of students participated in such activities
Special one day annual camp	NSS UNITS OF THE COLLEGE	4	200
One day camps orgainised throughout the year	NSS UNITS OF THE COLLEGE	4	200
NCC ACTIVITIES	NCC AIR WING	1	100

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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	0

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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	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency		activites	activites
SBSB	4 UNIT OF NSS	1. SPECIAL CAMP IN NEARBY VILLAGE, AWARENESS RAILLIES, CLEANLINESS	4	100

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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

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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

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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
nil	Nill	nil	0

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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
3.12	3.12

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing

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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 patially)	Version	Year of automation

| nil | Nill | nil | 2021 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	38351	Nill	203	Nill	38554	Nill

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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	Nill

[View File](#)

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	13	1	0	0	0	0	0	4	0
Added	0	0	0	0	0	0	0	0	0
Total	13	1	0	0	0	0	0	4	0

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

4 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
ICT LAB	[nil](#)

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 incurredon maintenance of physical facilites
0.69	0.59	2.6	2.04

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)

The college always lays emphasis on maintaining and utilizing all the learning resources available. All the departments are separate, having well-lit rooms and well-ventilated class rooms. College has a rich library available for students, research scholars and faculty members which sufficiently fulfils the course, knowledge and research related requirements. At present the post of

librarian is vacant. To keep the library facility running in full swing the principal has appointed a librarian on contract basis who is efficiently looking after all the responsibilities related to library needs under the fine supervision of senior faculty member. For regular teaching large spacious and well-ventilated classrooms with good quality furniture is available. Regarding sports, college has large playgrounds available for various sports activities including a basketball court, facility for table tennis. The students actively utilizing the space for its rightful purpose. For all office works and students-teacher needs internet facility is available in the campus. College also has large auditorium to host different cultural programs and activities run by college

https://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/4.2.2.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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	cm scholarship, sje	432	1665000
b)International	Nill	Nill	Nill
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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 implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NIL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	YDC, NSS, NCC	100	100	0	0
2020	YDC, NSS, NCC	100	100	0	0
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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

0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	240	B.COM	ABST EAFM BADM	GCC KOTA	M.COM
2019	240	B.COM	ABST EAFM BADM	GCC KOTA	M.COM

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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
Nill	0

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

Activity	Level	Number of Participants
SPORT	COLLEGE	120
Project Competitions	COLLEGE	50
Academic Competitions	COLLEGE	50
CULTURAL EVENTS	COLLEGE	100

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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
2019	NIL	National	Nill	Nill	Nill	NIL
2020	NIL	National	Nill	Nill	Nill	NIL
2019	NIL	International	Nill	Nill	Nill	NIL
2020	NIL	International	Nill	Nill	Nill	NIL

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

College has student union which is elected by the students for the students. Student union election are held as per direction received from DCE Jaipur. This union of elected students looks after students co-curricular activities in the college with collaboration of college administration and students union counsellor of college who are senior most faculty members. Students' participation is also ensured in academic bodies, various committees formed at college level which also facilitates smooth functioning of student's union in college.

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)

Decentralization 1. The college work is conducted by committee's formed under the patron-ship of the principal in which academic and non-academic staff are made members as per requirements 2. Each committee has a convener, and members and student representatives who work together and report to the principal. E.g. a) NSS b) YDC c) NCC d) Red ribbon club e) Cultural/sports committee Participative Management 1. Regular meetings and sessions are conducted on various college related matter such as • Examinations • Elections • Admissions, academics • Other related matter Decision are taken on consensus Basis.

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

No

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
Library, ICT and Physical Infrastructure / Instrumentation	There is full-fledged library consisting of reference books, text books, journals etc. related to commerce, management and other competitive exams and comprehensive studies for students' reference, research and development.

Research and Development	Research is conducted by all three PG department in the faculty of commerce. Ph. D. and JRF students are enrolled under approved supervisors affiliated with Kota university. College provides library and departmental facilities for research scholars.
Admission of Students	There is a centralised online admission procedure conducted by the Commissionerate of college education Rajasthan. There are separate nodal officers appointed by Principal for UG and PG admissions who act as connecting link between DCE and College Admission. The principal and the college are the forwarding authority only.
Human Resource Management	The college follows decentralized modes of functioning and works through duly appointed committees. It practices transparency and accountability mechanism to ensure efficient working of the system. The administration under takes random checking. The college has a grievance cell and a system to redress the complaints of the teaching and non-teaching staff and the students.
Examination and Evaluation	The academic calendar for the conduct of examinations and evaluations is prepared by University of Kota. Since the college is a Constituent college of the University, examination evaluation are held as per the rules regulations of the unit the college strictly. Answer sheets are evaluated by centralised committee of the university in which college faculty also plays an important part. Moreover, the college host the different examinations from various Government departments and other universities throughout the year.
Curriculum Development	Curriculum of the college is developed by the board of studies (BOS) at the university of Kota, Kota consisting of senior professors and administrative heads. The college role is to complete the syllabus set by BOS as per their directions.
Teaching and Learning	The college faculty participates and attends quality improvement programs by means of faculty development programs (FDPs), Refresher Courses/Orientation courses, conferenced, Seminars, Symposiums, Skill development and training workshops, organized to orient teachers into new research pedagogy.

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

E-governace area	Details
Planning and Development	Digital system of administration has been actively used in planning and development of college's Staff and students benefits overall growth of institution.
Administration	All work in the college is digitally performed and processed by emailing system to instantly connect with the Commissionerate, secretariat, RUSA, UGC, collectorate, treasury and other govt. bodies.
Finance and Accounts	IFMS (Integrated finance and management system) is fully working for all the finance and accounts related works of the college connected online with the finance department of the state and receives instant notification for timely working.
Student Admission and Support	There is a centralised online admission procedure conducted by the Commissionerate of college education Rajasthan. The principal and the college are the forwarding authority only.
Examination	Examination is conducted in offline mode. Guidelines are received from affiliated university from time to time through E-mails and letters.

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
2020	NIL	NIL	NIL	Nill
2019	NIL	NIL	NIL	Nill
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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	NIL	NIL	Nill	Nill	Nill	Nill

| 2020 | NIL | NIL | Nill | Nill | Nill | Nill |

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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
Training	1	30/09/2019	01/10/2019	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
0	0	3	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

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

College has Internal Audit system in which staff checks all the records internally. External audits are conducted as per directions received.

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

0

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. Samwad Sangam Program was organized frequently to discuss problems faced by parents as well as teachers 2. All achievements of college are shown to parents and students are awarded for their appreciable achievements in academics as well as in society.

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

	NIL	

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

1. To make the campus eco-friendly. 2. To encourage Research development in faculty. 3. To make the campus clean and Nature friendly. 4. Increase used of ICT tools and digital medium for academic and administrative purpose.

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
2019	NIL	Nill	Nill	Nill	0
2020	NIL	Nill	Nill	Nill	0
[View File](#)					

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	Nill	Nill	0	0

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
75

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	16

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
[View File](#)							

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	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on Carryout your SWOT analysis	30/09/2019	30/09/2019	78

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

1. Use of plastic bags and usables is prohibited in the campus. 2. Minimum wastage of paper and printing is done on both sides for various purposes. 3. Campus is also Eco-friendly because it has various gardens and parks. Tree plantations in college keep the campus green and nature friendly. 4. The campus is Tobaccos free campus. 5. Planning is done to install solar panels to generate solar energy. 6. The lighting system in the colleges is eco friendly

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Ek Bharat Shrestha Bharat is a special program organized by CCE, JAIPUR, under which college conducted various activities and events coordinating with the NSS daily activities and camps such as • Various topics like life and times of Assam and Assamese People • Cultural and food habits of Assamese People • Art and culture of Assam was discussed in talks and seminars organized in the college Mrs. Chandrima Sharma was invited who belongs to Assam, to talk about Assamese culture • Cultural program based on music, dance and dresses was organized in camps. • Movies and Videos related to Assamese culture was regularly telecasted to students. 2. Community Book Bank: The concept of book bank based on raising awareness of reading books among students. Various members of college and community have donated 480 books in the book bank for needy students. Distribution of G.K. and English Grammar books to college students to enhance their general knowledge and English language skills.

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

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/7.2.1.pdf

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

1. The college is a pioneer post graduate Commerce Institute in the Hadoti region. Thousands of commerce graduates and post graduates pass out in every Academic Year. The college takes pride in laying down the foundation for commerce professionals like CA, CS and M.B.A. as well as other administrative fields. The college is a hub for foundation courses in business studies and management studies. The curriculum taught here is in tune with latest trends and trade. To summarise, Government Commerce College, Kota is the nerve centre of commerce education in this region that provides ample career prospects in the field of Commerce, Business and Management. Apart from curriculum, extended education is also provided to students where they learn about serving the society and character building through various activities organised by NSS. They also learn discipline, integrity towards Nation through NCC. They gain

practical knowledge of professional behaviour and practices through sessions organised by YDC. The college gives opportunities in career guidance, prospects and enhancement in the commerce stream to the young brains. Faculty members also enhance their knowledge through various programmes, workshops, seminars, national and inter-national conferences. The college is a perfect platform for novices in the commerce field. For students ample opportunities and openings work as a gate-way to their future. Graduation from commerce provides opportunities in management, business, trade and other competitive fields. 2. The college campus is located on National highway 52 on its front, and posh locality in its rear along with multifacility Hospitals and students friendly Mess in its surroundings. The college has a huge playground, a big parking lot, a basket-ball ground, a well-maintained Azad Park and an inner-square park. The college infrastructure is worthy of mention with a huge seminar hall with seating capacity of 500 members. The college is environment friendly with 'GoGreen' slogan. The Park is a huge stress-buster for each and every one. The inner jogger's park is under construction while outer jogger's park is constructed in Azad Park to inspire healthy lifestyle. Plants decorative trees, medicinal plants and shady trees make the campus green and the college a hub for stress-free, and healthy living for everybody who is associate with the college.

Provide the weblink of the institution
http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_commerce_college,_kota_rajasthan/uploads/doc/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1.Planning more career oriented seminars for students 2.Planning for developing waste water management system and rain water harvesting 3.Enhancing research activities 4.Development of e-contents 5.Regularization of alumni meet. 6.More skill development coursed are proposed for regular students