

## ANNUAL QUALITY ASSESSMENT REPORT 2012-13

Name of Institute: School of Commerce

Year of Report: 2012-13

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

### PART A

1. Curricular Aspect	<ul style="list-style-type: none"><li>• Grade-Credit System is followed</li><li>• The curriculum is updated from time to time. Last updated in June, 2013.</li><li>• Curriculum development process is participatory involving various stake holders</li><li>• Curriculum update based on the current needs of the Schools and advances in knowledge</li><li>• Formal feedback is obtained from the students. Obtained feedback is utilized for updating the courses</li><li>• Informal feedback from ex-students and field professionals is taken into consideration</li><li>• All courses of School of Commerce are job-oriented courses</li><li>• Special slots for providing of reasoning and thinking sessions to all students are made available in regular time table</li><li>• ICT is one of the compulsory subjects</li><li>• Students for all courses are admitted through CET exam done by university. Admission to M.Phil. and Ph.D. courses now on the basis of Entrance exam and Interview.</li><li>• State governments norms are followed in admission process for reserved categories and women</li><li>• Remedial sessions are organized for weaker students and enrichment sessions for the brighter ones</li></ul>
2. Teaching – learning and Evaluation	<ul style="list-style-type: none"><li>• Seminar hall is equipped with multimedia projector</li><li>• Lectures are supplemented by assignments, seminars and field visits</li><li>• Practice teaching, microteaching, psychological testing and school experience are practical components</li><li>• Exposure to research and innovation skills through Students Project is introduced at UG and PG level.</li><li>• School of Commerce boasts of a team of qualified faculty (05</li></ul>

	<p>contractual faculties)</p> <ul style="list-style-type: none"> <li>• Teachers are motivated for attending refresher courses, seminars, workshops etc.</li> <li>• For appointment of regular faculties a proposal is passed from EC members &amp; passed it to state govt. for further action.</li> <li>• Continuous and comprehensive evaluation process is followed with three sessional examination , end semester exam in each course</li> <li>• Transparency and Openness is hallmark of evaluation system</li> <li>• Grade-credit Teacher based evaluation system is followed</li> <li>• Strict adherence to examination schedule, timely evaluation of answer sheets and declaration of results.</li> <li>• Students' are given feedback on their performance and answer sheets are shown to them</li> <li>• Result processing is computerized</li> <li>• Teaching learning process incorporates ICT component</li> <li>• External audit in the form of Comprehensive viva is a special feature of evaluation</li> <li>• Innovative Evaluative practices like peer evaluation, open book examination, MCQ based tests, Teacher Evaluation by Students are followed.</li> <li>• Various seminars/ Workshops are organized in department for student's guidance &amp; knowledge.</li> <li>• Important days, co-curricular activities and Annual function are observed/celebrated</li> </ul>
3. Research, consultancy and Extension	<ul style="list-style-type: none"> <li>• Several National &amp; International research papers are published by our faculties.</li> </ul>
4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• Optimal utilization of equipments and computer resources</li> <li>• Dissemination of e-contents has been planned</li> <li>• Some class rooms are ICT enabled</li> <li>• Department has enriched library with about 8,000 books</li> <li>• ICT networking through IT centre and LCD facility is available</li> </ul>

<p>5. Student Support and Progression</p>	<ul style="list-style-type: none"> <li>• Good placement, students are placed in good export -import companies.</li> <li>• Students avail of Hostel, internet and Health facilities of the University</li> <li>• Grievances redressal mechanism exists and counseling is provided to students</li> <li>• Remedial classes are arranged for weak students</li> <li>• Special Guidance is given to students aspiring for UGC NET – JRF examination</li> <li>• Students participated in University Cultural and Sports activities</li> </ul>
<p>6. Governance &amp; leadership</p>	<ul style="list-style-type: none"> <li>• Full academic autonomy</li> <li>• Academic Calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time</li> <li>• Strong emphasis on classroom teaching</li> <li>• Results declared on time</li> <li>• Assessment of students is undertaken through regular and continuous evaluation and end semester examination</li> <li>• Student feedback system is followed for continuous improvement</li> <li>• University's various examinations are organized and conducted in the department</li> </ul>
<p>7. Innovative practices</p>	<ul style="list-style-type: none"> <li>• ICT based teaching</li> <li>• Advance methods/models of teaching are adopted</li> <li>• Students feedback system in vogue</li> <li>• Students are provided with internet facility</li> <li>• Teachers and peer students cooperate in evaluation</li> <li>• Use of problem solving approach, case study method, field trips, direct observation of exceptional children, self learning Material, dramas/ Skits etc. for teaching learning process.</li> </ul>

**INNOVATIVE PRACTICES:**

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**PART B:**

1	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> <li>• The school has started various Commerce programmes with Objective that is to establish an institution to provide quality and worthwhile education through quality infrastructure, Provided competent faculty to prospective entrepreneurs and executives so that they can meet the challenges of business world with ability &amp; tranquility.</li> <li>• To provide students a solid foundation and framework to make sense of the methodologies, as well as practical hands on training</li> <li>• To prepare specialized personnel in the field of Commerce by offering M.Com, M.Phil. (Commerce) and Ph.D. (Commerce) Programs.</li> <li>• To develop innovative practices in Education through experimentation.</li> <li>• To provide extension services by conducting Seminars, Workshops, Field Studies, Publication and Implementing Innovations in different institutions and networking.</li> <li>• To guide, collaborate and conduct Researches in most needed areas of education such as Web Based Instruction, New techniques of Evaluation, Non-Formal Education, Special Education, Stress Coping Strategies, and Online Learning etc.</li> </ul>
2	New academic programme initiated (UG &PG)	NIL
3	Innovations in curricular design and transaction	<ul style="list-style-type: none"> <li>▪ Semester System and Choice based credit system is followed.</li> <li>▪ Reasoning and Thinking Exercises to the students are given for one hour per week.</li> <li>▪ Unique and updated Curriculum</li> <li>▪ Active Participation of whole Faculty in Curriculum revision every year</li> <li>▪ Technology enabled teaching, research, assessment and extension activities</li> <li>▪ Communication, Micro-teaching &amp; Models of Teaching, Educational Measurement and Evaluation, Curriculum Development, School Experience, Project and Psychology Practical Unique features of B.Ed. program</li> <li>▪ On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized.</li> <li>▪ Staff Members, Research and Project Fellows, students, Office and Library staff are provided with Computer &amp;</li> </ul>

		<p>Internet Facility.</p> <ul style="list-style-type: none"> <li>▪ The advanced learners are given exercises, assignments and extra reading references for enrichment</li> <li>▪ Mentoring System is followed during Micro-teaching, Models of Teaching and ICT</li> <li>▪ Activity Based Strategy is used.</li> <li>▪ Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic.</li> <li>▪ Wherever possible Teaching Aids and Power Point Presentations are made.</li> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Test/Assignments are given regularly</li> <li>▪ The Software developed by SOC is used for processing Examination results</li> </ul>
4	Inter-disciplinary programs started	NIL
5	Examination Reforms implemented	<ul style="list-style-type: none"> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Evaluation is continuous and comprehensive, transparent and open with feedback</li> <li>▪ The Software developed by SOC is used for processing Examination results</li> </ul>
6	Candidates Qualified NET/SLET/GATE	NIL
7	Initiative towards Faculty development program	<ul style="list-style-type: none"> <li>▪ Staff Members are provided with Computer &amp; Internet Facility.</li> <li>▪ Staff members are encouraged to participate in different national and international seminars and conferences</li> </ul>
8	Total number of seminars / workshops conducted	<p>➤ Following are the seminars conducted by department:</p> <ul style="list-style-type: none"> <li>• Carrier in Management (7/04/12) By: Mr. Amit Mishra</li> <li>• Expert Training Workshop(11/10/12) By: Mr. R.K.Maru</li> <li>• Vedic mathematics for competitive exams(09/02/13) By: Mr. Sanjay Agarwal</li> <li>• Orientations of Global Logistics(13/02/13) By: Mr. Ankit Jain</li> <li>• Attitude building and Personal Grooming (23/02/13) By: Mr. Parakram Choubey</li> <li>• Women's wellbeing Initiative (25/02/13)</li> <li>• Basics of Logistics (30/09/13) By: Richa Shrimal</li> </ul>

		<ul style="list-style-type: none"> <li>• Rapid Urbanization and its impact on environment (07/10/13) By: Dr. R.B. Sharma</li> </ul>
9	Research projects a) Newly implemented b) Completed	NIL
10	Patents generated if any	NIL
11	New collaborative research programme	NIL
12	Research grants received from various agencies	NIL
13	Details of Research Scholars	Research Scholars- 50
14	Citation index of faculty members and impact factor	NIL
15	Honors /awards to the faculty	NIL
16	Internal resources generated	NIL.
17	Details of departments getting SAP, FIST, etc assistance / recognition	NIL
18	Community services	<ul style="list-style-type: none"> <li>▪ Programs are organized on regular Basis for increasing the awareness of students related to topics like: Guidance and Counseling, Health and Hygiene, Cancer, AIDS and environmental etc.</li> <li>▪ Community based surveys are undertaken.</li> </ul>
19	Teacher and officers newly recruited	NIL
20	Teaching - non teaching staff ratio	
21	Improvements in the library services	Computerization of Database of the books in process.
22	New books /journals subscribed and their value	New books worth Rs 1.5 lacs were purchased
23	Courses in which student assessment of teachers is introduced and the action taken on student feedback	All courses. Feedback is analyzed and communicated to respective teachers for improvement
24	Unit cost of education	

	Unit cost = total annual expenditure budget (actual) divided by the number of students enrolled.	
25	Computerization of administration and the process of admissions and examination, result issue of certificates	Examination, result processing and issuing of certificates is computerized
26.	Increase in the infrastructural facilities	New furniture added for new building of Commerce.
27.	Technology upgradation	
28.	Computer and internet access and training to teachers and students	Internet facility available for teachers & students
29.	Financial aid to students	Scholarships to the SC /ST students as per rules of M.P. Govt.
30,	Activities and support from the Alumni Association	NIL
31.	Activities and support from the Parent Teacher Association	NIL
32.	Health services	Common university health services for students available
33.	Performance in sports activities	Active participation of students in Cricket, Volley ball, Badminton, chess , Table tennis etc.
34.	Incentives to outstanding sportspersons	Winner Certification and prizes
35.	Student achievements and awards	
36.	Activities of the Guidance and Counseling unit	The School is providing counseling services to needy students.

37.	Placement services provided to students	Provided
38.	Development programs for non-teaching staff	Computer training
39.	Healthy practices of the institution	<ul style="list-style-type: none"> <li>▪ Semester System and Choice based credit system is followed.</li> <li>▪ Reasoning and Thinking Exercises to the students are given for one hour per week.</li> <li>▪ Unique and updated Curriculum</li> <li>▪ Active Participation of entire Faculty in Curriculum revision every year</li> <li>▪ Extensive use of technology in teaching, assessment and research</li> <li>▪ On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized.</li>   <li>▪ The advanced learners are given additional exercises, assignments and extra reading references.</li> <li>▪ Activity Based Strategy is used.</li> <li>▪ Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic.</li> <li>▪ Wherever applicable, Teaching Aids and Power Point Presentations are made.</li> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Test/Assignments are given and checked regularly</li> <li>▪ The Software developed by SOC is used for processing Examination results</li> <li>▪ Examinations and results are conducted and declared in time.</li> </ul>
40.	Linkages developed with National/International, Academic/Research bodies	NIL
41.	Any other relevant	



	information the institution wishes to add	
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Part C: Detail the plans of the institution for the next year:

- Organization of Seminars, Conferences and Workshops at State and National levels
- Establishment of Placement, Guidance and Counseling and Extension service cell
- Up gradation of Computer Laboratories.
- Up gradation of Library
- Purchase of :
  - Interactive White Boards for each classroom and seminar room
  - New building classroom and faculties room furniture.
  - Computers along with the accessories
  - PSCF laser Printer
  - LCD projector
  - DVD of encyclopedias and other reference material
  - Original Anti-virus soft wares
- Appointment of regular Qualified and Research Oriented Faculty
- Students inclusive of different Socio-cultural backgrounds
- Training teachers of Educational establishments in the surrounding areas
- Collaborating with NGOs

Name & Signature of Coordinator, IQAC  
 UTD

Name & Signature of Head,