Evaluative Report of the Department- A

1. Name of the Department – School of Commerce

2. Year of establishment -2006

3. Is the Department part of a School/Faculty of the university- YES

4. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc., D.Litt., etc.)

Programmes	Number	Course/Subjects
UG	01	B.com (Accounting & Tax Management)
PG	03	M.com(Accounts & financial control) M.com(Bank Management) MBA(Foreign Trade) 2 yrs
Integrated Masters	01	MBA(Foreign Trade) 5 yrs
M.Phil.	01	M. Phil(Commerce)
Ph.D.	01	Commerce
Total	07	

5. Interdisciplinary programmes and departments involved -NIL

6. Courses in collaboration with other universities, industries, foreign institutions, etc. - NIL

7. Details of programmes discontinued, if any, with reasons- NIL

8. Examination System: Annual/Semester/Trimester/Choice Based Credit System- Semester Method.

9. Participation of the department in the courses offered by other departments- NIL

10. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others) - NIL

11. Faculty profile with name, qualification, designation, area of specialization,

experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. Shailendra Mishra	Ph. D.	Contractual faculty	Commerce	04	NIL
Dr..Rajeshri Desai	Ph. D.,	Contractual faculty	Commerce	04	NIL
Ms.Bhoomi Sitlani	M.A. (Economics)	Contractual faculty	Economics	04	NIL
Ms.Kratika Neema	MCA, M.Sc.(CS), PGDIT,	Contractual faculty	Computer Science	2.5	NIL
Ms.Harshika Gabbad	MBA(FT), M.A.(English)	Contractual faculty	Foreign Trade	2.5	NIL

12.   List of senior Visiting Fellows, adjunct faculty, emeritus professors- NIL

13.   Percentage of classes taken by temporary faculty – programme-wise information

S.No	Programmes	Semester	% of classes taken
1.	M.Phil(Commerce)	I & II sem	100%
2.	MBA(FT) 2yrs.	I sem	57%
		II sem	71%
		III sem	100%
		IV sem	100%
3.	M.Com(AFC)	I sem	66%
		II sem	100%

		III sem	66%
		IV sem	100%
4.	M.Com(BM)	I sem	66%
		II sem	83%
		III sem	83%
		IV sem	66%
5.	MBA(FT) 5 yrs. Integrated	I sem	66%
		II sem	83%
		III sem	100%
		IV sem	83%
		V sem	100%
		VI sem	100%
		VII sem	100%
		VIII sem	66%
		IX sem	100%
		X sem	50%
6.	B.Com(ATM)	I sem	66%
		II sem	66%
		III sem	100%
		IV sem	100%
		V sem	83%

		VI sem	100%

14. Programme-wise Student Teacher Ratio – **14:1**

15. Number of academic support staff (technical) and administrative staff: sanctioned, filled and actual-NIL

16. Research thrust areas as recognized by major funding agencies- NIL

17. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies, project title and grants received project-wise. NIL

18. Inter-institutional collaborative projects and associated grants received

   a) National collaboration NIL   b) International collaboration NIL

19. Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, AICTE, etc.; total grants received. NIL

20. Research facility / centre with

   • state recognition

   • national recognition

   • international recognition NIL

21. Special research laboratories sponsored by / created by industry or corporate bodies NIL

22. Publications:

   ☐ Number of papers published in peer reviewed journals (national / international)

   ☐ Monographs
   ☐ Chapters in Books
   ☐ Edited Books
   ☐ Books with ISBN with details of publishers
   ☐ Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
   ☐ Citation Index – range average

- ☐ SNIP
- ☐ SJR
- ☐ Impact Factor – range / average
- ☐ h-index

   NIL

23. Details of patents and income generated - NIL

24. Areas of consultancy and income generated - NIL

25. Faculty selected nationally / internationally to visit other laboratories / institutions

   / industries in India and abroad- NIL

26. Faculty serving in

   a) National committees b) International committees c) Editorial Boards d) any other (please specify) NIL

27. Faculty recharging strategies (UGC, ASC, Refresher / orientation programs, workshops, training programs and similar programs).

   Faculty members regularly attend national/international Seminar/conferences.
   01- Attend Refresher Programme in Academic Staff College.

Ms. Kratika Neema	01-06-2012 to 21-06-2012

28. Student projects

   • percentage of students who have done in-house projects including inter-departmental projects

   A compulsory project is included in under graduate and post graduate curriculum in final year wherein every student has to carry out a project. The following are class wise percentage details-

M.PHIL(COMMERCE)	100%
MBA(FT) 2 YRS.	100%
MBA(FT) 5 YRS.	100%
M.COM(AFC) 2 YRS.	100%
M.COM(BM) 2 YRS.	100%
B.COM(ATM) 3 YRS.	100%

   • percentage of students doing projects in collaboration with other universities

/ industry / institute

29. Awards / recognitions received at the national and international level by

- Faculty

- Doctoral / post doctoral fellows

- Students

30. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.

S.No.	Date of Seminar /workshop	Topic of Seminar /workshop	Experts Name
1.	7/04/12	Carrier in Management	Mr. Amit Mishra
2.	11/10/12	Expert Training Workshop	Mr. R.K.Maru
3.	09/02/13	Vedic mathematics for competitive exams	Mr.Sanjay Agarwal
4.	13/02/13	Orientations of Global Logistics	Mr. Ankit Jain
5.	23/02/13	Attitude building and Personal Grooming	Mr.Parakram Choubey
6.	25/02/13	Women's wellbeing Initiative	

A training workshop planned on 30.09.2013 on Logistics: An imperative Element for sustainable Economic Development. Resource person: Dr. Richa Srimal

31. Code of ethics for research followed by the departments

- The department is following a transparent system, wherein no copy paste strategies (plagiarism) for any research publication or project purpose are used.

- Research is to be pioneer in professional education in commerce, impacting industry and society through innovative excellence.

- Add values to the pursuer of the Research as individual and to the society and industry as a whole.

32. Diversity of students

Name of the Course	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
M. Phil	95%	5%	NIL	NIL
M.Com(AFC)	80%	20%	NIL	NIL
M.Com (BM)	100%		NIL	NIL
MBA(Foreign Trade) 2yr.	79.67%	20.33%	NIL	NIL
MBA(Foreign Trade) 5 yr.	100%	NIL	NIL	NIL
B.Com(ATM)	100%	NIL	NIL	NIL

33. Student profile programme-wise: **(2012-13)**

Name of the Course (refer to question no. 4)	Applications received M F	Selected Male Female	Pass percentage Male Female
M.Phil (Commerce)	47 55	13 7	59% 42%
MBA (Foreign Trade) 2 yr.	Admission through Common Entrance Test	34 25	Selection through Common Entrance Test
MBA (Foreign Trade) 5 yr.		33 27	
M.Com(AFC)		08 14	
M.Com(BM)		03 05	
B.Com(ATM)		34 26	

34. How many students have cleared Civil Services and Defense Services

examinations, NET, SET, GATE and other competitive examinations? Give details

category-wise.

NET-02 (1. MR.ARPAN PARASHER (Dec.2012), 2. MS. PRIYANKA JAIN,   (Dec.2012)

35. Student progression

Student progression	Percentage against enrolled
UG to PG	60%

Student progression	Percentage against enrolled
PG to M.Phil.	10%
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	N.A.
Employed • Campus selection • Other than campus recruitment	N.A.
Entrepreneurs	N.A.

36. Diversity of staff

Percentage of faculty who are graduates	
of the same university	80%
from other universities within the State	20%
from universities from other States	___
from universities outside the country	____

37. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. and D.Litt. during the assessment period 02 (Awarded Ph.D.), (01- submitted)

38. Present details of departmental infrastructural facilities with regard to

) Library – Latest Text books, Reference books,
     b) Internet facilities for staff and students -Yes
     c) Total number of class rooms- 19
     d) Class rooms with ICT facility- 02
     e) Students' laboratories - nil
     f) Research laboratories -nil

39. List of doctoral, post-doctoral students and Research Associates

    a)   from the host institution/university –N.A.

    b)   from other institutions/universities- N.A.

40. Number of post graduate students getting financial assistance from the university.

41. Was any need assessment exercise undertaken before the development of new

programme(s)? If so, highlight the methodology.

42. Does the department obtain feedback from

   a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback?

      Yes, it has been discussed in the faculty meeting held monthly. (Minutes register)

         File No. – A- 4

   b. students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback?

      Yes, with input to faculty members. The comments given by the students are analyzed by a committee consisting of faculty of the department and the report has been submitted to the chairman IQAC cell, DA University, Indore. The committee gives a report to the Head who communicates the remarks for due consideration.

   c. alumni and employers on the programmes offered and how does the department utilize the feedback?

      Yes called meeting for the purpose

43. List the distinguished alumni of the department (maximum 10)

S.no.	Alumni Name	Batch
1.	Himanshu Jain	2009
2.	Pankaj Chaudhary	2009
3.	Anshikha Shrivastava	2009
4.	Ritu Raghuwanshi	2009
5.	Jayshree Ketkar	2009
6.	Mayank Bunkar	2010
7.	Neha Ramayne	2010
8.	Nitin Sharma	2010
9.	Pankaj Soni	2010
10	Parivesh Choudhary	2010

44. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

S.No	Name of Visiting Faculties	Designation/Address
1	Dr .P.Y. Mishra	Ass. Prof. Vaishnav Commerce College, Indore
2	Dr. P.K. Sanse	Ass. Prof Govt. Bherulal,P.G. College, Mhow

3	Dr. N.K. Totla	Reader, IMS,DAVV Indore
4	Dr .Manish Sitlani	Reader, IIPS,DAVV Indore
5	Dr. Vivek Sharma	Lecturer, IMS,DAVV Indore
6	Dr. Manish kant Arya	Reader, IMS,DAVV Indore
7	Dr. Kanhaiya Ahuja	Reader, SOE, DAVV, Indore
10	Dr.Shine David	Lecturer, IMS,DAVV Indore
11	Dr. Ajay Jain	IMS,DAVV Indore
12	Dr. Avinash Desai MBA (Planning & Operation) Ph.D.	Head & Professor, Shri Venkteshwar Institute of Technology Indore

45. List the teaching methods adopted by the faculty for different programmes.

BBA(FT) & B.Com(ATM) :– The course is taught by lecture method, seminar methods and tutorials supported with visible presentations through Power Point presentations. For practical subjects the case study method is also followed in teaching.
MBA(FT) 2Yrs., M.Com(AFC), M.Com(BM):- This Program is basically post Graduate so based on research part therefore this course is taught through lecture method with visible presentation and discussion method is commonly opted to promote the students to participate in teaching learning process as an active participant. Apart from the said methods the assignments are allotted to students so that they can develop their research skills in the field of law and case study method along with dissertation on research topic.
M. Phil: - The M. Phil Programme is post master programme therefore the advance teaching & research methods are opted to teach scholars through lecture method, discussion method, seminar and case study method along with dissertation on research topic.

46. How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?
To monitor the academic activities of the department the committees have been formed to monitor and ensure that the programme objectives are achieved through the teaching learning process in the department. For that and time to time internal examinations are conducted to evaluate the knowledge of the students. For professional skill and personality treats the competitions are organized within the department like Debates, Quiz's, Objective type test etc. Students are also motivated to participate in various activities organized by different national universities and other institutions in India and abroad.

47. Highlight the participation of students and faculty in extension activities.

• Participation in activities related to the GREEN CALENDER of the University

- Blood donation camps
- Cleanness drive
- Khan River cleanness drive

48. Give details of "beyond syllabus scholarly activities" of the department.
- The department organizes the social welfare campaign with its faculties and students to make the students sensitive towards social problems and social reality.
- Participation in activities related to the GREEN CALENDER of the University
- Apart from syllabus scholarly activities, various other events are also regularly organize by the department which includes cultural programmers, Sports, Inter-college Quiz competition, Special lectures given by renowned persons

49. State whether the programme/ department is accredited/ graded by other agencies? If yes, give details. -NO

50. Briefly highlight the contributions of the department in generating new knowledge, basic or applied.

The School of Commerce is a mile institution in central India where the prime focus of study is to develop new branches of Commerce and Foreign Trade of social and commercial significance. The subjects like Export Import, Corporate Finance, Taxation, Information Technology Act, etc with practical problems & planning are taught to students. Practical Knowledge is given to students by case study method, Port and Industrial visit so students increase their knowledge in practical environment. Courses of the department provide students the core knowledge of Accounting, Tax, Management, Foreign Trade, Banking subjects which will further help them in their future carrier.

51. Detail five major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

Five Strengths: Enclosure
1. Qualified and Dedicated Faculties
2. Adherence to academic calendar.
3. Sincerity and Punctuality as to internals, semester exam and result declaration.
4. Interdisciplinary nature of the academic programmes
5. Innovative academic programmes

Five Weaknesses: Enclosure
1. Shortage of Permanent full time teaching faculty.
2. Shortage of administrative staff. (Office, librarian, Non teaching staff)
3. Requirement of additional application software
4. Need of additional sanctioned technical staff
5.   Need of enhancing the e-learning and mobile based learning

Five Opportunities:
- To develop excellent center in state to teach.
- Prospects for promoting more B.Com, M.Com, M.Phil & Ph.D. Research work.
- Consultancy
- Student ex-change programmes
- Industry-institute linkages

Five Challenges: Enclosure
1. School with limited faculty is running courses MBA(FT) 5 yrs. & 2 yrs., M.Com(AFC & BM), M.Phil , Ph. D course work
2. To accomplish official work and semester examination with little enough non teaching and faculty personnel's.
3. Development of national level research
4. (ii) Collaboration with leading national / international institutes/ universities/ R & D organizations
5. Virtual class room
6. On-line tests and mobile learning

52. Future plans of the department.

I. New Courses
School of Commerce is successfully running MBA (FT) 5 yrs. & 2 yrs.,   M.Com (AFC & BM), M.Phil. Looking to the development of new research organizations and industries, it is planned to have new programmes in the department.

II. Library facilities
Library of School of Commerce possesses around Two thousand one hundred books, Periodicals and Journals. With a vision of new programmes, it is intended to have sound and well equipped and automated library with recently published books, periodicals and journals in the library.

III. Conference/ Summer School
It is planned to have at least one national / international conference/ Summer School at School of Commerce in a year. This enables the students, researchers and faculties to enhance their knowledge in the new domains of Commerce.

IV Well equipped Infrastructure
School of Commerce possesses new building. The building was built in 2012. For the development of new research and programmes, it is proposed to have a well equipped new building consisting of Wi-Fi network, developed computer lab and Auditorium.

V. Memorandum of understanding
Efforts for new memorandum of understanding (MOU) with other national / international organization are being made.

Write up of efforts for Quality Sustenance and Assurance in the department- B

The School of Commerce is committed for quality education which can support the vocational interest and public welfare in Commerce and Foreign Trade field. The institution is vigilant towards its commitment. Therefore the department has impartial goal oriented teaching and examination evaluation process so that its basic mission can be achieved for quality assurance the department follows following practices as :

1. Viva Examination after every semester
2. Coaching and guidance centre for competitive examinations
3. The special classes of English language and personality development are organized for weaker students.
4. The students are supported with psychological motivation and counseling for their personal problems which may cause hurdles in their academic and social life.

For quality assurance, self analysis and feedback through discussion with academic peers and students was practiced.

Students played a role in quality improvement by giving suggestions. Department worked with a goal to provide best possible knowledge in the field and for the overall development of the students through regular teaching, seminars and discussion with them.

Regular updating of the course contents for advanced knowledge of various topics was done by the concerned teachers.

Research activities were always encouraged and available facilities were provided to the students and other researchers of the university.

Feedback from students, alumni and academicians was routinely taken, analysed and implicated for updating and development through such a practice the course paper.

Participated in following IQAC lectures:
(i) Quality issues in Paper Setting and Evaluation, Sept. 28, 2012
(ii) Fostering Excellence in Research, Jan. 15, 2013
      List of Speakers is as follows:

(a)   Prof. Priyankar Upadhyay UNESCO Chair Professor, Banaras Hindu University (BHU), Varanasi.

(b) Prof. V. K. Singh, Director, Indian Institute of Science Education and Research (IISER), Bhopal.

(c) Prof. H. Padh. Vice- Chancellor, Sardar Patel University, Vallabh Vidya Nagar, Gujarat.

(iii) Quality issues in Teaching Learning Processes, May 10, 2013

(iv) Workshop on Effective teaching and learning on May, 10, 2013.

(v) Lecture series on Mahamana Madan Mohan Malviya ji was held on 06/11/2012 and 11/12/2012 Dr.Karan Singh, Hon'ble Justice ShriGirdhar Malviya, and Mrs. Kanta Malviya were the speakers.

(vi) Lecture on Swami Vivekanand's Contribution and Message to youth was held on Jan.12, 2013.

(vii) Bharat Ratna Dr. A.P.J. Abdul Kalam's message to students on June 12,2013.

Declaration by the Head of the Department- C

I Certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

With seal:

Place: Indore

Date: 26/08/2103