

SELF STUDY REPORT

SSR-4

1. Name of the Department School of Commerce Faculty of Commerce
2. Year of establishment 2006

A.1 Academic programmes offered by the department at present, under the following categories and Sanctions Pertaining to each of the Courses.

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
Integrated Ph.D.		
Certificate		
Diploma		
PG Diploma		
Any other (please specify)		
Total	07	

A.1.1 Details approval/recognition and recommendations issued by the statutory body (for example, (UGC, AICTE, NCTE, PCI, MCI, DCI) governing the programme in case of Professional Programmes letters for the first time and Last Academic Year recognitions

*** The Ordinances of all courses are approved by the Coordination Committee**

A.2 Copy of Ordinances related to the courses in the department- **FILE No. - A-1**

Courses	Ordinance no.
Ph. D.	18
M. Phil	21
M.Com(AFC)	170
M.Com (BM)	171

MBA(Foreign Trade)	39
B.Com(ATM)	

A.3 Number of working days during the last academic year.

245

Number of teaching days during the past four academic years.

180

185

182

184

("Teaching days" means days on which classes were engaged. Examination days are not to be included)

A.4 Number of positions in the Department, their appointment letters, joining reports and sanctions of Each

Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned by the UGC / University / State Government <i>Recruited</i> <i>Yet to recruit</i>				02	—
Number of persons working on contract basis (59 days)			05	09	—

A.4.1 Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
	Permanent teachers						
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
	Contractual teachers(59 days)						
Ph.D.					01		01
M.Phil.					01	01	02
PG						03	03
	Part-time teachers (Courses Visiting Faculty)(2012-13)						
Ph.D.							08
M.Phil.							06

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
PG							48
							62

Emeritus, Adjunct and Visiting Professors and their sanctions.

	Emeritus	Adjunct	Visiting
Number	NIL	NIL	NIL

- Semester-wise Record of Courses Visiting Faculty and their Sanctions

(FILE NO. - A-2)

A.6 Copies of Latest Biodata of Faculty in positions in the Department-

(FILE NO. - A-3)

A.7 1. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	nil	nil
Associate Professors	nil	nil
Asst. Professors	nil	nil

2. Faculty profile with name, qualification, designation and specialization (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

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., M.phil,M.com	Contractual faculty	Ph. D., M.phil	04	
Ms. Rajeshri Desai	M.phil, M.Com	Contractual faculty	Ph. D., M.phil, Thesis Submitted	04	
Ms. Bhoomi Sitlani	M.A.(Economics)	Contractual faculty	Ph. D. Thesis Submitted	04	
Ms. Kratika Neema	MCA, M.Sc.(CS), PGDIT, B.Sc.	Contractual faculty	Pursuing Ph. D.	2.5	

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Ms. Harshika Gabbad	MBA(FT), M.A.(English)	Contractual faculty	Pursuing Ph. D.	2.5	

3. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors

4. Percentage of classes taken by visiting faculty - programme-wise each semester 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%

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

6. Number of academic support staff (technical) and administrative staff: sanctioned and filled- **NIL**

A.8 Students enrolled in the department during the current academic year, with the following details:

Year	Same state			Other state			Total
	Male	Female	Total	Male	Female	Total	
2012-13	311	184	495	35	30	65	560
2011-12	295	186	481	27	22	49	530
2010-11	211	155	366	31	25	56	422
2009-10	137	77	214	12	09	21	235

*M-Male *F-Female

Externally registered students?

Yes No

If yes, how many students avail of this provision annually?

A.7 Calculation of 'Unit cost' of education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. 28,012/-

(b) excluding the salary component = Rs. 19,619/-

A.8 A. Faculty recharging strategies

Faculty members regularly attend national/international Seminar/conferences.

B. Number and list of faculty with course details of faculty development programmes, academic staff college programs or other faculty recharge programs

01- Attend Refresher Programme in Academic Staff College.

Ms. Kratika Neema	01-06-2012 to 21-06-2012
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A.9 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 -NIL

A.10 Awards / recognitions received at the national and international level by

- Faculty -NIL
- Doctoral / post doctoral fellows -NIL
- Students -NIL

A.11 Record of each of Seminar/ Conference/Workshop 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.12 Write up of 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.**

A.12 Student profile course-wise: (2012-13)

Name of the Course (refer to question no. 4)	Applications received		Selected		Pass percentage	
	M	F	Male	Female	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		

A.13 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

A.14 Record of how many students have cleared Civil Services and Defence 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)

A.15 Record of Student progression

Student progression	Percentage against enrolled
UG to PG	60%
PG to M.Phil.	10%
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	N.A.
Employed	N.A.
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurs	N.A.

A.16 Record of 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	—

A.17 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years -**02 (Awarded Ph.D.), (01- submitted)**

A.18 Present details of infrastructural facilities in the department with regard to

- a) 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**

A.19 List of doctoral, post-doctoral students and Research Associates

- a) from the host university -**nil**
- b) from other universities -**nil**

A.19 Records of financial assistance and Number of post graduate students getting financial assistance from the university, UGC, State, AICTE. - **Not Applicable**

A.20 Methodology of need assessment exercise undertaken before the development of new programme(s) - **Not Applicable**

A.21 Records of 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

A.22 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

A.23 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 Venkateshwar Institute of Technology Indore

A.24 Record and List of 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.

A.25 Record of Monitoring by 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.

A.26 Details and Highlight of the participation of students and faculty in extension activities in the department.

- **Participation in activities related to the GREEN CALENDER of the University**
- **Blood donation camps**
- **Cleanness drive**
- **Khan River cleanness drive**

A.27 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

A.28 Information about programme/ department accreditation/grading by other agencies? If yes, give details. -NO

A.29 Write up of 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.

A.30 Write up of 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.

A.31 Record of any five 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**

A.32 Write up of efforts for Quality Sustenance and Assurance in the department

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

CRITERION I: Curriculum Design and Development

1.1.1 Academic Year of Revision, Curriculum of Each Course, Objective and Course plans of each paper taught in the course

Whether uploaded on website

Yes No

1.1.1.A Eligibility for admission to each course- **As per ordinance**

1.1.1.B Whether reflects Vision and mission reflection [Abstract]

Yes No

1.1.1C Write on reflection of vision and mission

- **To promote professional education of commerce global challenges in the emerging areas of commerce**
- **To develop Commerce Professionals to occupy Accounts, Finance and related positions in industry.**
- **To promote and develop the inter-personal skills in the students for facing the ever changing Industrial, Career and social environment.**
- **To create the awareness among students and society regarding importance of Foreign Exchange and Foreign Trade.**
- **To produce hard core professionals with sound understanding of economy and vital aspects of trade in industry.**

1.1.2 Details of process followed in last revision of Curriculum - **File No. - 1.1**

A. Need Assessment -**File**

B. Faculty involved in curriculum design (List of members)- **File**

C. Records of Departmental Committees/Board approvals of the designed curriculum- **File**

D. Records of External Experts Opinion of the designed curriculum- **File**

E. Records of External Experts Feedback of the designed curriculum- **File**

F. Records of Student Feedback opinion on the existing curriculum- **File**

G. Records of Syllabi of National tests, Eligibility Tests and Examinations for example, GATE, NET, Service Commissions, National Councils, for the each curriculum, if any,

1.1.3 Detailed write up out each course in reference to

- * **Employability:** Our courses are designed to cater the need of the different segment of the society and delivered in close partnership with employers, professional associations and practice specialists to ensure that the skills you develop are relevant. These courses are specially planned in terms of research, academic, financial institutions. We offer a University-wide learning scheme that provides students with a chance to simulate the business world as an accredited part of their course. Students can set up their own company or social enterprise and trade with each other in a risk free environment. Nowadays private organizations are preferably under graduates and customizing them as per their specific need by conducting specific modules of Training & development .In our Foreign Trade program are running to fulfill their need of export –Import business houses, Multinational corporate houses , logistics companies, Shipping companies, Govt. & Pvt. Export –Import departments which dealing Internationally.

- * **Innovation:** The program conducted under SOC umbrella is innovative in terms of considering latest and relevant contents in curriculum. The program’s syllabus has constantly being updated keeping in mind the changing scenario of the relevant industry. For this, a symposium of professional experts from relevant field is organized once in a year and their views and suggestions are included in the syllabus. Further, regular seminars of relevant experts and professionals are organized for students to enable them to have an understanding to present requirement of the industry so that they can upgrade themselves to meet the requirements by the end of their programs. Various innovative methods in teaching are used like: e-Learning, role play, game play, Quiz, Situation analysis case studies pedagogy as per the need of course. Department also organizes cultural events, sports events completion activities, Industrial visit to provide them practical exposure for better understanding & enhancement of knowledge.

- * **Research:** Research is a very efficient & effective to acquire the relevant information in this regard. We incorporate research as a integral part of our courses. students are given Major & Minor research projects as a part of curriculum The title selection of project are very important therefore students are allotted a faculty member as a mentor. The faculty members covering the society needs based title, business requirements, academic enrichment and more especially local based title through which we can find out the solution to the covered problem from the research. Clarity of problem formulation, quality of analysis, original contribution of the student and overall written as well as oral presentation constitute the basic characteristics of the research work.

6.1.4 Records of UGC/AICTE/National Council, Regulating bodies Guidelines for the

development and restructuring the curriculum, if any,
Syllabus of UGC NET examination and National Level Competitive examination are kept in-----

Department Faculty members, if any, involved in leading any curricular reform which has created a national impact? (N.A.)

1.1.5 A. Record of Interactions, Opinions and Feedbacks for the designed curriculum with External Research Bodies

The Department has interacted with leading Industrialist, Professors, and Readers from different field on point of curriculum importance and significance in today's scenario and on the basis of their opinion we have decided to improve the existing curriculum according to prescribed procedure.

B. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Industrial Experts, particularly in case of Professional Courses (N.A.)

C. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stake Holders, such as eminent personalities, Visitors to the departments, parents (N.A.)

D. Records of Alumni opinion on the existing curriculum (may be taken in an Alumni Register) (N.A.)

1.1.6 List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses (N.A.)

1.1.7 Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs (N.A.)

1.2 Academic Flexibility

1.2.1 List of Courses taught in Department on campus

* Overseas programmes offered on campus (N.A.)

* Programmes available for colleges to choose from (N.A.)

1.2.2 Records on the following provisions with reference to academic flexibility

a. List of Core/ Elective options (N.A.)

b. List of Enrichment courses (N.A.)

c. List of Courses offered in modular form (N.A.)

d. List of courses/papers with Credit accumulation and transfer facility (N.A.)

e. Details of Lateral and vertical mobility within and across programmes, courses and disciplines (N.A.)

- 1.2.3 Records of International students (N.A.)
- 1.2.4 Records of Courses developed targeting international students, if any (N.A.)
- 1.2.5 Record of dual degree and twinning programmes (N.A.)
- 1.2.6 A. List of students, Admission Process, Fee structure of each programme
Admission through Common Entrance Test
File No. -1.2
- B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programmes (N.A.)
- 1.2.7 Operational details of distance Education Course in the department (if applicable) (N.A.)
- 1.2.8 Details of Choice Based Credit System (CBCS)
Planned in 2013-14
- 1.2.9 Records of Departmental Academic Calendars of each semester
File
- 1.2.10 Records of Inter-disciplinary programmes, Name of interdisciplinary program and details of students undertaken those programmes. (N.A.)
- 1.3 Curriculum Enrichment**
- 1.3.1 A. Record of academic years in which each of the courses was revised-
File No. - 1.3
- B. Records of review, up-gradation, (N.A.)
- C. Records of social relevancy, (N.A.)
- D. Records of job orientation (N.A.)
- E. Records of knowledge intensive nature of each course (N.A.)
- F. Records of meeting the emerging need of students (N.A.)
- G. Records of meeting the emerging need of stakeholders (N.A.)

- 1.3.2 Details of the last four years during which how many new programmes at UG and PG levels were introduced
- * Inter-disciplinary
 - * programmes in emerging areas
- 01- **B.COM(ACCOUNTING &TAX MANAGEMENT) 3 YRS.**
- 1.3.3 A. Details of strategies adopted for the revision of the existing programmes
- **Take feedback from the experts about existing programmes.**
 - **Consult from the Industrial experts about courses.**
 - **Discuss with the alumni about the syllabus content or subject.**
- B. Percentage of courses underwent a syllabus revision in last four years
- 100%**
- 1.3.4 A. Details of Value-added courses offered **(N.A.)**
 B. Details of these courses access to students **(N.A.)**
- 1.3.5 Details of higher order skill development programmes in consonance with the national requirements (for example, innovative M. Tech. /M.E. courses, CCNA, CCSP,) **(N.A.)**

1.4 Feedback System

- 1.4.1 A. Copy of Feedback form to obtain feedback from students/student class representatives regarding the curriculum
- File- No. 1.4**
- B. Details of action and use of on feedback from students- **File- No. 1.4**
- After feedback evaluation, department made new strategy for coming semester.**
- 1.4.2 A. Method used for eliciting feedback on the curriculum from national and international faculty **NO**
- B. Conducting webinars **(N.A.)**
- C. Curriculum development Workshops **(N.A.)**
- D. Curriculum development online discussions **(N.A.)**
- E. Impact of Workshop and discussions **(N.A.)**
- 1.4.3 Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of. **(N.A.)**

1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula? (N.A.)

1.4.5 Any other information regarding Curricular Aspects which the UTD would like to include.

Ordinance 31 provides for academic autonomy in the design of curriculum.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process

File No. 1.3

2.1.2 A. Write up details of the process of admission put in place by the department

s.no.	Name of Programme	Admission Process
1.	M.Phil(Commerce)	Departmental Entrance Test
2.	MBA(FT) 2 yrs.	Through CET
3.	MBA(FT) 5 yrs.	Through CET
4.	M.Com(AFC) 2Yrs.	Through Departmental Entrance Test upto-2011 Through CET from 2012
5.	M.Com(BM) 2Yrs.	Through Departmental Entrance Test upto-2011 Through CET from 2012
6.	B.Com(ATM) 2Yrs.	Through Departmental Entrance Test upto-2011 Through CET from 2012

. B. List of the criteria for admission: (e.g.: (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common entrance test conducted by state agencies and national agencies (v) other criteria followed

Common Entrance Test, merit is the criteria for admission. It is subjected to reservation policy of the state.

5.1.3 Details of admission process in the affiliated colleges if department is monitoring the same.

Monitored by university and State govt. Department of Higher education.

2.1.4 Student profile analysis

2.1.5 Strategies adopted to increase/improve access for students belonging to the following categories:

- * SC/ST - **State scholarship/ Freeship**
- * OBC - **freeship**
- * Women - **33% reservation**
- * Persons with varied disabilities - **Financial help for student welfare dept.**
- * Economically weaker sections - **Financial help for student welfare dept.**
- * Outstanding achievers in sports and other extracurricular activities-
Weight % in Marks

2.1.6 Number of students admitted in department in the last four academic years:

Categories	2009-10		2010-11		2011-12		2012-13	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	13	10	16	11	20	13	05	11
ST	18	14	12	07	19	19	04	06
OBC	07	04	30	26	27	34	23	22
General	40	19	75	34	54	42	78	76
Others	2	2	5	3	2	1	----	----
Total	129		219		231		225	

2.1.7 A. Record of demand ratio for the various programmes of the university departments

B. If yes then highlight the significant trends explaining the reasons for increase/decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG		60	
PG		58	
Integrated Masters		60	
M.Phil.	102(2012)	20	
Ph.D.	133(2012)	120*	
Integrated Ph.D.		-	
Certificate		-	
Diploma		-	
PG Diploma		-	
Any other (please specify)		-	

* As the college affiliated to University.

2.1.8 A. Record of any programme discontinued/staggered in the last four years?

B. If yes, write-up of the reasons.

2.1.9 Record of Admissions

Programmes	Total Number of admissions	Number of 1st division pass students in qualifying	Number of 2 nd division pass students in qualifying	Entrance test Marks% (Min)
UG	60	39	21	
PG	28(M.Com)+ 59(MBA(FT))=87	26+44=70	02+15=17	
Integrated Masters	60	39	21	
M.Phil.	20	20	0	
Ph.D. (DET)	120	92	19	
Integrated Ph.D.				
Certificate				
Diploma				
PG Diploma				
Any other (please specify)				

2.2 Catering to Diverse Needs of Students

2.2.1 A. Record of organization of orientation/ induction program for freshers

Induction program planned on admission in 2013-14. University organized Induction program in Sep. 2012 for all students of UTD.

Orientation program is planned in first week of admission in 2013-14.

B. Details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years. (N.A.)

2.2.2 A. Record of analysis of the “differential requirements of the student population” after admission and before the commencement of classes (N.A.)

B. Record of key issues identified and addressed

Key issues identified are as follows: Need of English lang. skills,

Communication skills and computer skills. These are addressed with the help of University Carrier counseling and opportunity cell and Language laboratory.

5.2.3 A. Record of bridge/remedial/ add-on courses

Remedial courses planned for 5 days after each test. Remedial courses are planned for those students who failed in the test.

B. Time table and details of the courses offered in the department-wise for all courses **File No. - 2.1**

2.2.4 A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc

B. Main findings?

2.2.5 Record of identification and responses to the learning needs of advanced learners (N.A.)

2.3 Teaching-Learning Process

2.3.1 Records of Plan and organization of the teaching, learning and evaluation schedules (teaching plan, evaluation schedules and methods, etc.)

2.3.2 A. Record and website info of providing course outlines and course schedules prior to the commencement of the academic session

B. Methods used for effective implementation

A department committee monitors for effective implementation the members are:

1. Dr. S.P. Singh, Head, School of Energy.

2. Dr. Rajendra Singh, Head, School of Commerce.

3. Dr. Laxman Shinde, Head, School of Languages.

4. Dr. L.K. Tripathi, Coordinator, Minority Cell.

2.3.3 A. Record of difficulties in completing the curriculum within the stipulated time frame and calendar- **NIL**

B. Write up of the challenges encountered and the departmental measures to overcome these. - **NIL**

2.3.4 A. Record of student-centric learning activities

Quiz Test/ student Presentations/ Group discussion are planned in 2013-14

B. List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

Use of LCD'S and e-resources are the innovative approaches. The group ID's of each course for e-mail exchange of information, good articles etc.

2.3.5 List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students -

File- No. 2.2

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	Mr. Ankit Jain

		Logistics	
5.	23/02/13	Attitude building and Personal Grooming	Mr. Parakram Choubey
6.	25/02/13	Women's wellbeing Initiative	

- 2.3.6 Record of Encouragement to blended learning by using e-learning resources
Web and e-resources of each paper of a course are planned to be downloaded and complied. Faculty is planning to blend with theory lecturers.
- 2.3.7 Record of facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching (N.A.)
- 2.3.8 Record of activities of designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the universities educational processes (N.A.)
- 2.3.9 Record of steps taken to convert traditional classrooms into 24x7 learning places
Classrooms with computer, Wi-Fi and LCD project services for 24/7 learning place.
- 2.3.10 A. Record of actions taken to avail the services of counsellors/mentors/advisors for each class or group of students for academic, personal and psycho-social guidance
Planned in 2013-14 .
B. Details of the process and the number of students who have benefitted.
Will benefit in 2013-14.
- 2.3.11 A. Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?
Use of LCD'S and e-resources are the innovative approaches. The group ID's of each course for e-mail exchange of information, good articles etc.
B. Write up of improvement in learning by innovative methods
The methods adopted for improvement in learning is through Power Point presentations, this helps in teaching. The teaching process is faster and the syllabi are covered within shorter time, this enables more time for interactive discussion than before.

C. Record of recognition to the faculty due recognition for innovation in teaching

Recorded faculty is appreciated in Department Committee Meetings.

2.3.12 Record of actions for creating e a culture of instilling and nurturing creativity and scientific temper among the learners

The Department provides to students for Internship in Export Import related companies, Banking firms and Students are also sent for Industrial visit , dry port visit to increase their practical knowledge.

2.3.13 A. Record of student projects (if mandatory in each of the learning programme) **File No. - 2.3**

All students of final semesters of each course have a Major research project.

B. Number of projects executed within the university

C. Names of external institutions associated with the University for Student Project Work

D. Role of faculty in facilitating such projects

Faculties are the mentor of student to guide in completing the project.

2.3.14 A. Record of shortfall in qualified faculty to meet the requirements of the curriculum

No permanent faculty exists.

B. Record of actions for shortfall supplementation

The five contractual faculties, 65 visiting faculties and 12 external faculties to take specialized courses are used to meet the shortfall. 13 Contract full time faculties have been sanctioned by university and will be met the shortfall in 2013-14.

2.3.15 Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials 100%

2.3.16 A. Record of Student feedback for evaluation of teachers by the students

File No. - 2.3

B. Record of Alumni feedback for evaluation of teachers by the students-NIL

C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process

2.4 Teacher Quality

2.4.1 Record of how the plan and management of human resources was done to meet the changing requirements of the curriculum

Regarding the change in curriculum as per the requirements concerned

with Commerce & Foreign Trade profession, the academic staffs of the department periodically discuss the issues. The minutes of the meeting are enclosed.

2.4.3 Diversity in its faculty recruitment

Department/ School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries
School of Commerce	80%	20%	----	-----

2.4.4 A. List of qualified faculty appointed for new programmes/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)? **(N.A.)**

B. Number of faculty members appointed to teach new programmes during the last four years- **NIL**

2.4.5 List of academic recharge and rejuvenation of teachers

01- Refresher course (Ms. Kratika Neema)

A. List of faculty availed and provided research grants by the University **(N.A.)**

B. List of faculty availed and on study leaves **(N.A.)**

C. List of faculty nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.

All Faculties are attending International & National Conferences and seminars.

2.4.7 List of faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years **NIL**

2.4.8 List of faculty underwent staff development programmes during the last four years (add any other programme if necessary)?

Academic Staff Development Programmes	Number of faculty
Refresher courses	01
HRD programmes	-----

Academic Staff Development Programmes	Number of faculty
Orientation programmes	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	-----
Summer / Winter schools, workshops, etc.	-----

Referresher course: (01) Ms. Kratika Neema

2.4.9 Percentage of the faculty have

- * been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies = **NIL**
- * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies = 100%
- * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies = 100%
- * teaching experience in other universities / national institutions and other institutions = %
- * industrial engagement = **NIL**
- * international experience in teaching = **NIL**

2.4.10 List and details of organization of academic development programmes (e.g.: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) For its faculty aimed at enriching the teaching-learning process -

Curriculum revisions are done in 2nd June 2010& in 22nd June 2013 in the department.

2.4.11 A. List of faculty encouraged

- * Mobility of faculty between universities for teaching **N.A.**
- * Faculty exchange programmes with national and international bodies **N.A.**

B. Record of schemes helping in enriching the quality of the faculty by such mobility and faculty exchanges **N.A.**

2.5 Evaluation Process and Reforms

2.5.3 A. Record of time taken by the department for declaration of examination results each semester

Within 15 days of End Semester exams.

B. Record of means adopted for the mode / media adopted for the publication

of examination results (Website, SMS, email, etc.).

Declaration of results.

2.5.4 A. Record of ensuring transparency in the evaluation process

Answer sheets are shown to students after every internal and external examination and they put their signature on cover page of answer sheet by writing seen. And students can directly interact to evaluator for his satisfaction as to any query relating to evaluation. Best answers are shown to all. This ensures Transparency.

B. Measures taken to ensure confidentiality

As per Ordinance 31 the question papers of three test and semester end examination of each semester is being carried out by examination section of the school. The examination section comprises of Examination Coordinator, senior superintendent, Centre Superintendent and Assistant superintendent the question papers are lying with the exam coordinator and the sealed envelope of examination question papers opened on the exam day before half an hour of start of examination.

C. Record of the Pre-examination processes – Examination Time table generation, student list generation, Invigilators, Attendance sheet,

File No. 2.4

D. Results of student’s course wise and its analysis

The result has been declared in due course of time. The ordinance 31 of University is completely followed the student shown their answer sheets before declaring the result by every faculty member for each subject taught in the classes

YEAR	COURSES	GRADES								PASS
		A+	A	B+	B	C+	C	D	F	%
2009-10	M.PHIL	0	9	3	1	0	0	0	1	95%
	MBA(FT)2 YRS.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	MBA(FT) 5 YRS.	7	17	4	12	14	0	0	0	100%
	M.COM(AFC)	0	5	3	3	5	0	0	0	100%
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	

	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2010-11	M.PHIL	2	14	7	6	0	0	0	0	100%
	MBA(FT)2 YRS.	7	20	6	2	2	0	0	2	
	MBA(FT) 5 YRS.	1	16	13	10	15	1	0	-	100%
	M.COM(AFC)	4	2	0	3	1	0	0	2	
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2011-12	M.PHIL	1	14	7	5	0	2	0	2	
	MBA(FT)2 YRS.	5	23	10	12	4	0	0	0	100%
	MBA(FT) 5 YRS.	8	17	4	2	6	0	0	0	100%
	M.COM(AFC)	1	4	0	2	0	0	1		100%
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2012-13	M.PHIL	-								
	MBA(FT)2 YRS.	3	21	15	4	9	0	0	1	
	MBA(FT) 5 YRS.	5	11	6	7	3	0	0	0	100%
	M.COM(AFC)	4	2	0	3	1	1	0	2	
	M.COM(BM)	2	0	1	1	0	0	0	0	100%
	B.COM(ATM)	1	5	8	12	15	2	0	0	100%
YEAR	COURSES	GRADES								PASS
2009-10		A+	A	B+	B	C+	C	D	F	%
	M.PHIL	0	9	3	1	0	0	0	1	95%
	MBA(FT)2 YRS.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	

	MBA(FT) 5 YRS.	7	17	4	12	14	0	0	0	100%
	M.COM(AFC)	0	5	3	3	5	0	0	0	100%
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2010-11	M.PHIL	2	14	7	6	0	0	0	0	100%
	MBA(FT)2 YRS.	7	20	6	2	2	0	0	2	
	MBA(FT) 5 YRS.	1	16	13	10	15	1	0	-	100%
	M.COM(AFC)	4	2	0	3	1	0	0	2	
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2011-12	M.PHIL	1	14	7	5	0	2	0	2	
	MBA(FT)2 YRS.	5	23	10	12	4	0	0	0	100%
	MBA(FT) 5 YRS.	8	17	4	2	6	0	0	0	100%
	M.COM(AFC)	1	4	0	1	0	0	1		
	M.COM(BM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
	B.COM(ATM)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
2012-13	M.PHIL	Result Awaited								
	MBA(FT)2 YRS.	3	21	15	4	9	0	0	1	
	MBA(FT) 5 YRS.	5	11	6	7	3	0	0	0	100%
	M.COM(AFC)	4	2	0	3	1	1	0	2	
	M.COM(BM)	2	0	1	1	0	0	0	0	100%
	B.COM(ATM)	1	5	8	12	15	2	0	0	100%

2.6. Student Performance and Learning Outcomes

2.6.1 A. Write up of articulation of its Graduate Attributes of the department

They are socially environment conscious and Pass out are well versed in latest methods and techniques in accounting and specialized topic for ex. Tax Mgmt., Finance.

B. Record of facilitation of monitor the implementation and outcome

As per course all students give an open oral presentation in the form of seminar. During the course department committee monitors the adherence to academic calendar and result outcome. Further the learning, passing competitive exams is also monitored.

2.6.2 A. Record of learning outcomes for its academic program

1. Success in department exam.

2. Success in National & state level Competition.

3. Placements in related fields.

4. Progressing to higher studies.

B. Record of making students and staff are made aware of these

2.6.3 Write up of department teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes

Regularity in teaching examination process is inevitable strategy to achieve intended learning. In view of this a compact and strict teaching and classes and test schedule is followed. In the beginning of the semester, the academic calendar is declared and at the end of each semester students are thoroughly examines through their comprehensive viva voce. The continuous evaluation process is also followed by conducting regular tests.

2.6.4 Record of collection and analysis of data on student learning outcomes and use it to overcome the barriers to learning

2.6.5 Write up of new technologies deployed by the department in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges

The School of Commerce, academic staff, researchers and students have direct excess with online learning material like online journals and links related to latest Business and Foreign Trade field. And students are always suggested to visit the websites Foreign Trade of regarding the new changes & updates.

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department: **N.A.**

III.2 Number of papers published in peer reviewed journals (national / international)

Monographs **N.A.**

Chapters in Books **N.A.**

Edited Books **N.A.**

Books with ISBN with details of publishers **N.A.**

Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **N.A.**

Citation Index – range / average **N.A.**

SNIP **N.A.**

SJR **N.A.**

Impact Factor – range / average **N.A.**

h-index **N.A.**

III.3 List and Records and Details of patents and income generated **N.A.**

III.4 List and Record of Areas of consultancy and income generated **N.A.**

III.6 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad **N.A.**

III.6 List and Record of Faculty serving in
National committees b) International committees c) Editorial Boards d) any other (please specify) **N.A.**

III.7 Research thrust area recognized by funding agencies for the department **N.A.**

III.8 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 and grants received project-wise. **N.A.**

III.9 List and details of Inter-institutional collaborative projects and grants received **N.A.**

All India collaboration b) International

III.10 List and details of Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, etc.; total grants received. **N.A.**

III.11 List and Details of Research facility / centre with

- state recognition
- national recognition
- international recognition **N.A.**

III.12 List and details of Special research laboratories sponsored by / created by industry or corporate bodies **N.A.**

3.1 Promotion of Research

3.1.1 A. Composition of Departmental Research Committee, List of members and minutes of its meeting **N.A.**

B. Records of DRC regarding monitoring and addressing issues related to research **N.A.**

C. Record of DRC recommendations which have been implemented and their impact. **N.A.**

3.1.2 Information of research centers in its affiliated / constituent colleges which are monitored by the DRC of the department **N.A.**

3.1.3 Details of the

- * advanced funds for the sanctioned projects **N.A.**
- * providing seed money **N.A.**
- * Simplification of procedures related to sanctions / purchases to be made by the investigators **N.A.**
- * Autonomy to the principal investigator/coordinator for utilizing overhead charges **N.A.**
- * Timely release of grants **N.A.**
- * Timely auditing **N.A.**
- * Submitted utilization certificates to the funding authorities **N.A.**

3.1.4 Record of interdisciplinary research promoted

- * with other departments / schools of the university and

* collaboration with national/international institutes/industries **N.A.**

3.1.5 Details of workshops/ training programmes/ sensitization programmes conducted by the department to promote a research culture on campus

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	

3.1.6 A. Details of visits of researchers of eminence to visit the campus as adjunct professors **N.A.**

B. Impact of such efforts on the research activities of the university **N.A.**

3.1.7 A. Percentage of the total budget of the department which is earmarked for research **N.A.**

B. Details of heads of expenditure, financial allocation and actual utilization -
FILE no. 3.1

3.1.8 A. Details of University funded research and awarded Post Doctoral Fellowships/Research Associateships **N.A.**

B. List of students registered with record of source of funding by the university and other sources **N.A.**

3.1.10 A. List and percentage of faculty which have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad **N.A.**

B. Record of the output of these scholars **N.A.**

3.1.11 A. Details with photographs of national and international conferences organized **N.A.**

B. List highlighting the names of eminent scientists/scholars who participated in these events. **N.A.**

3.2 Resource Mobilization for Research

3.2.1 Record of Financial provisions made in the university budget for supporting students' research projects **N.A.**

3.2.2 A. Record of special efforts to encourage its faculty to file for patents

B. List of registered and accepted patents. **N.A.**

3.2.3 Details of ongoing research projects of faculty:

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects	N.A.	N.A.	N.A.	N.A.	N.A.
Major projects	N.A.	N.A.	N.A.	N.A.	N.A.
B. Other agencies - national and international (specify)					
Minor projects	N.A.	N.A.	N.A.	N.A.	N.A.
Major projects	N.A.	N.A.	N.A.	N.A.	N.A.

3.2.4 A. Record of projects sponsored by the industry/corporate houses **N.A.**

B. Details such as the name of the project, funding agency and grants received. **N.A.**

3.2.5 A. Details of Department recognition for their research activities by national /

international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and the quantum of assistance received **N.A.**

B. Record of any two significant outcomes or breakthroughs achieved by this recognition. **N.A.**

3.2.6 List details of

a. research projects completed and grants received (funded by National/International agencies). **N.A.**

b. Inter-institutional collaborative projects and grants received

i) All India collaboration **N.A.**

ii) International **N.A.**

3.3 Research Facilities

3.3.1 A. Infrastructure in the department to facilitate research **N.A.**

B. Strategies have been evolved to meet the needs of researchers in emerging disciplines **N.A.**

3.3.2 A. Information and Resources catering to the needs of researchers of the department **N.A.**

B. Details of the facility. **N.A.**

3.3.3 Record of University Science Instrumentation Centre (USIC) facilities been made available to research scholars **N.A.**

3.3.4 Record of provision of residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international) **N.A.**

3.3.5 Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and other specialized Research Centers for research **N.A.**

3.4 Research Publications and Awards

3.4.1 Research journal published, if any, from the department(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.

3.4.2 Details of publications by the faculty:

* Number of papers published in peer reviewed journals (national /

international)

- * Monographs **NIL**
- * Chapters in Books **NIL**
- * Books edited **NIL**
- * Books with ISBN with details of publishers **NIL**
- * Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.) **NIL**
- * Citation Index - range / average **NIL**
- * SNIP **NIL**
- * SJR **NIL**
- * Impact Factor - range / average **NIL**
- * h-index **NIL**

3.4.3 Details of

- * faculty serving on the editorial boards of national and international journals **N.A.**
- * faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies **N.A.**

3.4.4 Details of

- * research awards received by the faculty and students **N.A.**
- * national and international recognition received by the faculty from reputed professional bodies and agencies **N.A.**

3.4.5 A. Number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years – **FILE no.- 3.2**

B. University participate in *Shodhganga* by depositing the Ph.D. theses with INFLIBNET for electronic dissemination through open access **YES**

3.4.6 A. Record of Promotion e interdisciplinary research **N.A.**

B. Number of interdepartmental / interdisciplinary research projects undertaken **N.A.**

C. Mention the number of departments involved in such endeavours **N.A.**

3.4.7 List of University instituted research awards to the faculty of the Department- **N.A.**

3.4.9 Details of incentives given to the faculty for receiving state, national and International recognition for research contributions - **N.A.**

3.5 Consultancy

3.5.1 Important consultancies undertaken by the department during the last four years. **N.A.**

3.5.2 A. Department participation in university-industry cell **N.A.**

B. If yes, what is its scope and range of activities **N.A.**

3.5.3 Record of publicizing the expertise of the department for consultancy services **N.A.**

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 A. Department records of sensitization of faculty and students on its Institutional Social Responsibilities

Mahamana Madan Mohan Malviya lecture series, Vivekanand Oath at Induction program.

B. List the social outreach programmes which have created an impact on students' campus experience during the last four years.

- **Participation in activities related to the GREEN CALENDER of the University**
- **Blood donation camps**
- **Cleanness drive**
- **Khan River cleanness drive**

3.6.2 Promotion of neighborhood network and student engagement and holistic development of students and sustained community development? **N.A.**

3.6.3 Record of participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programmes **N.A.**

3.6.4 Records of tracking the students' involvement in various social movements / activities which promote citizenship roles **N.A.**

3.6.6 Write up of the values inculcated and skills learnt during extension activities.

3.6.7 Department community in its outreach activities **N.A.**

3.6.8 Details of awards received by the institution for extension activities and/contributions to social/community development during the last four years **N.A.**

3.7 Collaboration

A. MOU Copies and Record of collaboration with other agencies impacted the visibility, identity and diversity of activities on campus **N.A.**

B. Record of benefits academically and financially because of collaborations

3.7.2 Records of linkages resulted in

- * Curriculum development
- * Internship
- * On-the-job training
- * Faculty exchange and development
- * Research
- * Publication
- * Consultancy
- * Extension
- * Student placement
- * Any other (please specify) **None**

3.7.3 A. Copy of MoUs with institutions of national/international importance/other universities/ industries/corporate houses etc. **N.A.**

B. Record of enhanced the research and development activities

3.7.4 Have the university-industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities? **N.A.**

3.7.5 Any other information regarding Research, Consultancy and Extension, which the university would like to include.

Department is basically totally dedicated to teaching in M.Phil (Commerce), MBA (FT) 5yrs., MBA (FT) 2 yrs. , M.Com(AFC) , M.Com(BM), B.Com (ATM). Research programs could not be started due to lack of permanent full time faculty and research Guides.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 A. Details of Department physical infrastructure

1. Library: School of Commerce has a self-sufficient library. At present, it has two thousand and above books. The library and reading room are housed in a spacious hall that is open to members of teaching community and research scholars.

2. Computer Lab

3. HOD Room

4. Office

5. Girl's Common Room

6. Classrooms

7. Tutorial Room

8. LCD Projectors

B. Maintenance of Laboratories for its optimal utilization

C. Maintenance of Computers for its optimal utilization

Yes time to time as and when required the computer maintenance is done

D. Maintenance of UPSes, Power Supplies

E. Maintenance of support services, sanitation, first aid boxes ----

Yes time to time maintenance is done.

F. Maintenance of building, garden, indoor games structure -

Yes time to time maintenance is done.

4.1.2 Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment

Two class rooms are equipped with projectors, Internet & Wi-Fi.

4.1.3 Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services.

Physical ambience is good. There are adequate computing facilities.

4.1.4 List of Facilities like office room, common room and separate rest rooms for women students and staff

Office room: ground floor

Rest rooms for woman students and staff: FR-4

4.1.5 List of the infrastructure facilities are disabled-friendly.

Ramp is planned in 2013-14. Internet Facilities for Blind students are at IT center.

4.1.8 Departmental special facilities are available on campus to promote students' interest in sports and cultural events/activities -

Sports event- SPARDHA

Cultural Activities- HUES

Details are enclosed in **FILE No. - 3.3**

4.2 Library as a Learning Resource

4.2.1 Details of departmental library facilities:

LIBRARY has equipped with Textbooks, CD's, and Magazines etc.

4.2.2 Provide details of the departmental library:

- * Total area of the library (in Sq. Mts.) - 1500 sq. mtrs.
- * Total seating capacity --50
- * Working hours (on working days, on holidays, before examination, during examination, during vacation)

Working days 9 AM – 5:30 PM, Holidays – Nil, Exam timings same as working days

- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) -**NIL**
- * Clear and prominent display of floor plan - **YES**
- * Adequate sign boards- **YES**
- * Fire alarm – **planned in 2013-14**
- * Access to differently-abled users and - **NIL**
- * Mode of access to collection –**Automation Planned in 2013-14.**

4.2.3 Departmental library holdings:

- a) Print (books, back volumes and theses)-**2100 books**
- b) Average number of books added during the last three years- **760 books**
- c) Non Print (Audio Video, CDs, Downloaded Articles)- **50 CD**
- d) Electronic (e-books, e-journals)- **planned in 2013-14**
- e) Special collections (e.g. text books, reference books, standards, patents) - **NIL**

4.2.4 Records of tools the library deploys to provide access to the collection

- * OPAC -**Available in central library**
- * Electronic Resource Management package for e-journals- **Available in central library**
- * Federated searching tools to search articles in multiple databases **Available in central library**
- * Library Website **Available in central library**
- * In-house/remote access to e-publications **Available in central library**

4.2.5 Use of ICT deployed in the library -**N.A.**

- * Library automation
- * Total number of computers for public access
- * Total numbers of printers for public access
- * Internet band width speed 2mbps 10 mbps 1 GB
- * Institutional Repository
- * Content management system for e-learning
- * Participation in resource sharing networks/consortia (like INFLIBNET)

4.2.6 Details (per year) with regard to

- * Ratio of library books to students enrolled **10:1**
- * Average number of books added during the last four years- **1586**
- * Assistance in searching Databases (**N.A.**)
- * INFLIBNET/IUC facilities (**N.A.**)

4.2.7 Annual departmental library budget and the amount spent for purchasing new books and journals

S. No.	Year	Budgeted Amount	Amount Spent
1.	2009-10	5,000,00/-	54,395/-
2.	2010-11	10,000,00/-	NIL
3.	2011-12	20,000,00/-	1,13,672/-
4.	2012-13	3,00000/-	1,13,726/-
	Total		2,81,793/-

4.3 IT Infrastructure

4.3.1 Details of Department IT and ICT Infrastructure

20 computers with INTERNET facilities.

4.3.2 Details of the computing facilities i.e., hardware and software.

- Number of systems with individual configurations - Pentium 5
- Computer-student ratio
- Dedicated computing facilities- 20 Computers to staff and faculties member
- LAN facility
- Proprietary software
- Number of nodes/ computers with internet facility- 20 Computers
Any other (please specify)

4.3.3 Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

Planned in 2013-14 for wi- fi campus.

4.3.4 Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.-

Internet facility is available for students & faculties.

Online databases for related subject are available in Central Library.

4.3.5 IT facilities available to individual teachers for effective teaching and quality research

Computer lab is provided to faculties.

4.3.8 A. Details of ICT-enabled classrooms/learning spaces available -

2 classrooms.

B. Record of utilization for enhancing the quality of teaching and learning

4.3.9 Records of Faculty and computer- aided teaching-learning materials

CD's of course PPT's and e-Books are available in library.

4.3.10 Department availing of of the National Knowledge Network connectivity

4.3.12 Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources - **Yes.**

4.3.13 Department budget for the update, deployment and maintenance of computers

4.3.14 Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment -

4.4 Any other information regarding Infrastructure and Learning Resources which the university would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Department system, structural and functional characteristics for student support and mentoring

Various committees are made to look after these characteristics. A mentor is allotted for each group of students. Mentor discusses every weekend problem associated with academics, social and Carrier.

5.1.2 Record of 'apart from classroom interaction', the provisions available for academic mentoring

Faculties are instructed for personal counseling of the students for their problems but no record is available.

5.1.3 Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.

Various committees are made to look after these characteristics. Academics support to participate in various competitions available. Carrier counseling cell of the university are available to develop their soft –skills and personality development.

5.1.4 Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result - **YES**

Website link: <http://www.dauniv.ac.in/new/commerce>

5.1.5 A. Records of the Timely dissipation of financial aid - **YES**

C. Tables for type and number of scholarships/free-ships given to the students during the last four years the following categories:
UG/PG/M.Phil/Ph.D./Diploma/others

YEAR	COURSES	No. of students Granted scholarship		
		SC	ST	OBC
2009-10	M.PHIL	13	09	12
	MBA(FT)2 YRS.	02	-	09

	MBA(FT) 5 YRS.	11	01	03
	M.COM(AFC)	02	04	02-
	M.COM(BM)	-	-	-
	B.COM(ATM)	-	-	-
2010-11	M.PHIL	10	03	06
	MBA(FT)2 YRS.	01	-	14
	MBA(FT) 5 YRS.	10	04	10
	M.COM(AFC)	-	-	-
	M.COM(BM)	-	03	-
	B.COM(ATM)	-	-	11
2011-12	M.PHIL	11	06	04
	MBA(FT)2 YRS.	03	-	07
	MBA(FT) 5 YRS.	11	03	16
	M.COM(AFC)	03	-	02
	M.COM(BM)	-	-	-
	B.COM(ATM)	04	01	07
2012-13	M.PHIL	04	06	07
	MBA(FT)2 YRS.	07	01	20
	MBA(FT) 5 YRS.	06	02	19
	M.COM(AFC)	02	-	05
	M.COM(BM)	-	-	-
	B.COM(ATM)	04	02	18

5.1.6 Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)- **N.A.**

5.1.7 Department use of International Student Cell, number and list of foreign

students - **N.A.**

5.1.8 Department support services available for

5.1.9 Students participating in various competitions/conferences in India and abroad - **YES**

- * Physically challenged / differently-abled students - **N.A.**
- * SC/ST, OBC and economically weaker sections-- **N.A.**
- * Health centre, health insurance etc. - **YES, health center is about to manage.**
- * Skill development (spoken English, computer literacy, etc.) -- **N.A.**
- * Performance enhancement for slow learners- **Faculty members are guide to slow learners after the classes. Language Laboratory, carrier counseling and opportunity cell are available.**
- * exposure of students to other institutions of higher learning/ corporates/business houses, etc. - **N.A.**
- * publication of student magazines - **N.A.**
- * Record of student participation in sports and extracurricular activities - **FILE NO.- 3.3**

5.1.10 Placement Records- **FILE NO.- 5.1**

5.1.11 Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years). -**FILE No.- 5.2**

5.1.12 A. Record of registered Alumni Association- **YES, at university level.**

B. Record of activities and contributions to the development of the department-

C. Record of alumni meets -**Planned in 2013-14**

A. Committee members and record of student grievance redressal - university has Grievance redressal cell. - **File No.- 5.3**

B. Details of the nature of grievances reported and the redressal

No incident reported.

5.1.13 A. **Record of anti-ragging committee- FILE No. - 5.4**

B. List of instances reported during the last four years and what action has been taken in these cases- **N.A.**

5.1.14 Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students

- 5.1.18 A. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities - **FILE No. -3.3**
- B. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities - **FILE No. -3.3**

5.2 Student Progression

- 5.2.1 Analysis of progression and trends for the last four years.

Student Progression	%
UG to PG*	
PG to M.Phil.*	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	

- 5.2.2 Programme-wise pass percentage during the time span stipulated
- 5.2.3 Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.
- NET- 02**
- 5.2.4 List category-wise with details regarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years

5.3 Student Participation and Activities

- 5.3.1 A. List the range of sports, cultural and extracurricular activities available to students
- Cultural event: HUES**
- Sports event: SPARDHA**
- B. Sports and extracurricular calendar and details of students' participation.
- Yes, University & Dept. calendar provides for sports and extra curriculum activities.**
- 5.3.2 Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.

- 5.3.3 A. Gathered data and feedback from pass-out graduates- **FILE No. -5.5**
 B. Gathered data and feedback from employers-
 C. Use of the data for the growth and development of the department- **YES**
- 5.3.4 Department special drives / campaigns for its faculty and students to promote heritage consciousness - **Visit to Ralamandal, Holkar chattris, Lal Bagh, National museum etc.**
- 5.3.5 A. Records of Department involvement and encourage its students to publish materials like catalogues, wall magazines, departmental magazine, and other material - **Website is used .**
 B. List the major publications/ materials brought out by the students during the last four academic sessions. - **N.A.**
- 5.3.6 A. Departmental Student and Alumni association or or any other similar body
 B. Details on its constitution, activities and funding. - **N.A.**
- 5.3.7 Details of student representatives in Board of Studies, various academic and administrative bodies - **There is a provision in Board of studies for a student member.**
- 5.3.8 Any other information regarding Student Support and Progression which the university would like to include.**

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and the mission of the department in line with the University
To educate and prepare students to accept the national and global challenges in the emerging areas of Commerce and to provide them a knowledge base to serve the society through their active participation in industry, technical institute and educational institutions.
- 6.1.2 Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,
To develop competitive spirits, nurture individual thinking and groom the students in order to enable them to meet with the commercial and managerial challenges in the global arena.

6.1.3 Write-up of

- * ensuring the organization's management system development, implementation and continuous improvement

The management system is developed by systematically distributing the work load to the committees formed by the department. This way the responsibilities are shared by all the faculty members. In this respect we have.

- a. Anti ragging committee**
- b. Grievance Committee**

The meetings of the departmental committees are convened on a regular basis.

- * interacting with its stakeholders
- * Reinforcing a culture of excellence

The culture of excellence is groomed by giving the exposure to the students & research institutions of international repute and by conducting the lectures of the eminent Professionals and Professors.

- * identifying organizational needs and striving to fulfill them

The course curriculum is updated regularly with development in the field of Commerce and Foreign Trade.

6.1.4 Records of Departmental and other committees meetings

Register is maintained see FILE No.- A-3

6.1.5 Write-up of a culture of participative decisions in the department

The major decisions in the department are taken only through the discussions and meeting with the faculty members.

6.1.6 Record of Grooming leadership at various levels

Class coordinators and student representatives are selected each year. The leadership is groomed in them through work.

6.1.10 Record of knowledge management strategy (N.A.)

6.1.11 Write up on

* **Contributing to national development:** In national development courses contributed by providing knowledgeable personnel in the area of Foreign Trade, who can decision makers of tomorrow in the area of foreign trade policy, Export- Import related International Issues, etc. Keeping in the mind the govt. aim of complete financial inclusion growing & recognizing importance of

Banking & Finance, in its attainment we have designed our syllabus in such a way so that students can significant contribution to the country's growth. These courses have designed in such a way that students can link the knowledge with any other professionals degree like C.A., C.S. etc.

*** Fostering global competencies among students**

New approaches for fostering global competencies among students need to be incorporated combining the knowledge Foreign Trade, Accounts, Taxation, Management, IT skills subjects etc. Besides, they are also supported by language for global communication therefore other than English as global language the French & German subjects are taught to them in final semesters.

*** Inculcating a sound value system among students:**

To achieve this different clubs have been formed of students with their special social cause. The institute strives to inculcate a sound value system among students on overall basis by certain day- today practices, which includes transparent examination and evaluation, involvement of students in various scholarly activities. SOC provide healthy platform for the juniors and seniors to interact to transfer the value system in university as well in SOC. On the regular basis all faculty member & staff are guided the students regarding Indian Value System that helps us to enrich the value system of students.

*** Promoting use of technology**

In modern time the Information technology has become the instrument of dependency in society. So the education is also not left. Therefore, the students are always suggested to take optimum advantage of Information technology resources. They are suggested to visit the websites related to Foreign trade updates,Accounts & tax related sites, besides for research work the Google books online and web in formation like Wikipedia and kaanoon.com is no doubt easily access to global information available at finger click.

*** Quest for excellence**

Any educational institute should get to be known for its excellence in terms of social indicator *i.e.*, the vocational response of legal education and utility of Degree in social matters and economic benefits too. No doubt, in present era of competition above ends can be achieved with quality and value based education. Appointment of

students in CA/ CS, Banks, Export- Import companies and their position in other competitive examinations are live indicators as to the assurance of quality. For constant improvement we opt the latest methods and technology of quality improvement.

6.2 Strategy Development and Deployment

6.2.1 Perspective plan for development and write-up of policies and strategies to

- * work for Vision and for achieving the mission

- * Enhancing Teaching and learning

Provide new books and techniques and interactive lectures to students.

- * Enhancing Research and development- **none**

- * Enhancing Community engagement

Students involved in community services like cleaning of campus, deal with the help age students of poor background providing scholarships to students.

- * Enhancing Human resource planning and development - **N.A.**

- * Enhancing Industry interaction **N.A.**

- * Enhancing Internationalisation **N.A.**

6.2.2 Departmental organizational structure and decision making processes and their effectiveness.

Regular meetings of departmental teaching faculty regarding the syllabus courses, exams schedule etc on regular basis. Regular meeting with non teaching staff. Taking decisions as per rules of university for utilizing the processes involved in finance, administration. Members of committee for different issues for example anti ragging, purchase etc. The effectiveness comes into picture making the results of the students in time and ready to go for future plans.

6.2.3 Write up of functioning independently and autonomously and ensure accountability **It is with University.**

6.2.5 Record of last four years, have there been any instances of court cases filed by and against the department, what were the critical issues and verdicts of the courts on these issues - **No Case reported**

6.2.6 Performance audit of the department by external experts

Planned in 2013-14

6.3 Faculty Empowerment Strategies

- 6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that
- 6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff. **It is with University**
- 6.3.4 List and number of attracted and retained eminent faculty in last 4 years- **N.A.**
- 6.3.5 Gender audit during the last four years of the department achievements and pass percentages and its salient findings.

YEAR	COURSES	GRADES						PASS %
		A+		Other		F		
		M	F	M	F	M	F	
2009-10	M.PHIL	0	0	07	06	1	-	93%
	MBA(FT)2 YRS.	-	-	-	-	-	-	-
	MBA(FT) 5 YRS.	3	4	25	22	0	-	100%
	M.COM(AFC)	0	0	9	7	0	-	100%
	M.COM(BM)	-	-	-	-	-	-	-
	B.COM(ATM)	-	-	-	-	-	-	-
	M.PHIL	0	2	16	11	0	-	100%
2010-11	MBA(FT)2 YRS.	02	05	12	18	2	-	94.8%
	MBA(FT) 5 YRS.	01	0	32	23	0	-	100%
	M.COM(AFC)	01	03	2	4	1	1	83.3%
	M.COM(BM)	-	-	-	-	-	-	-
	B.COM(ATM)	-	-	-	-	-	-	-
2011-	M.PHIL	0	01	15	13	02	-	93.5%

12	MBA(FT)2 YRS.	02	03	28	21	-	-	100%
	MBA(FT) 5 YRS.	03	05	18	11	-	-	100%
	M.COM(AFC)	0	01	05	02	-	-	100%
	M.COM(BM)	-	-	-	-	-	-	-
	B.COM(ATM)	-	-	-	-	-	-	-
2012- 13	M.PHIL	-	-	-	-	-	-	-
	MBA(FT)2 YRS.	01	02	28	21	01	-	98.1%
	MBA(FT) 5 YRS.	02	03	15	12	-	-	100%
	M.COM(AFC)	01	03	01	06	02	-	84.6%
	M.COM(BM)	-	02	-	02	-	-	100%
	B.COM(ATM)	-	01	27	15	-	-	100%

From above table following analysis was done

Total Female in A+= 35

Total Female in A+= 14

Girls are more Punctual , Disciplined and serious I study as compared to male students.

6.4 Financial Management and Resource Mobilization

6.4.1 Statements of audited income and expenditure of academic and administrative activities of the last four years. – **FILE No. 6.1**

6.4.5 Efforts taken by the department for resource mobilization.

Department is running on course fees and UGC plan grants in the university.

6.4.6 Record of endowment funds created

6.5 Internal Quality Assurance System

6.5.1 Details of department internal quality assurance and sustenance system, give

details. **YES**

- 6.5.2 Internal workshops to improve teaching, learning and evaluation
YES through meetings of faculties and implementation of suggestions
- 6.5.3 Record of continuously review the teaching learning process
- 6.5.4 **Any other information regarding Governance, Leadership and Management which the university would like to include.**

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Department Area Green Audit details –

Department Right Area covers-1600 Sq. ft.

Department Inside area covers- 2500 Sq. Ft.

Department Fraont Side Covers-250 Sq. Ft.

7.1.2 Departmental initiative to make the campus eco-friendly?

* Energy conservation – **CFL are being installed in place of tube light. Students & faculties switch off fans & lights when not in used.**

* Use of renewable energy – **Solar power plant planned.**

* Water harvesting – **White paint on roof are planned.**

* Check dam construction

* Efforts for Carbon neutrality

* Plantation

* Hazardous waste management

* e-waste management

* any other (please specify)

Cleaning drive of the campus has been carried out. Lectures on environment protection and documentaries for the same have been shown to the students and faculty. Done by University Engineering section.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the department

- **Two foreign language (French & German) was introduced in curriculum.**
- **One Workshop and One Symposium have been organized by the Department.**
- **Practical learning have been motivated by introducing compulsory internships and Industrial , Dry port visits for final years students.**

7.3 Best Practices

7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the department.

- 1. Experts lectures are organized**
- 2. Practical training to students.**
- 3. Students exposures to various company visits.**

Format for Record of Best Practices of the department

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

