

## **INSTITUTIONAL DISTINCTIVENESS**

Moran Commerce College is the Higher Education Institution of Commerce established on 25th August 1993. Overall students' performance in Commerce stream has been satisfactory. The Teaching- Learning process in the college is exclusively Learner Centric. The college also provides regular career counselling programmes for the benefit of the students to cope up with the present globalised era. The college practices a special concern for the slow and under-performed learners. Remedial classes for the slow and under-performed learners are regularly conducted. Since 2023, the college has also introduced a range of add-on courses aimed at enhancing students' skills and employability. The departments have regularly been publishing Wall Magazines showcasing the literary and creative skills/talents of the students. The Departments organize Departmental Workshops, Interactive Lectures, Quiz, Group Discussion etc among the students supervised by the faculty members of the college. The entire college environment can be regarded as Complete Ragging Free Institution. The College organizes educational trip for the students. The college practices the habit of preserving the Question papers of previous examinations kept well in the college library for the benefits of the students. Due to covid-19 pandemic, regular classes as well as examinations were held online.

The institution makes all efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

### **Transparency in Financial Functions**

Moran Commerce College follows a meticulous budgeting process that involves key stakeholders, including faculty, staff, and student representatives. The finance committee prepares the budget based on the needs and priorities of the two departments. This participatory approach ensures that the institution maintains systematic accounts on utilization of financial resources of the college. All payments of the college are carried out through cheques and online (Net Banking) mode. The Accounts Department maintains the Receipts and Payments with supporting documents and provides all the necessary books of accounts for the purpose of audit. Governing Body appoints an Auditor who conducts internal audits of the college. The appointed Internal Auditor audits

all the financial statements, bank and cash transactions, and verifies the Ledger, Stock Register, Cash Book, supporting Vouchers and all other evidences relating to purchase of different assets by the college within a given period of time. After the audit, a detailed Report is prepared by Internal Auditor along with Receipts and Payments Accounts of all funds of the college and the said Report is placed before the Governing Body by the Principal and Secretary for approval.

Transparency in fund utilization is a hallmark of Moran Commerce College. Detailed reports on fund utilization are prepared and shared with stakeholders, including government bodies, donors, and the college community. This practice promotes accountability and encourages the effective and efficient use of resources.

### **Transparency in Academic Functions:**

Information on academic functions of the college is provided through the college website. Admission Committee carries out the entire process of new admission under the direct supervision of the Principal. List of selected candidates are displayed on the college notice board and college website for admission. The Academic Committee of the college prepares class routine, oversees running of classes and takes stock of progress of courses and gives suggestions for improvement.

The Examination Monitoring Committee conducts sessional examinations and keeps all records of examinations and displays all internal marks of students on the notice board. The attendance of the students in the classes is recorded.

### **Transparency in Administrative Functions:**

For maintaining transparency in administrative function of the college; a system of office automation has been adopted which facilitates students' data base admission process and fund management. E-mail ID and phone numbers of the students are collected at the time of admission for notifying students the dates of events, examination and filling up of forms through mobile SMS.

Students are provided facilities for open access to e-resources in the library through NDLI.

The students' grievances are redressed by the Grievance Redressal Cell. Feedbacks are collected from stakeholders, i.e. students, teachers, guardians and alumni and after feedback analysis; steps are taken for improvement in the necessary areas. Biometric machine has been installed for recording daily attendance of teachers and office staff. The Governing Body is the highest decision-making authority of the college and recruitments and promotions are transparently done as per Govt. and UGC guidelines. Different Committees and Cells are constituted to assist the administration.

Moran Commerce College's distinctiveness lies in its unwavering commitment to transparency in financial, academic, and administrative functions. The college's best practices in budgeting, auditing, curriculum design, assessment, decision-making, and communication have set a benchmark for transparency and accountability. Through its ongoing efforts and future plans, the college continues to uphold its values of integrity, inclusiveness, and excellence, ensuring a bright and promising future for its students and the broader community.