Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GUJARAT COMMERCE COLLEGE, ELLISBRIDGE, AHMEDABAD**
Name of the head of the Institution	**Usha Shankar Raman**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**079-26430546**
Mobile no.	**9737178086**
Registered Email	**gujarat.college@yahoo.com**
Alternate Email	**ushashankars11@gmail.com**
Address	**Ellisbridge Ahmedabad**

City/Town	**Ahmedabad**
State/UT	**Gujarat**
Pincode	**380006**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Prof. R. K. Shah**
Phone no/Alternate Phone no.	**07926346526**
Mobile no.	**7574827504**
Registered Email	**rkshahsir@gmail.com**
Alternate Email	**gcciqac2019@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.gccabd.co.in/images/download/595229847.pdf**

4. Whether Academic Calendar prepared during	**Yes**

the year	
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gccabd.co.in/student/academic/Academic%20Calendar%20Final%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.47	2019	09-Sep-2019	08-Sep-2024

6. Date of Establishment of IQAC	15-Jul-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Assistant Beauty therapist Certificate Course	02-Jan-2019 90	22
Tae-kwon-do	11-Feb-2019 5	55
Relationship Management	11-Jan-2019 1	320
Hasine Halva Thav	05-Jan-2019 1	232
Lecture on Social Media	04-Aug-2018 1	185
Sarjak Sathe Samvad	18-Jul-2018 1	107
Finishing School Batch one	09-Jul-2018	49

	30	
Finishing School Batch two	18-Dec-2018 30	47
Account Execution Course Under RUSA	07-Sep-2018 90	33
Assistant beauty Therapist Certificate Course	02-Jan-2019 125	22

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
CHE, Government of Gujarat	Finishing School	KCG	2018 365	1000000
CHE, Government of Gujarat	Security	KCG	2018 365	786000
CHE, Government of Gujarat	cleaning and maintanance	KCG	2018 365	428000
CHE, Government of Gujarat	saptdhara	KCG	2018 365	20000
CHE, Government of Gujarat	udisha placement	KCG	2018 365	70000
CHE, Government of Gujarat	WIFI	KCG	2018 365	260000

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

During the year the IQAC of GCC promoted all the staff members and students to conduct special lectures, various cultural workshops, tutorials,GD and many other such activities.

IQAC inspires students for appearing in various competitive examinations and so, the institute has done MOU with SPIPA and also conducting various coaching classes under the banner of Amulyam project.

IQAC promotes the faculty members for research and encourages for OP, RC and FDP. together with that the staff members are stimulate to attend national and international seminars, workshops, conferences and short term courses.

To improve the communication skill and increase the vocabulary power of the students IQAC promotes English Club and Reading Club to conduct various activities.	
to cultivate the patriotic feelings among the staff members and students IQAC encourages NSS UNIT and NCC UNIT to held various activities during the year.	

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Mentoring / counseling of students - to increase the confidence level of the students and to understand the problems of the students	Mentoring / counseling of students is carried out
To organize In-house fests	celebrated in-house fests like navratri
To organize gender sensitive programmes	celebrated Women Empowerment month &CWDC of the college celebrated Women's Day and organized a lecture and self defence training programme for the girls
To strengthen Placement activities	Companies were invited for on campus and off campus interviews and students were placed
To organize environment and social issues programmes - AIDS awareness, blood donation camps	Tree plantation, AIDS awareness programme and participation in blood donation camps hospital visits, slum area visits were done throughout the year
To organize extension activities to meet social responsibilities	Different extension activities are organized by NSS and NCC units of the college
To attend OP, RC, FDP, Short Term Courses workshops / seminars on different topics and	OP/ RC/FDP/Workshops / seminars / special lectures were attended on different topics
To motivate the faculty for Research & publication	Faculties were encouraged to take up research and published their articles in various research

	journals
To organize induction / orientation program	Induction / orientation programmes for B.Com and M.Com students are organized
to maintain quality standards in teaching, learning and evaluation	Throughout the year IQAC took care of the quality standards should maintain in teaching , learning and evaluation process

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	25-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently	The institution has a practice of participative management. The college provides the better opportunity to all the participating in the decision making process, the college administrative and academic structure is in a manner to make the decision by participative arrangement. The college follows

| operational (maximum 500 words) | the rules and regulations of government of Gujarat, department of Education and UGC in Academic and administrative Aspects. The following are a few activities: 1) All heads are free to send their suggestions and recommendations regarding lectures, exams, assignments and many other activities. 2) The principal is inspiring all Saptdhara heads organize different workshops and competitions under all seven Dhara. 3) The principal is always motivating quality and innovative teaching methods and activities and personally appreciates faculty members' efforts. 4) The college prepare financial budget at the beginning of the year. This is prepared by the office administrative head and is with consultation of all departmental Heads. Accordingly it is verified by the college principal and is sent for sanction to the respected committee. 5) The examinations are carried out periodically throughout the year for which there is separate examination department. The examination department conducts exams with the teachers, the administrative staff and the office employees. They conduct regular meetings and approved by principal thus the participative arrangements is being followed in decision making. 6) On the college level decision/deciding departments are provided with authority to take own decisions by development of department meetings, the decisions are conveyed to the principal and the final decisions are taken. Thus process is decentralization and implemented to all carrier in decision making is recorded. The principal regularly undertake the review of working of the college in its Executive council meeting and working committee meeting. The Necessary guidance and directives are issued through these meetings. Periodical reviews are undertaken by the top management. The budget is prepared prior to the commencement of the academic year and is approved by the management. The concentration is given on the regular lectures conducted by the staff, timely completion of the syllabus, guidance for better performance in the examination and providing best possible teaching learning environment. This is attained by regular meetings of department, of the staff member conducted by the principal from time to time. The staff receives motivation and support for all the activities from the management. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development of students. Thus the college works with aim of attaining the academic excellence through quality education and inculcating all possible soft skills in the personality of the students through finishing school. The college plans for all such implementations through all its academic calendars and the regular feedback |

from the students and the staff members also. Thus the role of management is very positive and forward looking. With the aim of providing best possible education within the given limitations the college works for attaining the academic excellence.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college plans and executes its curricular, co-curricular and extracurricular activities to implement the vision and mission into reality. Curriculum Planning and Implementation: As the institute is affiliated to Gujarat University, it follows course, curriculum and academic calendar designed by the academic council of Gujarat University, Ahmedabad. The University has designed CBCS, the new subjects and syllabi are introduced as core, elective, foundation and soft skills from the year 2011-12 onwards. Keeping in view, the needs of trade, commerce, business and industry, the University offers the Foundation Courses and Soft Skills Papers. Keeping in view of University's academic calendar, curriculum, guideline and objectives, the institute prepares and implements action plan as under: General Timetable is prepared in the beginning of the academic year and the staff is responsible for completing the syllabi within the stipulated time.   The HODs ensures that the action plan is carried out through periodic meetings and continuous monitoring. Department wise teaching modules are prepared and followed.   Faculty members plan in advance about the time table to groom the students.   Staff members make use of innovative teaching methods and make ample use of ICT apart from the traditional teaching methods.   The Principal supervises proper enforcement of the action plan and gives suggestions when required. Need based extra classes are also conducted whenever required. The institute frames Star Batch of top scorers to boost their learning and Slow Learners Batch of weaker students to help them learn every year and related lectures are conducted for them.   For smooth functioning class counselors for each class are appointed to mentor the students and to meet the academic requirements.   Efforts are made to hone different skills in students through student-centric practices like: Assignments, Seminars and Presentations, Group Discussion, Debate, Role Playing, Subject wise Quiz Programmes, Extempore, Industrial Visits, Department Activities, Class Tests, Case Studies/ Projects. Curriculum Enrichment: The Departments held discussions from time to time on syllabi and recommend suggestions to IQAC, the IQAC further forwards the suggestions to member of Board of Studies of Gujarat University. At the end of the semester curriculum feedback from stake holders-

students, faculty members and Parents, Alumni and employers are received, reviewed and forwarded with necessary suggestions for amendments to the University. The institute being a Government college has a mechanism of tendering Confidential Report by employees wherein faculty members review their deliverance, curriculum, action plan, implementation- strong points and weak points and fearlessly impart suggestions. The Head of the Institute evaluates and grades the Confidential Reports submitted by faculty members that are forwarded then to the Commissioner, Higher Education, Education Department, Government of Gujarat. The following faculty members have been part of Board of studies of Gujarat University: Sr. no. Name of the faculty Designation Subject 1. Dr. J. R. Jadav Member Board of Studies at Gujarat University Commerce & Accountancy

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Finishing School(daily 4 hours)	No	18/12/2018	30	Yes Employability	Life skills, employability skills, English speaking skills
Account executive course under RUSA component 12 (daily 2 hours)	No	07/09/2018	90	Account executive course under RUSA component 12	Accounting skills
Assistant Beauty Therapist Course under RUSA component 12(daily 2 hours)	No	02/01/2019	125	Employability and/or entrepreneurship	Beauty therapist skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	no	15/06/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BCom	Commerce	15/06/2011
MCom	Commerce	15/06/2014

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

	Certificate	Diploma Course
Number of Students	149	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally Accounting (FC)	15/06/2011	877
NSS (SS)	15/06/2018	877
Environmental studies (FC)	15/06/2011	878
Sports (SS)	15/06/2011	878
General Insurance (FC)	15/06/2012	870
Company Secretary (SS)	15/06/2012	870
WTO (FC)	15/06/2012	871
Presentation Skills (SS)	15/06/2012	871
Rural Marketing (FC)	15/06/2013	747
Market Research (SS)	15/06/2013	747

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1.3.2 – Field Projects / Internships under taken during the year

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

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The Institute collects feedback from its faculty members, students, their parent, Alumni and Employers visiting the college for placement regarding curriculum and syllabus every year. They are advised to give fearless and open responses. This is done to find out the shortcomings in the curriculum and improvise it as per the present needs. The suggestions are compiled and consolidated at the college level. Based on the feedback collected the suggestions are discussed and forwarded to IQAC and later IQAC forwards the suggestions to the University to improvise the syllabus if they can. Ours being an affiliated college, we can only make suggestions to the university the ultimate decision lies with the university. Method of feedback collection and analysis: Feedback were collected through google forms. Responses were downloaded. Total was done and averages were calculated for each question and each subject respectively. Rounding off of the figures was done for convenience of calculation and interpretation. Interpretations were make according to the final average scores and thereby suggestions were made.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	COMMERCE	125	125	110
BCom	COMMERCE	900	900	877

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2494	202	19	Nill	13

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
19	19	6	18	2	6

View File of ICT Tools and resources

View File of E-resources and techniques used

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

In College, there are Mentors (counsellors) for each classroom. Class counsellors mentor students and address hindrances in the process of learning if any. They provide first hand support to the students with difficulties and gives relevant inputs to subject teachers to help the subject teachers be more effective in handling these students. The Mentors are provided access to the profile of the students and also to their contact details. Generally, the Mentors provide encouragement, motivation and counselling support. Where the student requires additional help which is beyond the abilities of the Mentor, she/he guides the students to the right person. The Class Mentor's contact details are shared with the parents/guardians also. Similarly, the Mentor has the contact details of the parents/guardian. The Mentors also provide additional support in terms of providing career guidance. When students graduate or post graduate and seek higher studies, the students approach the Mentors. Many Mentors also encourage students to collaborate with them in projects, internships or in academic writing, especially when students share their academic interests. Students are encouraged to choose a suitable topic and work on it as well as research papers are also prepared and presented by the students in UGC sponsored seminars/ conferences/ symposia. At PG level, teachers give one to one guidance to the students for their project work. Under the guidance of the Editorial team of the institutional magazine 'UDAY', students are promoted to learn the real life lessons of marketing, designing, editing, journalism and teamwork. This is of immense benefit to the students involved. Mentors who are in-charge of various clubs like Reading club, English club and Movie club etc. generally work with students to share common curricular or extracurricular interests. Such Mentors are usually experts in a field and are passionate about the domains of their clubs. This aim to develop various skills needed to shape up students' personality and greatly thrive and excel in those domains. To develop leadership skills and managerial skills among the students number of activities are arranged in which the students are actively involved in planning and organization. Various events and competitions like Debate, Elocution,

Personality Grooming Workshop, Theatre Workshop, CWDC seminars and Dance Workshop are managed by students under the guidance of the principal and faculty members. Students learn to shoulder social responsibilities and importance of selfless service through NSS and strengthen their national character and patriotism through NCC, again under the guidance of their either their class counsellors or concerned faculty in-charge. The institution waives fees of the University toppers to and supports needy students in the form of free books and notes bank facilities. Advice need based mentoring is done on academic, professional and personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2696	19	1:142

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	19	6	Nill	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	NA	1	04/11/2018	11/02/2019
BCom	NA	2	24/04/2019	07/06/2019
BCom	NA	3	04/11/2018	11/02/2019
BCom	NA	4	24/04/2019	20/05/2019
BCom	NA	5	04/11/2018	11/01/2019
BCom	NA	6	24/04/2019	06/05/2019

MCom	MC-EE	1	04/11/2018	12/02/2019
MCom	MC-EE	2	24/04/2019	23/05/2019
MCom	MC-EE	3	04/11/2018	11/01/2019
MCom	MC-EE	4	24/04/2019	24/05/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute is affiliated to Gujarat University. Within the framework prescribed by the university, the institute welcomes innovative ideas to better the evaluation system. The institution has formed an exam committee for smooth conducting of the Examinations and making policy decisions in regard to organizing and improving the examinations. The orientation programmes are conducted in the beginning of the odd semester. The ratio of internal-external marks, examination pattern, various parameters for evaluation etc. are thoroughly informed to the students. Students are also informed about importance the activities like project work, assignments, presentations, attendance etc. in continuous internal evaluation. It is also displayed in the College Notice Board as well as on collegeal website. Students get freedom to select the paper from various options in foundation course and soft skills. The evaluation reforms of the university are followed by the Institute strictly. Before the evaluation process begins, every department conducts a meeting and some basic method of evaluation is decided. Exceptional answer-books and very poor ones are discussed and if possible, such students are personally called for appreciation/suggestion for improvement. The underperforming students are given second chance to better their performance in retest. Need based lectures are also conducted to improve their performance. Class Counsellors keenly take note of the attendance of students and keep record. Guardians are intimated from time to time about absenteeism if recorded for a longer period and consequent actions are taken. Department wise Review Meetings is also held to gauge the overall performance of students by the Principal.

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

Due to affiliation to Gujarat University the institute adheres to the University Academic Calendar which is conglomerated in institutional academic planner. The teaching – learning – evaluation schedule is planned for the entire academic year to ensure that prescribed syllabi are covered along with the orchestration of co-curricular and extracurricular activities. The faculty members meet in all departments to estimate total number of lectures required for completion of syllabi within given working days. The topics prescribed in the syllabus are allotted to the members of

the department on rotational basis and an academic calendar for the semester is prepared in consultation with the Principal. End Semester Internal Tests are conducted as per the University directive. Retest is scheduled for the students who have failed to appear in the Internal Tests due to unfeigned reasons by paying nominal fees. The students excelling in Sports, Cultural Activities, NSS, NCC and others are also permitted for reappearing in Retest without paying fees. The Institute Continuously evaluates students through weekly tests/surprise tests, Assignments/Presentations, Case studies, Role playing, Attendance and Periodic/Internal/End Semester Exams. The marks obtained by students in these contribute to the total of their obtained internal marks. Result Analyses are done by concerned faculty members and thoroughly discussed in the class rooms. Need based Remedial lectures are conducted for Slow Learners (Slow Learners Batch) and Scorers (Star Batch). The institute keenly monitors students' attendance and performance in all activities. In case of extreme lacking, poor attendance or indisciplinary matters their guardians are informed and meetings are held in the interest of students. University conducts end semester external exams. The external exam weightage per subject is 70. Students are communicated of university exam timetables through displayed on all relevant places. University conducts supplementary exam for the students who fail to attain passing marks. Odd semester exams are also held for the final year students who have appeared and failed in anyone of the semester papers blocking completion of his/her degree. Students are communicated of university exam timetables through displayed on all relevant places. Some of the faculty members are appointed as the member of board of studies where they make suggestions on reforms during the Board of Studies' meetings from time to time to be taken actions on by the chairman of the Board of Studies'.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.gccabd.co.in/syllabus.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MC-EE	MCom	COMMERCE	92	86	93.47
na	BCom	COMMERCE	760	640	84.21

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2.7 – Student Satisfaction Survey

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

https://www.gccabd.co.in/student/other/sss%20report%202018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	000	00	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	00	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University	0	0	0	0
Students Research Projects (Other than compulsory by the University)	0	0	0	0
InternationalProjects	0	0	0	0
Any Other (Specify)	0	0	0	0
Total	0	0	0	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
00	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

| Optimal and/or efficient crossover designs for comparing two active treatments with the help of placebo | Dr. Jigneshkumar Gondaliya | Department of Statistics (UGC Sponsored), Sardar Patel University, Vallabh Vidyanagar- 388120, Gujarat. | 02/03/2019 | First Prize in paper presentation competition |

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
accountancy (awarded to faculty of the college)	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	3.1
International	Statistics	2	0.4

View File

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

Department	Number of Publication

Economics	Nill
English	Nill
Statistics	3
Commerce	6
Accountancy	Nill

	View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Estimation of Treatment and Carryover Effects in Optimal Cross-Over Designs for Clinical Trials	Divecha, J. Gondaliya, J.	Statistics in Biopharmaceutical Research	Nill	1	Department of Statistics, Sardar Patel University Vallabh Vidyanagar, Gujarat-388120, India	Nill
Construction of minimal balanced cross over designs having good efficiency of separability	Divecha, J. Gondaliya, J.	Electronic Journal of Statistics	Nill	2	Department of Statistics, Sardar Patel University Vallabh Vidyanagar, Gujarat-388120, India	1

	View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Construction of minimal balanced cross over designs having good efficiency of separability	Divecha, J. Gondaliya, J.	Electronic Journal of Statistics	Nill	1	2	Department of Statistics, Sardar Patel University Vallabh Vidyanagar, Gujarat- 388120, India

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	3	1	1
Presented papers	Nill	2	Nill	Nill
Resource persons	Nill	Nill	Nill	1

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
INTERNATIONAL YOG DAY CELEBRATION	NSS Unit – Gujarat Commerce College, Ahmedabad	35	358
TRIBUTE RALLY FOR MARTYRS IN PULWAMA ATTACK 16/02/2019	NSS Unit – Gujarat Commerce College,	1	158

	Ahmedabad		
INDEPENDENCE DAY CELEBRATION 15/08/2018	NSS Unit Gujarat Commerce College, Ahmedabad	1	258
Save birds Rally 13/01/2019	NSS Unit Gujarat Commerce College, Ahmedabad	1	90
Thal Sainik Camp	NCC	Nill	1
National Integration Camp	NCC	Nill	1

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nill

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
National Service Scheme	NSS Unit – Gujarat Commerce College,Ahmedabad	Workshop on swachchata abhiyan – 09/03/2019	1	68
National Service Scheme	NSS Unit – Gujarat Commerce College, Ahmedabad	LIBRARY CLEANING – 03/08/2018	1	85
National Service Scheme	NSS Unit – Gujarat Commerce College, Ahmedabad	CAMPUS CLEANING –02/08/2018	1	92
National Service Scheme	NSS Unit – Gujarat Commerce College, Ahmedabad	સ્વચ્છતા પખવાડડયા ઉજવણી – 1/08/2018 to 14/08/2018	1	68

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	0	00	00
Student Exchange	0	0	0
Research Exchange	0	0	0

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Govt. – MoU with NSDC training partner under RUSA component 12 Vocationalisation of higher education	Assistant beauty therapist course	Adani Skills Development Center	02/01/2019	07/08/2019	22
Govt. – MoU with NSDC training partner under RUSA component 12 Vocationalisation of higher education	Account executive course	Adani Skills Development Center	07/09/2018	30/10/2018	31

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers

			participated under MoUs
SPIPA	27/11/2019	Classes Conducted for UPSC examination	161
Adani Skill Development Center	18/09/2018	Vocational certificate courses and placement under RUSA component 12 vocationalisation of Higher education	53

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
MICM Net Solutions	Fully	SOUL-2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7637	1208718	221	29025	7858	1237743
CD & Video	112	10229	Nill	Nill	112	10229
Weeding (hard & soft)	410	59451	175	21146	585	80597
Reference Books	6369	2653755	77	27262	6446	2681017
e-Books	Nill	Nill	138500	Nill	138500	Nill
e-Journals	Nill	Nill	6300	Nill	6300	Nill
Journals	14	12945	1	1450	15	14395

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
00	000	0	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	87	2	0	0	0	2	5	100	0
Added	10	0	0	0	0	0	0	0	0
Total	97	2	0	0	0	2	5	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

no	https://www.gccabd.co.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0	5.89	5.89

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institutional approach is to make all physical and academic facilities easily accessible to its stakeholders. The institution also keeps updating its physical and academic facilities as and when required. In each academic year, students are provided basic information about institutional facilities for them through an orientation programme. They learn about utilization of Partially Automated library, TALLY Lab, playground, seminar hall and auditoriums. The entire campus has Wi-Fi facility. We have a fees collection software, and employee salary software. The institutional website is interactive where students can lodge their different study related queries and register feedback. All students related important notices, Academic Time Table, Assignments, Internal and University Exams related updates, Individual results and attendance, news related to institutional cultural academic activities are posted regularly on updated Institutional website and Institutional App along with the Notice boards. The institute also reaches its current students as well as Alumni through posts time and again on its Facebook page and its Twitter handle. Institutional physical facilities including Classrooms are made available for the students admitted in the college. Administrative staff looks after of the maintenance of the premises. The classrooms, boards and furniture facilities are utilized regularly by the students, different competitive exams and other programmes, if not in use for academic purpose for the said period. The maintenance and the cleaning of the classrooms are done with the efforts of the support staff. The institute has adequate number of computers with internet connections. All the stakeholders have equal opportunity to use them as per the rules and the policies of the institution. DELL is connected in LAN and it is open for the students during college hours. The administration wing's computers are connected through the LAN to make work easier and systematic as they are updated with the software. Their use is restricted to the appointed administrative staff. The admission process is online. The fees are collected online. The institutional library has LAN facility and computers are loaded with library software SOUL 2.0 version. All departments and the faculty members are provided with computers with internet in their chambers. All IT facilities are maintained properly

by a technical assistant. Academic and Support Facilities Access to library is allowed at the cost of the deposits as caution money. A provision of the budget for the library maintenance is made by the Library Advisory Committee. The activities like fumigation and keeping library clean is done frequently by library staff. The department of sports is meritorious and the credit definitely goes to the adequate infrastructure of this department. The department of sports consists of an Indoor Games Room, a Yoga Centre and a huge Play Ground. For maintaining and utilizing physical, academic and support facilities, different committees are established, which help in the overall development of the staff members and the students. IQAC monitors and manages the activities of all these committees.

https://www.gccabd.co.in/page/facilities

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship and Mukhyamantri Yuva Swavalamban Yojana	819	602000
b)International	NA	Nill	0

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation	12/06/2018	1800	Gujarat Commerce College
Soft skill development	12/06/2018	49	KCG (Finishing School)
CareerCounselling	12/06/2018	272	UDISHA Project run by

			College
Guidance for competitive examinations	12/06/2018	177	Amulyam

	View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Amulyum Project	177	272	Nill	35

	View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	Nill	Nill	Bank of Baroda, Coral Concepts, IAS topper, JIO, Shoppers Stop, Tata Life Insurance, NouvEAU Medicine, Uday Auto Link, Just Dial	39	35

	View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	4	B.Com.	Accountancy Basic Statistics	shri Daulatbhai Trivedi Law College, I.M. Nanavati Law College, Shri M. N. Nanavati Law College	L. L. B.
2018	1	B.Com.	Accountancy & Basic Statistics	Hasmukh Gauswami College	M.Com.
2018	4	B.Com.	Accountancy & Basic Statistics	Saurashtra University	M.Com.
2018	4	B.Com.	Accountancy & Basic Statistics	Government Law College, Vivekanand College of Law, Sir L.A.Shah Law College	L. L. B.
2018	9	B.Com.	Accountancy & Basic Statistics	S.D.School of Commerce	M.Com.
2018	1	B.Com.	Accountancy & Basic Statistics	R.H.Patel English Medium B. Ed. College	B.Ed.
2018	1	B.Com.	Accountancy & Basic Statistics	B. P. Ed. Degree College	B.P.Ed.
2018	1	B.Com.	Accountancy & Basic Statistics	S. R. Luthara Institute of Management	MBA
2018	1	B.Com.	Accountancy & Basic Statistics	Shri Jayrambhai Patel Institute of Business Management	MBA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	2

View File

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

Activity	Level	Number of Participants
Cultural -Fine Arts and sports	institution	808
Cultural -Fine Arts	Youth Festival	7

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nill	Nill	00	NA
2018	NA	International	Nill	Nill	00	NA

View File

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

The institute is responsible for the holistic development of the students. All the activities arranged in the institution are for the student centric only. For the finest implementation and execution, the Student Representative Council is formed every year on the basis of academic performance only. The committee includes: • SRC Chairperson (Faculty Member) • General Secretary • Ladies' Representative • Debate Secretary • Cultural General Secretary • Gymkhana Secretary • Class Representatives • The Heads of every department The SRC, NSS and NCC play vital role in planning, organizing and conducting workshops, seminars, Parents Teachers Meet (PTM) and other activities

under the banner of Gujarat Commerce College. SRC orients newly admitted students through an orientation programme where new talents are given an opportunity to perform on stage. This institution has its name well carved in the history of Indian Freedom Struggle as its students had actively participated in freedom movement. Students gather on 10th August every year near the memorial of institutes martyred student Veer Vinod Kinariwala who sacrificed his life during "Quit India Movement" on the Campus. He was shot dead by the bullet from the gun of an English officer declining to drop Indian Flag. The committee members and other students manage celebration programme of the following: • Independence day (NCC parade, Parade Observation, cultural program, eminent speaker's speech) • Republic day (NCC parade, Parade Observation, cultural program, eminent speaker's speech) • Viranjali to Vir Vinod Kinariwala (cleanliness of Vir Vinod Kinariwala Memorial, floral tribute to the memorial, eminent speaker's speech, performance of skit) • Gandhi Jayanti (Prabhat Feri, Reading of Gandhian thoughts, Performance of Skit, singing of prayers and Bhajans, Fine Arts Competitions) • Sardar Jayanti (Book exhibition) • Gandhi Nirvan Din (Mourning at 11 am) • National Youth Day (Organizing elocution Competition between government college students of Gandhinagar and Ahmedabad, Exhibition presenting life span and precious thoughts of Swami Vivekananda) The institute tries to final brush up the acquired Management Skills, Communication Skills and Leadership Qualities by organizing Finishing School. Celebrations of Teacher's Day are completely planned and executed by the students only. They design time table, class and seating arrangements, administrative works and also work as the helping hands of the college for that day. Student members of Sports committee motivate students to take part in different sports activities and organize Annual sports meet. Throughout the year students are watchfully motivated and promoted to take part in various sports activities and competitions of college/Inter-college/University / Inter University/State/National/ International level. Cultural propensity of students of commerce discipline meets opportunity in different institutional calendared programmes during Academic year and culminates in their bettered performances resulting in bringing laurels to the institute in university level youth festivals and other competitions. Annual Talent program is organized and managed by SRC.

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumni Association established in the academic year 2015-16. Functional Alumni Association from 2011 works for the welfare of the institution. The institution also invites former faculty members in certain important meetings or gatherings. The HEI has always appreciated positive suggestions from the alumni and have implemented them for the betterment of the institute. Their suggestions are cordially invited and the due suggestions are

taken into consideration very promptly. The objective of this alumni association is to get-together intermittently and provides a platform to present students to interact with the successful alumni in a cordial and friendly atmosphere. Those can helps to develop strong network resulting in career openings for the current students. It also provides the platform to the students to create a rapport with the alumni on social networking like Facebook, Twitter, Linked-In sites. The following activities are undertaken by Alumni. • An Alumni Meet is organised by the institute to remain actively connected with the alumni members. • Institute felicitates all those members who have secured prominent positions in various fields. • Members support and help in managing the college activities like youth festival, fashion show, theatre activity, literary activities, college cultural festival etc. • Alumni members who are achievers in the respective fields are also invited to Judge various events of the college. • Institute uses network of alumni to conduct industrial visits, guest lectures, Blood Donation camp etc. • Alumni members are also invited to participate in different college events and celebrations. • To encourage and inspire the Alumni to contribute in development of the college generously and be helpful in the placement of students.

5.4.2 – No. of enrolled Alumni:

3201

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a practice of participative management. The college provides the better opportunity to all the participating in the decision making process, the college administrative and academic structure is in a manner to make the decision by participative arrangement. The college follows the rules and regulations of government of Gujarat, department of Education and UGC in Academic and administrative Aspects. The following are a few activities: 1) All heads are free to send their suggestions and recommendations regarding lectures, exams, assignments and many other activities. 2) The principal is inspiring all Saptdhara heads organize different workshops and competitions under all seven Dhara. 3) The principal is always motivating quality and

innovative teaching methods and activities and personally appreciates faculty members' efforts. 4) The college prepare financial budget at the beginning of the year. This is prepared by the office administrative head and is with consultation of all departmental Heads. Accordingly it is verified by the college principal and is sent for sanction to the respected committee. 5) The examinations are carried out periodically throughout the year for which there is separate examination department. The examination department conducts exams with the teachers, the administrative staff and the office employees. They conduct regular meetings and approved by principal thus the participative arrangements is being followed in decision making. 6) On the college level decision/deciding departments are provided with authority to take own decisions by development of department meetings, the decisions are conveyed to the principal and the final decisions are taken. Thus process is decentralization and implemented to all carrier in decision making is recorded. The principal regularly undertake the review of working of the college in its Executive council meeting and working committee meeting. The Necessary guidance and directives are issued through these meetings. Periodical reviews are undertaken by the top management. The budget is prepared prior to the commencement of the academic year and is approved by the management. The concentration is given on the regular lectures conducted by the staff, timely completion of the syllabus, guidance for better performance in the examination and providing best possible teaching learning environment. This is attained by regular meetings of department, of the staff member conducted by the principal from time to time. The staff receives motivation and support for all the activities from the management. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development of students. Thus the college works with aim of attaining the academic excellence through quality education and inculcating all possible soft skills in the personality of the students through finishing school. The college plans for all such implementations through all its academic calendars and the regular feedback from the students and the staff members also. Thus the role of management is very positive and forward looking. With the aim of providing best possible education within the given limitations the college works for attaining the academic excellence.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The university focuses here is on making the admission process smooth, informative, transparent and convenient. The university is having online central process of

	admission. The allotted students to the college are asked for document verification at college. The college follows rules regulations of affiliating university for admissions. Admissions are done purely on merit basis and according to reservation policy of the state govt. Admission related queries are also answered through help desk, phone calls and emails.
Industry Interaction / Collaboration	The institute focuses on strengthening industry interaction and collaborations and building long-term mutually beneficial ties for the collaborating institutions. The college has MOU with SPIPA to coach the students for UPSC exams. Many job fairs are organized by the institute in collaboration with various industries. All the faculty members and the students are inspired to attend various seminars and conferences for active participation in corporate world.
Human Resource Management	The intention of the institution is to maximize the potential of individual in their respective fields to the benefit of self and society. All recruitments are done by the Department of Education, government of Gujarat. The aim of the human resource management in the College focuses on appealing, exercise, evolving, inspiring and retentive the human resources. Government choses such eligible candidates (teaching and non-teaching) to perform duties in education department.
Library, ICT and Physical Infrastructure / Instrumentation	Library is regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines, newspapers, e-Journals E-books. It is linked with INFLIBNET and a user can access several E-books and E journals with this facility.
Research and Development	IQAC of college insists all faculty members for quality research. The faculty is very much aware and actively involved in the research work. The institute promotes faculty members for research by organizing and research activities. Many faculty members are writing research papers and attending Seminars, workshops, conferences, OP, RC and STC.
Examination and Evaluation	30 of the marks are evaluated by the college as Internal assessment based on attendance, test and assignment rest 70 is evaluated by the university though theory examination. The IQAC and the examination committee focus on maintaining a proper assessment framework which is able to precisely evaluate the knowledge and understanding of the student while achieving the desired goals of interaction, learning and transparency.
Teaching and Learning	At GCC, the focus is on transforming and subliming teaching process to be more engaging, goal oriented and keeping the faculty updated with the latest

	developments in pedagogy and teaching methodologies. Apart from class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organized for making learning more effective as per requirement. To enhance the knowledge of the students, various academic personalities are invited to deliver lectures under SAMVADAM. Faculty members offer personal mentoring and guidance to students. The College promotes extra-curricular involvement amongst students by providing them the freedom to choose from a wide range of student societies. The balance between the curricular and extra-curricular activities facilitates a holistic learning process that equilibrates between theory, application and real-world skills such as time and team management.
Curriculum Development	The Institution implements the Choice Based Credit Scheme (CBCS) of academic curriculum. The objective of quality strategies is to ensure timely and well-planned implementation of the curriculum and to enhance its utility and value. The quality improvement strategies further focus on making the curriculum more applied, innovation oriented and synchronous to the developments in field of Commerce, Management and Economics. With this view, academic departments offer those Generic Electives, Ability Enhancement Credit Courses and Skill Enhancement Credit Courses that are suited towards enriching the knowledge of the students and increasing their employability. Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement time to time.

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

E-governace area	Details
Planning and Development	The College uses its digital softwares and information systems to ensure a data driven approach to decision making. The college bought softwares and digital facilities from various agencies like Ajax Net SolutionPvt.Ltd., BSNL, Relience and Nilson solution Pvt.Ltd. The timetable and other academic communication are uploaded on the website as well as mailed to the faculty members.
Administration	For smooth functioning of the administrative work, database and records are maintained in electronic form now. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. The administrative office staff of the College has already started digitization of all records for easy recovery and storage. Statutory information, student related information and other important documents are uploaded on the institutional website. Further, to ensure convenience of students, the

	administration promptly responds to email communication sent by students, parents and other stakeholders. Administrative staff and all faculty members are personally counselling students regarding admission, examination, curricular activities and extra-curricular activities. And grooming the students for administrative services as well.
Finance and Accounts	The institute for the effective control of financial resources conducts three-way audit. i.e. AG Audit, Departmental Audit and Internal Audit. The institute conducts internal audit continuously throughout the year by qualified Chartered. Accountant appointed bythe institute as well as external financial audit is conducted annually by the Comptroller Auditor General of India viz. Accountant General Office Audit and Departmental Audit. If any objection is made by the auditor same is complied with in totality before the next audit. If any qualified remarks received from the audit team same are resolved in the forthcoming years.
Student Admission and Support	The admission process in the College is administered and regulated by Gujarat University, Ahmedabad. For smooth process of admission, the students are given pin number. They can register and then apply for admission. They are given choice to choose the colleges of their college affiliated with Gujarat university. The university allots students to every colleges and the respected college has to verify the documents supporting the admission at college level. The students are oriented with the college and its activities through induction programme to make them more comfortable in new environment of study through PPT and Documentary of GCC.They are personally given counseling in case of their personal issues through social media platforms or mails.
Examination	30 of the marks are evaluated by the college as Internal assessment based on attendance, test and assignment rest 70 is evaluated by the university though theory examination. The attendance of M. Com. students is taken through biometrics. The attendance of B. Com. Students is recorded in computer regularly. The IQAC and the examination committee focus on maintaining a proper assessment framework which is able to precisely evaluate the knowledge and understanding of the student while achieving the desired goals of interaction, learning and transparency. Assignments are kept on college website. Internal exam and external examination time tables are kept on college website time to time. The hall tickets for university examinations are sent online. The student can download it and get attested from college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies

during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	None	NA	NA	Nill

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	None	NA	06/06/2018	08/06/2018	Nill	Nill

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on R and Eviews	1	22/10/2018	28/10/2018	7
FDP-Academic Leadership and Institutional Management	1	11/04/2019	13/04/2019	3
20th short Term Course : Research Methodology	1	12/11/2018	17/11/2018	6

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

| 13 | 18 | 12 | 12 |

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.General Provident fund and Contributory provident fund for all the employees who fall under the eligibility criteria. 2.Group life insurance 3.Leave travel concession 4.Home town allowance 5.Medical allowance 6.Transportation allowance 7.House rent allowance 8.Washing allowance 9.Uniform allowance 10.Leave salary 11.Special pay 12.Charge allowance 13.Dearness allowance 14.Leaves as per Gujarat Civil service rules 2002 15.Maternity leave/ paternity leave 16.Duty leave 17.Earned leave 18.Casual leaves 19.Medical leaves 20.Special study leaves 21.Quarters in posh area- 3BHK 22.Medical Facilities 23.Compliments and bonus 24.Sponsoring for workshop, FDP, orientation 25.Facility for publication of books and research papers 26.Well maintained staff room27.Personal cabins 28.Personal computers 29.Printers 30.Scanners 31.Free stationary to faculty members	1.General Provident fund and Contributory provident fund for all the employees who fall under the eligibility criteria. 2.Group life insurance 3.Leave travel concession 4.Home town allowance 5.Medical allowance 6.Transportation allowance 7.House rent allowance 8.Washing allowance 9.Uniform allowance 10.Leave salary 11.Special pay 12.Charge allowance 13.Dearness allowance 14.Leaves as per Gujarat Civil service rules 2002 15.Maternity leave/ paternity leave 16.Duty leave 17.Earned leave 18.Casual leaves 19.Medical leaves 20.Special study leaves 21.Quarters in posh area- 3BHK 22.Medical Facilities 23.Compliments and bonus 24. Personal computers 25.Printers 26.Scanners 27.Free stationary to faculty members	1. Scholarship

6.4 – Financial Management and Resource Mobilization

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

The institute for the effective control of financial resources conducts three way audit. i.e. AG Audit, Departmental Audit and Internal Audit. The institute conducts internal audit continuously throughout the year by qualified Chartered Accountant appointed bythe institute as well as external financial audit is conducted annually by the Comptroller Auditor General of India viz. Accountant General Office Audit and Departmental Audit. If any objection is made by the auditor same is complied with in totality before the next audit. If any qualified remarks received from the audit team same are resolved in the forthcoming years.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	00

[View File](#)

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	No	NA	Yes	Internal Auditor

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

1. Parents teachers Meet 2. Personal conversation whenever required 3. organizing dinner to develop more intimacy

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

1. Training Programmes 2. CCC CCC plus 3. IT Workshops

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

1. Enrichment of College Library 2. Green Audit: Renewable Energy Sourses 3. Infra Augmentation(IT Physical) 4. Pradanam 5. Online Trainings Webinars 6. Vidya Project

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes

	d)NBA or any other quality audit				No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Movie Club	12/07/2018	19/07/2018	19/07/2018	203
2018	English Club	12/07/2018	16/09/2018	16/09/2018	108
2018	English Club	12/07/2018	23/12/2018	23/12/2018	25
2019	Amulyam: Caoching for PI Class-II coaching	12/07/2018	04/02/2019	30/03/2019	37
2019	Amulyam: Police Constable Coaching	12/07/2018	04/02/2019	30/03/2019	112
2019	Amulyam: Binsachivalya Clerk Coaching	12/07/2018	04/02/2019	30/03/2019	28
2019	Pradanam(cloth distribution)	12/07/2018	10/01/2019	10/01/2019	67
Nill	ClayModelling workshop Competition	12/07/2018	21/08/2018	24/08/2018	9
Nill	Rangoli workshop Competition	12/07/2018	23/08/2018	27/08/2018	11
Nill	Collage workshop Competition	12/07/2018	18/08/2018	22/08/2018	6

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Relationship Management	11/01/2019	11/01/2019	176	144
TAE-KWON-DO	11/02/2019	16/02/2019	55	Nill
Assistant Beauty Therapist Classes	02/01/2019	07/08/2019	22	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Use of solar energy: A solar panel is installed in our college and most of the annual electricity requirement is met by utilizing the power generated by the solar system and electricity bills for the same is attached herewith. Percentage of Power Requirement: 2. Environment Awarness Programmes : Campus cleaning Campaign in August 2018: NSS department of Gujarat Commerce College had organized a program of campus cleaning in the first week of the August 2018. NSS volunteers had cleaned the college campus and spread the message of swachchh Bhart.   Tree Plantation: As a part of "grow more trees" Tree plantation program organized on 06/08/2015. All students as well as Staff of the College has actively participated in this program for the awareness and importance of Tree in society as well as in life.   Solid waste Management: Different coloured dustbins are placed at different places with markings and instructions in the premises and on the campus. We are continuously appealing our students to throw solid waste as per its recyclability. This institute gets regularly facilitated by the Ahmedabad Muncipal Corporation (AMC) in waste collection, waste management and composts it.   Library cleaning: on 8TH august , 2018 student volunteers had arranged the books of the library and how tough it is to maintain a library and took an oath to always keep the library clean   Green Practices: We upload all types of institutional announcements, notices, rollcalls, time tables, assignments, exam schedules, results and other important information on college website. This institute communicates many other routine information through an Android App called ' Eduapp' as well as through bulk SMS services.   Green Audit: The institute has undertaken Green Audit in the year 2018 and committedly mobilizes green practices to save environment mission.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Braille Software/facilities	No	Nill
Scribes for examination	Yes	175
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating

	advantages and disadvantages	contribute to local community					students and staff
2019	1	1	16/02/2019	01	Tribute rally for martyrs in pulwama attack	Patriotism	78
2019	1	1	05/03/2019	01	Visit to Cancer Hospital	Social Service	35
2019	1	1	25/01/2019	01	Voting Awarness Campaign	Civil Duties	40
2018	1	1	22/09/2018	01	Visit To School	Give Back To Society	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Campus Code Of Conduct	11/07/2018	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Students Code Of Conduct	11/07/2018	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Principal Code	11/07/2018	Gujarat Commerce College has its own code of conduct for the Principal,

Of Conduct		students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Teachers Code of Conduct	11/07/2018	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Administrative Staff Code Of Conduct	11/07/2018	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Integration camp	18/01/2019	29/01/2019	1
Thal Sainik Camp	17/09/2018	28/09/2018	1

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

1. Save Environment Rally 2. Installation of Solar Panel 3. Tree Plantation at School, College, Hospital etc. 4. Paperless Office Drive 5. Save water Campaign

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Title of the Practice Community Service – Adoption of Government Secondary School For Girls 2. Objectives To bring about a qualitative change among the students by imparting more knowledge and information in addition to what are been taught by respective school teachers

in the school. Indepth curriculum transmission to the school aspirants To make available the experience of the college teachers to the upcoming students To imbibe a sense of duty towards community sharing among the faculty members of the college. 3. The Context After taking inspiration from the public speech of Chief Minister of Gujarat, this college resorts to adopt a govt. girls' school where students from lower strata of society and different communities study. Looking at their socio economic and learning background this initiative has been taken from June, 2015. Our focus was on the outgoing class that means 11th Standard and later on we have extended this facility to 12th Standard also. Three major subjects like Accountancy, statistics and English are covered under the scheme. 4. The Practice We have adopted the school in Academic year 2014-15 after consulting the concerned principal of the school and District Education Board. Co-ordinator and Team of teachers visit the school and interact with teachers in the beginning of the semester to ascertain the syllabus and area of focus where more teaching is needed on the basis of the suggestions received by school teachers. Institution prepares teaching schedule for the whole semester in the subjects of Accountancy, statistics and English. This format is also followed throughout the year . Faculty members of the college regularly visit the school and engage classes in 11th 12th standards Through Interactive Analysis and QA methods, teachers occasionally enhance the acquisition level of school students. NSS Unit of the college also conducts awareness programs and events for the school students to inculcate sense of social responsibilities in them. At the end of the term, we analyse the result sheet, motivate and encourage them for further learning. In this exercise, we have receive full co operation from the administrator of school and students also cooperate with us with the full enthusiasm. As a matter of fact, it gives the college a sense of community sharing and commitment towards deprived class of students. 5 Evidence of Success Teaching of the faculty members have resulted a growth of 11 in the annual board exams result.

PARTICULARS	2014-15	2015-16	2016-17	2017-18
Total Students Registered	36	22	33	26
Pass	29	20	24	23
Fail	07	02	09	03
Result	80.55	90.90	75	88.46
Highest percentile	96.34	98.47	84.63	82.45
Lowest percentile	40.62	38.10	16.44	25.38

Result for the academic year 2018-19 is awaited. Moreover, overall development in the knowledge acquisition and skill can be visible during interactive sessions. Instead of shallow learning, concepts are made more clear with the help of faculty members teaching tactics. 6 Problems Encountered There is no apparent obstacle since students are obedient and inquisitive. Administration also cooperates fully with the faculty whenever they visit. Resources Required Most of the faculty members regularly follow the time table assigned by the school Text books are provided by the school whereas faculty members provide cyclo style handouts 7 For further details/ contact person: Name: Prof. Dr. J.J. Gondaliya Designation: Assistant Professor in statistics Name of the College: Gujarat Commerce College Best Practice II Title of the Practice Placement Collegiate Initiatives – Amulyam SPIPA Institutional initiatives for orientation and Coaching students aspiring job (Government or Private) and entrepreneurship are provided with necessary coaching and related training 2. Objectives To propagate the

importance of Government Jobs To plant aspiration and spirit to prepare for competitive exams in job seeking student's minds. To arm them with required information and skills by inviting experts from different fields To provide free of cost assistance, guidance and coaching To enable them with coaching and skills required for entrepreneurship Different placement camps are organized for increasing number of placement employment. 3. The Context Considering unemployment data and constant changing requirements of the employment market, students are trained to increase employability. Our students come from lower strata of the society and hardly afford exhobitant fees of coaching institutes. Experts from different fields are invited to prepare them for competitive exams or starting their own enterprise. Different agencies are invited for campus placement. 4. The Practice Advertisement in the leading newspapers for wider publicity of the course to ensure maximum number of beneficiaries. Announcement of Skills Development Programmes and lectures through Notices Written application are sought and sorted to be followed by a small Entrance Test. Then after merit list is prepared. Students who apply for Skill development programmes under RUSA are directly given entry. Different industries/ agencies are invited under UDISHA and RUSA for placements Maximum efforts are made to increase employment/ placement ratio. 5 Evidence of Success Looking into the junk of candidates who have appeared at the various competitive exams, the results achieved by the centre is noteworthy. Our efforts are fulfilled in orienting a large number of students for further such examinations held by state government and other bodies from time to time. Under Amulyam Project Year Programme No of beneficiaries No. of candidates selected (output) 2014-15 GPSC 40 2 passed in prelims PSI 60 3 passes in prelims SSC based competitive exam classes 108 -- 2015-16 DYSO 134 4 passes in prelims Sachivalaya, Bin Sachivalaya 70 2 passed PSI 41 4 passes in prelims Talati cum Mantri 105 2 passed 2016-17 DYSO 61 4 passed IBPS-PO 140 -- Constable 145 62 passed in written exam Talati cum Mantri 42 Result awaited Bin Sachivalaya clerk 99 Result awaited GPSC Class 1 2 70 4 passed in prelims 2017-18 General GPSC Class 69 For Regular college students PI classes 55 4 Passed in Prelims 2018-19 Binsachivalay Clerk 28 Result Awaited Police Constable 112 Result Awaited PSI CLASS II 37 Result Awaited Under SPIPA Year Programme No of beneficiaries No. of candidates selected (output) 2018-19 Classes conducted for UPSC Exam 160 00 2019-20 Classes conducted for UPSC Exam 160 00 6 Problems Encountered Students weak foundation becomes hurdle in availing latest trends. Faculty members feel that time for grooming students is required longer Students come from economically meager background, fast transformation, acquisition of skills become very difficult for many. Resources Required Most of the trainers regularly follow the time table assigned by the centre. Audio Visual aids are extensively used to explain the concepts and problems College has a well developed library where a separate section is earmarked for competitive exam books. Open Access resources are also made available to the candidates. 7 For further details/ contact person: Name: Prof. Dr. Parul C. Dave (Amulyam Project Coordinator) Designation: Assistant Professor in Commerce Name of

the College: Gujarat Commerce Colleg Prof. Nilay N. Prajapati (SPIPA Coordinator) Designation: Assistant Professor in Accountancy Name of the College: Gujarat Commerce College

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

https://www.gccabd.co.in/student/aqar/signed%20best%20practices%202018-19.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution Students across the world tend to start earning while studying, which is not common in India. The main reason is the lack of part-time job opportunities. Students cannot devote their time completely to full-time jobs as they already have assignments, projects, and exams. Thus, they are only able to think of part-time jobs for pocket money. The Indian education sector is still majorly run by the government, and thus cheaper. There is no inherent need to work while studying for one's survival, though there are many who have to do so. Earn while you learn is a common concept abroad that has recently picked up pace in India. Even if you do not need the money, it is a good idea to work part-time while still studying. It teaches you time management (work on weekends, weekday evenings or during events only), provides practical experience and, in some cases, students are even offered a full-time job after completing their course. The college organizes every year workshop to inculcate employability skills among students. On the basis of the workshop on "earn while you learn", students start their micro scale business. In previous academic years, workshop on Card Making, Customized Gifts Collection, Diya Decoration etc. were conducted. During academic year 2018-19, workshop on Jewelry Making was organized. The mentor taught our students to make different types of earrings and bracelets within two days. She taught on 1/11/2019 and 02/11/2019 from 9:00 a.m. to 12:00 p.m. Total 24 Girls took benefit of this workshop. The college has invested 1500 Rupees for instruments, paid 1000 rupees remuneration to mentor for two days and material was bought of rupees 500. So, college has spent total 3000 (three thousand rupees) for the "Earn while you Learn"programme. Some of the faculty members have purchased Jewellery and on Fun Fair students have a stall of jewelry. Till 26/03/2019, sale is of rupees 2040 which was distributed among students who have made this jewelry. Through this workshop students can start their own jewelry business. They have not only learnt a skill but also earned through this.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The institution is marching towards Self reliance in energy consumption through Solar energy. Institution also making efforts towards more employments for students. The institution strives to enhance employability of students through different soft skills training as well as life skills training. Institution is working towards 100 Office Automation so that transcript, transfer certificate and bonafide certificate can also be made available online. College promotes to increase ICT facilities and Promote blended mode of teaching. Institution also encourages to students to register themselves in online NPTEL courses to enhance their skills. The institution is planning to conduct online Internal Tests. The institution is to start online assignment submission facilities for students from next academic year. The institution is to increase online services for students for admission, Fees Payment, NOC, Bonafide Certificate, Transfer Certificate etc.) for the easiness of the students. The students reach out to society with a selfless service mind to give back to the society through various programmes. Corporate Social Responsibility takes the form of Students Social Responsibility and the institution greatly encourages them.