



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		Gujarat Commerce College, Ellisbridge, Ahmedabad
• Name of the Head of the institution	Prin. Dr. Jyotsnaben I. Patel	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07926430546	
• Mobile no	9824602626	
• Registered e-mail	gujarat.college@yahoo.com	
• Alternate e-mail	31jyotsnapatel@gmail.com	
• Address	Ellisbridge Ahmedabad	
• City/Town	Ahmedabad	
• State/UT	Gujarat	
• Pin Code	380006	
<b>2.Institutional status</b>		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Gujarat University
• Name of the IQAC Coordinator	Prof. R. K. Shah
• Phone No.	07926430546
• Alternate phone No.	9106838741
• Mobile	7574827504
• IQAC e-mail address	gcciqac2019@gmail.com
• Alternate Email address	rkshahsir@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.gccabd.co.in/student/aqar/AQAR%202019-20.pdf">https://www.gccabd.co.in/student/aqar/AQAR%202019-20.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.gccabd.co.in/student/aqar/2020_21/academic%20calendar%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/academic%20calendar%202020-21.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2019	09/09/2019	08/09/2024

**6.Date of Establishment of IQAC**

15/07/2016

**7.Provide the list of funds by Central / State Government**

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
CHE, Government of Gujarat	Finishing School	KCG	2020-21	125000
CHE, Government of Gujarat	Security	KCG	2020-21	1657000
CHE, Government of Gujarat	cleaning and maintainance	KCG	2020-21	1757000
CHE, Government of Gujarat	saptdhara	KCG	2020-21	90000
CHE, Government of Gujarat	udisha placement	KCG	2020-21	50000
CHE, Government of Gujarat	DEDF	KCG	2020-21	50000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities</b>	<b>No</b>		

during the year?	
• If yes, mention the amount	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
IQAC engaged students in quiz competition for different subjects during June 2020.	
IQAC submitted AQAR of both previous academic years (2018-19 and 2019-20) during academic year 2020-21	
IQAC motivated faculty members to participate in virtual FDP/OP/RC/webinars/conference/workshop etc. Faculty members also participated in online FDP of SWAYAM-NPTEL portal. Dr. Hemali Shah topped among 5% of total 104 participants and received gold medal in the Business Statistics with score of 90%	
IQAC motivated faculty members to publish research papers in referred journals which are indexed in web of science or scopus.	
IQAC initiated to participate in GSIRF Ranking 2021 for the first time during academic year 2020-21	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
To give training to faculty members to teach online	All faculty members were trained online through Microsoft teams and were guided how to teach online using Microsoft teams
To encourage faculty members to develop e content	Faculty members shared their material on microsoft teams after every lecture
to maintain quality standards in teaching, learning and evaluation	Throuout the year IQAC took care of the quality standards should maintain in teaching , learning and evaluation pocess
To organize induction / orientation programme	Induction / orientation programmes for B.Com and M.Com students were organized with maintaining SOP of government
To motivate the faculty for Research & publication in web of science /scopus	Faculties were encouraged to take up research and published their articles in various

	referred journals and some of faculty members published papers in wos/scopus
To attend online OP, RC, FDP, Short Term Courses workshops / seminars on different topics and	OP/ RC/FDP/Workshops / seminars / special lectures were attended online on different topics
To organize extension activities to meet social responsibilities	Different extension activities are organized online by NSS and NCC units of the college and whenever possible offline also with maintaining SOP of COVID - 19 declared by the Government
To organize environment and social issues programmes - COVID awareness, COVID pledge programme	Tree plantation at home, COVID awareness, COVID pledge programme were organised and Volunteers created awareness among people for vaccination
To strengthen Placement activities	Companies were invited for on campus and off campus interviews by university and students were placed
To organize gender sensitive programmes	Organised online webinar on "VIEW OF LIFE AFFECTS THE WAY OF LIFE - MY PERSPECTIVE - MY LIFE"
To organize In-house fests	During this pandemic just arti during navratri in the temple of campus
MoUs to get hands on experience and skills	the college has done MOU with SPIPA
To observe birth and death anniversaries of great leaders & to celebrate national festivals - to promote universal values	College celebrated and observed national festivals and birth and death anniversaries of great leaders Sahid Veer Vinod Kinariwala Veeranjali, Gandhi Jayanti, Vivekanand Jayanti, Geeta Jayanti etc by maintaining SOP of the government
Submission of AISHE data	AISHE data submitted through AISHE portal

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Nil</td> <td>Nil</td> </tr> </table>		Name	Date of meeting(s)	Nil	Nil
Name	Date of meeting(s)				
Nil	Nil				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020-21</td> <td>17/02/2022</td> </tr> </table>		Year	Date of Submission	2020-21	17/02/2022
Year	Date of Submission				
2020-21	17/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The institution is affiliated to Gujarat University and managed by Government of Gujarat. Institution does not have independency to frame curriculum. The institution follows the curriculum which is framed by University. Institution runs two programmes: B.Com. and M. Com. With curriculum, the institution inculcate holistic development amongst students through curricular and extra curricular activities. The institution motivates the students to take part in cultural activities as well as to participate in sports. The curriculum of B.Com. includes principle subject as accountancy and auditing and subsidiary subject as statistics. With these two subjects, student also learn Problems of Indian Economy, Human Resource Management, Financial Management, Economic Growth, Personality Development, International Business, Business Information Analysis, Market Research, Tally, World Trade Organisation, NCC, Macro Economics, Micro Economics, Tally, etc as a part of curriculum. So the curriculum itself is multidisciplinary and interdisciplinary. Even the institution develops communication skills and life skills under the ages of finishing school. Due to COVID-19, the institution taught curriculum through online mode. University has provided option to the students for university (external) examination through both online as well as offline mode due to COVID -19. In M. Com. also the curriculum itself includes market research, organised markets, financial management, GST etc. which is useful to the students for industry.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>As per the New Education Policy framework, Academic Bank of Credits has been established on the lines of the National Academic</p>					

Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are to be held and academic awards are to be stored. ABC will enable students to transfer credit which is to be administered by academic institution through NAD platform. The institution is affiliated to Gujarat University and credit of subject as well as total credits of their programme is decided and maintained by University. The marksheets and degree certificates are issued to the students by the Gujarat University. The institution has not received any intimation or any official letter to open the ABC of the student and so the institution can't implement this ABC. Then institution needs green signal from the Gujarat University for implementation of ABC. No student has been registered under ABC of NAD portal during the academic year 2020-21 which was most affected due to pandemic COVID-19 and the students as well as faculty members also switched themselves to online mode from conventional teaching learning.

#### **17.Skill development:**

Skills development is the process of identifying your skill gaps and developing and honing these skills. The institution tries to enhance their skills through SSIP which is an initiative by government of Gujarat. Under SSIP, the students are trained for coding by government of Gujarat. The students are motivated to establish their own startup. Under finishing school, the students are given training for life skill, employability skills and communication skills. In general, college arranges workshops of painting, poster making, collage, cartooning, rangoli, clay modelling, etc. under rang kala, jewellery making workshop which enhance their employability skills and provides an opportunity to the students for earnings. Due to lockdown COVID-19, the college could not arrange such workshops during academic year 2020-21.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institution is a commerce college and has both Gujarati and English medium for graduate programme. Most of the students pass their higher secondary level in Gujarati medium or in vernacular language and shift themselves in English medium in graduate programme. The faculty members explain core concept in vernacular language as and when required so the students have proper understanding of the concept in respective subject. Apart from celebrating national festivals, the college celebrates regional festivals to inculcate Indian values among the students.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institution makes efforts for outcome based education for betterment of the students. The subjects taught to the students enhance their skills for industry. Some curricular and extra curricular activities are managed by students which increase their managerial skills. The institution motivates the students to join certificate courses available on swayam portal to enhance their knowledge. Programmes under EBSB exchange the cultural values and students learn from the student of other region.

## 20.Distance education/online education:

The faculty members commenced with the teaching work in the online mode. The classes were conducted on the MS Teams. The shift from offline classes to the online mode has been a challenge for subjects like accountancy and statistics. The students benefitted with learning the various subjects with the PPT prepared and shared with the students. It was a learning experience for the teachers as well as the students. Webinars on topics related to the subjects were organised. Students had the opportunity of having a glimpse into the other dimension of the subject. They were benefitted by lectures of renowned faculties of National and international repute. Last year, Internal examinations were also conducted in an online mode.

## Extended Profile

### 1.Programme

1.1	78
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2978
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	677
Number of seats earmarked for reserved category as per GOI/ State	



Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	863
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	24
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	20.43676
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	74
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

## 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

### Curriculum Planning and Implementation:

Keeping in view 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 Head of the Department ensures that the action plan is carried out through periodic meetings and continuous monitoring.
- Being the year of COVID-19 pandemic, staff members made use of innovative implementation of teaching through online mode using microsoft teams and used different tools like PPT, youtube videos, etc.
- Need based extra classes were also conducted.
- Efforts are made to hone different skills amongst students through student-centric practices like: online Assignments, online Seminars, online Debate, online Subject Quiz Programmes etc.

### Curriculum Enrichment:

The Departments held discussions on syllabi and recommend suggestions to IQAC, which are further forwarded 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 and Alumni are taken, reviewed and forwarded with necessary suggestions to the IQAC.

The following faculty members have been part of Board of Studies of Gujarat University:

Sr. no.

Faculty Name

Designation

**Subject**

1.

**Dr. J. R. Jadav****Member Board of Studies at Gujarat University****Commerce & Accountancy**

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfVWhVf3GaxF50eNv1P3C_gBUH0hGE4IxZ96JSjrd0ZQpcJMg/closedform">https://docs.google.com/forms/d/e/1FAIpQLSfVWhVf3GaxF50eNv1P3C_gBUH0hGE4IxZ96JSjrd0ZQpcJMg/closedform</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- As the institute is affiliated to Gujarat University, college 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 academic year 2011-12 onwards for UG Course and from the academic year 2014-15 for PG Course.
- Keeping in view, the needs of trade, commerce, business and industry, the University offers the Foundation Courses and Soft Skills Papers.
- Head of the departments are responsible for the distribution of syllabus amongst the faculties of their departments and to monitor the timely completion of the syllabus.
- Need based extra classes are arranged by the time table committee on demand by the faculties who need extra lectures for completion and/or revision.
- During the academic year, lockdown due to pandemic, classes were conducted through online mode. Online quiz was conducted by statistics, management and economics department.
- Apart from these, faculty members conducted small quiz of their subjects and assignments for students.
- Exams were also conducted through online mode to evaluate the extend of learning of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

43

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross cutting issues like Gender Sensitization, Environmental Awareness, Human Values and Professional Ethics in curriculum are integrated through different courses.

- In Foundation and Soft Skills papers the institute offers subjects - Environmental Studies, Personality Development, Presentation Skills, Sports and Practices, History of Ahmedabad, Tally Accounting, World Trade Organization and Rural Marketing.
- In Core Elective Paper of Commercial Communication, we teach Types of Communication, Barriers to Communication, Networks of Communication, Netiquettes, Business Ethics and Etiquettes, Leadership Qualities, Presentation Skills, Time Management, Negotiation Skills.

- The institutional co-curricular and extracurricular activities also compliment cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through Samvadam- a weekly Lecture series, Collegiate Women's Development Cell (CWDC) and other programmes. Collegiate women's development cell conducts different programs on gender sensitization and woman related issues
- Blend of co-curricular and extracurricular activities become panegyric to holistic development of students like activities under NCC, NSS, sports, Saptdhara, Finishing School and Other Activities
- Students are made aware of and sensitized towards nationally and globally troubling issues- gender census, water scarcity, climate change through different Days Celebration, rallies, Elocution competition, Extempore, Essay writing, Green Campus Drive and other programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.gccabd.co.in/student/aqar/2020_21/1.4.1%20Feedback%20Report%20AQAR%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/1.4.1%20Feedback%20Report%20AQAR%202020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.gccabd.co.in/student/aqar/2020_21/1.4.2%20Action%20Taken%20Report%20AQAR%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/1.4.2%20Action%20Taken%20Report%20AQAR%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

1053

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

641

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Generally every year, advanced learners and slow learners are identified by the faculties based on classroom interactions, as well as on the students' academic performance scores. Advanced learners are given assignment topics commensurate with their abilities. TMany departments conduct events which provide a platform for the advanced learners to showcase their knowledge and utilize their skills. Advanced learners are also encouraged to handle these events/seminars and to attend/participate at inter collegiate workshops/exhibitions with the guidance of lecturers. Topic-wise information pertaining to curriculum/ beyond the curriculum is discussed with peers. Reference books of a more advanced level are recommended to them. Remedial Coaching is provided to Slow Learners. Counseling Cell of the institute tries to diagnose the problem of students and suggests steps to overcome their weakness and enhance their strengths. Many reference books are recommended to them for study. Certain Carrier Oriented Courses are introduced to sharpen their skills. If required, teachers provide extra-coaching to the



students. Slow learners are attached to the specific faculty who would provide them subject guidance with printed notes. The faculty also provides information, pattern of exam and guidance for exams like CPT /NET /SLET /GSET /GMAT /GRE /IELTS /CMAT /TOEFEL/UPSC/GPSC/recruitment test for Banks/Railways/Post and other government sectors to the students. English Club helps in improving grammar and communication skills.

File Description	Documents
Paste link for additional information	<a href="https://gccabd.co.in/remedial-class/">https://gccabd.co.in/remedial-class/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2978	18

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Majority of the teachers prefer student-centric methods while planning academic as well as co-curricular activities. Various activities are undertaken for self-development and skill formation. A number of activities like debate and elocution on current issues, group discussions, online subject wise quiz activities, role play, exhibitions and mock interviews through online mode using different platforms viz. zoom, microsoft teams are conducted as apart of the teaching-learning dynamics which aim to develop stage confidence, skills of expression, creativity and innovative thinking among students. Students are encouraged to utilize institutional resources- library, laboratory, and other sources for updating on curricular aspects and current trends in their subjects. Healthy discussions during online class are encouraged more and more from students to make interactive learning. Students are also assigned books to read which are online available and reviewed in a group of 2-3 members

under English Club which helps in generating interest in reading among them. TStudents participated in various events and competitions like Debate, Elocution, CWDC seminar, personality development classes under finishing schools under the guidance of the principal and faculty members. Students learn to shoulder social responsibilities and importance of selfless service through NSS by helping the needy people during COVID-19 pandemic. Various programmes and COVID-19 awareness campaign were organised under the umbrella of NSS. Students strengthen their national character and patriotism through NCC. But lockdown declared due to COVID - 19 pandemic and SOP by government of India, NCC camps were not held.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://gccabd.co.in/gallery/">https://gccabd.co.in/gallery/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In era of technology, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools: projectors are available in different classrooms/lab/seminar halls. 74 Computers and 5 laptops are available in campus. They are arranged in Lab/library and Faculty cabins all over the campus. Printers and scanners are installed at office, Library, Labs, Faculty Cabins and all prominent places. Two Photostat machines available in campus. Seminar Room and auditorium are equipped with all digital facilities with mike, projector, cameras and computer system. Senior faculty members also used power-point presentations in their teaching and also learnt different tools of online teaching viz., webex, Microsot Teams, Zoom. Recording of video lectures is made available to students for long term learning on Microsoft team. Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students. Video Conferencing- Students are counseled with the help of Microsoft teams /Zoom / Google meet applications during the academic year 2020-21. Poster making, patriotic Song, Essay writing, Debates,

paper presentations etc. are being organized with the help of various Information Communication Tools. Online Internal Examination is also conducted through collegial website portal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

145

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. At the entry level, admissions are given purely on merit basis through centralised admission process. Students who are admitted for the concerned course are assessed continuously by respective faculty member through various evaluation processes at college level. Continuous evaluation is made through Group Discussion, Internal Tests, Assignments Submission and Power point Presentation. Internal tests are conducted regularly as per the schedule given in academic calendar by Gujarat University and Government of Gujarat. The performance of the students is communicated to the students through the the website of college as well as on Notice board. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the

student towards learning and attending the classes has been also increased. The Power point Presentation improves the communication skills of the students which is very essential to face the interviews.

Due to Covid-19 pandemic during the academic year, College has conducted internal tests and assignment submission through online mode. In this way mechanism of internal assessment is transparent and robust. To avoid any technical issue, the institution arranges mock test before two days of examination and if issue arises to any student then the issue is solved by technical assistant of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a well organized mechanism for Redressal of examination related grievances. The student can approach the Examination committee to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

At the college level, If any student feels that the marks given to him/her in any paper are not as per his/her expectation he or she can give application for the same to the chairperson of the examination of the institution. The students should apply within a three days after declaration of the result on the website.

The respective faculty again re-evaluates the paper of the student and even shows his answer sheet to student and explains marking pattern. If there is a change in score, it is corrected by internal examination committee of the college. College again declares final revaluation result.

The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The principal and in charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the internal examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfFuxoLZMXjhX0N9T342YwNW1UxLby5Oce3-Jy-JQY6HcRY7Q/closedform">https://docs.google.com/forms/d/e/1FAIpQLSfFuxoLZMXjhX0N9T342YwNW1UxLby5Oce3-Jy-JQY6HcRY7Q/closedform</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institute constantly monitors the outcome of the teaching learning process through continuous evaluation during the institute and the university examinations. The institutional teaching climate and culture continually attempts for overall shape up of students through co-curricular and extra-curricular activities. The institute efforts to inculcate good values and sensitize students on various social issues to prepare responsible citizens. The students are introduced with clearly defined aims, goals, vision, mission, objectives of the college during the Orientation programme before the commencement of the academic year. Curriculum is uploaded on website of the institution. They are also displayed at strategic locations in the institutional building. The objectives of the Programme outcome are discussed in the staff meetings by the Head of the Institution and teaching strategies are planned accordingly. Each academic plan has specifically stated learning objectives communicated to students during classroom teaching and tutorial interaction. The Programme outcomes specific to every course are defined separately in the syllabi, adhered and timely surveyed by the IQAC. Comprehensive internal assessment comprising of institutional tests, written assignments, presentations, group discussions, etc. are held regularly to promote peer learning and 'out of the box thinking'. The institute adopts a blend of conventional and innovative pedagogy to meet the requirements of the curriculum. Besides lecture method, collaborative teaching methodologies are adopted to create a democratic environment for learning. To make our students responsible citizens, the institute vigilantly organizes activities that result in responsible citizen. NSS unit and NCC unit design such programmes throughout the year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://gccabd.co.in/syllabus/">https://gccabd.co.in/syllabus/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution monitors the progress and performance of the students through the following mechanisms.

- Monitoring the progress and performance of the students during the online lectures with classroom interaction.
- Monitoring the performance of the students by classroom online test at the end of the semester and group discussion.
- Monitoring the students' performance by participation in different co-curricular activities such as NSS, NCC, SAPTDHARA etc.
- Monitoring the student progress by identifying advance learner and slow learner from above mechanism.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

863

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.gccabd.co.in/student/other/ssss%20report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

03



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.ugc.ac.in/">https://www.ugc.ac.in/</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution is a government institution and due to COVID-19 pandemic there was no any offline training so government of Gujarat organised online Intellectual Property Rights Training for the faculty members of all government colleges of Gujarat. Being a government institution, all faculty members of our institution also participated in it. The college has limited resources to generate exclusive knowledge content. Yet college has undertaken an initiative to provide knowledge content in a meaningful manner. College has its own publication house. The faculty members actively participate in different seminars and workshops to transmit new ideas and recent trends in research amongst postgraduate students. The government has started to give training to one faculty of the institution under the banner of student start up and innovation policy. The goal of SSIP is to develop students centric Innovations and Pre-incubation Ecosystems and Support to flourish creativity & innovation. To motivate the movement of vocal for local government issues grants to the students for innovation. The student has to submit proposal to

college and college forwards that proposal to KCG, initiative of Government of Gujarat under the aegis of i-Hub. Even the commerce department has consumer club and english department has movie and english club.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ihubgujarat.in/">https://ihubgujarat.in/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	<a href="#">NA</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during

the year

### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute is devoted to reciprocate to society as well as nature through various programs. The institute contributes not only to sustain community development but also sharpen sense of social responsibility amongst students so that they can contribute their ideas and knowledge to solve national, social and environmental issues. Students are groomed to shoulder responsibilities of a citizen. Several activities are carried out by the institute under NSS, NCC, CWDC, RUSA, UDISHA, Saptdhara. A detailed description is given below:

NSS: Our NSS unit serves with motto of "NOT ME BUT YOU". Institution has done various activities under NSS during academic year 2021 which include reuse and recycle waste to save environment, card making competition to develop creativity, cloth distribution at slum area, COVID awareness campaign, COVID awareness oath, environment

awareness quiz, Gita Jayanti celebration, diamond jubilee independence of India celebration, world environment day celebration, organ donation oath programme, cleanliness programme, swami Vivekananda birth anniversary celebration, tree plantation programme, voter awareness programme. Due to the pandemic of COVID - 19, the institution could not visit various institution as a part of awareness of social responsibility among students.

NCC: The institutional National Cadet Corps motivates students for services of the Nation. We aim to inculcate duty, unity and discipline among future citizens of the country. Under the motto 'TO SERVE THE NATION FIRST', institute encourages students to join Indian Army, air force and navy. An involvement of students in NCC has inculcated spirit of nationality and serves the nation first.

CWDC: Collegiate Women's Development Cell works for number of community welfare activities like seminars on Legal rights of women in society, Save girl child campaign, Health awareness. For development, self reliance and safety for girls, various programmes viz., Women Empowerment, celebration of International women day, Karate coaching, Self-defense training, Horse riding, Rifle Shooting, Flower making and Glass painting workshop are arranged. Due to COVID -19 pandemic and lockdown this year, the institution could arrange one seminar only on "Women - Self Existence and Society".

UDISHA: Institutional Placement Cell UDISHA is a shot in the arm providing career opportunities equally to all our past and present students. From time to time Job Fairs are organized by inviting different companies and banks to look out for jobs as well as better prospects for the students already placed. Finishing School Programme is organized to groom our students, alumni and students from nearby areas who are on the threshold of ever changing career market. The students have been polished and trained under finishing school recently with prime focus on Personality Development, Communication Skills, and IT skills.

Finishing School: The aim of finishing school is to empower students with skills. Trainers of finishing school enables students to hone their Life Skills, Employability Skills, Functional and Spoken English Skills so as to carve a niche in the competitive and dynamic world. During lockdown also online training for functional English Skills, life skills and employability skills were conducted under finishing school.

EBSB: Government of India has taken an initiative of "Ek Bharat

Shreshth Bharat" with motto of understanding of culture, traditions, language, food habit, costumes etc. and to exchange with paired state. But due to COVID - 19 pandemic, there was not possible to do physical exchange programmes and so online activities under ages of EBES were carried out. Pledge on cleanliness, Poster Making Competition on Clean India Green India & My Nation My Pride, Create Cultural Awareness of Chhatisgarh State among Students, chhatisgarh asmita poetry recitation competition were organised through online mode during the academic year 2020-21.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/">https://www.gccabd.co.in/</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1534

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

578

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate facilities for teaching- learning, including classrooms, library, computer lab. and equipment. The institution has 20 ventilated big class rooms with teaching tools and mass communication system to accommodate the entire division. The faculties adopt new innovative techniques such as LCD projector and laptops as teaching tools. Teacher uses the modern technology for interactive classroom teaching. The institution has two seminar halls and one auditorium with technical facilities. The college is covered under CCTV camera that helps to provide security to the students and maintain discipline among the students. The college campus is WI-FI bandwidth of landline connection is 100 mbps. Tally lab with 25 computers for the use of students. Digital English LanguageLabwith 23 computers for students. Well accommodated staff room with separate chambers for each department. well accommodated ladies room beside the admin office. The college haslarge size rooms with ICT teaching tools to accommodate bifurcation of classes. Well-equipped library with spacious reading room, which is open for students from 9 a.m. to 3 p.m. The library is enriching with books and reading material. WI-FI connection and computers are available in to the library. Well-furnished and equipped IQAC room,Well-equipped and spacious N.C.C.and N.S.S. rooms in the institution. Auditorium is used for the purpose of seminar, workshops, training programmes, guest lectures etc.and language lab. A separate chamber for CWDC is set-up. A separate chamber for grievance redressed cell



is set-up. Well-equipped sports room is set-up in the institution. The institution's building is ventilated and maintained very neat and clean. The institution has lush green campus. Solar energy panel is set-up in the institution which creates an eco-friendly environment in the campus. As the institution offers B.com. and M.Com. there is no need of laboratory.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/page/facilities">https://www.gccabd.co.in/page/facilities</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities of sports, games (indoor, outdoor, gymnasium, yoga room etc.) and cultural activities:

Sports, indoor and outdoor games:

The institution has cricket ground, foot-ball ground, tennis ground and hokey ground. The institution provides facility to the students for volley ball, kabaddi, lawn tennis etc. Expert of various games are invited time to time in the institute. They provide guidance to the students. Due to facilities and proper guidance the students of the institution achieve ranks at National and International level. The institution has well equipped sports room for indoor games. The students enjoy Indoor games like table tennis, chess, carom, etc. The sports room is also used as yoga room. The institution has gymnasium with modern gym. equipment.

Cultural Activities:

The institution has two seminar hall and one vast auditorium with hi-tech facilities. They are using for the purpose of cultural programs, public speaking program and communication skill development program. The institution offers commerce but have deep sense of necessity of various kind of arts in life. Keeping in mind the sense the institution has well quality music equipment, sound system etc. The institution leads various kind of work-shops to the students such as music work-shop, dance work-shop, painting work-shop, rangoli work-shop, card making work-shop, cartoon making work shop, Diya decoration work shop, candle and flower making work-shop etc. The college invites generous from the guidance of students and



provide facilities to students to bring out their best in the field of arts and cultural development.

During the academic year 2020-21, due to COVID -19 pandemic, the institution could not do physical workshops. But to engage students in different activities, the institution organised online cultural competitions , NSS activities and subject wise quiz competition.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://gccabd.co.in/gallery/">https://gccabd.co.in/gallery/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf">https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

40000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS): The project of library automation was started in the year 2015-16 using latest 2.0 version of SOUL Software (Software for University Libraries). It is designed and developed by INFLIBNET Center, Gandhinagar. The software fulfills basic requirements of college library. It is designed to automate all housekeeping operations in the library. Following are main features of SOUL 2.0:

1. UNICODE based multilingual support for Indian and foreign languages;
2. Compliant to International Standards such as MARC21, AACR-2, MARCXML;
3. Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self check-out & check-in;
4. Client-server based architecture, user-friendly interface that does not require extensive training;
5. Supports multi-platform for bibliographic database such as My SQL, MS-SQL or any other RDBMS;
6. Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material;
7. Supports requirements of digital library and facilitate link to full-text articles and other digital objects;
8. Support online copy cataloguing from MARC21 supported bibliographic database;
9. Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents;
10. Provides freedom to users for generating reports of their choice and format along with template and query parameters;
11. Supports ground-level practical requirements of the libraries such as stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc.;

Provides facility to send reports through e-mail, allows users to save the reports in various formats such as Word, PDF, Excel, MARCXML, etc.; Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results into PDF, MS Excel, and MARCXML format; Supports authority files of personal name, corporate body, subject headings and series name;

Supports data exchange through ISO-2709 standard; Provides simple budgeting system and single window operation for all major circulation functions; Strong region-wise support for maintenance through regional coordinators. and available at an affordable cost with strong institutional support. The SOUL 2.0 consists of acquisition, cataloguing, circulation, OPAC, serial control and administration modules. Each module has further been divided into sub modules to cater to its functional requirements. Circulation, Cataloguing and OPAC modules are frequently used by the library staff and library members. Catalogue module is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources. Major functions of the circulation module are Membership; Transaction; Inter-library loan; Over due charges; Reminder; Search status; Maintenance of the items such as binding, lost, replace, missing, withdrawal, etc.; and Report generation based on the various requirements. On-line Public Access Catalogue (OPAC) is major attraction of SOUL. The OPAC has simple and advanced search facility with the minimum information of the item by using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item. Due to above features of SOUL software; it helps library staff to manage information sources and to provide library resources, services to library patrons efficiently and timely.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.library.gccabd.co.in/">http://www.library.gccabd.co.in/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

80289

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

## 4.3 - IT Infrastructure

### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has different digital technological facilities. The institution has ICT based class rooms, smart class room, digitally equipped seminar hall, computer lab, etc. Even under project of RUSA, the new building of computer centre is under construction.

Most of the official work is being done with the help of ICT. The institution regularly maintains the IT facilities. Our institution is a government institution and during the pandemic of COVID - 19 during academic year 2020-21, the government decided to take fees through online portal of COGENT and hence our institution collected fees through COGENT portal.

Following are some basic facilities for updating:

Computer is formatted on regular basis. The institution has excellent technical assistant and he himself formats the computer as and when required. He even installs and upgrades required softwares. Anti-virus is regularly installed and updated in computer. All computers have anti-virus installed. NAMO Wi-Fi connectivity is available in the campus. Even college has its own BSNL internet connection with 100 MBPS speed. CCTV is installed in every classroom, admin office, staff room, etc. i.e. whole building is under surveillance of CCTV. Even student can search required reference book which is available or issued in our library from college website without physically present in college.

The institution upgrades computers, printer, xerox copy machines as per requirement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf">https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf</a>

#### 4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 institution building has Wi-Fi facility. We have a fees collection software, and employee salary software. 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 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. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/page/facilities">https://www.gccabd.co.in/page/facilities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

40

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

138

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

138

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

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. The institute tries to final brush up the acquired Management Skills, Communication Skills and Leadership Qualities. Celebrations of Teacher's Day are completely planned and executed by the students only.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

92

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 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 help 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.
- Institute felicitates all those members who have secured prominent positions in various fields.
- Members support and help in managing the college activities.
- Alumni members 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

With the holistic approach for better life, environment and society, the institute works with a mission to mold students with excellent and value based business education, it also enables holistic development of personality that is accessible to all the sections of

the society.

At the same time, the governance of the institute is having student-centric approach, which helps students to realize their ambitions and achieve success in the path of their pursuit. By providing innovative and flexible learning opportunities to the students, the institute prepares students for further academic excellence. Along with having highly qualified and experienced faculties, the institute also emphasizes upon one on one personal interaction with students. The institute has signed various MOUs with prestigious institutions of India. Such experiences provide students contextually relevant for being successful in the corporate world.

The institute always emphasize upon the unique holistic attitude to inculcate ethical, moral and social values in diverse cultures. For the better tomorrow, the institution emphasizes upon the fundamental awareness, regarding environment and its protection. With the help of NCC, NSS and other co-curricular departments, the institution is always committed to inculcate civic sense, responsibility, social commitment and moral accountability in the hearts of college students.

File Description	Documents
Paste link for additional information	<a href="https://gccabd.co.in/about-us/">https://gccabd.co.in/about-us/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

From the curriculum planning till implementations, the institute practices the decentralization as well as involvement of everyone in the matter of management. The institute is affiliated with Gujarat University. In this regards, the college follows CBCS, new subjects, Syllabi, core, elective, foundation and soft skill papers introduced by the University. To complete the syllabi within the stipulated time, each member of the staff is asked to give their inputs for the proper preparation of the general time table at the beginning of the academic year. Subsequently, each faculty member with discussion carries out their teaching task. Under the watch of the Principal, each faculty is given the freedom to implement innovative teaching

methods along with the use of various tools of ICT. Such expansion of classroom teaching opens up new horizons for students to participate in the teaching-learning process.

Similarly, HODs of each administrative as well as teaching department recommend suggestions in the very beginning of the year to IQAC, the IQAC further forwards the suggestions of the administrative to the Education Department, Government of Gujarat; and if academic to the Board of Studies, Gujarat University. All such decentralized and participative elements of management bestow the institute with effective leadership.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/6.1.2.pdf">https://www.gccabd.co.in/student/aqar/2020_21/6.1.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As the Central departments to prepare strategic plans of the institute, the IQAC department prepares maps for implementation of activities of college. In case of curriculum development, the institute has implemented the Choice Based Credit System (CBCS). As far as the teaching and learning is concerned, the institute always looks forward for engaging, goal oriented and updating the faculties with latest pedagogy and teaching methodologies. With the help of time and team management, the institute tries to facilitate holistic learning process.

The IQAC of the institute in collaboration with examination department focuses upon proper and precise evaluation of students' knowledge and understanding to achieve desired goals of learning. Many faculties are working on Research papers, attends seminars, workshops, conferences, OP, RC and STC. Similarly, the library of the college is being regularly updated with gadgets, books, journals, magazines, e-memberships, etc.

To maximize the potential of individuals in their respective fields, the institute tries to manage human resource with appealing, evolving and inspiring methods. All the recruitments are done by the

Education department of Government of Gujarat. The admission process is being conducted by the Gujarat University. All the admissions are purely done on merit basis and reservation policy of State Government.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/agar/2020_21/6.2.1.pdf">https://www.gccabd.co.in/student/agar/2020_21/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GCC works with the vision to be a center of excellence in Commercial education. The leadership of GCC is through participative management all the way through structured Organizational system with the involvement of all the Stakeholders.

The key components of organizational structure of the college are Education Department, Commissionrate of Higher Education, Government of Gujarat, Principal GCC, Head of Departments, Teaching and non-teaching staff and supporting cells/departments. The institute reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through involvement of all members. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

As per the University/Government guidelines, IQAC cell, Anti-ragging cell, ect. are performing their responsibilities. There are various committees with specific functions that provide academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members together is involved in the planning and implementation, academic audit and flexibility contributes participative decision-making process to the institute.



GCC strictly adheres to the service rules prescribed by the State Government and UGC. Grievance redressal committee includes Principal, HODs, teachers and student representatives, who executes in the dimension to redress grievances.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/">https://www.gccabd.co.in/</a>
Link to Organogram of the institution webpage	<a href="https://www.gccabd.co.in/student/agar/2020_21/6.2.2.pdf">https://www.gccabd.co.in/student/agar/2020_21/6.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- The Institute has effective welfare measures for teaching and non - teaching staff.

Gujarat Commerce College, as a Government College, follows the measures for welfare as per the State Government rules that invigorates the staff members to with their effective and efficient working skills. The Significant Welfare Schemes that are being implemented in the GCC are as follows:-

- 1) Medical Allowance
- 2) Child Education Allowance
- 3) Maternity benefits as per the terms
- 4) Child care
- 5) Leave Travel Concession
- 6) Encouragement for part-time PhD program.
- 7) Welfare Fund
- 8) Provident Fund
- 9) Opportunities for national and international exposures.

The following facilities are also provided to employees for efficient functioning for the college:-

- 1) Medical Expenses
- 2) WIFI facility
- 3) Encouraging work space
- 4) Computing Facility
- 5) Identity cards
- 6) Sports facility

All members of staff (academic as well as administrative) are encouraged for their Career Advancement with the help of government schemes. Low rental Government Quarters are available wherein the rent amount is almost negligible. All the Government Schemes are applicable for the State Government employees.

The teaching as well as non - teaching staff is encouraged to give suggestions and regular feedback to improve the Welfare measures in the Institute.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/student/agar/2020_21/6.3.1.pdf">https://www.gccabd.co.in/student/agar/2020_21/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

##### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

06

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are two types of Performance Appraisal Systems applicable in Gujarat Commerce College. The first is known as CAS (only for teaching faculties) and second one is known as "Annual Secret - Report". Every teaching member fills up the prescribed format of CAS for Self-Appraisal as per UGC and government of Gujarat norms. The system is helpful for improving performance in the fields of

teaching and learning. The appraisal report is based upon the annual performance of employee on basis of their academic, research and other extra-curricular activities. CAS includes all the above mentioned points and sub-points. The format consists of four major parts; such as, Academic Performance, General Instruction, other related information and the comments on the self- assessment made by Department of Higher Education, Government of Gujarat. The sub categories such as teaching-learning evaluation, Co-curricular, extracurricular and professional development related activities, Research and Academic Contribution and Summary of the API, are yard sticks for the evaluations.

The second type of evaluation is known as Secret-Report of the employee. Being a government college, all faculty members selected through public commission has to fill this CR. It is to be filled up by both teaching and non-teaching employees. The first part is to be filled up by the employee, whereas the second part, by the Principal. Subsequently, it is to be send to the Department of Higher Education, Government of Gujarat.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Gujarat Commerce College regularly executes internal as well as external financial audits. The institute is having full-time Account Department since 1993, in order to maintain accounts and audits. The agencies that conduct regular audit are:-

### 1. External Audit:-

External audit is conducted by the following

A.1) CAG through Auditor General (AG) Rajkot.

A.2) Chartered Accountant of the Institute.

**B) Internal Audit:-**Internal audit is conducted by an Internal Auditor.

AG, Rajkot conducts statutory audit covering all financial and accounting activities of college such as,

- 1) All receipts from fee collection, donations, grants, contributions, interests earned and returns on investments.
- 2) All kinds of payments to staff, vendors, contractors, students and other service providers.

All findings of the AG are communicated through their report. Their findings are examined by an exclusive committee of the College, consisting of Registrar, Internal Auditor, concerned head of department and a nominated member.

It is to be pointed out that no serious objection is outstanding.

Chartered Accountant of Institute conducts regular account audits and certifies Annual Financial Statements. All Utilization Certificates of various grants giving agencies are also counter signed by CA.

Work of internal audit of Institute has been entrusted to the Internal Auditor of the college.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A) Grant for Salary:- The college receives salary grant from the State Government. The institute prepares and sends an annual budget of the estimated salary grant required to the State Government. It includes salaries of the full time permanent teachers and non-teaching staff as well as part-time teachers working on granted posts.

B) Grant from UGC:- The institute is under 2F and 12B as per UGC Act and having permanent affiliation with the University. Therefore, UGC allots grants for development and maintenance of Infrastructure, to upgrade research and teaching-learning resources.

C) Fees:- As being the Government College, the institute charges as per the University and Government norms.

#### Resource Mobilization policy and procedures:-

A) The institute has UGC committee as per the XII plan of UGC.

B) To monitor the mobilization of funds and to confirm its proper utilization, the UGC Committee keeps itself in close coordination of the IQAC.

C) Proper procedure of purchase in accordance with rules, the institute has the Purchase Committee.

D) The institute gets done the internal audits from the CA and external audits from the Government.

E) To ensure the optimum and appropriate utilization of resources in minutely observed and given directions by the Principal.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

GCC attempts to chisel out the person through a persistence focus on imparting quality education through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) conducts the activity which encompasses all aspects of institute's functioning. Since its introduction IQAC of GCC has been performing the following tasks on a regular basis.

A) enhancement in quality of teaching and research by regular inputs.

B) Sharing inputs for best practices in administration for efficient resource utilization and better services.

C) Furnishing imports for academic and administrative audits and analysis of result for improvement.

Students as well as staff members can share their feedback on teaching and administration through suggestion box and email to the coordinator IQAC. In the matter of implementation of quality assurance strategies and process at all the levels the IQAC has bestowed immensely. The committee of college meets at regular period of time. The IQAC of college prepares, evaluates and recommends the following,

- 1) Annual quality assurance report (AQAR)
- 2) Performance Based Appraisal System (CAS),
- 3) Stakeholders feedback, 4) action taken reports,



File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college is continuously concerned about the improvement in teaching learning process. It prepares academic calendar, circulars and assures that it should be strictly followed. All the admission and extra related details are declared and notified in academic calendar. With the help of the well planned orientation program the newly admitted students made aware of unique philosophy of the institute for better teaching and learning. They are given necessary guidance for compulsory, core and elective subjects and their words in the progress of life. With the help of virtual as well as physical noticeboard all students are apprised of the timetable, program structure, syllabi of course well in advance. Proctor and HODs look after attendance and conduct of the classes. They are also remains in cooperation with discipline committee. Feedback form of students are also collected and subsequently analyzed and shared with concerned authorities and individual faculty members for necessary actions. Subsequently, IQAC reviews and recommends improvements. The significant initiatives introduced in last five years are,

- A) Automation and online facilities for admission of students,
- B) Automation of exam process.
- C) Online classes and information desk board,
- D) Green initiative on campus,
- E) MOUs Which prestigious institutes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The aim and objective of the Collegiate Women Development Cell (CWDC) is to prevent sexual harassment at workplace and to promote general wellbeing of female students, teaching and non-teaching women staff in college. The cell is also responsible to undertake the awareness programmes on gender sensitization, women rights and women empowerment in college.

Our college invited Dr. Seema Kashyap, Lecturer, Government B. Ed, College, DIET, Ahmedabad and she delivered a very nice talk on "Women - Self Existence and Society" through Microsoft Teams which was live streamed on facebook on 21st October, 2020 at 9:00 a.m.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/7.1.1%20CWDC%20Programme%20Report%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/7.1.1%20CWDC%20Programme%20Report%202020-21.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Educational institutes represent the main components of sustainability promotion in our society. Waste management is one of the challenge that an institute has to face in accomplishing sustainability goals. The institute constantly strives to register its substantiate its contribution in clean India campaign and implement healthy practices. Waste management is one such practice.**

- 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.
- Staff members continuously inspire students to follow this practice.
- This institute gets regularly facilitated by the Ahmedabad Municipal Corporation (AMC) in waste collection, waste management and composts it.
- This institute accommodates commerce faculty students

therefore Liquid Waste Management becomes a midget.

- Our sewages are connected with the city sewages, where all dirty water is purified in corporation water works sights.
- Besides this, the institute is vigilant to the use of water. Our students are continuously sensitized towards maintenance of cleanliness, save water and proper disposal of E Waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Cloth distribution programme to the poor and needy people of the slum in nearby area on 6th & 7th November 2020 , in which students collected decent clothes, prepared kits and distributed among the needy.

NSS Unit initiated a Corona Awareness Campaign to teach the public about the effective ways of hand washing techniques and safety measures, to convey the message to society regarding – the need to wear mask , maintain social distance, encourage people to adopt and follow the corona guidelines .

N.S.S unit of College organised an oath taking programme on 17th September, 2020 to spread awareness regarding organ donation under the guidance of Programme officer Dr. Vandana G. Trivedi. 75 volunteers took oath of organ donation as a part of the Birth Anniversary of our Hon'ble Prime Minister.

On the occasion of Gandhi Jayanti , on 2nd October 2020, a Tree Plantation Programme was organised in college by the NSS unit. The students celebrated Gandhi Jayanti by planting tree saplings.

Cleanliness program was organized on 13th of March 2021 . The students cleaned the hospitals, hostels, schools, bus stops, post offices, temples, their societies and roads in their neighborhood, 65 students took part in this program.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

This year on 25th December, in the honour of Gita Jayanti, the NSS unit organized an "Open for All" - Online Quiz Competition, in which people of all age groups can participate. The motto of the Quiz Competition was for the people to remember the hymns of Gita, make use of its wisdom in practical living, and to impart spiritualism among the youth. More than 750 people participated in this competition including the students, adults and elderly. The quiz consisted of total 50 marks and the participants were expected to appear in the quiz through a link shared by the programme officer at the time of the commencement of the competition. The participants who scored at least 30 marks or more were provided with an E-certificate on their registered E-mail I'd. The link to appear in the quiz was made available from 25/12/2020 to 31/12/2020, along with a link for solving the queries of the participants.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	<a href="https://www.gccabd.co.in/student/agar/2020_21/7.1.9%20activities%20inculcate%20values.pdf">https://www.gccabd.co.in/student/agar/2020_21/7.1.9%20activities%20inculcate%20values.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional**

**C. Any 2 of the above**

**ethics programmes for students,  
teachers, administrators and other staff      4.  
Annual awareness programmes on Code of  
Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Gujarat Commerce College jointly celebrated 75th Indian Independence Day on 15th August, 2021 with the colleges functioning from the same campus. Sufficient measures were taken to stick to Covid Appropriate behaviour. Many students along with faculty members attended the programme with great zeal.

Gujarat Commerce College jointly celebrated 75th Indian Independence Day on 15th August, 2021 with the colleges functioning from the same campus. Sufficient measures were taken to stick to Covid Appropriate behaviour. Many students along with faculty members attended the programme with great zeal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.



**Title of the Practice:" Digital Functioning in Different Facets "**

**Objectives of the Practice:**

- To impart continuous tutelage in time of pandemic stricken society
- To provide online facilities for Admission, Fees, Assignment, Exams- Evaluation, scholarship etc. in every aspects while maintaining students safety
- The Context:

Education and administrative works done online only and for that MS Teams software and COGENT Portal were made available and accessible along with network connectivity.

**The Practice:**

In the uncommon pandemic situation, fear stricken students became the most deprived. Taking a stock of the situation, the institute came into action and started imparting online education through purchased MS Teams software. Students Ids' and passwords as well as faculty members Ids' and passwords were provided and online teaching functioned in full fledge. COGENT Portal was made available for admission and fees payment on online basis. All notices and information were made available on college website meticulously. Students from rural areas were contacted personally and provided necessary information from time to time. Assignments, attendance were received digitally. Internal tests and evaluation were done in online mode only. Students with connectivity issue or technical problem were guided, supported and given second chance without discrimination.

**Evidence of Success:**

Online teaching , administrative activities and exams were designed and implemented to fill in the gap in the time of lockdown and cover up the loss that students might have got. The target was to minimize the loss and maintain continuity of their holistic development. The institute had succeeded optimally.

**Problems Encountered and Resources Required:**

The institute was made available with enhanced WIFI Facility, COGENT Portal and MS Teams software along with cloud facility as and when required. On students side depend ending on their location,

connectivity and other related issues were solved to the extent possible. The institute along with faculty members guided them when required and deadlines for administrative work were extended from time to time genuinely in the interest of students.

#### Notes:

online lectures and administrative facilities like Admission, Fees, Rollcall , Assignments, Scholarship, Internal Tests - Evaluation prove to be a boom for students residing in rural areas. The facility prove to be facility in these days saving time, energy, material and man hours.

#### Title of the Practice:

" Co Curricular and Extra Curricular activities organized online "

#### Objectives of the Practice:

- Marching towards holistic development of personality of students and bringing out latent talents particularly in the time of stressful pandemic lockdown.

#### The Context:

- As per the distinctive tradition of the institute, co-curricular and extra-curricular activities have been an integral part in achieving its mission.
- In the void of offline education, conducting these activities was a challenge but finally turned out to be never before like experience in distressing caged freebirds- students.

#### The Practice:

- Being a government institute and even in the constraint of funds, this institute has been dedicatedly putting efforts in bringing out the hidden potential of students coming out from mired strata of society.
- The institute provides them with not only the platform but material training and opportunities to shine out through out program.

#### Evidence of Success:

- The institute organized - Cocurricular activities - Subjectwise Quiz - Extra Curricular activities, Online Quiz,

Essay Writing, Elocution, Poster Making, Rangoli Making, Tree Plantation, Pledge Taking, Voter Awareness and many others.

#### Problems Encountered and Resources Required:

- Technical glitch and connectivity have remained issues at times but organizing team seeing at the genuiness of the case at times gave second chance to the participants and kept them motivated at the time of loneliness and stress.

#### Notes:

The institute takes pride in achievement of not having registered any case of depression and continuously motivated students and prepared them to spread positivity around them and volunteer to fight pandemic.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.gccabd.co.in/student/agar/2020_21/7.2%20best%20practices.pdf">https://www.gccabd.co.in/student/agar/2020_21/7.2%20best%20practices.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The envisaged vision of the institute of develop holistic approach to society and going back to society to give back, has always remain institutional distinctiveness in terms of different tasks taken on every year under banner of different activities. During March 2020 to April 2021, India passed through the toughest time ever in last 100 years. Due to second wave of Covid - 19 pandemic situation in Gujarat was not different from any worst hit state. Our faculty

members and student volunteers stood with state administrative authorities and other frontline workers including Medicos to mention specifically our faculty members provided services to make shift Covid Hospitals started by Gujarat Government for two months. Many students assisted police in maintaining social appropriate behavior and implementing lock down. Their services have been recognized and appreciated by different departments. They were able to serve to the Covid affected people and save others from getting affected by ensuring to them Government Restrictons.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

##### Curriculum Planning and Implementation:

Keeping in view 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 Head of the Department ensures that the action plan is carried out through periodic meetings and continuous monitoring.
- Being the year of COVID-19 pandemic, staff members made use of innovative implementation of teaching through online mode using microsoft teams and used different tools like PPT, youtube videos, etc.
- Need based extra classes were also conducted.
- Efforts are made to hone different skills amongst students through student-centric practices like: online Assignments, online Seminars, online Debate, online Subject Quiz Programmes etc.

##### Curriculum Enrichment:

The Departments held discussions on syllabi and recommend suggestions to IQAC, which are further forwarded 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 and Alumni are taken, reviewed and forwarded with necessary suggestions to the IQAC.

The following faculty members have been part of Board of Studies of Gujarat University:

Sr. no.

Faculty Name

**Designation****Subject**

1.

Dr. J. R. Jadav

Member Board of Studies at Gujarat University

Commerce &amp; Accountancy

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/forms/d/e/1FAIpOLSfVWhVf3GaxF5OeNv1P3C_gBUHOhGE4IxZ96JSjrdOZQpcJMg/closedform">https://docs.google.com/forms/d/e/1FAIpOLSfVWhVf3GaxF5OeNv1P3C_gBUHOhGE4IxZ96JSjrdOZQpcJMg/closedform</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- As the institute is affiliated to Gujarat University, college 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 academic year 2011-12 onwards for UG Course and from the academic year 2014-15 for PG Course.
- Keeping in view, the needs of trade, commerce, business and industry, the University offers the Foundation Courses and Soft Skills Papers.
- Head of the departments are responsible for the distribution of syllabus amongst the faculties of their departments and to monitor the timely completion of the syllabus.
- Need based extra classes are arranged by the time table committee on demand by the faculties who need extra lectures for completion and/or revision.
- During the academic year, lockdown due to pandemic, classes were conducted through online mode. Online quiz was conducted by statistics, management and economics department.

- Apart from these, faculty members conducted small quiz of their subjects and assignments for students.
- Exams were also conducted through online mode to evaluate the extend of learning of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**02**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

43

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross cutting issues like Gender Sensitization, Environmental Awareness, Human Values and Professional Ethics in curriculum are integrated through different courses.



- In Foundation and Soft Skills papers the institute offers subjects - Environmental Studies, Personality Development, Presentation Skills, Sports and Practices, History of Ahmedabad, Tally Accounting, World Trade Organization and Rural Marketing.
- In Core Elective Paper of Commercial Communication, we teach Types of Communication, Barriers to Communication, Networks of Communication, Netiquettes, Business Ethics and Etiquettes, Leadership Qualities, Presentation Skills, Time Management, Negotiation Skills.
- The institutional co-curricular and extracurricular activities also compliment cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through Samvadham- a weekly Lecture series, Collegiate Women's Development Cell (CWDC) and other programmes. Collegiate women's development cell conducts different programs on gender sensitization and woman related issues
- Blend of co-curricular and extracurricular activities become panegyric to holistic development of students like activities under NCC, NSS, sports, Saptdhara, Finishing School and Other Activities
- Students are made aware of and sensitized towards nationally and globally troubling issues- gender census, water scarcity, climate change through different Days Celebration, rallies, Elocution competition, Extempore, Essay writing, Green Campus Drive and other programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
--	-----------------------

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.gccabd.co.in/student/aqar/2020_21/1.4.1%20Feedback%20Report%20AQAR%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/1.4.1%20Feedback%20Report%20AQAR%202020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.gccabd.co.in/student/aqar/2020_21/1.4.2%20Action%20Taken%20Report%20AQAR%202020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/1.4.2%20Action%20Taken%20Report%20AQAR%202020-21.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1053

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

641

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Generally every year, advanced learners and slow learners are identified by the faculties based on classroom interactions, as well as on the students' academic performance scores. Advanced learners are given assignment topics commensurate with their abilities. Many departments conduct events which provide a platform for the advanced learners to showcase their knowledge and utilize their skills. Advanced learners are also encouraged to handle these events/seminars and to attend/participate at inter collegiate workshops/exhibitions with the guidance of lecturers. Topic-wise information pertaining to curriculum/beyond the curriculum is discussed with peers. Reference books of a more advanced level are recommended to them. Remedial Coaching is provided to Slow Learners. Counseling Cell of the institute tries to diagnose the problem of students and suggests steps to overcome their weakness and enhance their strengths. Many reference books are recommended to them for study. Certain Carrier Oriented Courses are introduced to sharpen their skills. If required, teachers provide extra-coaching to the students. Slow learners are attached to the specific faculty who would provide them subject guidance with printed notes. The faculty also provides information, pattern of exam and guidance for exams like CPT /NET /SLET /GSET /GMAT /GRE /IELTS /CMAT /TOEFEL/UPSC/GPSC/recruitment test for Banks/Railways/Post and other government sectors to the students. English Club helps in improving grammar and communication skills.

File Description	Documents
Paste link for additional information	<a href="https://gccabd.co.in/remedial-class/">https://gccabd.co.in/remedial-class/</a>
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
2978	18

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Majority of the teachers prefer student-centric methods while planning academic as well as co-curricular activities. Various activities are undertaken for self-development and skill formation. A number of activities like debate and elocution on current issues, group discussions, online subject wise quiz activities, role play, exhibitions and mock interviews through online mode using different platforms viz. zoom, microsoft teams are conducted as apart of the teaching-learning dynamics which aim to develop stage confidence, skills of expression, creativity and innovative thinking among students. Students are encouraged to utilize institutional resources- library, laboratory, and other sources for updating on curricular aspects and current trends in their subjects. Healthy discussions during online class are encouraged more and more from students to make interactive learning. Students are also assigned books to read which are online available and reviewed in a group of 2-3 members under English Club which helps in generating interest in reading among them. TStudents participated in various events and competitions like Debate, Elocution, CWDC seminar, personality development classes under finishing schools under the guidance of the principal and faculty members. Students learn to shoulder social responsibilities and importance of selfless service through NSS by helping the needy people during COVID-19 pandemic. Various programmes and COVID-19 awareness campaign were organised under the umbrella of NSS. Students strengthen their national character and patriotism through NCC. But lockdown declared due to COVID - 19 pandemic and SOP by government of India, NCC camps were not held.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://gccabd.co.in/gallery/">https://gccabd.co.in/gallery/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In era of technology, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools: projectors are available in different classrooms/lab/seminar halls. 74 Computers and 5 laptops are available in campus. They are arranged in Lab/library and Faculty cabins all over the campus. Printers and scanners are installed at office, Library, Labs, Faculty Cabins and all prominent places. Two Photostat machines available in campus. Seminar Room and auditorium are equipped with all digital facilities with mike, projector, cameras and computer system. Senior faculty members also used power-point presentations in their teaching and also learnt different tools of online teaching viz., webex, Microsot Teams, Zoom. Recording of video lectures is made available to students for long term learning on Microsoft team. Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students. Video Conferencing- Students are counseled with the help of Microsoft teams /Zoom / Google meet applications during the academic year 2020-21. Poster making, patriotic Song, Essay writing, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools. Online Internal Examination is also conducted through collegial website portal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

145

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. At the entry level, admissions are given purely on merit basis through centralised admission process. Students who are admitted for the concerned course are assessed continuously by respective faculty member through various evaluation processes at college level. Continuous evaluation is made through Group Discussion, Internal Tests, Assignments Submission and Power point Presentation. Internal tests are conducted regularly as per the schedule given in academic calendar by Gujarat University and Government of Gujarat. The performance of the students is communicated to the students through the website of college as well as on Notice board. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal



assessment, the interest of the student towards learning and attending the classes has been also increased. The Power point Presentation improves the communication skills of the students which is very essential to face the interviews.

Due to Covid-19 pandemic during the academic year, College has conducted internal tests and assignment submission through online mode. In this way mechanism of internal assessment is transparent and robust. To avoid any technical issue, the institution arranges mock test before two days of examination and if issue arises to any student then the issue is solved by technical assistant of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has a well organized mechanism for Redressal of examination related grievances. The student can approach the Examination committee to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

At the college level, If any student feels that the marks given to him/her in any paper are not as per his/her expectation he or she can give application for the same to the chairperson of the examination of the institution. The students should apply within a three days after declaration of the result on the website.

The respective faculty again re-evaluates the paper of the student and even shows his answer sheet to student and explains marking pattern. If there is a change in score, it is corrected by internal examination committee of the college. College again declares final revaluation result.

The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The principal and in charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the internal examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfFuxoLZMXjhX0N9T342YwNW1UxLby5Oce3-Jy-JQY6HcRY7Q/closedform">https://docs.google.com/forms/d/e/1FAIpQLSfFuxoLZMXjhX0N9T342YwNW1UxLby5Oce3-Jy-JQY6HcRY7Q/closedform</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institute constantly monitors the outcome of the teaching learning process through continuous evaluation during the institute and the university examinations. The institutional teaching climate and culture continually attempts for overall shape up of students through co-curricular and extra-curricular activities. The institute efforts to inculcate good values and sensitize students on various social issues to prepare responsible citizens. The students are introduced with clearly defined aims, goals, vision, mission, objectives of the college during the Orientation programme before the commencement of the academic year. Curriculum is uploaded on website of the institution. They are also displayed at strategic locations in the institutional building. The objectives of the Programme outcome are discussed in the staff meetings by the Head of the Institution and teaching strategies are planned accordingly. Each academic plan has specifically stated learning objectives communicated to students during classroom teaching and tutorial interaction. The Programme outcomes specific to every course are defined separately in the syllabi, adhered and timely surveyed by the IQAC. Comprehensive internal assessment comprising of institutional tests, written assignments, presentations, group discussions, etc. are held regularly to promote peer learning and 'out of the box thinking'. The institute adopts a blend of conventional and innovative pedagogy to meet the requirements of the curriculum. Besides lecture method, collaborative teaching methodologies are adopted to create democratic environment for learning. To make our students responsible citizens, the institute vigilantly organizes activities that result responsible citizen. NSS unit and NCC unit design such programmes throughout the year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://gccabd.co.in/syllabus/">https://gccabd.co.in/syllabus/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution monitors the progress and performance of the students through the following mechanisms.

- Monitoring the progress and performance of the students during the online lectures with classroom interaction.
- Monitoring the performance of the students by classroom online test at the end of the semester and group discussion.
- Monitoring the students' performance by participation in different co-curricular activities such as NSS, NCC, SAPTDHARA etc.
- Monitoring the student progress by identifying advance learner and slow learner from above mechanism.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

863

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.gccabd.co.in/student/other/sss%20report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.ugc.ac.in/">https://www.ugc.ac.in/</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution is a government institution and due to COVID-19 pandemic there was no any offline training so government of Gujarat organised online Intellectual Property Rights Training for the faculty members of all government colleges of Gujarat. Being a government institution, all faculty members of our institution also participated in it. The college has limited resources to generate exclusive knowledge content. Yet college has undertaken an initiative to provide knowledge content in a meaningful manner. College has its own publication house. The faculty members actively participate in different seminars and workshops to transmit new ideas and recent trends in research amongst postgraduate students. The government has started to give training to one faculty of the institution under the banner of student start up and innovation policy. The goal of SSIP is to develop students centric Innovations and Pre-incubation Ecosystems and support to flourish creativity & innovation. To motivate the movement of vocal for local government issues grants

to the students for innovation. The student has to submit proposal to college and college forwards that proposal to KCG, initiative of Government of Gujarat under the aegis of i-Hub. Even the commerce department has consumer club and english department has movie and english club.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ihubgujarat.in/">https://ihubgujarat.in/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	<a href="#">NA</a>
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute is devoted to reciprocate to society as well as nature through various programs. The institute contributes not only to sustain community development but also sharpen sense of social responsibility amongst students so that they can contribute their ideas and knowledge to solve national, social and environmental issues. Students are groomed to shoulder responsibilities of a citizen. Several activities are carried out by the institute under NSS, NCC, CWDC, RUSA, UDISHA, Saptdhara. A detailed description is given below:

NSS: Our NSS unit serves with motto of "NOT ME BUT YOU". Institution has done various activities under NSS during academic

year 2021 which include reuse and recycle waste to save environment, card making competition to develop creativity, cloth distribution at slum area, COVID awareness campaign, COVID awareness oath, environment awareness quiz, Gita Jayanti celebration, diamond jubilee independence of India celebration, world environment day celebration, organ donation oath programme, cleanliness programme, swami Vivekananda birth anniversary celebration, tree plantation programme, voter awareness programme. Due to the pandemic of COVID - 19, the institution could not visit various institution as a part of awareness of social responsibility among students.

**NCC:** The institutional National Cadet Corps motivates students for services of the Nation. We aim to inculcate duty, unity and discipline among future citizens of the country. Under the motto 'TO SERVE THE NATION FIRST', institute encourages students to join Indian Army, air force and navy. An involvement of students in NCC has inculcated spirit of nationality and serves the nation first.

**CWDC:** Collegiate Women's Development Cell works for number of community welfare activities like seminars on Legal rights of women in society, Save girl child campaign, Health awareness. For development, self reliance and safety for girls, various programmes viz., Women Empowerment, celebration of International women day, Karate coaching, Self-defense training, Horse riding, Rifle Shooting, Flower making and Glass painting workshop are arranged. Due to COVID -19 pandemic and lockdown this year, the institution could arrange one seminar only on "Women - Self Existence and Society".

**UDISHA:** Institutional Placement Cell UDISHA is a shot in the arm providing career opportunities equally to all our past and present students. From time to time Job Fairs are organized by inviting different companies and banks to look out for jobs as well as better prospects for the students already placed. Finishing School Programme is organized to groom our students, alumni and students from nearby areas who are on the threshold of ever changing career market. The students have been polished and trained under finishing school recently with prime focus on Personality Development, Communication Skills, and IT skills.

**Finishing School:** The aim of finishing school is to empower students with skills. Trainers of finishing school enables students to hone their Life Skills, Employability Skills, Functional and Spoken English Skills so as to carve a niche in



the competitive and dynamic world. During lockdown also online training for functional English Skills, life skills and employability skills were conducted under finishing school.

EBSB: Government of India has taken an initiative of "Ek Bharat Shreshth Bharat" with motto of understanding of culture, traditions, language, food habit, costumes etc. and to exchange with paired state. But due to COVID - 19 pandemic, there was not possible to do physical exchange programmes and so online activities under ages of EBES were carried out. Pledge on cleanliness, Poster Making Competition on Clean India Green India & My Nation My Pride, Create Cultural Awareness of Chhatisgarh State among Students, chhatisgarh asmita poetry recitation competition were organised through online mode during the academic year 2020-21.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/">https://www.gccabd.co.in/</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1534

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

578

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate facilities for teaching- learning, including classrooms, library, computer lab. and equipment. The institution has 20 ventilated big class rooms with teaching tools and mass communication system to accommodate the entire division. The faculties adopt new innovative techniques such as LCD projector and laptops as teaching tools. Teacher uses the modern technology for interactive classroom teaching. The institution has two seminar halls and one auditorium with technical facilities. The college is covered under CCTV camera that helps to provide security to the students and maintain discipline among the students. The college campus is WI-FI bandwidth of landline connection is 100 mbps. Tally lab with 25 computers for the use of students. Digital English Language Lab with 23 computers for students. Well accommodated staff room with separate chambers for each department. well accommodated ladies room beside the admin office. The college has large size rooms with ICT teaching tools to accommodate bifurcation of classes. Well-equipped library with spacious reading room, which is open for students from 9 a.m. to 3 p.m. The library is enriching with books and reading material. WI-FI connection and computers are available in to the library. Well-furnished and equipped IQAC room, Well-equipped and spacious

N.C.C.and N.S.S. rooms in the institution. Auditorium is used for the purpose of seminar, workshops, training programmes, guest lectures etc.and language lab. A separate chamber for CWDC is set-up. A separate chamber for grievance redressed cell is set-up. Well-equipped sports room is set-up in the institution. The institution's building is ventilated and maintained very neat and clean. The institution has lush green campus. Solar energy panel is set-up in the institution which creates an eco-friendly environment in the campus. As the institution offers B.com. and M.Com. there is no need of laboratory.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/page/facilities">https://www.gccabd.co.in/page/facilities</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities of sports, games (indoor, outdoor, gymnasium, yoga room etc.) and cultural activities:

**Sports, indoor and outdoor games:**

The institution has cricket ground, foot-ball ground, tennis ground and hokey ground. The institution provides facility to the students for volley ball, kabaddi, lawn tennis etc. Expert of various games are invited time to time in the institute. They provide guidance to the students. Due to facilities and proper guidance the students of the institution achieve ranks at National and International level. The institution has well equipped sports room for indoor games. The students enjoy Indoor games like table tennis, chess, carom, etc. The sports room is also used as yoga room. The institution has gymnasium with modern gym. equipment.

**Cultural Activities:**

The institution has two seminar hall and one vast auditorium with hi-tech facilities. They are using for the purpose of cultural programs, public speaking program and communication skill development program. The institution offers commerce but have deep sense of necessity of various kind of arts in life. Keeping in mind the sense the institution has well quality music

equipment, sound system etc. The institution leads various kind of work-shops to the students such as music work-shop, dance work-shop, painting work-shop, rangoli work-shop, card making work-shop, cartoon making work shop, Diya decoration work shop, candle and flower making work-shop etc. The college invites generous from the guidance of students and provide facilities to students to bring out their best in the field of arts and cultural development.

During the academic year 2020-21, due to COVID -19 pandemic, the institution could not do physical workshops. But to engage students in different activities, the institution organised online cultural competitions , NSS activities and subject wise quiz competition.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://gccabd.co.in/gallery/">https://gccabd.co.in/gallery/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf">https://www.gccabd.co.in/student/aqar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

40000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS): The project of library automation was started in the year 2015-16 using latest 2.0 version of SOUL Software (Software for University Libraries). It is designed and developed by INFLIBNET Center, Gandhinagar. The software fulfills basic requirements of college library. It is designed to automate all housekeeping operations in the library. Following are main features of SOUL 2.0: 1. UNICODE based multilingual support for Indian and foreign languages; 2. Compliant to International Standards such as MARC21, AACR-2, MARCXML; 3. Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self check-out & check-in; 4. Client-server based architecture, user-friendly interface that does not require extensive training; 5. Supports multi-platform for bibliographic database such as My SQL, MS-SQL or any other RDBMS; 6. Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material; 7. Supports requirements of digital library and facilitate link to full-text articles and other digital objects; 8. Support online copy cataloguing from MARC21 supported bibliographic database; 9. Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents; 10. Provides freedom to users for generating reports of their choice and format along with template and query parameters; 11. Supports ground-level practical requirements of the libraries such as stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc.; Provides facility to send reports through e-mail, allows users to save the reports in various formats such as Word, PDF, Excel, MARCXML, etc.; Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results into PDF, MS Excel, and MARCXML format; Supports

authority files of personal name, corporate body, subject headings and series name; Supports data exchange through ISO-2709 standard; Provides simple budgeting system and single window operation for all major circulation functions; Strong region-wise support for maintenance through regional coordinators. and available at an affordable cost with strong institutional support. The SOUL 2.0 consists of acquisition, cataloguing, circulation, OPAC, serial control and administration modules. Each module has further been divided into sub modules to cater to its functional requirements. Circulation, Cataloguing and OPAC modules are frequently used by the library staff and library members. Catalogue module is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources. Major functions of the circulation module are Membership; Transaction; Inter-library loan; Over due charges; Reminder; Search status; Maintenance of the items such as binding, lost, replace, missing, withdrawal, etc.; and Report generation based on the various requirements. On-line Public Access Catalogue (OPAC) is major attraction of SOUL. The OPAC has simple and advanced search facility with the minimum information of the item by using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item. Due to above features of SOUL software; it helps library staff to manage information sources and to provide library resources, services to library patrons efficiently and timely.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.library.gccabd.co.in/">http://www.library.gccabd.co.in/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

80289

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has different digital technological facilities. The institution has ICT based class rooms, smart class room, digitally equipped seminar hall, computer lab,etc. Even under project of RUSA, the new building of computer centre is under construction.



Most of the official work is being done with the help of ICT. The institution regularly maintains the IT facilities. Our institution is a government institution and during the pandemic of COVID - 19 during academic year 2020-21, the government decided to take fees through online portal of COGENT and hence our institution collected fees through COGENT portal.

Following are some basic facilities for updating:

Computer is formatted on regular basis. The institution has excellent technical assistant and he himself formats the computer as and when required. He even installs and upgrades required softwares. Anti-virus is regularly installed and updated in computer. All computers have anti-virus installed. NAMO Wi-Fi connectivity is available in the campus. Even college has its own BSNL internet connection with 100 MBPS speed. CCTV is installed in every classroom, admin office, staff room, etc. i.e. whole building is under surveillance of CCTV. Even student can search required reference book which is available or issued in our library from college website without physically present in college.

The institution upgrades computers, printer, xerox copy machines as per requirement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/agar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf">https://www.gccabd.co.in/student/agar/2020_21/4.1.3%20geo%20tag%20class%20photos%20and%20master%20time%20table.pdf</a>

#### 4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 institution building has Wi-Fi facility. We have a fees collection software, and employee salary software. 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 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. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/page/facilities">https://www.gccabd.co.in/page/facilities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

40

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### **5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**138**

#### **5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**138**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

#### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

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. The institute tries to final brush up the acquired Management Skills, Communication Skills and Leadership Qualities. Celebrations of Teacher's Day are completely planned and executed by the students only.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

92



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 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 help 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.
- Institute felicitates all those members who have secured prominent positions in various fields.
- Members support and help in managing the college activities.
- Alumni members 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

With the holistic approach for better life, environment and society, the institute works with a mission to mold students with excellent and value based business education, it also enables holistic development of personality that is accessible to all the sections of the society.

At the same time, the governance of the institute is having student-centric approach, which helps students to realize their ambitions and achieve success in the path of their pursuit. By providing innovative and flexible learning opportunities to the students, the institute prepares students for further academic excellence. Along with having highly qualified and experienced faculties, the institute also emphasizes upon one on one personal interaction with students. The institute has signed various MOUs with prestigious institutions of India. Such experiences provide students contextually relevant for being successful in the corporate world.

The institute always emphasize upon the unique holistic attitude to inculcate ethical, moral and social values in diverse cultures. For the better tomorrow, the institution emphasizes upon the fundamental awareness, regarding environment and its protection. With the help of NCC, NSS and other co-curricular

departments, the institution is always committed to inculcate civic sense, responsibility, social commitment and moral accountability in the hearts of college students.

File Description	Documents
Paste link for additional information	<a href="https://gccabd.co.in/about-us/">https://gccabd.co.in/about-us/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

From the curriculum planning till implementations, the institute practices the decentralization as well as involvement of everyone in the matter of management. The institute is affiliated with Gujarat University. In this regards, the college follows CBCS, new subjects, Syllabi, core, elective, foundation and soft skill papers introduced by the University. To complete the syllabi within the stipulated time, each member of the staff is asked to give their inputs for the proper preparation of the general time table at the beginning of the academic year. Subsequently, each faculty member with discussion carries out their teaching task. Under the watch of the Principal, each faculty is given the freedom to implement innovative teaching methods along with the use of various tools of ICT. Such expansion of classroom teaching opens up new horizons for students to participate in the teaching-learning process.

Similarly, HODs of each administrative as well as teaching department recommend suggestions in the very beginning of the year to IQAC, the IQAC further forwards the suggestions of the administrative to the Education Department, Government of Gujarat; and if academic to the Board of Studies, Gujarat University. All such decentralized and participative elements of management bestow the institute with effective leadership.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/student/agar/2020_21/6.1.2.pdf">https://www.gccabd.co.in/student/agar/2020_21/6.1.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As the Central departments to prepare strategic plans of the institute, the IQAC department prepares maps for implementation of activities of college. In case of curriculum development, the institute has implemented the Choice Based Credit System (CBCS). As far as the teaching and learning is concerned, the institute always looks forward for engaging, goal oriented and updating the faculties with latest pedagogy and teaching methodologies. With the help of time and team management, the institute tries to facilitate holistic learning process.

The IQAC of the institute in collaboration with examination department focuses upon proper and precise evaluation of students' knowledge and understanding to achieve desired goals of learning. Many faculties are working on Research papers, attends seminars, workshops, conferences, OP, RC and STC. Similarly, the library of the college is being regularly updated with gadgets, books, journals, magazines, e-memberships, etc.

To maximize the potential of individuals in their respective fields, the institute tries to manage human resource with appealing, evolving and inspiring methods. All the recruitments are done by the Education department of Government of Gujarat. The admission process is being conducted by the Gujarat University. All the admissions are purely done on merit basis and reservation policy of State Government.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/6.2.1.pdf">https://www.gccabd.co.in/student/aqar/2020_21/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GCC works with the vision to be a center of excellence in Commercial education. The leadership of GCC is through participative management all the way through structured Organizational system with the involvement of all the Stakeholders.

The key components of organizational structure of the college are Education Department, Commissionrate of Higher Education, Government of Gujarat, Principal GCC, Head of Departments, Teaching and non-teaching staff and supporting cells/departments. The institute reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through involvement of all members. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

As per the University/Government guidelines, IQAC cell, Anti-ragging cell, ect. are performing their responsibilities. There are various committees with specific functions that provide academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members together is involved in the planning and implementation, academic audit and flexibility contributes participative decision-making process to the institute.

GCC strictly adheres to the service rules prescribed by the State Government and UGC. Grievance redressal committee includes Principal, HODs, teachers and student representatives, who executes in the dimension to redress grievances.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/">https://www.gccabd.co.in/</a>
Link to Organogram of the institution webpage	<a href="https://www.gccabd.co.in/student/aqar/2020_21/6.2.2.pdf">https://www.gccabd.co.in/student/aqar/2020_21/6.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- The Institute has effective welfare measures for teaching and non - teaching staff.

Gujarat Commerce College, as a Government College, follows the measures for welfare as per the State Government rules that invigorates the staff members to with their effective and efficient working skills. The Significant Welfare Schemes that are being implemented in the GCC are as follows:-

- 1) Medical Allowance
- 2) Child Education Allowance
- 3) Maternity benefits as per the terms

4) Child care

5) Leave Travel Concession

6) Encouragement for part-time PhD program.

7) Welfare Fund

8) Provident Fund

9) Opportunities for national and international exposures.

The following facilities are also provided to employees for efficient functioning for the college:-

1) Medical Expenses

2) WIFI facility

3) Encouraging work space

4) Computing Facility

5) Identity cards

6) Sports facility

All members of staff (academic as well as administrative) are encouraged for their Career Advancement with the help of government schemes. Low rental Government Quarters are available wherein the rent amount is almost negligible. All the Government Schemes are applicable for the State Government employees.

The teaching as well as non - teaching staff is encouraged to give suggestions and regular feedback to improve the Welfare measures in the Institute.

File Description	Documents
Paste link for additional information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/6.3.1.pdf">https://www.gccabd.co.in/student/aqar/2020_21/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/

**workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**



06

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are two types of Performance Appraisal Systems applicable in Gujarat Commerce College. The first is known as CAS (only for teaching faculties) and second one is known as "Annual Secret - Report". Every teaching member fills up the prescribed format of CAS for Self-Appraisal as per UGC and government of Gujarat norms. The system is helpful for improving performance in the fields of teaching and learning. The appraisal report is based upon the annual performance of employee on basis of their academic, research and other extra-curricular activities. CAS includes all the above mentioned points and sub-points. The format consists of four major parts; such as, Academic Performance, General Instruction, other related information and the comments on the self- assessment made by Department of Higher Education, Government of Gujarat. The sub categories such as teaching-learning evaluation, Co-curricular, extracurricular and professional development related activities, Research and Academic Contribution and Summary of the API, are yard sticks for the evaluations.

The second type of evaluation is known as Secret-Report of the employee. Being a government college, all faculty members selected through public commission has to fill this CR. It is to be filled up by both teaching and non-teaching employees. The first part is to be filled up by the employee, whereas the second part, by the Principal. Subsequently, it is to be sent to the Department of Higher Education, Government of Gujarat.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Gujarat Commerce College regularly executes internal as well as external financial audits. The institute is having full-time Account Department since 1993, in order to maintain accounts and audits. The agencies that conduct regular audit are:-

##### 1. External Audit:-

External audit is conducted by the following

A.1) CAG through Auditor General (AG) Rajkot.

A.2) Chartered Accountant of the Institute.

B) Internal Audit:-Internal audit is conducted by an Internal Auditor.

AG, Rajkot conducts statutory audit covering all financial and accounting activities of college such as,

1) All receipts from fee collection, donations, grants, contributions, interests earned and returns on investments.

2) All kinds of payments to staff, vendors, contractors, students and other service providers.

All findings of the AG are communicated through their report. Their findings are examined by an exclusive committee of the College, consisting of Registrar, Internal Auditor, concerned head of department and a nominated member.

It is to be pointed out that no serious objection is outstanding.

Chartered Accountant of Institute conducts regular account audits

and certifies Annual Financial Statements. All Utilization Certificates of various grants giving agencies are also counter signed by CA.

Work of internal audit of Institute has been entrusted to the Internal Auditor of the college.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**A) Grant for Salary:-** The college receives salary grant from the State Government. The institute prepares and sends an annual budget of the estimated salary grant required to the State Government. It includes salaries of the full time permanent teachers and non-teaching staff as well as part-time teachers working on granted posts.

**B) Grant from UGC:-** The institute is under 2F and 12B as per UGC Act and having permanent affiliation with the University. Therefore, UGC allots grants for development and maintenance of Infrastructure, to upgrade research and teaching-learning

resources.

C) Fees:- As being the Government College, the institute charges as per the University and Government norms.

Resource Mobilization policy and procedures:-

A) The institute has UGC committee as per the XII plan of UGC.

B) To monitor the mobilization of funds and to confirm its proper utilization, the UGC Committee keeps itself in close coordination of the IQAC.

C) Proper procedure of purchase in accordance with rules, the institute has the Purchase Committee.

D) The institute gets done the internal audits from the CA and external audits from the Government.

E) To ensure the optimum and appropriate utilization of resources in minutely observed and given directions by the Principal.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

GCC attempts to chisel out the person through a persistence focus on imparting quality education through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) conducts the activity which encompasses all aspects of institute's functioning. Since its introduction IQAC of GCC has been performing the following tasks on a regular basis.

A) enhancement in quality of teaching and research by regular inputs.

B) Sharing inputs for best practices in administration for efficient resource utilization and better services.

C) Furnishing imports for academic and administrative audits and analysis of result for improvement.

Students as well as staff members can share their feedback on teaching and administration through suggestion box and email to the coordinator IQAC. In the matter of implementation of quality assurance strategies and process at all the levels the IQAC has bestowed immensely. The committee of college meets at regular period of time. The IQAC of college prepares, evaluates and recommends the following,

1) Annual quality assurance report (AQAR)

2) Performance Based Appraisal System (CAS),

3) Stakeholders feedback, 4) action taken reports,

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college is continuously concerned about the improvement in teaching learning process. It prepares academic calendar, circulars and assures that it should be strictly followed. All the admission and extra related details are declared and notified in academic calendar. With the help of the well planned orientation program the newly admitted students made aware of unique philosophy of the institute for better teaching and learning. They are given necessary guidance for compulsory, core and elective subjects and their words in the progress of life. With the help of virtual as well as physical noticeboard all students are apprised of the timetable, program structure, syllabi of course well in advance. Proctor and HODs look after attendance and conduct of the classes. They are also remains in cooperation with discipline committee. Feedback form of students are also collected and subsequently analyzed and shared with

concerned authorities and individual faculty members for necessary actions. Subsequently, IQAC reviews and recommends improvements. The significant initiatives introduced in last five years are,

A) Automation and online facilities for admission of students,

B) Automation of exam process.

C) Online classes and information desk board,

D) Green initiative on campus,

E) MOUs With prestigious institutes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The aim and objective of the Collegiate Women Development Cell (CWDC) is to prevent sexual harassment at workplace and to promote general wellbeing of female students, teaching and non-teaching women staff in college. The cell is also responsible to undertake the awareness programmes on gender sensitization, women rights and women empowerment in college.

Our college invited Dr. Seema Kashyap, Lecturer, Government B. Ed, College, DIET, Ahmedabad and she delivered a very nice talk on "Women - Self Existence and Society" through Microsoft Teams which was live streamed on facebook on 21st October, 2020 at 9:00 a.m.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.gccabd.co.in/student/aqar/2020_21/7.1.1%20CWDC%20Programme%20Report%2020-21.pdf">https://www.gccabd.co.in/student/aqar/2020_21/7.1.1%20CWDC%20Programme%20Report%2020-21.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Educational institutes represent the main components of sustainability promotion in our society. Waste management is one of the challenge that an institute has to face in accomplishing sustainability goals. The institute constantly strives to register its substantiate its contribution in clean India campaign and implement healthy practices. Waste management is one such practice.

- 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.
- Staff members continuously inspire students to follow this practice.
- This institute gets regularly facilitated by the Ahmedabad Municipal Corporation (AMC) in waste collection, waste management and composts it.
- This institute accommodates commerce faculty students therefore Liquid Waste Management becomes a midget.
- Our sewages are connected with the city sewages, where all dirty water is purified in corporation water works sights.
- Besides this, the institute is vigilant to the use of water. Our students are continuously sensitized towards maintenance of cleanliness, save water and proper disposal of E Waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting  
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

**Cloth distribution programme to the poor and needy people of the slum in nearby area on 6th & 7th November 2020 , in which students collected decent clothes, prepared kits and distributed among the needy.**

NSS Unit initiated a Corona Awareness Campaign to teach the public about the effective ways of hand washing techniques and safety measures, to convey the message to society regarding - the need to wear mask , maintain social distance, encourage people to adopt and follow the corona guidelines .

N.S.S unit of College organised an oath taking programme on 17th September, 2020 to spread awareness regarding organ donation under the guidance of Programme officer Dr. Vandana G. Trivedi. 75 volunteers took oath of organ donation as a part of the Birth Anniversary of our Hon'ble Prime Minister.

On the occasion of Gandhi Jayanti , on 2nd October 2020, a Tree Plantation Programme was organised in college by the NSS unit. The students celebrated Gandhi Jayanti by planting tree saplings.

Cleanliness program was organized on 13th of March 2021 . The students cleaned the hospitals, hostels, schools, bus stops, post offices, temples, their societies and roads in their neighborhood, 65 students took part in this program.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

This year on 25th December, in the honour of Gita Jayanti , the NSS unit organized an "Open for All" - Online Quiz Competition , in which people of all age groups can participate. The motto of the Quiz Competition was for the people to remember the hymns of Gita, make use of its wisdom in practical living, and to impart spiritualism among the youth. More than 750 people participated in this competition including the students, adults and elderly. The quiz consisted of total 50 marks and the participants were expected to appear in the quiz through a link shared by the programme officer at the time of the commencement of the competition. The participants who scored at least 30 marks or more were provided with an E- certificate on their registered E-mail I'd. The link to appear in the quiz was made available from 25/12/2020 to 31/12/2020, along with a link for solving the

queries of the participants.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	<a href="https://www.gccabd.co.in/student/agar/2020_21/7.1.9%20activities%20inculcate%20values.pdf">https://www.gccabd.co.in/student/agar/2020_21/7.1.9%20activities%20inculcate%20values.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

Gujarat Commerce College jointly celebrated 75th Indian Independence Day on 15th August, 2021 with the colleges functioning from the same campus. Sufficient measures were taken

to stick to Covid Appropriate behaviour. Many students along with faculty members attended the programme with great zeal.

Gujarat Commerce College jointly celebrated 75th Indian Independence Day on 15th August, 2021 with the colleges functioning from the same campus. Sufficient measures were taken to stick to Covid Appropriate behaviour. Many students along with faculty members attended the programme with great zeal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Title of the Practice:** " Digital Functioning in Different Facets "

**Objectives of the Practice:**

- To impart continuous tutelage in time of pandemic stricken society
- To provide online facilities for Admission, Fees, Assignment, Exams- Evaluation, scholarship etc. in every aspects while maintaining students safety
- The Context:

Education and administrative works done online only and for that MS Teams software and COGENT Portal were made available and accessible along with network connectivity.

**The Practice:**

In the uncommon pandemic situation, fear stricken students became the most deprived. Taking a stock of the situation, the institute came into action and started imparting online education through purchased MS Teams software. Students Ids' and passwords as well as faculty members Ids' and passwords were provided and online

teaching functioned in full fledge. COGENT Portal was made available for admission and fees payment on online basis. All notices and information were made available on college website meticulously. Students from rural areas were contacted personally and provided necessary information from time to time. Assignments, attendance were received digitally. Internal tests and evaluation were done in online mode only. Students with connectivity issue or technical problem were guided, supported and given second chance without discrimination.

#### Evidence of Success:

Online teaching , administrative activities and exams were designed and implemented to fill in the gap in the time of lockdown and cover up the loss that students might have got. The target was to minimize the loss and maintain continuity of their holistic development. The institute had succeeded optimally.

#### Problems Encountered and Resources Required:

The institute was made available with enhanced WIFI Facility, COGENT Portal and MS Teams software along with cloud facility as and when required. On students side depend ending on their location, connectivity and other related issues were solved to the extent possible. The institute along with faculty members guided them when required and deadlines for administrative work were extended from time to time genuinely in the interest of students.

#### Notes:

online lectures and administrative facilities like Admission, Fees, Rollcoll , Assignments, Scholarship, Internal Tests - Evaluation prove to be a boom for students residing in rural areas. The facility prove to be facility in these days saving time, energy, material and man hours.

#### Title of the Practice:

“ Co Curricular and Extra Curricular activities organized online ”

#### Objectives of the Practice:

- Marching towards holistic development of personality of students and bringing out latent talents particularly in

the time of stressful pandemic lockdown.

#### The Context:

- As per the distinctive tradition of the institute, co-curricular and extra-curricular activities have been an integral part in achieving its mission.
- In the void of offline education, conducting these activities was a challenge but finally turned out to be never before like experience in distressing caged freebirds- students.

#### The Practice:

- Being a government institute and even in the constraint of funds, this institute has been dedicatedly putting efforts in bringing out the hidden potential of students coming out from mired strata of society.
- The institute provides them with not only the platform but material training and opportunities to shine out through out program.

#### Evidence of Success:

- The institute organized - Cocurricular activities - Subjectwise Quiz - Extra Curricular activities, Online Quiz, Essay Writing, Elocution, Poster Making, Rangoli Making, Tree Plantation, Pledge Taking, Voter Awareness and many others.

#### Problems Encountered and Resources Required:

- Technical glitch and connectivity have remained issues at times but organizing team seeing at the genuiness of the case at times gave second chance to the participants and kept them motivated at the time of loneliness and stress.

#### Notes:

The institute takes pride in achievement of not having registered any case of depression and continuously motivated students and prepared them to spread positivity around them and volunteer to fight pandemic.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.gccabd.co.in/student/aqar/2020_21/7.2%20best%20practices.pdf">https://www.gccabd.co.in/student/aqar/2020_21/7.2%20best%20practices.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The envisaged vision of the institute of develop holistic approach to society and going back to society to give back, has always remain institutional distinctiveness in terms of different tasks taken on every year under banner of different activities. During March 2020 to April 2021, India passed through the toughest time ever in last 100 years. Due to second wave of Covid - 19 pandemic situation in Gujarat was not different from any worst hit state. Our faculty members and student volunteers stood with state administrative authorities and other frontline workers including Medicos to mention specifically our faculty members provided services to make shift Covid Hospitals started by Gujarat Government for two months. Many students assisted police in maintaining social appropriate behavior and implementing lock down. Their services have been recognized and appreciated by different departments. They were able to serve to the Covid affected people and save others from getting affected by ensuring to them Government Restrictons.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Gujarat Commerce College in its pursuit of Academic excellence along with strong Human Values and holistic approach for better



life, Environment and Society; has always enthusiastically responded to Policy reforms at every level as well as sought to meet the standards of quality higher education.

Goals to be achieved by 2021: The Institute strives to enter into more MOUs in order to benefit students' holistic development.

- To process for Green Audit

- To acquire ISO 21001 Certificate

- To speed up Computer Lab construction

- To encourage faculty members to get engaged into Research Activities

- To improve towards provision of SportsServices apart from Education.

- To increase programmes and activities of Skill Development, Innovation and Incubation

- To lay greater emphasis on experiential, holistic, integrated, inquiry-driven, discovery-oriented, learner centered, discussion-based, and flexible instruction leading to Outcome-based Higher Education.

- To provide extra coaching to slow learners

To encourage faculty members to develop MOOCs and e content development