Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GUJARAT COMMERCE COLLEGE, ELLISBRIDGE, AHMEDABAD**
Name of the head of the Institution	**Usha Shankar Raman**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**079-26430546**
Mobile no.	**9898721245**
Registered Email	**gujarat.college@yahoo.com**
Alternate Email	**ushshankars11@gmail.com**
Address	**Ellisbridge Ahmedabad**

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

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**R K Shah**
Phone no/Alternate Phone no.	**07926430546**
Mobile no.	**7574827504**
Registered Email	**rkshahsir@gmail.com**
Alternate Email	**gcciqac2019@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.gccabd.co.in/student/aqar/AQAR%202018-19.pdf**

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

the year	
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gccabd.co.in/student/academic/Academic%20Calendar%20Final%202019-20.pdf

5. Accrediation Details

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

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Finishing School Batch Two	05-Sep-2020 40	39
Finishing School Batch one	05-Sep-2019 40	43
Republic Day Parade Training	01-Jan-2020 40	3
Self Defense Training	27-Jan-2020 5	52
Lecture on Common Health Hazard	06-Jul-2019 1	178
Assistant Beauty Therapist	02-Jan-2019 90	22

How to Clean UPSC- Civil Services Examination in First Attempt	06-Jan-2020 1	200
Talk on GST- Registration and Return Filing	28-Dec-2019 1	193
Consumer Protection Awareness	26-Jul-2019 1	169
Conventional Education and Distance Education - parallel Learning	29-Jun-2019 1	222

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
CHE, Government of Gujarat	security	KCG	2019 365	1565000
CHE, Government of Gujarat	cleaning and maintenance	KCG	2019 365	1275000
CHE, Government of Gujarat	Finishing School	KCG	2019 365	425000
CHE, Government of Gujarat	Saptdhara	KCG	2019 365	34000
CHE, Government of Gujarat	Udisha Placement	KCG	2019 365	90000
CHE, Government of Gujarat	WIFI	KCG	2019 365	225000

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

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

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

IQAC contributes to maintain the quality standards in teaching, learning and evaluation. it takes care of the educational needs and advance learning process of the students.

IQAC encourages co curricular and extra curricular activities in the college throughout the year.

To enhance the various skills like communication skill and employability skill the IQAC of the college conducts Finishing School with two batches, UDISHA placement.

To serve the nation IQAC of the college encourages the students to join NCC and NSS unit and also inspires to join Indian Army. Due to that many students of the college are selected to serve the

nation in Indian Army.

Throughout the year IQAC boosts the students for holistic development. under CWDC the girls of the college are being trained for self defense. under the project Samvadam IQAC invites various experts to deliver lectures on vivid topics. Assistant Beauty therapist certificate course is held under RUSA for 120 hours.

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

Plan of Action	Achivements/Outcomes
to maintain quality standards in teaching, learning and evaluation together with use of ICT	Throughout the year IQAC took care of the quality standards should maintain in teaching , learning and evaluation pocess with the use of ICT and other educational needs.
To organize induction / orientation programme for freshers	Induction / orientation programmes for B.Com and M.Com students were organized and conveyed vision and Mission of the college to them through documentary and standy flex
To motivate the faculty for Research & publication	Faculties were encouraged to take up research initiative and published their articles in various research journals
To attend OP, RC, FDP, Short Term Courses workshops / seminars on different topics	OP/ RC/FDP/Workshops / seminars / special lectures were attended on different topics
To organize co curricular and extra curricular activities to meet social responsibilities and holistic development of the students	Different extension activities are organized by NSS and NCC units of the college
To organize environment and social issues programmes	Tree plantation, AIDS awareness programme and cancer hospital visits, vidhya daan to slum area children were, universal brotherhood day celebration etc done throughout the year
To strengthen Placement activities in various private organizations and different government organizations	various private Companies were invited for on campus and off campus interviews and students were placed. There are many

	students who got jobs in various government organizations like Army, Navy, Gujarat Police, Mamlatdar etc.
To organize gender sensitive programmes	celebrated Women Empowerment month &CWDC of the college celebrated Women's Day and organized a lecture and self defense training programme for the girls
To organize Veeranjali of Shahid Veer Vinod Kinariwala	College celebrated the death anniversary of Sahid Veer Vinod Kinariwala on August 10 of every year. This year it was celebrated in presence of many special guests and college staff members
Mentoring / counseling of students - to increase the confidence level of the students and to understand the problems of the students	Mentoring / counseling of students is carried out

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	29-Aug-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	As being the Government Commerce College, Gujarat Commerce College follows the practice of open participative management. The institute always emphasizes upon the equal opportunity of participation for all in the decision making process, the college administrative and academic setup is arranged in way that invites voluntary participative management. As a Government College the institute adheres to the rules and regulations introduced by government of Gujarat, Department of Education and UGC for both academic and administrative executions. The significant initiatives are, • The recommendations and suggestions regarding lectures, exams, assignments and any significant activity are always welcomed from the heads of various departments. • The Head of the institute always inspires the Saptadhara events with various workshops and competitions under the banner of each of the seven Dharas. • The quality as well as innovative teaching methodologies along with multiple activities are being appreciated and acknowledged by the Principal. • The college follows the practice of preparing the financial budget at the beginning of every year. It is being prepared by the administrative head in consultation of departmental heads and after the approval of the Principal it is being forwarded to the concerned committees. • A separate examination department looks after the periodical examinations throughout the year. The Exam department conducts exams with the help of teachers, administrative staff and office employees. To maintain the participative arrangements in the decisionmaking process regular meetings are being conducted. • Keeping the freedom of the departmental decisionmaking process each department has to report to the principal after taking their suitable decision regarding the development of the academic activities. The process has been kept decentralized and therefore fruitful outcomes would be recorded. In the regular schedule the principal takes the review of the functioning of the college through various committees such as Executive Council and Working Committee meeting. The important guidance as well as directives is being issued with the help of such meetings only. It is the top management which undertakes the periodical reviews. It is the management only which approves the budget prior to the commencement of the academic year. The major emphasis is given to the regular lectures, timely completion of the

syllabus, guidance for the better output in the examination and sharing the fruitful teaching learning environ. The college achieves it by regular departmental meetings along with staff members in the presence of the principal. To inculcate the versatile ability of the students extracurricular activities such as sports, NSS, NCC are encourage in the institute. In this way the institute tries to inculcate multifaceted abilities of the students along with the aim of achieving the academic excellence through soft skills and personality development activities. The college calendar is formulated keeping the regular feedbacks from students and faculties at regular interventions. The institute aims at achieving the best possible academic outcome within the given limitations.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college plans and executes its curricular, co-curricular and extracurricular activities to implement the vision and mission into reality. CurriculumPlanning and Implementation: As the institute is affiliated to Gujarat University, it follows course, curriculum and academic calendar designed by the academic council of Gujarat University, Ahmedabad. The University has designed CBCS, the new subjects and syllabi are introduced as core, elective, foundation and soft skills from the year 2011-12 onwards. Keeping in view, the needs of trade, commerce, business and industry, the University offers the Foundation Courses and Soft Skills Papers.Keeping in view of University's academic calendar, curriculum, guideline and objectives, the institute prepares and implements action plan as under: General Timetable is prepared in the beginning of the academic year and the staff is responsible for completing the syllabi within the stipulated time.   The HODs ensures that the action plan is carried out through periodic meetings and continuous monitoring. Department wise teaching modules are prepared and followed.   Faculty members plan in advance about the time table to groom the students.   Staff members make use of innovative teaching methods and make ample use of ICT apart from the traditional teaching methods.   The Principal supervises proper enforcement of the action plan and gives suggestions when required. Need based extra classes are also conducted whenever required. The institute frames Star Batch of top scorers to boost their learning and Slow Learners Batch of weaker students to help them learn every year and related lectures are conducted for them.   For smooth functioning class counselors

for each class are appointed to mentor the students and to meet the academic requirements. Efforts are made to hone different skills in students through student-centric practices like:Assignments, Seminars and Presentations, Group Discussion, Debate, Role Playing, Subjectwise Quiz Programmes, Extempore, Industrial Visits, Department Activities, Class Tests, Case Studies/ Projects. Curriculum Enrichment: The Departments held discussions from time to time on syllabi and recommend suggestions to IQAC , the IQAC further forwards the suggestions to member of Board of Studies of Gujarat University. At the end of the semester curriculum feedback from stake holders- students, faculty members and Parents, Alumni and employers are received, reviewed and forwarded with necessary suggestions for amendments to the University. The institute being a Government college has a mechanism of tendering Confidential Report by employees wherein faculty members review their deliverance, curriculum, action plan, implementation- strong points and weak points and fearlessly impart suggestions. The Head of the Institute evaluates and grades the Confidential Reports submitted by faculty members that are forwarded then to the Commissioner, Higher Education, Education Department, Government of Gujarat. The following faculty members have been part of Board of studies of Gujarat University: Sr. no. Name of the faculty Designation Subject 1. Dr. J. R. Jadav Member Board of Studies at Gujarat University Commerce & Accountancy

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Finishing School (daily 2 hours)	no	05/09/2019	40	Yes Employability	Life skills, employability skills, English speaking skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	na	15/06/2019

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce	15/06/2011

| MCom | Commerce | 12/06/2014 |

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

	Certificate	Diploma Course
Number of Students	101	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally Accounting (FC)	01/04/2019	1064
National Saving Scheme (NSS) (SS)	01/04/2019	1064
Environmental studies (FC)	15/06/2011	1070
Sports (SS)	15/06/2011	1070
General Insurance (FC)	15/06/2012	846
NSS (SS)	12/06/2019	848
WTO (FC)	15/06/2012	852
National Saving Scheme (NSS) (SS)	12/06/2019	852
Rural Marketing (FC)	15/06/2013	825
Market Research (SS)	15/06/2013	825

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1.3.2 – Field Projects / Internships under taken during the year

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

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	COMMERCE	125	125	120
BCom	COMMERCE	1125	1125	1064

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2739	204	19	Nill	12

2.3 – Teaching - Learning Process

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

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

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The institute has adopted an effective student mentoring system. There are class counsellors for each classroom. They mentor students in the process of learning. They provide direct support to the students who have difficulties and gives relevant inputs to subject teachers to help the subject teachers be more effective in handling these students. The Mentors are provided access to the profile of the students and also to their contact details. Generally, the Mentors provide encouragement, motivation and counselling support. The institute has faculty in-charge for each and every activity also. Besides this, The institute conducts induction program for 1st year students on the following topics : - Introduction of the institute, departments and subjects offered by the institute - Examination pattern - Ratio of internal-external marks - Various parameters for evaluation -Importance of the activities like project work, assignments, presentations, attendance etc. - Various co-curricular and extra-curricular activities conduct by the institute faculties - Career Opportunities by providing information and guidance regarding the entry-level exams and schedule for exams like NET /SLET /GSET /GMAT /GRE /IELTS /CMAT /TOEFEL /UPSC/GPSC/Entrance test for Banks/Railways/Post and other government sectors to the students. All Mentors have direct access to the Principal. Mentors are authorized to report any challenge immediately and seek resources required. Mentors also maintain record about student progression. The significance of the role played by these Mentors, going way beyond what is their routine job as teachers, cannot be overstated.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2943	19	1:155

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	19	7	1	12

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

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

View File

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
MCom	MC–EE	4	24/04/2020	19/10/2020
MCom	MC–EE	3	23/10/2019	02/12/2019
MCom	MC–EE	2	24/04/2020	06/08/2020
MCom	MC–EE	1	23/10/2019	30/12/2019
BCom	NA	6	24/04/2020	20/10/2020
BCom	NA	5	23/10/2019	26/11/2019
BCom	NA	4	24/04/2020	07/08/2020
BCom	NA	3	23/10/2019	27/11/2019
BCom	NA	2	24/04/2020	06/08/2020
BCom	NA	1	23/10/2019	30/12/2019

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

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

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

Due to affiliation to Gujarat University the institute adheres to the University Academic Calendar which is conglomerated in institutional academic planner. The teaching – learning – evaluation schedule is planned for the entire academic year to ensure that prescribed syllabi are covered along with the orchestration of co-curricular and extracurricular activities. The faculty members meet in all departments to estimate total number of lectures required for completion of syllabi within given working days. The topics prescribed in the syllabus are allotted to the members of the department on rotational basis and an academic calendar for the semester is prepared in consultation with the Principal. End Semester Internal Tests are conducted as per the University directive. Retest is scheduled for the students who have failed to appear in the Internal Tests due to unfeigned reasons by paying nominal fees. The students excelling in Sports, Cultural Activities, NSS, NCC and others are also permitted for reappearing in Retest without paying fees. The Institute Continuously evaluates students through weekly tests/surprise tests, Assignments/Presentations, Case studies, Role playing, Attendance and Periodic/Internal/End Semester Exams. The marks obtained by students in these contribute to the total of their obtained internal marks. Result Analyses are done by concerned faculty members and thoroughly discussed in the class rooms. Need based Remedial lectures are conducted for Slow Learners (Slow Learners

Batch) and Scorers (Star Batch). The institute keenly monitors students' attendance and performance in all activities. In case of extreme lacking, poor attendance or indisciplinary matters their guardians are informed and meetings are held in the interest of students. University conducts end semester external exams. The external exam weightage per subject is 70. Students are communicated of university exam timetables through displayed on all relevant places. University conducts supplementary exam for the students who fail to attain passing marks. Odd semester exams are also held for the final year students who have appeared and failed in anyone of the semester papers blocking completion of his/her degree. Students are communicated of university exam timetables through displayed on all relevant places. Some of the faculty members are appointed as the member of board of studies where they make suggestions on reforms during the Board of Studies' meetings from time to time to be taken actions on by the chairman of the Board of Studies'.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BCom	COMMERCE	887	776	87.49
MC-EE	MCom	COMMERCE	80	77	96.25

View File

2.7 – Student Satisfaction Survey

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

https://www.gccabd.co.in/student/other/sss%20report%202019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the	Total grant	Amount received

		funding agency	sanctioned	during the year
Any Other (Specify)	0	0	0	0
InternationalProjects	0	0	0	0
Students Research Projects (Other than compulsory by the University)	0	0	0	0
Projects sponsored by the University	0	0	0	0
Industry sponsored Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Minor Projects	00	0	0	0
Major Projects	0	0	0	0

View File

3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nill	0

View File

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

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

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce (2 faculty members of the department awarded)	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Statistics	1	0
International	Statistics	4	0.7

View File

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

Department	Number of Publication
Accountancy	Nill
Commerce	Nill
Statistics	Nill
English	Nill
Economics	Nill

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
						self citation
The construction of efficient minimal balanced crossover designs using MATLAB	Gondaliya, J.	International Journal of Agricultural and Statistical Sciences	2019	1		Statistics, Gujarat Commerce college, Ellisbridge, Ahmedabad, Gujarat, India	Nill
Optimal and/or efficient two treatment crossover designs for five carryover models	Gondaliya, J. Divecha, J	International Journal of Biostatistics	Nill	2		Statistics, Gujarat Commerce college, Ellisbridge, Ahmedabad, Gujarat, India	1
Estimation of Treatment and Carryover Effects in Optimal Cross-Over Designs for Clinical Trials	Divecha, J. Gondaliya, J.	Statistics in Biopharmaceutical Research	Nill	2		Department of Statistics, Sardar Patel University Vallabh Vidyanagar,	1
Construction of minimal balanced cross over designs having good efficiency of separability	Divecha, J. Gondaliya, J.	Electronic Journal of Statistics	Nill	2		Department of Statistics, Sardar Patel University Vallabh Vidyanagar, Gujarat-388120, India	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Estimation of Treatment and Carryover Effects in Optimal	Divecha, J.	Statistics in Biopharmaceutical Research	Nill	1	2	Department of Statistics, Sardar Patel University

Cross-Over Designs for Clinical Trials	Gondaliya, J.					Vallabh Vidyanagar, Gujarat-388120, India

View File

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

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

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Integration Camp	NCC	Nill	2
Army Attachment Camp	NCC	Nill	3
National Trekking Camp	Govt. of India	Nill	1
National Trekking Camp	NCC	Nill	2
LRNE	26 Gujarat BN NCC Surendranagar	Nill	1
N.S.S. Orientation – 10/07/2019	NSS Unit – Gujarat Commerce College, Ahmedabad	18	158

Vidya Project – July 2019	NSS Unit – Gujarat Commerce College, Ahmedabad	1	86
Suraksha Bandhan – 14/08/19	NSS Unit – Gujarat Commerce College, Ahmedabad	Nill	22
Marathon – 23/11/2019	NSS Unit – Gujarat Commerce College, Ahmedabad	Nill	76

View File

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

View File

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
National Service Scheme	Gujarat University and NSS Unit Gujarat Commerce College, Ahmedabd	Workshop on swachchata abhiyan	1	20

View File

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
faculty exchange	0	00	0
student exchange	0	0	0
research exchange	0	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Placement fair by Gujarat Government	Mega Placement Camp 2020	Gujarat Govt list of Companies attached	06/02/2020	07/02/2020	92

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
SPIPA	27/11/2019	Classes Conducted for UPSC examination	161

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing

Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

View File

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7858	1237743	108	19085	7966	1256828
Journals	13	11320	23	18065	36	29385
CD & Video	112	10229	Nill	Nill	112	10229
e-Books	Nill	Nill	764300	Nill	764300	Nill
Weeding (hard & soft)	585	805979	15	4974	600	810953
Reference Books	6446	2681017	178	76342	6624	2757359

View File

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Jayendra sinh Jadav	Key Factors and Cost Indifference Point	Swayam Prabha	07/01/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	https://www.gccabd.co.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0	5.91	5.91

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

The institutional approach is to make all physical and academic facilities easily accessible to its stakeholders. The institution also keeps updating its physical and academic facilities as and when required. In each academic year, students are provided basic information about institutional facilities for them through an orientation programme. They learn about utilization of Partially Automated library, TALLY Lab, playground, seminar hall and auditoriums. The entire campus has Wi-Fi facility. We have a fees collection software, and employee salary software. The institutional website is interactive where students can lodge their different study related queries and register feedback. All students related important notices, Academic Time Table, Assignments, Internal and University Exams related updates, Individual results and attendance, news related to institutional cultural academic activities are posted regularly on updated Institutional website and Institutional App along with the Notice boards. The institute also reaches its current students as

well as Alumni through posts time and again on its Facebook page and its Twitter handle. Institutional physical facilities including Classrooms are made available for the students admitted in the college. Administrative staff looks after of the maintenance of the premises. The classrooms, boards and furniture facilities are utilized regularly by the students, different competitive exams and other programmes, if not in use for academic purpose for the said period. The maintenance and the cleaning of the classrooms are done with the efforts of the support staff. The institute has adequate number of computers with internet connections. All the stakeholders have equal opportunity to use them as per the rules and the policies of the institution. DELL is connected in LAN and it is open for the students during college hours. The administration wing's computers are connected through the LAN to make work easier and systematic as they are updated with the software. Their use is restricted to the appointed administrative staff. The admission process is online. The fees are collected online. The institutional library has LAN facility and computers are loaded with library software SOUL 2.0 version. All departments and the faculty members are provided with computers with internet in their chambers. All IT facilities are maintained properly by a technical assistant. Academic and Support Facilities Access to library is allowed at the cost of the deposits as caution money. A provision of the budget for the library maintenance is made by the Library Advisory Committee. The activities like fumigation and keeping library clean is done frequently by library staff. The department of sports is meritorious and the credit definitely goes to the adequate infrastructure of this department. The department of sports consists of an Indoor Games Room, a Yoga Centre and a huge Play Ground. For maintaining and utilizing physical, academic and support facilities, different committees are established, which help in the overall development of the staff members and the students. IQAC monitors and manages the activities of all these committees.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Post Matric Scholarship and Mukhyamantri Yuva	1174	1062500

	Swavalamban Yojana		
b)International	Nill	Nill	Nill

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Guidance for competitive examinations	12/06/2019	80	Amulyam
CareerCounselling	12/06/2019	445	UDISHA Project run by College
Soft skill development	12/06/2019	79	KCG (Finishing School)
Yoga and Meditation	12/06/2019	1920	Gujarat Commerce College
Bridge courses	12/06/2019	1	Gujarat Commerce College

View File

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Amulyum Project	80	445	Nill	36

View File

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Arham Careers, Numero Uno Placement Co., Rao HR Consultancy, Job Station	206	Nill	MelogicEdutechPvt. Ltd., Paldi, KARNATAKA BANK, Cinepolis Ahmedabad., 5paise.com, NIIT-IFBI, GU job fair- 34 companies	239	36

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	25	B.Com.	Accountancy Basic Statistics	S.D.School of Commerce	M.Com.
2019	6	B.Com.	Accountancy & Basic Statistics	Daulatbhai Trivedi Law College	LLB
2019	1	B.Com.	Accountancy & Basic Statistics	Saurashtra University	M.Com.
2019	1	B.Com.	Accountancy & Basic Statistics	Aadarsh MSW College	MSW
2019	9	B.Com.	Accountancy & Basic Statistics	Sir L.A.Shah Law College	LLB
2019	1	B.Com.	Accountancy & Basic Statistics	GTU	MBA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
SLET	2

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

Activity	Level	Number of Participants
Cultural - Fine Arts and sports	institution	908
Cultural -Fine Arts	Youth Festival	12
Cultural - Fine Arts	GLS Vishleshan	16

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	14th ASC Asian Shooting Championship	International	1	Nill	274	Gohil Mitesh Manilal

[View File](#)

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

The institute is responsible for the holistic development of the students. All the activities arranged in the institution are for the student centric only. For the finest implementation and execution, the Student Representative Council is formed every year on the basis of academic performance only. The committee includes: • SRC Chairperson (Faculty Member) • General Secretary • Ladies' Representative • Debate Secretary • Cultural General Secretary • Gymkhana Secretary • Class

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

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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

taken into consideration very promptly. The objective of this alumni association is to get-together intermittently and provides a platform to present students to interact with the successful alumni in a cordial and friendly atmosphere. Those can helps to develop strong network resulting in career openings for the current students. It also provides the platform to the students to create a rapport with the alumni on social networking like Facebook, Twitter, Linked-In sites. The following activities are undertaken by Alumni. • An Alumni Meet is organised by the institute to remain actively connected with the alumni members. • The alumni contribute to college through their valuable suggestions for well-organized parking, to arrange for career guidance activity, to have identical uniform for students and to organize co-curriculum activity were given by the active members of the alumni association. • Looking forward in a positive direction the HEI has tried its level best to implement these suggestions that can help to create such students who become self-reliant after their education. • Institute felicitates all those members who have secured prominent positions in various fields. • Members support and help in managing the college activities like youth festival, fashion show, theatre activity, literary activities, college cultural festival etc. • Institute uses network of alumni to conduct industrial visits, guest lectures, Blood Donation camp etc. • Alumni members are also invited to participate in different college events and celebrations. • To encourage and inspire the Alumni to contribute in development of the college generously and be helpful in the placement of students.

5.4.2 – No. of enrolled Alumni:

3201

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

As being the Government Commerce College, Gujarat Commerce College follows the practice of open participative management. The institute always emphasizes upon the equal opportunity of participation for all in the decision making process, the college administrative and academic setup is arranged in way that invites voluntary participative management. As a Government College the institute adheres to the rules and regulations introduced by government of Gujarat, Department

of Education and UGC for both academic and administrative executions. The significant initiatives are, • The recommendations and suggestions regarding lectures, exams, assignments and any significant activity are always welcomed from the heads of various departments. • The Head of the institute always inspires the Saptadhara events with various workshops and competitions under the banner of each of the seven Dharas. • The quality as well as innovative teaching methodologies along with multiple activities are being appreciated and acknowledged by the Principal. • The college follows the practice of preparing the financial budget at the beginning of every year. It is being prepared by the administrative head in consultation of departmental heads and after the approval of the Principal it is being forwarded to the concerned committees. • A separate examination department looks after the periodical examinations throughout the year. The Exam department conducts exams with the help of teachers, administrative staff and office employees. To maintain the participative arrangements in the decision-making process regular meetings are being conducted. • Keeping the freedom of the departmental decision-making process each department has to report to the principal after taking their suitable decision regarding the development of the academic activities. The process has been kept decentralized and therefore fruitful outcomes would be recorded. In the regular schedule the principal takes the review of the functioning of the college through various committees such as Executive Council and Working Committee meeting. The important guidance as well as directives is being issued with the help of such meetings only. It is the top management which undertakes the periodical reviews. It is the management only which approves the budget prior to the commencement of the academic year. The major emphasis is given to the regular lectures, timely completion of the syllabus, guidance for the better output in the examination and sharing the fruitful teaching learning environ. The college achieves it by regular departmental meetings along with staff members in the presence of the principal. To inculcate the versatile ability of the students extracurricular activities such as sports, NSS, NCC are encourage in the institute. In this way the institute tries to inculcate multifaceted abilities of the students along with the aim of achieving the academic excellence through soft skills and personality development activities. The college calendar is formulated keeping the regular feedbacks from students and faculties at regular interventions. The institute aims at achieving the best possible academic outcome within the given limitations.

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

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Curriculum Development	The Institution implements the Choice Based Credit Scheme (CBCS) of academic curriculum. The objective of quality strategies is to ensure timely and well-planned implementation of the curriculum and to enhance its utility and value. The quality improvement strategies further focus on making the curriculum more applied, innovation oriented and synchronous to the developments in field of Commerce, Management and Economics. With this view, academic departments offer those Generic Electives, Ability Enhancement Credit Courses and Skill Enhancement Credit Courses that are suited towards enriching the knowledge of the students and increasing their employability. Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement time to time.
Teaching and Learning	At GCC, the focus is on transforming and subliming teaching process to be more engaging, goal oriented and keeping the faculty updated with the latest developments in pedagogy and teaching methodologies. Apart from class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organized for making learning more effective as per requirement. To enhance the knowledge of the students, various academic personalities are invited to deliver lectures under SAMVADAM. Faculty members offer personal mentoring and guidance to students. The College promotes extra-curricular involvement amongst students by providing them the freedom to choose from a wide range of student societies. The balance between the curricular and extra-curricular activities facilitates a holistic learning process that equilibrates between theory, application and real-world skills such as time and team management.
Examination and Evaluation	30 of the marks are evaluated by the college as Internal assessment based on attendance, test and assignment rest 70 is evaluated by the university though theory examination. The IQAC and the examination committee focus on maintaining a proper assessment framework which is able to precisely evaluate the knowledge and understanding of the student while achieving the desired goals of interaction, learning and transparency.
Research and Development	IQAC of college insists all faculty member for quality research. The faculty is very much aware and actively involved in the research work. The institute promotes faculty members for research by organizing and research activities. Many faculty members are writing research papers and attending Seminars, workshops, conferences, OP, RC and STC.
Library, ICT and Physical	- Library is regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines, newspapers, e-Journals E-books. It is linked

Infrastructure / Instrumentation	with INFLIBNET and a user can access several E-books and E journals with this facility.
Human Resource Management	The intention of the institution is to maximize the potential of individual in their respective fields to the benefit of self and society. All recruitments are done by the Department of Education, government of Gujarat. The aim of the human resource management in the College focuses on appealing, exercise, evolving, inspiring and retentive the human resources. Government choses such eligible candidates (teaching and non-teaching) to perform duties in education department.
Industry Interaction / Collaboration	The institute focuses on strengthening industry interaction and collaborations and building long-term mutually beneficial ties for the collaborating institutions. The college has MOU with SPIPA to coach the students for UPSC exams. Many job fairs are organized by the institute in collaboration with various industries. All the faculty members and the students are inspired to attend various seminars and conferences for active participation in corporate world.
Admission of Students	The university focuses here is on making the admission process smooth, informative, transparent and convenient. The university is having online central process of admission. The allotted students to the college are asked for document verification at college. The college follows rules regulations of affiliating university for admissions. Admissions are done purely on merit basis and according to reservation policy of the state govt. Admission related queries are also answered through help desk, phone calls and emails.

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

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	None	NA	NA	Nill

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	None	NA	15/06/2019	14/06/2020	Nill	Nill

View File

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course(Mathematics and Statistics)	2	22/07/2019	03/08/2019	13
RC- Commerce Management	3	10/06/2019	23/06/2019	13
FDP	5	05/08/2019	11/08/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

13	18	12	12

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

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

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

View File

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

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

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

We have Parent-Teacher Association and Parents are encouraged for decision making and giving advice and suggestions for college betterment. 1) Parents teachers Meet 2) Inviting feedbacks and suggestions for curricular and extra-Curricular activities (oral and written) 3) Inviting to attend annual price distribution function to promote their children

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

1) Training program for using digital devices 2) Promoting for research by inviting articles and research papers in GCC- IJMR 3) encourage to participate in various FDPs and other research programmes

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

1) Increased use of ICT reduced use of papers 2) enriching library and access of books and promoted research culture among faculty and students 3) organizing soft skill enhancing programs under finishing school, English club and Movie club 4) employability skills programmes under UDISHA and AMULYAM 5)Advancing Social responsibility through NCC and NSS and PRADANAM 6) to

inculcate human and professional values and ethics the lecture series is going on under SAMVADAM project

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	English Club	21/06/2019	20/07/2019	20/07/2019	39
Nill	English Club	21/06/2019	04/08/2019	04/08/2019	62
Nill	English Club	21/06/2019	18/08/2019	18/08/2019	10
Nill	English Club	21/06/2019	01/12/2019	01/12/2019	12
Nill	Amulyam	21/06/2019	18/07/2019	30/09/2019	80
Nill	MOU with SPIPA	21/06/2019	01/09/2019	01/10/2020	160
Nill	On the spot painting workshop Competition	21/06/2019	17/07/2019	22/07/2019	29
Nill	ClayModelling workshop Competition	21/06/2019	29/07/2019	31/07/2019	24
Nill	Rangoli workshop Competition	21/06/2019	05/08/2019	08/08/2019	12
Nill	Collage workshop Competition	21/06/2019	08/07/2019	11/07/2019	18

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Assistant Beauty Therapist	02/01/2019	07/08/2019	22	Nill
Lecture on Comman Health Hazards	06/07/2019	06/07/2019	108	70
Self Defence Training	27/01/2020	01/02/2020	52	Nill
Republic Day Parade	01/01/2020	29/01/2020	1	2

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

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

1. Utilisation of Renewable Energy: The annual requirement of the energy approximately 30 to 40 is met by solar energy generated at the institutional level. More over less power is consumed due to the use of LED lights and power saving equipments used at the college. Our institution believe in " Save Energy Save Enviroment" and for that various awareness programmes and Rallies are conducted to make students understand the value of natural resources. 2. Environment Awarness Programmes : Swachchta Abhiyan Workshop : Cleanliness movement is the very good initiative of Government of India. Gujarat University , N.S.S. department had organized ''Swachchta Abhiyan Workshop" on 13-02-2020. Program officer Dr. Vandana G.Trivedi along with 20 Volunteer participated in the workshop. Drama and songs were presented there. Very Inspirational lecture was given by Shree Natubhai Varma – coordinator of NSS department of Gujarat University. Forest Camp : Forest Camp was organized by Gujarat University N.S.S. department . N.S.S. Unit of the college has sent two students this year to participant in the camp. Sodha Mehul of Sem. 3 and Darji Ketul of sem. 3 has participated in this camp. The students got a chance observe the life of a forest very nearly. They also felt the hardship of forest. Tree Plantation: As a part of "grow more trees" Tree plantation program organized on 07 /09/2019. All students as well as Staff of the College has actively participated in this program for the awareness and importance of Tree in society as well as in life. Solid waste Management: Different coloured dustbins are placed at different places with markings and instructions in the premises and on the campus. We are continuously appealing our students to throw solid waste as per its recyclability. This institute gets regularly facilitated by the Ahmedabad Muncipal Corporation (AMC) in waste collection, waste management and composts it. Green Practices: We upload all types of institutional announcements, notices, rollcalls, time tables, assignments, exam schedules, results and other important information on college website. This institute communicates many other routine information through an Android App called ' Eduapp' as well as through bulk SMS services. • Save water Campaign: 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. The institute organizes such theme based programmes like Painting Competition, Poster Making Competition, Slogan Making competition,

Elocution Competition, Essay Writing Competition, Rallies, Slum visits. • Rain water Harvesting : This institute though being government college, has initiated to have an under water tank to store rain water to meet its requirements throughout the year. Planning, construction and maintenance of all civil works in the institute are done by the Road and Building department of Gujarat.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	102
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	10/08/2019	01	Tribute to Veer Vinod Kinariwala	Patriotism	128
2019	Nill	1	03/03/2019	01	Visit to Nagari Hospital	Give back to society	20
2019	Nill	1	03/01/2019	01	Voting Awarness Campaign	Civil Duty	200
2019	Nill	1	14/08/2019	01	Suraksha Bandhan	Thanks giving	45

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

Title	Date of publication	Follow up(max 100 words)
Campus Code Of Conduct	20/06/2019	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Students Code Of Conduct	20/06/2019	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Principal Code Of Conduct	20/06/2019	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Teachers Code of Conduct	20/06/2019	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.
Administrative Staff Code Of Conduct	20/06/2019	Gujarat Commerce College has its own code of conduct for the Principal, students, Faculties, Administrative Staff and Campus. The code of conduct is displayed on college website, on notice board in the premises and on admission forms. Stakeholders' commitment to integrity, excellence, fairness, equity, moral values and strengths of character is reviews from time to time by the Principal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Basic Mountaineering Camp- Junagadh	17/01/2020	26/01/2020	2
Cathlon Marathon	23/11/2019	23/11/2019	76
Marine Camp	24/12/2019	27/12/2019	2
Ek Bharat Shreshth Bharat Camp	01/08/2019	12/08/2019	2
Army Attachment Camp	09/07/2019	23/07/2019	4
LRNE 2020	22/01/2020	25/01/2020	1
Shivaji Trail Trek	28/11/2019	05/12/2019	1

[View File](#)

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

Collection of Green and Dry waste separately Moving towards paperless office Closely monitoring Carbon Footprints Regular Tree Plantation drives on campus and nurturing Marching towards self reliance in power generation through Solar Panels and consumption Environment Awarness Rallies and Save Environment Campaigh – Different Competitions Save Petrol Day observation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1 Title of the practice: - E – Office for accuracy and precision Goal: The goal of the practice is to bring easiness and preciseness in the administrative work. It is also needed to maintain accuracy, decency and accountability of the office work. To increase accessibility, it is required that these be more transparent and effective office record. For paperless office work and to save the environment, e – office is an eco-friendly practice. Context: Office work is very tremendous work. It is very difficult to generate record and to maintain it for long time. Moreover, many times different types of the records are required and these records are needed to be maintained at different levels. It creates redundancy in the work. So, the office work is laborious and time consuming. One cannot expect complete accuracy in the office work as it may create number of human errors. It is also very difficult to maintain physical data in the form of papers and files and after certain period of time it has to be discarded. In that case retrieval of information becomes impossible. Even to retrieve records manually after some time period is also quite difficult and waste of time. To overcome all these limitations of the office work and

to make it more systematic and organized we have opted e- office. Practice: For E-office purpose, college uses fees collection software. It uses office-task oriented useful tools. The complete automation of the student record is possible by the use of this software. It has proved to be highly useful in the admission and enrolment process of the students. With the use of this software it has become easy to register the addresses, E mail ID and contact numbers of the students. This software has made the process of classification simple and we can easily make the classification of the recorded data i.e. preparing students' data caste wise, category wise, medium wise, gender wise and subject wise. We also use this software for preparing I-card of students. There is automation of complete admission process and fee-structure too. Due to this software it has been very easy to maintain fees register which provide information of the pending fees in shortest possible time. With the help of this software admission process can be executed smoothly. The special feature of this software is that the source data is created in a very accurate manner. Once it is created, the same data can be shared to the library, to exam section for internal marks calculation and also for scholarship purposes. Thus, it leads to the sharing of the resources and avoid redundancy of the work. At the same time this data is systematic and has scope for multiple accessibility. It can be accessed from different points. The important notices and information are communicated to each student by SMS. It saves lot of time and efforts of the office staff. Moreover, one can easily retrieve the information even after a long time. Evidences of Success: 1. It has saved lot of paper work and unnecessary repeated work. 2. Office is equipped with updated, systematic data which can be accessed and retrieved any time. 3. It has minimized number of human errors in administrative as well as academic work and made it well organized. Problems Encountered: Installation and maintenance of the software is an expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source data. Various certificates like, Bonafide Certificate, Transfer Certificate, Attempt Certificate, etc., are needed to be included in this software and even they need to be made online. Best Practice – 2 Title of the practice: Empowering Women - A key to Unfold Strength Goal: To create awareness of the women's rights. To empower women through education and strengthen them with social values and ethical sphere of life. To make them aware with the guidelines of the Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behaviour within the institution and the society. To promote a culture of respect and equality for women. To ensure awareness about the health and hygiene amongst girls specially who come from rural areas. Context: The institution has coeducation system and around 35 are girl students. Majority of them hail from rural background. Inequality and women harassment is a social stigma. So, it is required to take keen interest to protect them for their health and to make them aware of their rights. The institution needs to organise different value-added programmes. The place of women in Indian society is vulnerable. Every day on social media it seems, we are hearing about women being victimized. When you think about self-defence, you rarely ever think of a woman defending herself.

The truth is we don't think about attacks enough, because we want to believe that people are inherently good and wouldn't hurt us. So, in order to empower and strengthen women they should be counselled in case of living life as social, educational, economical, physical and psychological. Practice: Under the aegis of Collegiate Women Development Cell, the institution frames a committee in which one representative from female students is incorporated. Different programmes are organised by the institution to increase gender equality. This year also college organized informative and inspirational talk on "common health hazards among college students: Its prevention and management" on 6th July, 2019 from 10:00 a.m. to 12:00 p.m. An invited talk on women empowerment was organised on 9th January 2020. Women need no empowerment as they are already empowered, they only need to realize it. What matters in a woman is her self-confidence, and this self-confidence (aatma-vishwas) is boosted by practicing Celibacy. Celibacy is a great tool in the hands of a person, with the help of which, a person can achieve great heights. Talk on "Divya Shishu Ratna" was organised on 18th January 2020. College organized one-week Self Defence training programme from 27th January, 2020 to 31st January, 2020. Total 52 girls participated in this training programme. A lecture on "Awareness of Legal Rights for Women" was also organised by the college on 7th March 2020. The institution has installed pad vending machine as well as pad Disposal machine to maintain the hygiene of girl students. Even the institution encourages girls to participate in NCC. Evidences of Success: The institution has evidence of photographs of participation as well as attendance sheet signed by the students. Self Defence training-built self-confidence, developed self-discipline, improved street awareness, developed a warrior spirit as well as helped to develop a fighter's reflex. The institution has identified major changes in the attitude of girl students on various parameters. Overcome of shyness – search a better world, more participation in class wise seminars and extra –curricular activities, Positive attitude, free interaction with teachers and other students can be observed among girl students. Problems Encountered: Though the organizers and girl participants are keen to invite professional and expert trainees and speakers from outside, the cell is unable to host programmes due to lack of financial resources. The percentage of the girl students to participate in self-defence training was only about 5 of total girl students of the institution.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.gccabd.co.in/student/aqar/best%20practices%202019-20.pdf

7.3 – Institutional Distinctiveness

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

Gujarat Commerce visions an overall development of its students. We aim to incorporate the different purviews of life along with academics and career building of the students. To fulfill this objective, the college has started a project named "Samvadam" wherein we invite experts from different fields to openly share their views and expertise with our students, so that they get exposed to social, cultural, corporate, economic, national and international matters of importance. To serve this purpose, Dr. AvaniTrivedi, Regional Director, IGNOU was invited for an expert talk on "Conventional Education and Distance Education – Parallel Learning" on 29th June, 2019 at 10:00 a.m. She informed our students about distance learning as well as conventional learning so that they can acquire dual degree at a time. Total 222 students have actively participated in this seminar. On 26th July, 2019 a lecture was organized on "Consumer Protection Awareness" under consumers club and Samvadam by Consumer Education and Research Centre, Ahmedabad. Total 169 students participated in this seminar. The officials of Consumer Education and Research Centre made students aware about misleading Advertisements. Even they delivered a speech on "Environment Literacy: Eco-Labelling and Eco-Friendly Products". The need of organic foods, green alert, save water before it is too late, climate change, environment friendly products, no plastics etc. is required for healthy well being. The environment harmful products should be avoided and substitutes can be used. An invited talk on "GST- Registration and Return filling" was organized by college on 28th December, 2019 from 10:00 a.m. to 11:30 a.m. Labdhi Shah (CA), GST Associate from N. J. Jain Associates , CA Firm. She explained students in depth about Indirect taxes, direct taxes. She explained who needs to register for GST under section 22, destination, origin state, transfer of business, goods, service, agriculturists etc. Total 193 students were benefited through this lecture. An invited talk on "How to clear UPSC-Civil Service Examination (UPSC-CSE) in 1st Attempt" on 6th January, 2020 at 10:00 a.m. to 12:00 p.m. was organized by college.Abhinav Singh, Faculty of Sardar Patel Institute of Public Administration (SPIPA) gave informative and practical knowledge as well as motivation to the students to crack different competitive exams including SSC, IRS, IAS, IPS, ISS etc. The guidance given by him for different stages and selection of subject is helpful to our students to crack this examination and build their career as a civil servant. Total 200 students were benefited through his guidance.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The institution is planning to train the students for entrepreneurship so that they become job givers instead of job seekers. College is planning to organise seminars to enhance employability of students through more soft skills training programs. College is working towards 100 percent Office Automation. College is planning to develop Learning Management System and to Increase ICT

facilities and Promote blended mode of teaching. To save environment college is planning to conduct online Internal Tests. College is planning to start online assignment submission facilities for students. College is making efforts to promote teachers for research. College is trying to engage and to involve alumni for mentoring freshly admitted students. The institution is trying to increase coordination between alumni and current students.