



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		GOVERNMENT COMMERCE COLLEGE
• Name of the Head of the institution	Dr. A. N. Sutaria	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07929688236	
• Mobile No:	9427007344	
• Registered e-mail	gccgnr1970@gmail.com	
• Alternate e-mail	gccgnr20@gmail.com	
• Address	Near Mahatma Mandir, Sector 15, Gandhinagar, Gujarat	
• City/Town	Gandhinagar	
• State/UT	Gujarat	
• Pin Code	382016	
2.Institutional status		
• 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	Dr. Jaydeepsingh G. Rao				
• Phone No.	07929688236				
• Alternate phone No.	8320020297				
• Mobile	9724813122				
• IQAC e-mail address	gccgnr1970@gmail.com				
• Alternate e-mail address	gccgnr20@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gccgnr.org/pdf/AQAR/AQAR_2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gccgnr.org/wp-content/uploads/2021/10/Academic-calender-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.86	2009	15/06/2009	14/06/2014
Cycle 2	B	2.04	2014	16/06/2014	02/03/2020
Cycle 3	B	2.30	2021	26/10/2021	25/10/2026
6.Date of Establishment of IQAC	15/07/2009				
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
Government Commerce College	Non-Plan grant by State Government	State Government	2020-21, 365 days	24096000
Government Commerce College	Saptdhara	KCG	2020-21, 365 days	90000
Government Commerce College	Placement	KCG	2020-21, 365 days	17000
Government Commerce College	UDISHA	KCG	2020-21, 365 days	33000
Government Commerce College	DEDF	KCG	2020-21, 365 days	50000
Government Commerce College	Housekeeping and Maintenance	KCG	2020-21, 365 days	2577700
Government Commerce College	Security Maintenance	KCG	2020-21, 365 days	2072340

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	6		
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No		
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File		

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
The Academic Year 2020-21 has been challenging for everyone because of Pandemic Corona Virus. We, as an institution, have successfully emerged as a progressive academic institution in delivering quality education for the overall development of the students. Our efforts were in the direction of developing students holistically for the future.		
*Celebration of Poster Making on "Esteem to Corona Warriors" and Patriotic song singing competition under EBSB programme, 150 students participated. with Objectives: *To promote corona warriors and to promote the spirit of national integration among students. *To make students understand and appreciate working of Corona warriors in India. *To promote the spirit of national integration among students.		
* Mega Placement Fair for B.Com and M.Com final year students was organized in collaboration with the Education Department, Government of Gujarat. Total 625 students registered, and 515 students have been selected for the job by 13 various companies.		
CWDC: KCG Ahmedabad "Women Startup Meet" was organised. Different activities were done to spread awareness regarding women self development. Different online activities were done to spread awareness regarding Corona.		
Different Community related activities were organised by NSS including Yoga day celebration, Cleanliness drive for the surrounding area, mask distribution, republic day celebration, Sero Positive home visit, Independence Day celebration, Blood donation camp etc.		
*For the all round development of the students, Finishing School was started by college in collaboration with KCG, Government of Gujarat that helps to develop the personality of the students by teaching them Life skills, Employability skills and English. In current year 2020-21 with three batches total 135 students have participated in finishing school programme. The training started from 18/11/2020 and ended on 26/02/2021.		

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

Plan of Action	Achievements/Outcomes
Holistic Development of the student during COVID Pandemic	For the all round development of the students, Finishing School was started by college in collaboration with KCG, Government of Gujarat that helps to develop the personality of the students by teaching them Life skills, Employability skills and English. In current year 2020-21 with three batches total 135 students have participated in finishing school programme. The training started from 18/11/2020 and ended on 26/02/2021.
Community awareness among the Students during Corona Virus Pandemic	Celebration of Poster Making on "Esteem to Corona Warriors
Increasing Employment opportunities of the students during Pandemic	Mega Placement Fair for B.Com and M.Com final year students was organized in collaboration with the Education Department, Government of Gujarat. Total 625 students registered, and 515 students have been selected for the job by 13 various companies.
Women Startup Innovation awareness activities during Pandemic	CWDC: KCG Ahmedabad "Women Startup Meet" was organised. Different activities were done to spread awareness regarding women self development. Different online activities were done to spread awareness regarding Corona.

13. Whether the AQAR was placed before statutory body?
No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	17/02/2022

Extended Profile

1. Programme

1.1	79
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2424
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	513
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	704
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	12
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Number of full time teachers during the year	
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File Description	Documents
Data Template	View File

3.2	23
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Number of Sanctioned posts during the year	
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File Description	Documents
Data Template	View File

4.Institution

4.1	19
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Total number of Classrooms and Seminar halls	
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4.2	23.16
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Total expenditure excluding salary during the year (INR in lakhs)	
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4.3	88
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Total number of computers on campus for academic purposes	
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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

GCC Gandhinagar is affiliated to Gujarat University and follows the curriculum and syllabi prescribed by the university. For the smooth functioning, the University provides academic calendar at the beginning of each academic year so that advance planning of academic as well co-curricular activities can be done. As, Covid-19 pandemic

in March 2020 halted regular classroom teaching, a shift to online teaching and assessment was necessitated. Online classes were started after getting directives from UGC, Government of Gujarat and Gujarat University in the month of June 2020. Microsoft Teams, an online platform was procured by Gujarat Government and access was provided to all faculty members, administrative staff and students. Further, for the successful and timely implementation of prescribed curriculum, academic coordinator of the college prepared time-table in consultation with the HODs of all the departments at the beginning of the semester. Each department conducted departmental meetings for workload distribution among the staff. To make online session interesting and effective, online training was provided to the teachers for teaching methodology. The teachers were motivated to use powerpoint presentation, Youtube and available online resources. Class tests and internal examination were conducted through Google forms. Even Gujarat University conducted online examination for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

Government Commerce College, Gandhinagar prepared its own academic calendar for the two terms in the year 2020-21, as the University was unable to provide any academic calendar due to the abnormal pandemic outbreak followed by the unprecedented lockdown and successive Government restrictions. Regular classes were conducted in line with the timetable in online mode. Faculty members adopted new ways to keep the students engaged and enthusiastic. Online quizzes, assignments, videos, blogs etc. were shared with the students to enhance their subject knowledge while attending the class from the safety of their homes. Government restrictions were liberalised in the month of January 2021 for college students and classes were allowed to be taken in offline mode too. GCC, Gandhinagar continued to take classes in both online and offline mode, following all SOPs in place, for the convenience of students. The summative assessment of students is done at two levels: internal and external. Internal examination is taken at college level for 30 marks and external examination is taken by university for 70 marks. In this abnormal year these two exams were taken in online

mode in multiple choice objective format. This methodology actually accessed the indepth knowledge related to the course.

File Description	Documents
Upload relevant supporting documents	View File
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	View File
Any additional information	View File

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

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)****1**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**135****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****0**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Professional ethics which include honesty, trustworthiness, transparency, accountability, confidentiality, objectivity, respect, obedience to the law, and loyalty are essential traits required to be adopted by a responsible commerce graduate. To enhance the sense of integrity and humane values various soft skill and foundation courses are introduced in each semester like Life Insurance Service and Soft Skills-NSS (B. Com, Sem 1), Environmental studies and Soft Skills-NSS 2 (B. Com, Sem 2), General Insurance (B. Com, Sem 3) WTO (B. Com, Sem 4) Business Ethics and Presentation Skills (B. Com, Sem 5), Financial Services and Business History (B. Com, Sem 6). Apart

from these professional ethics, issued related to gender issues and environmental sustainability is trusted upon in various topics in subjects like Accountancy, Economics, Commerce also. Also students are sensitized to these traits through their active involvement in NSS and NCC activities.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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)	View File

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	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/drive/u/1/folders/1GVVFOYYC5i6Ib1X0ITSj_J78qKuTqzsy

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 sanctioned seats during the year

892

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

513

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Government Commerce college caters to students coming from diverse social and economic stratas. As most of the students come from far away villages, attempt is made to explain the concepts in bilingual language initially. Slow learners and advanced learners are identified by college on the basis of marks obtained by the students in the test or previous exams attempted and through class rooms discussions. The college has implemented the following system for advanced learners and slow learners:

Advanced learners: They are encouraged to solve advanced complex sums. Further apart from academics, such students are motivated to participate in Inter College and university competitions, seminars, workshops, conferences and education fairs. Advance learners are also involved in all events as volunteers to develop event management skills.

Slow learners: They are provided with extra lectures whenever required so that they can also gear up and meet the targets efficiently. Not only that slow learners are also provided personal counseling, simplified learning material and doubt solving sessions. Peer learning is also encouraged. As most of the learning was online, students were provided with extra videos of academic

topics so that they can refer to them as and when required.

File Description	Documents
Link for additional Information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
2424	12

File Description	Documents
Any additional information	View File

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

To make teaching learning process smooth and effective during Covid-19 pandemic, it was really a challenging task for teachers and students to get acquaintance with technology. Online trainings for effective use of online platforms were provided to subject teachers so that students get engaged in learning process. The more focus was kept on interaction of students with teachers instead of one way traffic. PPTs, Youtube videos, blogs and different websites were considered for teaching leaning process and attempts were made to make sure the content should be relevant to the prescribe syllabus. Teachers also kept close watch that students should be familiar with delivery of content. Assignment, Quizzes and online tests were conducted as per schedule. Even study material were uploaded well in advance in the MS TEAMS so that students can refer to them in their leisure time and interact with subject teachers during doubt solving sessions.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The Covid-19 pandemic and subsequent restrictions made subject teachers to be innovative in their approach for teaching. The usage of ICT tools became a boon for teachers as well as students. The teachers of the Government Commerce College adopted ICT tools for teaching learning to be effective as per the guidelines shared by the University. The teachers were motivated to use laptops, smart phones, tablets, digital writing pads, headphones and many more such gadgets and they anticipated ICT tools for effective and interesting teaching learning process. Moreover, students can access teaching-learning material from any corner and appear for test sitting at the remotest village by the use of digital tools. Faculties also provided video lectures to students in regional language prepared by experts on SANDHAN. SANDHAN (All Gujarat Integrated Classroom) is an initiative by the Office of the Commissioner of Higher Education and Department of Education-Government of Gujarat. The facility of DELL (SCOPE) lab, Computer lab, Smart classrooms and uninterrupted Internet facility contributed to achieve the objective of providing effective teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

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

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

8

File Description	Documents
Any additional information	View File
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)	View File

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

84

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 Government Commerce College is affiliated to Gujarat University which provides scheme of the continuous internal evaluation (CIE) for semester system. It includes unit tests, assignments, and internal examination before university examination commences to help students prepare well for university examination. Due to Covid-19 restrictions, certain changes had taken place. Students were motivated to attend online sessions and if they have any queries, they could address during doubt solving sessions. Online attendance was one of the parameters of CIE. Instead of submission physical assignment and offline internal examination, online examination at institute level, online assignment submission, and Class test in the form of Quizzes through Google forms were accepted as per timely directives from Education Department of Government of Gujarat and Gujarat University.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

The Government Commerce College follows internal examination scheme provided by Gujarat University. During Covid-19 pandemic, details about internal examination, examination patterns and syllabus for the internal examination was intimated to students through MS Teams so that students could access the details any time and if any queries regarding anything can address to concerned teachers. Internal examination mark has been shared with students. If any students is having any queries regarding internal examination mark, can contact concerned Heads of the department or the principal of the college to get it resolved. Also any changes in the marking

would be informed to the students.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Government Commerce College offered B.Com course in English and Gujarati medium and M.Com course in Gujarati medium. As per the syllabus of Under-graduate program and Post-graduate program, Program Outcomes (POs) and Course Outcomes (COs) were defined by the Gujarat University. Considering these, preparation and delivery of content is done by the teachers of Government Commerce College. During orientation online session of first year students, the Pos and Cos were discussed with students. The heads of various subject department had discussed them with concerned subject faculties as well meetings were conducted with principal to achieveing POs and Cos. Moreover, departmental discussions are frequently done to explore what progressive steps should be taken to fulfill Pos and Cos. Further, POs and COs were already uploaded on the college website as well displayed at college notice board so that students have clear vision of their career.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1GE86fX-zFuz6JlqTKQ_atcBzieOw2V9w/view
Upload COs for all courses (exemplars from Glossary)	View File

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

The Government Commerce College always keeps close watch towards Program Outcomes and Course Outcomes defined by the Gujarat University. The Heads of the subject department made always attempts to observe whether teaching learning process were in the right direction of achieving defined Pos and Cos. Online Assignments, Online Quizzes, online submission of practical projects and audio-

visual content had been prepared keeping in mind Pos and Cos. Even remedial online sessions were conducted for slow learners as they need more attention. Online examination and online activity in the form of group discussion or debate competition were conducted in the direction. The milestones achieved in academics as well co-curricular activities by the students indicate their level of achievement in Pos and COs.

File Description	Documents
Upload any additional information	View File
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

704

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
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://drive.google.com/file/d/1DUx1jOYHwPQkNlCk52Z10Lhp0Tqe05cn/view>

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - 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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

18

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - 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 Government Commerce College always attempts to motivate students for social cause. During the academic year 20-21, Covid-19 pandemic had restricted societal activities at some extent. Therefore, NSS

and NCC units of the college could not prove what they stand for to the fullest. The Ministry of Health, GOI, and State Government regularly issued guidelines to control spreading Covid-19 and its different variant. These units basically deal with tree plantation, blood donation camp, cleanliness drive and so on. Even they also visit old age home, Orphanage, and hospital for social welfare and get cultivated humanitarian values but Covid 19 restriction led these units to move at Online platforms such as MS Teams. The online sessions through MS Teams not only supported academic journey but the expert sessions and webinar on societal issues such as psychological well being, gender equality, civic duties led to the overall development of the students. The State Government Bodies and NGOs made attempt to spread awareness about importance of wearing mask, Social Distancing, vaccination drive, Registration for vaccinations. Under the context different online competitions were conducted. The students of Government Commerce College enthusiastically supported guidelines and made people to follow guidelines strictly.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

505

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

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

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.

GCC Gandhinagar gives priority to smooth and effective teaching learning process and has adequate facilities for the same.

- The college campus is spread across 2.25 sq. mt. with built-up area of 12523 Sq. It has a well-equipped Wi-Fi facility in entire campus with CCTV surveillance. It also provides basic facilities for the differently abled students.

- The classrooms are spacious with sound ventilation, proper lighting facilities, and multimedia teaching aids that provide better platform to enhance teacher student interaction. The well-equipped Dell and Tally Lab with good and cost free internet

accessibility enhances student learning and development. The college has a large seminar hall to host conferences, symposia, seminars and other activities at state, national and international level.

- All required are available in the library has a fully automated infrastructure with internet facility and instruments like xerox machine, scanner, printer etc.

- It has also well-equipped staff chambers, ladies Room, IQAC room, Grievance Redressed Cell, rooms for CWDC, NCC, NSS and separate parking lots for staff and students.

- Availability of clean drinking water, sound sanitation facility, waste disposal provision, first aid facility, sanitary pad vending machine helps create a healthy environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

The Government Commerce College takes care of exclusive and overall development of students in various sports and cultural activities that are always undergoing during entire year. Following facilities are provided by the college:

- Institute has a large sport ground for the facility to play football, volleyball, cricket, hockey and a badminton court. The college provides professional coaching to the students for football, volleyball, cricket, hockey, badminton, kabaddi and table tennis that lead to remarkable performance in various tournaments at intercollegiate, University, inter-university, State, National levels. Well-equipped sports room is set-up in the institutional premises for indoor games such as table tennis, carom, and chess. Students have excelled and won laurels in Indoor games like table tennis, chess, carom, etc. The institute has gymnasium with some basic modern gym equipments.
- 'Yoga Training Classes' are conducted regularly early in the morning in Sport room.
- For cultural activities the institute has a large and well equipped seminar cum

auditorium hall (Mahatma Gandhi Hall) with seating arrangement of more than 200 students. The institution organises various work-shops for the holistic development of students such as music, dance, drama workshops, painting, rangoli, mehandi, clay modeling, collage, card making, cartoon making, poster making workshop, diya decoration, tie & dye. Students enthusiastically participate in Gujarat University Youth Festival every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of Government Commerce College is fully automated with the ILMS - SOUL 2.0 (Software for University Libraries). It is designed and developed by INFLIBNET, Gandhinagar. The software fulfils basic requirements of college library. It is designed to automate all housekeeping operations. 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, and accession number regarding the item. Moreover, eight computer systems with internet connection are installed for the students and faculty members. All the students of the college are given library membership by default. There is well-enriched library having around 17176 books on various subjects. All teacher of the college motivate students for reading books and recommend them best books and magazines for extra reading throughout year. E-learning resources are also provided from the library. N-LIST E-resources are accessible from off-campus via Internet. We have a collection of around 49 CDs on different subjects. The library procures books, journals etc. on the recommendations of the faculty members. These recommendations are to be approved by the concerned HODs, and thereafter by the Principal. The library has separate reading area for the faculty members and the students. It has a separate periodicals and magazine section. The digital section provides internet access to the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>View File</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
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)									
0.5575									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Audited statements of accounts</td><td>View File</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
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									
29									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of library usage by teachers and students</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

The following IT facilities are available in the Government Commerce College.

- The college has a well equipped DELL and Tally lab for the access of students and staff and two LED TVs for teaching purposes. In total there are 88 computers available for academic use.
- Entire campus is Wi-Fi enabled for students to avail online study material. Campus has access of Government of Gujarat owned network-GSWAN.
- Institute has 2 classes with projector, but more classes will be upgraded as smart classes'.
- 16 CCTV cameras are installed in the college campus for monitoring.
- Institute has a Digital-podium equipped with computer based multifunctional -multimedia.
- Each faculty has computer, xerox machine; scanner and Microphone.
- The administrative department has 7 computers, photocopier machines and scanners. These IT facilities are updated as per the requirement.
- The principal's office is equipped with 1 multifunctional smart LED TV and a PC with internet.
- 36 computers have internet connectivity through GSWAN.
- Library is fully automated with the ILMS - SOUL 2.0 (Software for University Libraries). It has 8 (Eight) computers with the internet facility to access e-resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

21.46

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 College has vast and soothing infrastructure with well equipped resources and it is maintained as per the Govt. regulation. Different committees are formed for optimum utilization of services. At the beginning of each academic year both teaching and non-teaching staff come together under the principal's supervision and various committees are formed to maintain and utilize existing infrastructure. The purchase committee headed by a senior faculty

takes an annual review of the facilities and services. Dead- stock register is maintained and sustainable use of physical facilities are always at focus.

Building Maintenance: Maintenance of infrastructure takes place regularly whenever needed under the supervision of principal.

Cleanliness: Government provided grants for cleanliness and security as per the requirement. Entire campus was regularly cleaned by sweepers.

Purchase and maintenance of furniture, books and other equipments: • Selection of Lab coordinator, contract of maintenance to local agency, antivirus software installation and maintenance of gadgets are regular process for smooth working of computer lab. • Under the Library Advisory Committee, after approval through proper channels library procures books, journals etc. on the recommendations of the faculty members.

Sports Room: Regular maintenance, regulation, supervision are placed as per the requirement for sports and Gymnasium instruments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

1091

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**195****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****195**

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

68

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

68

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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**

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

We at our institution follow student centric approach towards the functioning of the institution. The principal is the head of the student Representative committee of the college and a senior faculty is the coordinator. They address the problems of the students and gives solution to them. Student Representative Committee (SRC) works towards betterment of the students. The student's actively participate in all the events of the college and it is the role of the SRC members to motivate the students to participate in all the activities in the college. Also students are involved as coordinators for different events under SAPTDHARA, Finishing School, Cultural Activities, Sports, organising of different seminars and webinars etc.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

26

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Government Commerce College Gandhinagar is an institution with a history of about 50 years where students are considered to be the soul of the institution. We have preserved the image of the institution through well being and the success of our students. A student stays connected lifelong with the institution and wherever they go they shine and spread the glory of the college. The Alumni Association of Government Commerce College, Gandhinagar is active since long and it provides valuable suggestions for the betterment of the college. The Alumni Association works as bridge between the students who studied and the students who are studying. The association plays a vital role in the development of the institution. Alumni Meet is conducted once a year. Through the meet, suitable suggestions from the alumni are received for the college development activities. Students who are the part of it provide their valuable feedback for the academic and infrastructure facility. The association works as guide for the students of the college.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
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	
<ul style="list-style-type: none"> • The Government Commerce College is one of the oldest colleges in Gandhinagar. It strives for excellence in commerce education at the undergraduate and post-graduate courses. The academic year 2020-21 has been challenging for everyone because of Pandemic Corona Virus. Still the principal along with the staff shouldered the responsibility of ensuring that the vision and the mission of the college were adhered to. • It has large intake of students from mired strata of society irrespective of caste, creed, colour, religion, region, and economic status. To fulfill the Vision-Mission, the Institute has been catering quality education to students coming from rural to urban areas having diverse back grounds and abilities. • The college always tries to minimise the gap of academia and industry so that students can get placement easily after completion of their degree. They are given access to multiple career opportunities. • To achieve our mission of holistic development of the students, the institute is trying to instill human values and mentor students so that they become socially and ecollogically resposible citizens. • The institute being a government college, the Commissioner of Higher Education, Education Department, Gujarat Government reviews all aspects of it timely to ensure excecution of vision and mission of the institute. 	

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

- **Decentralization:**

The Commissionerate of Higher Education, the Principal, the IQAC coordinator and the HODs play active role in policy decisions.

- **Participative Management:**

The college promotes a culture of participative management. The responsibility of managing the institution for its progress rests on the Principal with faculty members, Heads of the department, Administrative officials. Various committee members work as a team for the betterment of the institute. The students' representatives are also nominated to carry out the co-curricular and extra-curricular activities. Feedbacks collected from the students and stake holders are considered for the improvement of the plans and policies. The Principal constitutes different committees at the beginning of each academic year in the interest of students overall development.

Committees List:

- Academic Matters: Time table,
- SANDHAN lectures
- Admission Committee
- Anti-Ragging Committee
- Arrangements of Star Batch and Slow Learners Batch
- B. Com. Exam and Student Counselling
- Career Guidance Centre
- Cultural Committee
- Discipline Committee
- Examination Committee
- Finance Committee
- Finishing School

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

With a progressive set of mind we have always tried to deliver the best quantity of education to our students in best possible way through best possible manner: Being Government College we are directly answerable to The Commissionerate of Higher Education (CHE). The administrative office is headed by the Principal for the implementation of the rules and regulations formed by CHE. The IQAC coordinator and the HODs play active role implementation of policy decisions.

The college promotes a culture of participative management. The responsibility of managing the institution for its progress rests on the faculty, Heads of the department and Administrative officials. Various committee members work as a team for the betterment of the institute. The students' representatives are also nominated to carry out the co-curricular and extra-curricular activities. Feedbacks available from the students and stake holders are considered for the improvement of the plans and policies. The Principal constitutes different committees at the beginning of each academic year in the interest of students overall development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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.

Our efforts were in the direction of developing students

holistically for the future. Inspite of tough time during pandemic we have left no stone unturned for delivering quality education to our students. Institution has set up IQAC for effective and efficient management of teaching-learning activities. The administrative office takes care of Admission, Scholarship, Exam and Assessment related aspects. Finance and Accounts: Accounts, salary, and exam fees, Scholarship, etc. are being operated online. All the salaries of teaching and non-teaching staff are done online through PFMS and IFMS.

Student Admission and Support:

The centralised process of admission in UG as well as PG is carried out by Gujarat University. Opportunity is given to all the eligible candidates as per category and quota's for UG admission on the basis of HSC merit. At PG level admission is granted online on merit of UG.

Examination: All the exam related data and management activities are managed online. Results of internal exams are uploaded online. Students' registration form for examinations and marks of internal exams are uploaded online by the office staff on University website.

Scholarship: Scholarship process is through digital online mode. Our college has a centre of Scholarship under MYSY and CMSS scheme.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As the college is a Government college, the teaching as well as non teaching staff is appointed by the Government of Gujarat. Hence all the benefits are granted to the employees as per the rules and regulations of the government. Some facilities provided for the welfare of the employees of the institution are:

GPF and CPF, Gratuity for all the eligible employees, Group life insurance, Leave travel concession, Home town allowance, Medical allowance, Transportation allowance, House rent allowance, Washing allowance, Uniform allowance, Leave salary, Charge allowance, Dearness allowance, Leaves as per Gujarat Civil service rules 2002, Leave Encashment, Maternity leave/ paternity leave, Duty leaves, Earned leave, Casual leaves, Medical leaves, Special study leaves, Medical Facilities, Compliments and bonus at time of Diwali Festival and many more.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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)	View File

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

0

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)	View File

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There are two types of Performance Appraisal Systems applicable in Government Commerce College, Gandhinagar. The first is known as CAS and second one is known as "Annual Confidential Report". Every teaching member fills up the prescribed format of CAS for Self-Appraisal. 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 Confidential Report of the employee. 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	NIL
Upload any additional information	View File

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

The institute regularly executes internal as well as external financial audits. The institute is having full-time Account Department in administrative set up, 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, 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.

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.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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)

0

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)	View File

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.

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:- Being a Government College, the institute charges fees 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 for various grants received from other institutions. Also audit is conducted by the Commisionarate of Higher Education.
- 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	NIL
Upload any additional information	View File

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, Gandhinagar attempts to shape out the student 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 reports 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 to the coordinator IQAC. In the matter of implementation of quality assurance strategies and process at all the levels, the responsibility has been bestowed to IQAC. The committee of college meets at regular period of time. The IQAC prepares, evaluates and recommends the following,

- 1) Annual quality assurance report (AQAR)
- 2) Self-study report of what is accreditation and bodies (ISO 9001, UGC, NAAC)
- 3) Performance Based Appraisal System (CAS)
- 4) Stakeholders feedback
- 5) Action taken reports

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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 and assures that it should be strictly followed. All the details about academics and cultural activities are declared and notified in academic calendar. With the help of the well planned orientation program the newly admitted students are made aware of the unique philosophy of the institute for better teaching and learning. They are given necessary guidance for compulsory, core and elective subjects. With the help of virtual as well as physical notice board all students are apprised of the timetable, program structure, syllabi of course well in advance. Principaland HODs look after attendance and conduct of the classes. They also remains in close contactwith 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	View File

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)

C. Any 2 of the above

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

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**

Female represents half of the world's population therefore they are half of its potential. Empowering women spurs productivity and economic growth of the society. GCC, Gandhinagar has almost 50 % women as teaching staff. It strictly follows Sexual Harassment Prevention Policy and anti-ragging policy to ensure safety of all female at campus. To boost up women empowerment, the college had organized various activities such as: "Women Startup Meet" organized by the Knowledge Consortium of Gujarat, Education Department of Gujarat, for acquainting the students with the requirements of initiating a successful start up.

- Ornament making workshop was conducted at the college in which 50 female students had participated and learnt the art of making the ornaments from pearls, beads and other materials. Such skills would be helpful in creating self employment.

- Women Day Celebration was organized at the college in which more than 130 students had actively participated. The celebration of International Aids Day was carried out at the college in which 89 students had participated and gained the knowledge regarding the prevention of Aids.

- Further the college has well equipped girls rooms (room no. C-6).
- Sanitary Napkins vendor machine has also been installed in the institution.

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	CWDC room for girls.

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-

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The Government Commerce College, being an academic institute always attempts to spread awareness about waste management and sustainable development. During academic year 20-21, Covid 19 pandemic made students conscious about cleanliness and got sanitized surrounding place to be safe. The entire campus was sanitized and sanitizer was kept near the entry gate of the college to make sure if any students enter into the college should get sanitize their hands. Further, Waste management is one of the challenges that an institute has to face in accomplishing sustainability goals. The institute constantly strives to substantiate its contribution in clean India campaign and implement healthy practices. Waste management is one such practice. Different coloured dustbins were placed at different places with markings and instructions in the premises and on the campus. As per the guideline of the Government of Gujarat, as offline teaching started at campus, different activities conducted about immunity boost and be healthy. The students of the college were instructed to throw solid waste as per its recyclability. The staff members continuously motivated students to follow this practice. The students were continuously sensitized towards maintenance of cleanliness, save water and proper disposal of all waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NIL
Any other relevant information	View File

**7.1.4 - Water conservation facilities available
in the Institution: Rain water harvesting Bore**

B. Any 3 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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 with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

E. None 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	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

An Online Orientation programme ' Video nirdaeshan of Chhatisgaeh Dance and Culture' was conducted under Ek Bharat Shreshtha Bharat Programme on 28th January, 2021 through MS Teams. Total 311 students participated in the activity. Objectives of the activity were: • To provide information about EK bharat Shreshtha Bharat • To promote

the spirit of national integration among the students • To show the rich heritage and culture, customs and traditions of Chhatisgarh • To make students to understand and appreciate the Unity in diversity in India Outcomes of the activity were: • Students received knowledge about unity in diversity and Ek Bharat Shreshtha Bharat" Programme • They got knowledge about the rich heritage and culture, customs and traditions of Chhatisgarh.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The constitution of India lays down the framework of demarcating fundamental, political code, structure, procedures, powers and duties of government institutions and sets out fundamental rights, directive principles and the duties of citizens. The Government Commerce College undertaken different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation, values, rights, duties and responsibilities. Every year on 26th November Constitution day was celebrated at the college campus. The Head of the institute appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life .As a part of strengthening the democratic values. A voter pledge programme was organized on 15th January, 2021 for students and faculties at the Government Commerce College, Gandhinagar. On 15th August Independence Day and on 26th January Republic day was celebrated by organizing activities highlighting the importance of Indian Constitution under the guidelines of Government of Gujarat for Covid-19 pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
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	View File
Any other relevant information	View File

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

Celebration of commemorative days cultivates a sense of community and provides a sense of meaning and significance to our lives. All activities conducted in the Government Commerce College has its focus on inculcating unity in diversity among its students and valuing Indian rich culture and traditions. The Independence Day and Republic Day are being invariably celebrated by inviting dignitaries to kindle the sense of Independence and to remind great sacrifices rendered by our forefathers to achieve the sovereign republic. The exponent of Indian Culture and Tradition who have travelled to distant countries to propagate to our rich heritage are fondly commemorated every year by celebrating International Yoga day. Further the college also celebrates birth anniversary of Sardar

Patel, International Women's Day, National Voter's Day Etc. In addition to the college has also completed a Vaccination Drive to vaccinate the faculties as well as general public as per the guideline of the Government of Gujarat.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices successfully implemented by the institution are as follows:

1. Women Empowerment Oriented Programs:

Objectives:

- To develop the girl students holistically.
- To make girls aware about better hygiene and health.
- To encourage them to become confident enough to realize their abilities to achieve great heights in life.
- To become self-reliant and confident.

Impact of the Practice:

Most importantly all these activities have developed confidence and changed the approach of the students towards life problems and there solutions. These programs will help to develop their confidence, self-reliability and individuality.

2. Enhancing Employability Skills of the students

Objectives:

- To enhance life skill of the students
- To enhance employability skills of the students

- To enhance communication skills of the students
- To polish the overall personality of the students

Impact of the Practice:

- Students were oriented towards awareness of competitive examinations.
- They were inclining towards getting jobs to clearing competitive examinations.
- They were direct in touch with the experts to solve their difficulties and queries.
- They were guided to increase their life skill, employability skills and communication skills.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 Government Commerce College followed strict guidelines of the Government of Gujarat. Due to Covid; 19 pandemic, as per guideline of the Government of Gujarat teaching and non-teaching staff members had done assigned duties. Those faculties who were suffering or their family members were suffering had granted leaves as per guideline. Further, work from home policy was implemented for smooth functioning of the institution. Even rotation policy of teaching as well non teaching staff members also implemented. Covid 19 protocol was strictly followed. Administrative department duties such as admission process, fees collection, grievance and many such things address online mode. Online as well offline sessions were conducted as per need of the time and following Covid 19 pandemic guidelines. Even recorded video sessions were sent to students so that they can access any time. Apart from teaching, online quizzes conducted for holistic development of the students. Expert sessions were conducted in subject areas as per the demand of the time. Webinar series were organized to sharp skill sets.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To encourage and counsell students to attend offline classes and also ensuring that safety measures are in place.
- To form a formal Alumni Association of Government Commerce College, Gandhinagar.
- To utilize the grants received from different government bodies towards upgrading the employability skills and promoting creativity in students.
- To organise seminars/webinars for students on varied topics.
- To encourage faculty members to undertake research and publish research papers in SCOPUS/ UGC Care listed journals. Also to present papers in conferences and seminars.
- To organise various activities for the benefit of the society at large.