



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	GUJARAT ARTS AND COMMERCE COLLEGE (EVENING)
• Name of the Head of the institution	DR. HIMMAT BHALODIYA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07926447295
• Mobile No:	9426161362
• Registered e-mail	info@gacc.org.in
• Alternate e-mail	iqacgujaratcollegeevening@gmail.com
• Address	GUJARAT COLLEGE CAMPUS
• City/Town	Ahmedabad
• State/UT	Gujarat (WEST Region)
• Pin Code	380006
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)												
• Name of the Affiliating University	GUJARAT UNIVERSITY												
• Name of the IQAC Coordinator	DR. BHAVESH LAKHANI												
• Phone No.	07926447295												
• Alternate phone No.	07926447295												
• Mobile	9825398002												
• IQAC e-mail address	iqacgujaratcollegeevening@gmail.com												
• Alternate e-mail address	info@gacc.org.in												
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gacc.org.in/wp-content/uploads/2023/03/AQAR-2021-22.pdf												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://gacc.org.in/wp-content/uploads/2023/03/GU-Academic-Calendar-2022-23.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>C</td> <td>1.88</td> <td>2019</td> <td>09/08/2019</td> <td>08/08/2024</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	C	1.88	2019	09/08/2019	08/08/2024
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 2	C	1.88	2019	09/08/2019	08/08/2024								
6.Date of Establishment of IQAC	16/06/2010												
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
INSTITUTIONAL	RUSA	CENTRAL GOVERNMENT	2022-23	0
INSTITUTIONAL	SAPTDHARA	KCG	2022-23	100000
INSTITUTIONAL	UDISHA	KCG	2022-23	50000
INSTITUTIONAL	INNOVATION CLUB	KCG	2022-23	57950
INSTITUTIONAL	SCOPE	STATE GOVERNMENT	2022-23	27000
INSTITUTIONAL	FINISHING SCHOOL	KCG	2022-23	971399
INSTITUTIONAL	ECO CLUB	STATE GOVERNMENT	2022-23	5000
INSTITUTIONAL	NSS	STATE GOVERNMENT	2022-23	96000

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	3		
<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		

Plan of Action	Achievements/Outcomes
To organize national and international Webinars/Seminars/Conferences by various departments.	Successfully Organized
To further conduct Skill development programs under Finishing School Project.	Successfully conducted Vocational training program under Finishing School.
To arrange career guidance programmes.	Successfully arranged career guidance programs.
To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students.	It monitored the teaching abilities of faculty and take measures to improve teaching skills through ICT enabled resources.
To enrich library resources with subjects related latest books, e-books, journals, e-journals and magazines.	The library infrastructure has been upgraded.
Encouraging teachers for research activities like to organize and to participate in state or national level seminars, conferences, workshops, etc.	Most of the faculty members of the college have participated in State/national/International level seminars.
To sign MOUs with various agencies or institutions from industry as well as academia.	MOUs signed with various stockholders.
To further organize educational, religious, historical and Industrial tours for students and staff.	Successfully Organized
To organize inter college sports competitions. Also, to enhance social compatibility of students by giving better opportunity of social interaction through socially integrating activities of NCC and NSS.	Successfully Organized
13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	28/02/2024
15. Multidisciplinary / interdisciplinary	
<p>The institution is affiliated to Gujarat University and managed by Government of Gujarat. Institution does not have independency to frame curriculum. The institution follows the curriculum which is framed by University. Institution runs three programmes: B.A., B.Com. and M. Com. With curriculum, the institution inculcates holistic development amongst students through curricular and extracurricular activities. The institution motivates the students to take part in cultural activities as well as to participate in sports. The curriculum of B.A. includes seven principle subjects as Sanskrit, English, Gujarati, Hindi, wherein students learn topics like Drama, Novel, Poetry, Linguistics, Essay, Grammar and Critical review and in subjects of History and Sociology students are taught Indian History, Indian Culture and Heritage, regional History, problem, structure and solution of Indian Society. In subject of Economics the focus is laid on Micro and Macro Economics along with some special sessions on Management of Cooperative Organisations. The curriculum of B.Com. includes principle subject as accountancy and auditing and subsidiary subject as statistics. With these two subjects, student also learn Problems of Indian Economy, Human Resource Management, Financial Management, Economic Growth, Personality Development, International Business, Business Information Analysis, Market Research, Tally, World Trade Organisation, NCC, Macro Economics, Micro Economics, Tally, etc as a part of curriculum. Apart from these at UG level in both disciplines i.e. Arts and Commerce, the institution offers courses like Disaster management, Tourism Management, Market research, Yoga and Meditation, NSS, Environmental Studies, Financial Services, Value Oriented Education and writing Skills. So, the curriculum itself is multidisciplinary and interdisciplinary. Even the institution</p>	

develops communication skills and life skills under the banner of finishing school. In M. Com. also the curriculum itself includes market research, organised markets, financial management, GST etc. which is useful to the students for industry.

16.Academic bank of credits (ABC):

The institution is affiliated to Gujarat University and credit of subject as well as total credits of their programme is decided and maintained by University. The marksheets and degree certificates are issued to the students by the Gujarat University. So as and when the Institute receives any further intimation from Gujarat University regarding the registration of students in the ABC database, we as an institution are all ready and shall get our students registered. At an Institutional Level we are well prepared with an ABC implementation committee being formed and waiting for any further updates from Gujarat University.

17.Skill development:

The institution tries to enhance skills of students through programmes like SSIP, RUSA, Finishing School, Innovation Club, Digital Accounting, Scope which are initiatives by Government of Gujarat. Under SSIP the students are motivated to establish their own start-up and inculcate entrepreneurial environment in the college. Under finishing school, the students are given training for life skill, employability skills and communication skills. In Digital Accounting, college imparts Kaushalya skills based Digital training in the area of accounting by collaborating with practicing Chartered Accountant to impart the training session. The college also arranges workshops and competitions under Saptadhara for drama, painting, poster making, collage, cartooning, Rangoli, salad decoration, crocheting, clay modelling etc. along with various programmes under UDISHA placement cell which enhance the employability skills of students and provides an opportunity to the students for earnings. Various academic departments in the institute also organise Skill Development courses for their respective disciplines (e.g. Gujarati Department organised 'Career in Literature', Translation seminar, History Department trains students with a special training session to become a Tourist Guide)

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

The institution is an arts and commerce college and has both Gujarati and English medium for under-graduate programme. The faculty members explain core concept in vernacular language as and when required so the students coming from grassroot level with academic background in

regional languages have proper understanding of the concept in respective subject. The college observes local festivals in addition to national ones as a means of instilling Indian values in the students. The college also offered a special 'Certificate Course on Ethics and Moral Values' to further augment their knowledge.

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

The institution strives for outcome-based education to improve the quality of education for its students. The subjects taught in the curriculum focus on enhancing students' skills relevant to the industry. Additionally, some curricular and extracurricular activities managed by students are promoted for the development of their managerial skills. The institution also encourages students to enroll in certificate courses available on the Swayam portal along with certificate courses specially designed by the departments of the college like 'Certificate Course on Digital and Financial Awareness', 'Certificate Course on Ethics and Moral Values' etc. to further augment their knowledge.

20. Distance education/online education:

The teaching work was conducted by the faculty members in an online/offline mode, with many classes conducted through MS Teams. The faculty made use of PowerPoint presentations (PPTs), PDF study materials, Online Video Lectures to teach and share information with the students, which proved beneficial. Both teachers and students gained valuable experience from this transition to online learning. Additionally, webinars related to the subjects were organized, allowing students to gain insight into other dimensions of the topics, and learn from renowned national and international resource persons. Furthermore, in the year 2021-22, internal examinations of Semester 3 and Semester 5 were also conducted in online mode.

Extended Profile

1. Programme

1.1

9

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

File Description	Documents
Data Template	View File

2. Student

2.1 **3946**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **4638**

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 **1023**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **33**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **34**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3946
Number of students during the year	

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Data Template	View File

2.3	1023
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	33
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	31.08
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the curriculum designed by Gujarat university, Ahmadabad. At the beginning of every academic year the time table committee of college set the time table/schedule of each subject for teaching which includes lecturer hours. The head of every department distribute the syllabus among the faculty members of their department. The faculty members are guided by their head of department to complete the syllabus within stipulated time. For implementation of curriculum, faculty members of various departments have included teaching methods such as presentation, assignments, MCQ tests and seminars for innovative teaching. At the end of every semester examination is also taken and the result of college examination displayed on the notice board as well as on website and official Telegram channel. The college receives regular circulars, letters and e-mails from the University regarding the changes in the curriculum. The Principal informs the concerned Professors about the changes. Thus, the faculty members receive all kind of support from the University and college to

understand the curriculum properly.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://gacc.org.in/wp-content/uploads/2023/03/Academic_Calendar_College_2022-23-fin_al.pdf

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

The college is affiliated with Gujarat University, Ahmedabad. In the beginning of every academic year, Academic calendar is provided by the university, which is supposed to be followed by every affiliated college. Academic calendar contains details about dates for commencement of classes, semester closure, internal exam, university exam, vacation etc. The institute prepares an annual academic calendar on the basis of University Academic Calendar for the monthly academic process. The calendar specifies the dates of college reopening, internal evaluation, University examination and Schedule of extra and co-curricular activities under various head such as Saptdhara, Cultural, NCC, NSS, Finishing School, Sports etc. The university conducts the written/theory examination at the end of each semester. The result of the same are communicated to the students after declaration by the affiliated university. The academic committee analyses the university examination results for each programme.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://gacc.org.in/wp-content/uploads/2023/03/Academic_Calendar_College_2022-23-fin_al.pdf

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

A. All of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

4

File Description	Documents
Any additional information	No File Uploaded
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

109

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

109

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**

The institution provides Arts and Commerce courses with a university-designed curriculum emphasizing Gender, Environmental & Sustainability concerns, Human Values, and Professional Ethics.

Environment and Sustainability

Students explore Environmental Studies through diverse practices and initiatives by NSS and NCC, focusing on issues related to the Environment and Sustainability.

Gender Equity

Under RUSA Comp-9 and CWDC, the institute hosts events promoting gender equity and sensitization. Special arrangements for female students, includes:

- Facilities like sanitary napkin vending machines and incinerators.
- Establishing safe and empowering environment.
- Basic Crocheting certificate course
- Guidance programs on women empowerment, including organ donation and women's health awareness.

- Contests such as Mehendi, Rangoli, Salad Decoration, online quizzes and essay competitions.

Human values

The institution prioritizes fostering human values alongside the curriculum through various initiatives:

- NCC activities for societal duties awareness.
- NSS unit's social and cultural events within the college and adopted villages.
- Neo Commerce Club fosters teamwork, leadership, and ethics through interactive sessions.

Professional Ethics

Ethical principles of honesty, accuracy, and impartiality are emphasized across syllabi, Finishing School, and certificate courses.

Students also explore Human Values, Ethics, Social Responsibility, and Environmental Consciousness in Foundation and Soft Skills Courses alongside their standard coursework.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

File Description	Documents
Any additional information	View File
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

91

File Description	Documents
Any additional information	View File
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	No File Uploaded
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gacc.org.in/wp-content/uploads/2023/03/1.4-Faculty-Student-Feedback-Reports-Merged-1.pdf

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

1638

File Description	Documents
Any additional information	No File Uploaded
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

704

File Description	Documents
Any additional information	No File Uploaded
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

The assessment of students is done through Continuous Assessment System which includes test, assignments and classroom performance. On the basis of the result of previous exams, students are divided in three groups and identified as advance learners, average students and slow learners. According to their level, different activities and efforts are done.

Advanced Learners:

- Advance learners are offered personal guidance about the subject and career.
- Several activities such as library visit, poster-making, arrangement of guest lectures, field visit and workshops are organized for advance learners.
- Students are trained to write and present Articles, academic papers etc.
- Advanced learners are motivated to participate in professional and Certificate course.

Slow Learners:

- Slow learners are guided personally by faculties and difficult topics are re-explained.
- For slow learners, remedial classes are arranged to help them revise the syllabus.

Online lectures are also arranged and uploaded on YouTube so students can learn at anytime, from anywhere.

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
3946	33

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

^ Student-centric methods such as role-play, story-narration, film screening, and teaching statistic formula in a rhythmic way through singing are used in the classroom. Students are able to remember statistic formula or their particular subjects for a longer time.

^ Experimental learning is practiced in various subjects. Hindi literature students are told to write their ideas, stories, essays and poetry and their inputs are showcased on notice board as 'Vachikam'. Students are also given some projects in Economics subjects to enhance their learning experience.

^ Participative learning allows students to participate in the given activity. Students are asked to explain a topic in a peer-learning method, to prepare teaching aids-such as posters and charts. Some activities as group discussion, debate, workshops and seminars are also arranged for students. Various programs are coordinated and managed by students which help them to learn event management

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

^ All teachers are techno-friendly. Teachers often use ICTs for 'routine tasks' (record keeping, lesson plan development,

information presentation).

Teachers are using smart board, PPT presentation and ICT tools for teaching. Several activities such as film screening, online quizzes are arranged to enhance teaching experience.

All the teachers are uploading video contents, PDF materials which can be accessible to students.

The assessment of the students through weekly test, online assignment is done using ICT tools

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

33

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

22

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

409

File Description	Documents
Any additional information	No File Uploaded
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.

Internal and continuous assessment is done as per the guidelines of the affiliated University.

Continuous Internal assessment is done in a various way through assignment, class test, internal examination, viva and classroom performance.

The process of internal assessment is transparent from sharing the exam notice to the announcement of the result. Internal marks are shared with students through their telegram channel and if they have any query, it is sorted out by exam committee.

Exam committee of the college also organizes re-test for the students who are unable to give internal examination due to valid reasons.

The college also arranges internal supplementary exams for semester 5 and 6 students and internal ATKT exams as per university guidelines

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

After sharing internal result with students, if they have any query, exam committee works for their grievances and offer the solution within a time-limit.

Exam committee of the college also organizes re-test for the students who are unable to give internal examination due to valid reasons

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.

Programmes offered and Programmes outcome are followed as per rule of the Gujarat University. And objectives and expected outcomes are communicated with teachers and students in orientation session in the beginning of session by principal and heads of the department and also discussed in class with students by respective teachers. For all the six semesters, syllabus prescribed by the Gujarat University in such a way that students easily get acquainted with the different types of literary genre.

Program outcomes of Bachelor of Arts & Commerce

- Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in humanities, social sciences and languages.
- Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contents that produced them.
- Reading, Writing skills and Process:- Students will become accomplished, active readers to appreciate ambiguity and complexity and who can articulate their own interpretations with an awareness and curiosity for other perspectives.
- Sense of Genre:- Student will develop an appreciation of how the formal elements of Language and genre shape meaning and they will develop a facility at writing in appropriate genres for research and other variety of purposes.
- Critical Approaches:- Students will develop the ability to read works of literary, rhetorical, research, cultural criticism and develop idea with the help of their specialization.
- Oral communication skills:- Student will demonstrate the skill needed to participate in conversation that builds knowledge collaboratively.
- Ethics:- Apply ethical principles and commit to professional ethics and responsibilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college has clearly stated learning outcomes that are specified in mission and objectives statements.

The students are made aware of these through the acquisition of skill and knowledge about communication, reading-writing, presentation, group discussion, industrial visits, planning, marketing, banking transactions awareness etc.

for effective teaching learning process all college teachers use various audio- visual aids and ICT for the best outcome.

Various techniques and strategies are also used to achieve the desired goal.

Communication, reading and writing skill are assessed through exercises given in the classrooms. various skills for competitive examinations are developed more and more through participation of students in the different training programs and activities.

Skills related to group discussion, presentation and decision making of students are assessed through various events seminar, workshop etc.college organizes field visits, industrial visits, seminar, coaching classes for civil services, etc. Social awareness programmes are also organized by the departments and provides counselling services.

The achievements of learning outcomes are monitored by keeping in mind a record of internal evaluation and university examination results of the students.

Result of every department is analyzed by the staff in the beginning and in the end of every academic session.

Corrective measures are taken to improve the learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/file/d/18BIqJ6rmYBjAmPv0ulTDd7mOMc3d9Chj/view?usp=drivesdk

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

621

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://docs.google.com/document/d/1TXUBzA5SlNyBtXobJDRokjS8tSI0NSJn/edit?usp=drivesdk&ouid=109131829131500426798&rtpof=true&sd=true>

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**

5

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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**

11

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**

12

File Description	Documents
Any additional information	View File
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

For the holistic development of students, the N.S.S. and N.C.C. units of the college remain active throughout the year, organizing a number of extension and outreach activities. The college motivates students to participate in activities such as the seven-day camp in Lilapur village organized by the NSS unit on theme of sanitation, health & public awareness camp, where various social awareness programs are conducted. Additionally, the college's N.S.S. and N.C.C. units have organized Swachhata Abhiyan programs, gender equality Awareness, AIDS Awareness Yoga Day celebrations, Blood Donation Camps, and National Day celebrations. Through these activities, the college makes incessant efforts to inculcate the spirit of universal brotherhood and cooperation.

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**

2

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	View File

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

33

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

1444

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

3

File Description	Documents
e-copies of linkage related Document	View File
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**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

The college campus spreads over 33 acres with built-up various buildings in the campus.

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, computer lab etc. The institution has adequate facilities for teaching-learning resources as required in the curriculum a norms of regulatory

bodies. There are adequate Seminar halls, Wi-Fi-enabled classrooms with good ventilation and 60% of them have LCD projectors, Principal office, staffroom, common library which is integrated with knowledge resource centre with more than 8000 books and all aspects of academic studies and research material. We have exam department, N.S.S. office, N.C.C. office, LED, personal computers with Internet nodes and 3 Xerox machines in the college. The College has Sports ground and space for organizing other events in the campus. The campus is under CCTV surveillance as well as other security measures are properly taken care of. The college pursues a policy of getting maximum resources available at its disposal. Green Energy Infrastructure Setup: The College has two solar panel set-up to generate electricity.

The college has fire safety system in entire building. Our college provides utilities like safe drinking water, washrooms. A serene green campus sets an ambience for peaceful learning.

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 college has a big ground with all adequate facilities required for sports. The college organized sports day every year which includes an impressive march past, different sports events like volleyball, khokho, kabaddi, badminton, sphere - throwing, javelin - throw, running etc. For indoor games like chess, carom separate arrangements are kept as per the requirement. Apart from the equipment we have first aid box for emergency. Gymnasium facility is available in with the help of Gujarat Arts and Science College. The college has yoga centre and we celebrate yoga day on 21st June with the collaboration of Yoga and cultural association of Gujarat. All students and staff members participate in this event every year. The college has Saptdhara (For the overall development and progress of students) committee under which in we organize events like elocution, debate, quiz, creative writing, translation, essay writing, Mehdi, cooking, dancing, singing, elocution, debate, quiz etc. Government of Gujarat has provided special fund conducting various events under the Saptdhara initiative. Every year cultural program is organized in the

college. Apart from this many other cultural activities classical dance, folk dance, singing, mime, one Act play, theme based Ramp walk. Our students also part in Youth festival organised by the university.

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.

17

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)

16.41

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 college library is having a separate building in the campus. The institution has already an automate using integrated library management system. The books or journals, if anyone wants to refer to that each students and staff members then a college ID card is mandatory. We do have separate departmental library well with more than 2000 books. The College Library is fully automated {Integrated Library Management Sys (ILMS)} by SOUL software (version 2.0). We have a brain script system for blind students

The college library has a suitable infrastructure to read and to it is said that library is the best instrument to divert the youth on the path of development, and to at this, the college makes optimum efforts. We strive to make the college a centre of excellence with the maximum use of library because the more you read; the more you understand the world.

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

File Description	Documents
Upload any additional information	No File Uploaded
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)

0.70

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi The institution sees to it the Wi-Fi facilities are one of the core necessities and looks in to the matt updating its Wi-Fi as an when needed. The ICT based facilities of Gujarat College CC portal is available faculties, Principal and for administrative staff.

There is another portal as well that includes BSNL broadband connection through its three landline based LAN which names NAMO Wi-Fi which is free to access for students as well as for staff members. The updated speed of the internet is up to 100 MBPS. The institution upgrades its facilities, maintenance and timely services. There is one coordinator from the faculty members for ICT based facilities and itsup gradation. If any aria are in need it is consulted through principal.

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

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

16.41

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, li sports complex, computers, classrooms etc. The college has made an arrangement of established system for the Maintaining and utilizing physical aca and support facilities library, Computers and classrooms etc. call arrangements are quilted to maintain infrastructure. Heads of all departments of inform the principal about all purchase Requirements. And Principal of the college approves purchase of required things. Administration department places orders a the approval of Principal. The college has all ready formed library advisory Committee. Each head of the departments put their list of required books before Library Committee.

The Committee and Principal of th College approve the list of books to be Purchased. Similarly, equipments which are to be maintained are Considered and proper steps are followed. Classrooms and building are kept clean every day. Cleaning con is given to a private agency for Cleanliness.

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**687**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
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

402

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

402

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

500

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

18

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

This is the duty of institution to engage and facilitate students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students' representation on various bodies as per established processes and norms)

The college has constituted a Student Representative Committee (SRC) which consists of five active Committee Members to motivate and enhance the students. The Council works under the senior faculty who encourages students for the decision making. Student

representatives along with the GS and LR, takes decisions about arrangement of Annual Function, Navaratri, sports event etc. The students manage everything and also conduct the programme by their own effort. They seek the guidance of the convener of the SRC or the Principal who paves the way for the more finishing in their work. The SRC plays a major role in organising Teachers' Day function, Farewell Function and Annual Day Function, Picnics and Study Tours and other Celebrations throughout the year. As per the instructions and guidelines given by the Gujarat University, the Department of Higher Education Govt. of Gujarat, every year SRC is formed by the institute through the merit list of students. SRC and the students' representatives take an active part in academic and administrative committees. SRC is actively doing the job in a proper way for the benefit of the students. The council concentrates its attention on curricular requirements of the students and also takes up the medals, related with the development of the institute

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

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

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

10

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

The former students of the Gujarat arts and commerce college have formed alumni association to provide their valuable support in the college activities. The alumni association actively works to guide students presently studying in the college. We arrange a yearly meeting of Alumni Association regularly. The association performs an active role in college programs and activities such as NSS camp, NCC, sports and annual function, republic day and Independence Day celebration. The alumni students also support the college financially. In the year 2022- 23, they have donated two computers and two printers. Apart from this, they have gifted 200 kits (folder notepad, and pen) to encourage the students. This way they have contributed in the development of Gujarat arts and commerce College. They have established the interaction with industrialists for the benefit of the students in creating job opportunities. They assist in arranging campus interviews, placements and industrial training. Many students have been appointed at various work fields like teaching, police service, Railways etc. They promote various activities for students to improve their knowledge, personality development, entrepreneurship development, various training and employment. The alumni association is playing significant role in the development of the college.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

"To strive for excellence by providing value-based quality education through cultivation of skills for the enhancement of dignity and growth of the society and the nation"

Our Mission

- The college makes incessant efforts to become dynamic center for life-long learning. The college pursues the following missions to accomplish its vision.
- To make the students aware and obedient of constitutional values like democracy, secularism, equality and to make them execute the duties of a true citizen sincerely.
- To stimulate vocational skills by providing value and skill based teaching through the use of ICT for better employability and competence at national and international levels.
- To inculcate entrepreneurial skills and soft skills.
- To provide conducive environment for research as well as community and extension services to the faculties and students. The college seeks to generate cultured, humane and dynamic individuals for the selfless service of the society.

The empowered team involves- the principal, IQAC members, teaching and nonteaching staff, supporting staff, student representatives, stakeholders, alumniees and various committees. The principal monitors the mechanism regarding administration and academic processes. The leadership is the collaboration of heads of faculties, heads of the departments, and IQAC for decision making and improving the efficiency of the institution.

File Description	Documents
Paste link for additional information	https://gacc.org.in/vision-mission/
Upload any additional information	No File Uploaded

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

The Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the institutional head to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and

implementing decision-making policies for academic and administrative affairs through various committees have contributed to the growth of the college. The institute focuses on various areas of education, art and knowledge; known as Saptadhara Activities, for the manifold progress of the students. The Saptadhara committee provides a cultural platform to students of the institution, where they feel the bliss of creativity. The Shaptdhara committee consists of various members who represent all the departments of college. In the beginning of academic year a meeting of the committee is organized under the direction of the principal. The Committee prepares the schedule of events and organizes various competitions. Other teaching and non-teaching members are involved in the evaluation of the competitions. The students are also involved in planning and execution of the various programmes. The Saptadhara committee display team spirit in organizing various events.

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

The college has strictly followed to the academic calendar as given by the Gujarat University and the Education Department of Gujarat. The principal of the college gives academic freedom to various committees together with the all departments to lead all the academic activities of the college. The college is a government college and hence every perspective plan for development has to be informed to the higher authorities and has to be approved by them.

Admission of Students

Admission committee of the college prepares norms as well as cut of marks regarding admission of the students for each academic session. However, being a government institution and as per the directives of affiliating university there are no checks at entry level. All Govt. Rules and regulations of reservation (SC/ ST/ OBC/ and others) are taken into consideration.

Examination and Evaluation

Examinations and Evaluations are conducted according to the norms given by Department of Higher Education Government of Gujarat as well as Gujarat University. Continuation evaluation done by Attendance, Weekly Test, Assignments and Seminar/Projects.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The institution is directly under the control of education department, Government of Gujarat and the office of the commissionerate of higher education monitors the overall development in pursuing excellence in every aspect. The principal is head of the college. Next is the department and administrative wing. The subsequent duty lies with the faculty of the respective departments. The non-teaching staff comprises of the office staff with registrar, the head clerk, senior clerks, junior clerks and attendants. The PTI and librarian are also the integral parts of the organization. A committee comprising of faculty members and administrative staff is involved in the planning and implementation, academic audit and evaluation.

Service Rules:

The institution strictly follows the service rules according to the GCSR (Gujarat Civil Service Rules) norms. The teaching and nonteaching staff have the benefits of PF, ESI, casual leaves, earned leaves, medical leaves and maternity leaves etc.,

Recruitment:

Recruitment takes place according to the norms of the UGC and Government of Gujarat. Principals and assistant professors are recruited by GPSC. They are under Gujarat Education Services and their post is gazetted officer. Recruitment process includes written examination followed by an interview. On clearing interview, candidates are recommended to education department for appointment.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gacc.org.in
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	No File Uploaded
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

The Institution helps to its staff with the help of its various financial benefits through different schemes. For maintaining good repo with all the employees, the college staff club organizes informal get to gather party every year. All the new recruiters get familiar with the tradition of joining Gujarat college family. The principal always attends all the events organized in the campus to motivate the students and staff of the college. List of welfare measures provided by institute for teaching and non-teaching staff:

- General Provident Fund
- Group Insurance for staff members
- Government residential accommodation
- Duty Leave for attending Seminars, Conferences and Workshops
- Leave for OP/RC/FDP
- Eco-Friendly campus & Hygienic working environment

- The institution has eco-friendly environment with least air pollution. The institution also ensures hygienic working environment with a provision of hygienic sanitation for both Teaching and Non Teaching staff.
- The institution also sanctions leave according to the rules of GCSR.
- Bonus to Class IV Employees
- Family pension for regular staff
- The institute provides free Wi-Fi facility in campus area for Teaching and Non Teaching staff.

File Description	Documents
Paste link for additional information	https://www.gacc.org.in/wp-content/uploads/2019/03/GCSR-4.pdf
Upload any additional information	No File Uploaded

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
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

The performance appraisal report provides good feedback to faculty and helps them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PBAS (Performance Based Appraisal System) for the assessment of

teaching and non-teaching staff. The performance based appraisal report encourages the faculty members to make excellent performance in teaching -learning and research. The institution has the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. It is also based upon their relation with the students, colleagues and administration. These self-appraisal reports serve as a necessary document for the career advancement of the faculty. The teachers are encouraged by the UGC career advancement scheme endorsed by the Government. Record of their leaves are also kept and documented accordingly. The above set performance appraisal report is to be filled by employee in a given prescribed proforma which includes all the points related to the performance of the staff. The views of the employee filled in the prescribed proforma are reviewed by the principal. The overall report is further reviewed by the joint director and final performance execution status is setup and confidentially recorded in the office of CHE 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 institutional mechanisms for internal and external audit are presented as below:

- Grants received from UGC are regularly audited by registered auditors and the utilization certificate and statement of expenditures as per prescribed formats, are submitted to the respective bodies in due time.
- The grants received by the state government are audited by the audit and accounts section of the office of the principal accountant general, government of Gujarat.
- They conduct detailed audit of all accounts periodically.
- The last external audit was conducted for the period April 2020 to March 2021.
- The institute has constituted an internal audit committee for the period of April 2022 to March 2023. The committee is responsible to conduct audit in accordance with auditing

standards generally accepted in the Government of India and the audit requirements as prescribed by the Department of Higher Education, State of Gujarat; and express their opinion based on the audit. The internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. The last internal audit was conducted for the period April 2022 to March 2023.

- Major objections and its compliance to the same are being done properly.

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

Being a Govt. College, it is guided by the financial rules of the Govt. of Gujarat. A number of committees consisting of teaching and/or non-teaching staff are constituted every year to ensure purchase of equipment, books and furniture. Utilization of resources and also monitored effectively. Such committees are:

- District Level Purchase Committee
- College Purchase Committee
- College Development Committee

- Saptdhara Committee
- UGC committee
- Library committee
- Gymkhana committee
- RUSA Committee
- Internal Quality Assurance Cell

Other significant mechanisms are as follows:

- Appropriate tendering process is ensured to maintain fairness in purchase related matters.
- Highly rated items are being purchased through a Government E-marketplace (GeM).
- The institute also purchases without tendering process through Government recognized institutions.
- The institute also ensures use of PFMS portal for payment towards various purchases under RUSA.
- Sufficient publicity is given to the tenders through other Govt. offices.
- Salary is billed through the IFMS software.
- Records of purchases, bill and Cheque registers, stock books, scholarship registers showing receipts and disbursements are maintained and regularly updated.
- The whole process of fund allocation and management is supervised by the principal.
- The Governing Body also recommends proposals for the effective utilization of financial resources. Auditing is done periodically and stipulations are met.

File Description	Documents
Paste link for additional information	https://gem.gov.in/
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

The Internal Quality Assurance cell (IQAC) was created with the motive of quality level of building economic and social infrastructure in the institution. The IQAC was established on 16/06/2010 as per the guidelines of the UGC for conscious, consistent and catalytic improvement in the performance of the institution.

The college has institutionalized the following two quality initiatives of IQAC:

1. Online Feedback System
2. Student soft skills development

Online Feedback System:

IQAC has developed an online pro forma of student feedback to gather information from the students about the overall impression of the institute. The various Departments of the college had been receiving students' feedback manually for the past few years; however, this online feedback system has been introduced and implemented as a quality initiative and a way to make student feedback system more effective and efficient, as it involves all the students of the College to assess and improve the curriculum of the programs of study, and quality of teaching and learning in the Institution.

Student soft skills development:

The institute has initiated a beautiful project named 'Finishing School'. The main objective behind the project is to equip students with Soft Skill and Spoken English training & increase their employment potential.

File Description	Documents
Paste link for additional information	https://gacc.org.in/finishing-school/
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 institution has established Internal Quality Assurance Cell with a mission of enhancing the internal quality of the curricular and co-curricular activities with infrastructural development. The IQAC has played a very important role in the development and growth of the institution since its inception. The cell meets in regular intervals to analyze the system in operation and its grey areas. The IQAC is planning to set down broad guidelines under which the teaching learning process will be implemented.

Committees have been formed to plan and implement various activities under different heads so that the desired quality of outcome can be assured to the beneficiaries.

The activity of students' feedback for teachers will be undertaken more effectively under IQAC. At the same time purposeful attempts to increase research work by faculty members is supported by the principal as per the suggestions given by IQAC Cell. Students and staff members are encouraged to participate in different programs of the institution and other institutions of the state to inculcate knowledge about the quality development of the institution.

File Description	Documents
Paste link for additional information	https://gacc.org.in/iqac/
Upload any additional information	No File Uploaded

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)

A. All 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	No File Uploaded
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

To develop a precise approach towards a healthy culture of gender equity, the college has undertaken following measures like- The college has counselling room GOVERNED BY Psychology Department in which students can meet and discuss their problems at any time and whenever needed special counselling sessions are organized on demand. A separate common room for boys and girls has been set up in the college. First aid kits, emergency medicines, cotton are available in the room. Sanitary Pad Vending Machines and Disposing Machines have been placed in Female Toilets. CWDC has conducted several activities during the year 22-23 like Gender Sensitization Session, Participation of College Students in Sakhi Swasthya Seminar, Women's Health Awareness Programme, Essay Level essay competition and National Level Quiz Competition on Women Empowerment and Gender Equality Theme under W20 -G20. Infact in the Annual event 22-23, for promoting overall inclusivity college provided platform to a Specially-abled Girl student who anchored the event with a Braille Script support.

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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Hazardous chemicals and radioactive waste management

Solid waste management: - Solid waste at various points of the college building is collected daily in the dustbin and the garbage in the campus is collected on weekly basis. The college has adopted a policy to maintain cleanliness in the campus through Scrap and Waste management initiatives. The college has allocated appropriate budget for housekeeping every year. Paper waste is collected from different department and transported to a disposal place. The college has an action plan ready for disposing off the written-off waste lying idle in the institution premises in next year through formal process.

E-waste management: - The institution governs the effective collection, segregation, recycling, management and disposal of all waste. The college complies with all central and state legislative requirements governing the disposal of waste to dispose of waste in a responsible and organised manner.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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 well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

- Our institute prioritizes sensitizing students to cultural, regional, linguistic, communal, and socioeconomic diversities at both state and national levels. We encourage students to organize and participate in various programs held by the college, inter-colleges, universities, and governmental or non-governmental organizations to foster awareness of these diversities. Also-

1. The institution believes in tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities which is evident from the fact that students belonging to different caste, religion, regions are studying here without any discrimination.

2. The college also organizes various cultural programs under Saptadhara, NSS, NCC and Annual Event to celebrate the cultural diversity of India.

3. The College also celebrate the different festivals and days with joy and enthusiasm which help them to implant social and religious harmony.

4. To deliberate on the linguistic harmony, the college encourages students to speak and converse with each other in English, Gujarati, Hindi and promotes them to speak in their regional dialect. A special programme was organised to promote cultural and linguistic diversity of India wherein a Kashmiri poet Syed Ahmad was invited who narrated Urdu poetry to students and delivered session on Kashmir.

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	No File Uploaded

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

- The students and staff members of the college participated in various programs and activities which are devoted towards the values, rights, duties and responsibilities of citizens. In the year 22-23, College organised a one-week NSS Camp at Lilapur village where 50 students participated with thorough enthusiasm and created social awareness by addressing many social issues. NSS unit actively conducted 29+ activities during the year 22-23 including Cleanliness Drive, Organ Donation Awareness Drive, Fire and Safety Awareness Drive, 'Sharing is Caring' Campaign at Gulbai Tekra Slum, Karuna Campaign for Birds and Animal rescue, Drug free India campaign, Voter awareness campaign etc. NCC too organised various camps like Rashtriya Ekta Divas Camp, Cleanliness Drive, Tree Plantation Drive, Ek Main Sau Keliye Abhiyan (KargilKeVeero ko Gujarat Ka Abbhar Drive under which college NCC unit sent 52 cards to Soldiers on the border), Blood Donation Camp etc. This year also, Commerce Department designed a special course for students with special focus on Ethics and Values Orientation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

A. All of the above

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

File Description	Documents
Code of ethics policy document	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	No File Uploaded

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

Institute always thrives for the proper development of students. Young generation is the pillar of future development of the nation. It is important to motivate them to be the flag bearer of spreading the valuable contribution of our great personalities. The college organizes the programs on the birth and the death anniversaries of our great leaders. It proves the unity in diversity and feeling of oneness amongst the students and guides them how to contribute in our country a prosperous, happy, and peaceful nation.

In 22-23 college celebrated of Independence Day and Republic Day, Women's Day, Teachers Day, Guru Purnima, Hindi Rashtrabhasha Divas, Shakespeare Birth/death (Online), Various events (like Fit India Freedom Run 3.0, Tiranga Yatra etc.) under Azadi ka Amrut Mahotsav, Shahid Veer Kinariwala Diwas, NCC day, NSS Day, International Yoga Day, National Voters Day, Vishwakavi Umashankar Joshi Birth Anniversary, Veer Kavi Narmad Birth Anniversary, International Mother Language Day, Hindi Divas, Ahmedabad Sthapana Divas, Subhashchandra Bose Birth Anniversary etc.

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	No File Uploaded

7.2 - Best Practices

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

- **Enrichment Beyond Classroom(EBC) 2.0**
- **The Context:**
 - Students with basic academic skills need overall development.
- **Objective:**
 - Provide platform for 360° development beyond the syllabus.
- **Practice:**

Finishing School, Certificate Course on Basic Crocheting by Statistics Department, Innovation Club, Hindi Department launched a wall magazine called 'Vachikam' managed by students, Commerce-Accountancy Department launched Neo-Commerce Club for carrying out beyond classroom activities related to Commerce, Field visits by History & Gujarati Department

- **Evidence of Success:**
 - 30+ students participated in the Basic Crocheting Certificate Programme, and 52 in Finishing School, 37 Students in Certificate Course on Ethics and Moral Values offered by Commerce-Accountancy Department
- **Problems Encountered: None**
- **SSIP**
- **The Context:**

To develop an entrepreneurial mindset amongst youth and support Start-up culture driven by the SSIP 2.0 policy of Government of Gujarat.

- **Objective:**To create a Start-up oriented atmosphere at college through student sensitization taking help from innovation club.
- **Practice:** The College initiated a regular Talk Session series called 'Start-upShaala: Learnings from Entrepreneurs' for student's sensitization towards Start-up.
- **Evidence of Success:**185 students were sensitized during the year. The SSIP committee made efforts and secured Two computers and Two Printers from a company under their CSR.
- **Problems Encountered:**None

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

GACC-Evening has the legacy of being first evening college for Arts and Commerce students in Gujarat State, and was established with the vision of providing higher education to the needy students in the city. It caters specifically to those students who work during the day and aspire to continue their studies. Our primary goal is to encourage more students to pursue higher education. At our institution, we place significant emphasis on the development of discipline, maturity, and moral standards among our students through programmes like the National Service Scheme (NSS) and National Cadet Corps (NCC). We strive to create an environment that fosters higher education, leading to better employment opportunities and instilling a sense of social responsibility. Our focus is on urban youth, empowering them to become responsible citizens of the nation. To achieve our vision, we prioritize quality education for students from urban backgrounds, especially those from educationally or otherwise weaker sections of society. We achieve this through various enrichment activities beyond classrooms conducted within and outside the institution. Additionally, we establish cells, committees and clubs to support students' academic growth and create a vibrant atmosphere conducive to their overall development. With a supportive administration and ideal infrastructure, GACC-Evening aims to make a positive impact on the educational landscape.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- **Hosting National and International Events:** Various departments will organize webinars, seminars, and conferences on both national and international levels.
- **Skill Development Programs:** The Finishing School Project will continue to conduct skill development programs.
- **Career and Startup Guidance:** Career guidance as well as Startup Sensitization programs will be arranged for students.
- **Library Enhancement:** The library resources will be enriched with the latest books, e-books, journals, and magazines related to various subjects.
- **Infrastructure Improvement:** Efforts will be made to enhance the library infrastructure. Additionally, teachers will be encouraged to participate in research activities, state or national seminars, conferences, and workshops.
- **Efforts for College Building Infrastructure-** The college shall make necessary efforts for getting its own land & building approved and try fulfilling necessary procedural formalities for the same.
- **Green Campus Initiatives:** More trees and plants will be planted to beautify the campus and promote greenery.
- **Collaborations and MOUs:** The institution will sign Memorandums of Understanding (MOUs) with industry and academic institutions.
- **Educational and Cultural Tours:** Educational, religious, historical, and industrial tours will be organized for students and staff.
- **Inter-College Sports Competitions:** The college will host sports competitions among different colleges. Furthermore, socially integrating activities of NCC and NSS will enhance social compatibility among students.