



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT ARTS AND COMMERCE COLLEGE, FORT-SONGADH DI-TAPI
Name of the head of the Institution		Dr. Rajeshbhai Amratbhai Patel
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		091-9427163046
Mobile no.		9427163046
Registered Email		gaccsongadh@gmail.com
Alternate Email		govt.acc.fortsongadh@gmail.com
Address		Government Arts and Commerce College ,Fort-Songadh District- Tapi
City/Town		SONGADH
State/UT		Gujarat
Pincode		394670

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Mr.Rakeshbhai Sanjibhai Gamit			
Phone no/Alternate Phone no.		02624222426			
Mobile no.		9879156154			
Registered Email		gaccsongadh@gmail.com			
Alternate Email		govt.acc.fortsongadh@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://gaccsongadh.ac.in/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://gaccsongadh.ac.in/academic-calender/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.04	2019	09-Aug-2019	08-Aug-2024
6. Date of Establishment of IQAC			16-Jun-2014		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Online MCQ Test Through Google Form		12-Feb-2019 7		1200	

Collge Student WhatsUp Groop	11-Oct-2018 00	1500
Alumni Feedback	07-Dec-2018 7	101
Student Feedback	06-Dec-2018 7	735
NSDC(Domestic Data Entry Operator)	05-Feb-2019 80	73
Finishing School	05-Mar-2019 10	40
Finishing School	22-Oct-2018 5	40
Finishing School	17-Sep-2018 5	40
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GACC Songadh	Vocational Tranning(NSDC)	KCG	2018 80	1086956.52
GACC Songadh	Finishing School	KCG	2018 5	200000
GACC Songadh	Finishing School	KCG	2019 5	200000
GACC Songadh	Finishing School	KCG	2019 10	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

To encourage holistic development of the students , Vocational training (NSDC) and Finishing School certified course was conducted under RUSA Component12.

Guidance to students for competitive exams and placement fair was organised at university level.

Scholarship is provided under Vanbandhu Kalyan Yojana to students belonging to SC ST and OBC categories by Government .

Whole procedure of online application is done at college so that none gets deprived of the benifit.

Successful Submission of NAAC SSR for NAAC accreditation .

[View File](#)

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

Plan of Action	Achivements/Outcomes
NAAC Accreditation of the Institution	Target completed
Provision of high speed internet to every academic department	Target completed
Up-gradation of college website (www.gaccsongadh.ac.in)	Target completed
Student Database Management System to be made functional	Implementation Pending
AQAR compilation process to be completed by 2018 year end with the assistance of AQAR Preparation Subcommittees and sent to NAAC	Target completed
Provision of new format of Employee Identity Card	Target completed
Academic & Administrative Audit/ Green Audit	Partially completed as only Administrative audit is done.
Ensuring a plastic free campus	Target completed
Designating and numbering of all blocks and rooms of the college in an uniform format	Target completed
Organizing Annual NSS Camp	Implementation Pending

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	02-Feb-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Government Arts and Commerce College ,Fort- Songadhis affiliated to Veer Narmad South Gujarat University. The college operates at UG level, keeping in mind the goal of transforming lives through learning and nurturing an environment of intellectual excellence, inculcating values, identifying talents and above all making good human beings. The College follows the curriculum designed by Veer Narmad South Gujarat University, Surat. At the beginning of every academic year, the college chalks out an academic calendar. The principal of the college sets the time table schedule of each subject for teaching which includes lecture hours. The heads of the departments conduct academic planning meeting to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. If, for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. As per the requirement new books are ordered with the concern of subject teachers and students. For implementation of curriculum, teachers have included teaching methods such as presentation, assignments, and seminars for effective teaching. The Board of Studies of Veer Narmad South Gujarat University, Surat prepares curriculum of the concern subjects. The college receives regular updates of circulars through letters and e-mails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned department about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. Timely meetings are conducted and instructions are given for submission of Assignments and conducting Unit test and internal test are well planned and executed before final examination. Evaluation of the students is also done as per the rules and regulations prescribed by Veer Narmad South Gujarat University , Surat.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Finishing School	NA	17/09/2018	05	Focus on Employability	Life skill
Finishing School	NA	22/10/2018	05	Focus on Employability	Employability Skill
Finishing School	NA	05/03/2019	10	Focus on Employability	English functional skill
NSDC	NA	05/02/2019	80	Focus on Employability	Data Operator

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NIL	01/07/2018
BA	NIL	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	01/07/2018
BCom	NIL	01/07/2018

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

	Certificate	Diploma Course
Number of Students	113	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Vocational Training(NSDC)	05/02/2019	73
Finishing School	17/09/2018	40
Finishing School	22/10/2018	40
Finishing School	05/03/2019	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NA	0
BCom	NA	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained

Feedback was obtained from various stakeholders both students and Alumni during the current assessment year. As regards to the Students' Feedback, it was executed in the offline and online mode on a single day in the entire departments. The data sheets generated, was handed over to an external agency for data analyses and the feedback report provided in two sections. Faculty members of every department and other stakeholders like library and office staff were provided the feedback scores individually by the IQAC Co-ordinator in a standard format designed by IQAC. In a second phase, feedback of the alumni was taken from every department in the online mode. The opinions and suggestions advocated by the alumni were studied by the IQAC and a list of grievances prepared. The issues raised were discussed in the IQAC Core Committee meetings for seeking possible remedial measures. The IQAC has requested the principal on different occasions to redress various pertinent grievances raised during the stakeholder feedback process. As a fall out of the feedback, it was decided to constitute an alumnus' Forum in the college, the first of its kind in the State at college level, with a view to involve the Alumni in the overall qualitative improvement of the institutional ambience. Moreover, members of these stakeholder groups are also involved with IQAC for their say in the decision-making process. Apart from the formal feedback system as envisaged and prescribed, the administration also takes heed of nonformal feedback from the various stakeholders blended with individual jurisprudence on the part of the principal (as the administrative head) and the Governing Body for planning and executing various developmental works in the institution for its overall development. Informal interaction with the various stakeholders on different occasions has also led to the formation of ideas and opinions regarding developmental aspects of the institution. The institution has a close bonding with the nearby Songadh locality (where the college is situated). The local people frequently visit the campus for a variety of reasons and informal interaction with different individuals of the institutional locality has become more of a routine affair. Several ideas on important developmental aspects have crystallized in that way also.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	100	67	67
BA	Gujarati	100	139	139
BA	Sanskrit	100	63	63
BA	Hindi	100	119	119
BA	Sociology	100	104	104
BA	Economics	100	102	102

BA	History	100	91	91
BCom	Accountancy	109	109	109
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	794	0	13	0	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	13	4	4	2	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

15.38 Formal mentoring system is yet to be implemented in all departments of the college. However, the faculty members maintain close rapport with the students (especially the students from the major course) and assist them in various aspects pertaining to their career and personal issues. The field works that are carried on in some of the departments is a good opportunity for the students and the faculty members for developing good personal bonds as good period of time is spent together during travelling and overnight stays in outstation places. Moreover, educational tours organized by the college also helps to build personal bond between the faculties and students. The close bonding between the teachers and the taught also gets developed through a variety of cocurricular and extracurricular activities in different departments, e.g. participation of various departments in all the activities at institutional level. This way, faculty members get to know about their personal traits and also the opportunity to perform the role as their informal mentors. However, the Students' Counselling Cell has been entrusted with the task of devising a mechanism for effectively implementing the mentoring system in all the departments of the college within a designated time frame. Moreover, it has been also resolved through IQAC to introduce mentoring at the institutional level through professional assistance, and supported by the Students' Counselling Cell.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
794	11	00

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
7	7	0	7	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL
2019	NIL	Assistant Professor	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1	1	05/11/2018	09/03/2019
BCom	3	1	05/11/2018	05/02/2019
BA	1	2	23/04/2019	05/07/2019
BCom	3	2	23/04/2019	28/06/2019
BA	1	3	05/11/2018	13/02/2019
BCom	3	3	05/11/2018	07/02/2019
BA	1	4	23/04/2019	27/06/2019
BCom	3	4	23/04/2019	28/06/2019
BA	1	5	05/11/2018	01/01/2019
BCom	3	5	05/11/2018	04/01/2019

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

Continuous Internal Evaluation(CIE) system at the institutional level. Continuous internal evaluation is an important part of teaching learning process. Unit test or MCQ test are conducted as a part of evaluating the knowledge gained by the students in the classroom at proper interval. Continuous internal evaluation is conducted through unit tests, assignment, MCQ test well in advance before university examination to help students to prepare well for exam. Veer Narmad South Gujarat University provides well in advance schedule of the continuous internal evaluation.

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

Our institution adheres strictly to the calendar for the examination communicated to us by Veer Narmad South Gujarat University in the beginning of the academic year. The internal exam of 20 marks has a weightage of 30. After conducting the internal exam the marks of the students needs to be displayed on the notice board and if any grievance it need to be resolved in time. We have deadlines to submit internal makes and external examination forms of the students along with the examination fees.

2.6 – Student Performance and Learning Outcomes

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

<http://gaccsongadh.ac.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BA	Final Year	390	375	96.15
03	BCom	Final Year	51	18	35.29

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2.7 – Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1NpJL9irG5Z3ai7Kyr1HYytbckh71LjsaxJjNEoZ57Fo/edit?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	00	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	01/07/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/07/2018	NA

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/07/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	0
International	English	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	7
Sanskrit	1
Gujarati	3
English	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	NIL
NIL	NIL	NIL	2018	0	0	NIL
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	3	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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NIL	NIL	0	0
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NA	NA	0	0
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	00	NA	00
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	Na	NA	01/07/2018	30/06/2019	00
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Government Science College, Songadh	01/07/2018	To conduct guest lectures, Rally on Education and Awareness	300
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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0	0
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	SOUL 2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3927	256332	322	25328	4249	281660
Reference Books	1052	210430	240	38930	1292	249360
e-Books	0	0	1	5000	1	5000
Journals	17	7850	24	10570	41	18420
e-Journals	0	0	1	5000	1	5000
Digital Database	0	0	1	5000	1	5000
CD & Video	200	0	0	0	200	0
Library Automation	0	0	1	0	1	0
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

NA	NA	NA	01/07/2018
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	42	1	42	0	0	0	0	250	0
Added	8	0	0	0	0	0	8	0	0
Total	50	1	42	0	0	0	8	250	0

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

250 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Subject E-Material	http://gaccsongadh.ac.in/semester-wise-subjects-material/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
62622	62622	0	0

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

<p>Established systems and procedures for maintaining and utilizing physical, academic and support facilities: Library: Our college has good and spacious library which accommodates 80 students to read at a time. In the library there are 5463 books are available for different subjects. It also has reference books and text books for current syllabus. There is one librarian who maintains books database and entries, supports students and teachers in the library and keeps the library function smooth. The college peon maintains cleanliness of the library. Sports complex: The physical instructor maintains the sports and gymnasium instruments and the facilities on the ground. He also motivates students to participate in physical fitness activities. Every year, the sports committee organizes sports festival and all the out-door games are played on the sports ground. Indoor games are played in the corridor of the college building. The sports department also maintains various equipments for different games. Computers: There are 42 Computers in the college and its maintenance is done as and when required. NSDC course is started from the current year and there are 73 students participants. Classrooms: There are 6 peons which take care of cleanliness of the college premises. Road and Building department takes care of infrastructure of the college.</p>
http://gaccsongadh.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	STUDENT AID FUND	0	0
Financial Support from Other Sources			
a) National	SC/ST/OBC/MINORITY/ ISHAN UDAY	1634	0
b) International	NIL	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NSDC(Domestic Data Entry Operator)	05/02/2019	73	KCG
Finishing School	05/03/2019	40	KCG
Finishing School	22/10/2018	40	KCG
Finishing School	17/09/2018	40	KCG
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	GUIDANCE FOR BANK RECRUITMENT	268	268	0	0
2019	FINISHING SCHOOL	40	40	0	0
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
NIL	0	0	NIL	0	0
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	8	BA	Sociology	Navyug college of Education ,Sukhpur	B.Ed
2018	1	BA	Sociology	VNSGU Deaprtment	MA
2018	4	BA	Hindi	Shri MRD Arts College ,Buhari	MA
2018	15	BA	Hindi	VNSGU Depart ment ,Surat	MA
2018	5	BA	Economics	Gujarat Vidy apith,Ahmeda bad	MA
2018	2	BA	History	VNSGU Depart ment ,Surat	Journalism
2018	1	BA	Sociology	Gujarat Vidy apith,Ahmeda bad	MA
View File					

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

Items	Number of students selected/ qualifying
NET	0
SET	0
Civil Services	0
TOFEL	0
View File	

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

Activity	Level	Number of Participants
Annual Day	College	1828
Blood Group check up	College	1828
Saptadhara competition	College	52
Tree Plantation	College	1828
Voter awareness	College	1828
Vyasan Mukti Divas	College	958

Praveshotsav	College	795
Seminar on GST	College	352
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	00	NA
2019	NA	Internatio nal	0	0	00	NA

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

As per Veer Narmad South Gujarat University guidelines General Secretary elections for General Secretary, Class representative and Ladies representatives are conducted in the college. The college constitutes a Student Council which comprises of students representative and faculties. The chairman of the Students Council is the Principal of the college. The chairman of the council is faculty and General Secretary, Class representative and Ladies Representative are the members of the council. The formation of the Student Council is done by the election in which students of different divisions elect their representatives. These representatives elect General Secretary. Our college has 5 main committees which works under the Student Council. In each committee the chairman is one faculty and other students (LRs and CRs) are committee members. The Council works under the headship of a senior faculty who encourages students for decision making. Student representatives along with the GS and LR, take decisions about arrangement of Annual Function, celebration of different days, planning of a tour and other important functions. If required they ask for guidance of the Principal. The Council plays a major role in arranging Annual Day Function, picnics and study tours and other celebrations. The funding required for the programs is provided by the college. The students also contribute towards social activities. The details of various academic and administrative committees that have students representatives. They are, SC/ST cell, Anti-Ragging Cell, Sports Committee, Grievance Redressal Cell, Internal Compliant committee, Saptdhara, Cultural committee etc. and the representative of the students work together to work for betterment of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The institution has started the Alumni Association since the academic year 2014-15 and it is in process of registration. The Alumni Association works as bridge between the students who studied and the students who are studying. The association plays a vital role in the development of the institution. The meeting of the association is held once a year. Students who are the part of it provide their valuable feedbacks for the academic and infrastructure facility. The association works as guide for the students of the college. We are government institution and therefore we can expect any financial help.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution practices decentralization and participative management in college. We conduct curricular, co-curricular and extra-curricular activities actively on regular basis. Each academic year begins with Pravesh mohotsav in which First year fresher students are welcomed and provided necessary information related to rules and regulation of the college. There are many events which happen during the year and the academic year ends with the annual function which is most probably in March. For proper management of the events different committees are being formed. The names of the different committees are as under: IQAC Committee NSS Committee Saptdhara and Cultural Program Committee Sports Committee Anti-ragging Committee Women Development Cell Grievance Redressal Committee Alumni Association Committee Examination Committee Udisha Committee Students Committee SC/ST Committee All these committees are given power and freedom to take appropriate decision for the events.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	The teachers make proper planning before the start of the academic year so that the syllabus can be completed on time efficiently. The faculty members are given freedom to use technology to make their teaching more interesting and effective. They use Power point, PDF, Word, Videos and audios clips in their classrooms. We try to incorporate technology in our teaching so that tribal students learn use mails and tablets for studying
Examination and Evaluation	Now a day they are also planning to use Google forms to conduct MCQ tests and collect information directly from students. Everything is properly documented for future reference. The students achieve excellence in all the activities of the college.

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

E-governance area	Details
Administration	All the applications which are meant to be done online are done by administrative committee.
Finance and Accounts	All financial transactions and other account matters are managed by Public Finance Management System (PFMS).

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	01/07/2018	31/12/2018	0	0
2019	NIL	NIL	01/01/2019	30/06/2019	0	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Program	1	03/06/2019	15/12/2019	13
Orientation Program	1	12/11/2018	09/12/2018	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NA	NA	NA

6.4 – Financial Management and Resource Mobilization

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

The financial transactions need to be done very carefully and accounts should be maintained well. We get funds from government and proper accounting needs to be maintained. Our college uses Softwares like PFMS and IFMS are used for the financial transactions which are done online with great care and transparency. Therefore, we have very transparent system regarding the handling of finance. All the financial Transacts are done properly and accounts are well maintained. The details are stored online and reports can be generated whenever required.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	As a government body we can not recieve any monetary help.
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

The institute do not have any formal Parent- Teacher Association but it always stays in touch with the parents.

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

There is no specific development programme is held for support staff but institute provides an atmosphere in which staff can do his best.

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

After accreditation of the institution, we tried to observe the suggestions made by NAAC PEER Team minutely. It was decided in the IQAC meeting to pay more attention to enhance the quality of IQAC Committee. Another Suggetion was made to make Women Empowerment Cell stronger and weve started making it more qualitative.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Online MCQ Test through google form	08/02/2018	12/02/2019	19/02/2019	452
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Kanuni Shikshan Shibir as a part of women empowerment programme	20/02/2019	20/12/2019	115	77
Vyasan Mukti Campaign	20/06/2019	20/06/2019	578	374
Sports Day	05/03/2019	05/03/2019	348	137

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

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

Our institute has installed solar panels for renewable energy. The system works successfully and satisfactorily since the installation. It provides 35705 KWH which fulfils 62.46 percentage of total energy requirement of the institute.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	20/06/2018	1	Vyasan Mukti (Campaign)	Vyasan Mukti	970
2018	1	1	20/02/2019	1	Kanuni Shikshan Shibir (Woman Empowerment Programme)	Women Harassment	223

2018	1	1	21/12/2019	1	International Yoga Day	Public Health	421
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/07/2018	We have informal publication of of Human Values and Profesional Ethics Code of Conduct but it is made available on our institutional website. www.gaccsongadh.ac.in

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voters DAY	25/01/2019	25/01/2019	398
Vyasan Mukti(Campain)	20/06/2018	20/06/2018	952
International Yoga Day	21/06/2018	21/06/2018	400
kanuni Shikshan Shibir(woman Empowerment Programme)	20/02/2019	20/02/2019	202
Run For Unity(National Unity Day)	21/10/2018	21/10/2018	127
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Our institute has created No Plastic Zone so that students get aware about reducing use of plastic.
Our institute uses more than Sixty percentages of energy from solar power installation.
Our institute has rain water harvesting system. It helps to increase ground water level.
We have green campus and also doing procedure for Green Audit.
We have medicinal plants in our college garden.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>The best institutional practices can be described as followed : (1) To create awareness about importance of girl`s education. In 2001 there were around are 150 girls in arts and commerce but in 2008-19 there are more than 1300 girls who are studying in arts and commerce. This is our best practice because we have contributed a lot in increasing the ratio of girl education with time.</p> <p>It`s have been our efforts to make parents understand the importance of education in a girl`s life. The college also arranges for training of self</p>

defense for them so that they can be physically capable of protecting themselves. Women development cell and NSS support and motivate girls to come out of their comfort zone and explore their potentials. (2) Blood donation and regular blood check up: Various blood donation camps have been organized whenever it is possible. The most of the tribal people suffer from Sickle Cell Anemia and awareness regarding same is made during blood check up and donation camps. Besides, NSS camps are also organized every year in which the NSS unit adopts particular village and contributes to the development of that village through funds. We have also received award from blood bank NGO for consistently participating in blood donation.

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

<http://gaccsongadh.ac.in/pdf/>

7.3 – Institutional Distinctiveness

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

Our college tries its best to reach its goal to provide education as holistically as possible. We do not only pay attention to make our students knowledgeable and responsible person of the community. It has already been mentioned that our college is situated in the tribal belt. The college is always concerned about motivating the students to think out of the box. The college organizes various programs to which spreads awareness in the students and make them a responsible citizens of the country by celebration of Independence Day, Republic day, sports events, blood donation camps, Swachchhata Abhiyan etc. We encourage them to participate in such programs and we use these programs as platforms for disseminating the knowledge about the outer world. We are on the way to fulfil our mission and vision behind the foundation of Government Arts and Commerce College, Fort-Songadh.

Provide the weblink of the institution

<http://gaccsongadh.ac.in/about/vision-mission-and-objective/>

8.Future Plans of Actions for Next Academic Year

The future plans of action for the upcoming academic year (20192020) are Enumerated below:

- Complete the Second Cycle of NAAC AA process (including timely
- submission of AQAR for the period 2019-20)
- Setting up of a Records Room
- MoU by each academic department for student and faculty exchange
- Ensuring a Plastic Free campus and Tobacco Free Campus
- Strengthening the alumni database at departmental levels
- Usage of e-resources in all academic departments
- Online feedback mechanism for all stakeholders
- Developing Institution Application
- To start incubation center.
- To avail maximum placement opportunities.
- To get well equipped library.
- To expand library facility.
- To establish more smart class.
- To increase computer facilities.
- To develop research infrastructure.
- To develop separate research laboratories.
- To purchase sophisticated equipment.
- To subscribe more research journals and e-journals.
- To purchase software useful for research work.