



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

1. Name of the Institution	GOVERNMENT ARTS AND COMMERCE COLLEGE KHERGAM
Name of the head of the Institution	SANJAYKUMAR MAGANLAL PATEL
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02634296333
Mobile no.	9428165775
Registered Email	gacckhergam@gmail.com
Alternate Email	dr.sanjaykumarmpatel@gmail.com
Address	AT SARASIYA POST & TALUKA KHERGAM DIST NAVSARI
City/Town	KHERGAM
State/UT	Gujarat
Pincode	396040

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			state																
Name of the IQAC co-ordinator/Director			DHARAMRAJ EKNATH TEMBHARE																
Phone no/Alternate Phone no.			02634296333																
Mobile no.			7588880385																
Registered Email			raj.tembhare@rediffmail.com																
Alternate Email			parmarjigar512@gmail.com																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="http://www.khergamcollege.org/">http://www.khergamcollege.org/</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://www.khergamcollege.org/student-corner/academic-calander.html">http://www.khergamcollege.org/student-corner/academic-calander.html</a>																
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.03</td> <td>2019</td> <td>09-Aug-2019</td> <td>08-Aug-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.03	2019	09-Aug-2019	08-Aug-2024
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				Period From	Period To														
1	B	2.03	2019	09-Aug-2019	08-Aug-2024														
<b>6. Date of Establishment of IQAC</b>			25-Jul-2018																
<b>7. Internal Quality Assurance System</b>																			
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FLOOD RELIEF FUND FOR KERALA	28-Aug-2018 1	1																	

GUIDANCE FOR GPSC AND UPSC	28-Dec-2018 1	184
ANNUAL NSS CAMP	17-Jan-2019 7	72
EDUCATIONAL TOUR	07-Feb-2019 1	105
MEGA JOB PLACEMENT FAIR	12-Feb-2019 1	34
INDUSTRIAL TOUR, HISTORICAL TOUR	24-Dec-2019 1	94
VISIT TO ANAND DAIRY	07-Feb-2019 1	53
NSS (SWACHCHH BHARAT ABHIYAN)	10-Jul-2018 1	28
REFRESHER COURSE	09-Jul-2018 21	1

L::asset('/','public').'/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status))}

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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
No Data Entered/Not Applicable!!!				
<a href="#">View Uploaded File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

2

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 Uploaded 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)**

INDUSTRIAL TOUR, HISTORICAL TOUR, EDUCATIONAL TOUR

NSS (SWACHCHH BHARAT ABHIYAN) RELIEF FUNDS

GUIDANCE FOR GPSC AND UPSC

MEGA JOB PLACEMENT FAIR

REFRESHER COURSE

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

01-Aug-2019

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

29-Jan-2020

**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, Khergam is a state-run college established on 28/10/1992. The College is affiliated to Veer Narmad South

Gujarat University, Surat .The College receives an academic calendar from the University at the beginning of every academic year. The time table committee of the college prepares the time table for teaching all the subjects as per University guidelines. The Board of Studies of the concerned subject of Veer Narmad South Gujarat University, Surat, prepares the curriculum that will be followed by the affiliated colleges. Our college receives circulars, letters and email from time to time from the University regarding any changes in the curriculum. The Principal informs the concerned teachers about the changes and gives them a copy of the circular. The University and the College authorities are proactive in ensuring that the faculty understands the curriculum properly. The heads of the departments instruct the faculty members to deliver the syllabus within a stipulated time. In case a faculty member is not able to complete the syllabus within the stipulated time, he/ she arranges extra classes for his/ her subject. The College conducts remedial classes for academically weak students in English and accountancy. The librarian and the teachers work together to ensure that the students have access to all the books prescribed by the University. The College ensures effective implementation of the curriculum through the following means: 1) teaching diary or teaching plan is regularly maintained by the faculty and evaluated by the Principal 2) presentations by students 3) submission of assignments 4) use of innovative teaching methods 5) MCQ tests 6) implementation of plan-do-check-act (PDCA) method

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
DAIRY FARMING	Nil	14/09/2018	78	Focus on employability	Skill Development
FINISHING SCHOOL	Nil	10/08/2018	20	Focus on employability	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	GUJARATI, HINDI, SANSKRIT, ECONOMICS, SOCIOLOGY, HISTORY	12/06/2018
BCom	ADVANCE ACCOUNTANCY & AUDITING	12/06/2018

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

	Certificate	Diploma Course
Number of Students	119	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
finishing school training component 1(life skills)	10/08/2018	54
<a href="#">View Uploaded File</a>		

#### 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	SWACHCHHA BHARAT SUMMER INTERNSHIP	25
BCom	SWACHCHHA BHARAT SUMMER INTERNSHIP	1
<a href="#">View Uploaded File</a>		

#### 1.4 – Feedback System

##### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p><b>Alumni Feedback</b> The first meeting of the Alumni Association was chaired by the Principal Dr S.M. Patel on 25/09/2018, Tuesday, during the academic year 2018-2019. Alumni Association was formed from the former students present for the meeting to contribute to the development, advancement and guidance of the college. The questionnaire was designed including the points such as educational environment of the college, the quality of the teachers knowledge, presentation and guidance, and the activities like sports, NSS, and cultural activities as well as library facilities, guidance and support from the administrative staff, Drinking water facility, cleanliness of classrooms and entire college campus and ethical values. The feedback received 85.7 very good, 13.9 good, 0.15 average and 0.25 for poor</p> <p><b>Parent's Feedback</b> The first meeting of the parents of the students was chaired by the Principal Dr S.M. Patel on 27/11/2018, Tuesday, during the academic year 2018-2019. The committee has formed with the purpose to increase the number of students in the college and to continue extracurricular activities and the overall development of the students of the college. The questionnaire was designed including the points such as educational environment of the college, the quality of the teachers knowledge, presentation and guidance, and the activities like sports, NSS, and cultural activities as well as library facilities, guidance and support from the administrative staff, Drinking water facility, cleanliness of classrooms and entire college campus and ethical values. The feedback received 70.80 very good, 28 good, 1.3 average and 0 for poor</p> <p><b>Student's feedback</b> The meeting of the students was chaired by the Principal Dr S.M. Patel during the academic year 2018-2019. The committee has formed with the purpose to continue extracurricular activities and the overall development of the students of the college. The questionnaire was designed including the points such as</p>

educational environment of the college, the quality of the teachers knowledge, presentation and guidance, and the activities like sports, NSS, and cultural activities as well as library facilities, guidance and support from the administrative staff, Drinking water facility, cleanliness of classrooms and entire college campus and ethical values. The feedback received 64.09 very good, 33.76 good, 1.90 average and 0.25 for poor (All numbers are in percentage.)

## 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	GUJARATI ,HINDI ,SANSKRIT ,ECONOMICS ,HISTORY ,SOCIOLOGY	240	192	159
BCom	ADVANCE ACCOUNTANCY & AUDITING	120	38	38

[View Uploaded File](#)

### 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	462	0	17	0	4

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
17	13	2	1	0	1

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

No file uploaded.

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

On 1 Oct 2018, each class at Khergam College attended a meeting under the chairmanship of the principal. In all 426 students participated in the meetings. Students had the opportunity to communicate to the principal various issues they were facing, including social, financial, health and language-related issues. The college conducted seminars and camps to help the students deal with their issues. For example, like health, sickle cell on 06/07/2018, Thursday, Yoga guidance camp on 16/08/2018, Friday, and about Youth and Diseases on 24/09/2018, Thursday, by Surat Civil Hospital surgeon Dr Amiben Yagnik as well as to address the health problems by Harshaben A. Shah who is working at the Gandeve Gramseva Trust Hospital on 24/09/2018. Faculty members provide financial assistance to needy students according to their academic ability to overcome the financial difficulty of the students studying in this college. Remedial Classes were organized with the aim to

improve English language along with Hindi and Gujarati under the guidance of Prof. Rinaben Desai from 'Desai Charitable Trust' Palsana, Bardoli on 22/09/2018. Pritiben Zaveri provided the training to the students for the first phase of the Finishing School training from 10/08/2018 to 15/08/2018, and the second phase of the Finishing School training from 22/09/2018 to 26/09/2018 and Haritaben Patel from Ahmedabad was present for third phase of the training of the finishing school from 06/12/2018 to 10/12/2018, and the fourth phase from 23/03/2019 to 27/03/2019. Dairy Farmer Course and Placement Cell were organized to ensure that students get employment opportunities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
462	18	1:26

## 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
22	18	4	0	11

### 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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Government Arts and Commerce College, Khergam, attempts to make effective use of the continuous evaluation system for the nurturing and guidance of students. The College takes every opportunity for early identification of any learning challenges faced by the students so that we can provide necessary assistance in the form of counselling, guidance, remedial classes or one-to-one coaching with the intention to let every student get the opportunity to thrive in the college environment. Assessments are not only confined to academics. The teachers have the chance to rate the students on many aspects such as their attendance in classes, behaviour towards the teachers and their peer, effective use of college facilities, participation in co-curricular activities and the like. This is aimed at encouraging the overall growth of the students as learners as well as individuals. It is our belief that although not all assessments, competitions and tests conducted by the college directly result in a score or point in the degree certificate or marklists the students leave the college with, each effort at teaching, testing, assessing (based on the tests), guidance and assistance, and further chances at proving the skills and



abilities of students, contributes towards their performances in the university prescribed examinations, and activities that result in the awarding of medals and certificates. From the time the students are admitted into the college, the college administration and the faculty work together to provide the students with an environment and system that allows step-by-step progression and guided flourishing of all their talents. To this end, teachers regularly conduct class tests, pop quiz, debates, and group discussions and the students have the opportunity to meet their teachers during office hours. Students who seem to be falling back in academics are offered remedial classes or extra classes to help them catch up and make the best of the university curriculum. However there are certain forms of assessment that directly reflect on the end-semester marklists. This includes, 5 marks for attendance above 80, a maximum of 10 marks for their performance in the mid-semester internal examination, and 5 marks for timely and good quality assignment submission. NSS, Saptadhara, udissa, and RUSA are some of the co-curricular and extra-curricular activities that facilitate the students development of and acknowledge their achievements in, various talents and skills in the fields of arts, sports, debates, arts, social service etc. Finishing school is a new initiative by the college to enhance the life skills, employability, and English language skills of students through a 100 hrs training categorised into four components.

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

For External Examination the University decides the exam schedule and the results. So far as college activities and exams are concerned, college follows the academic calendar provided by the University and makes some modifications, if needed. And the same is communicated to the students. The institution adheres to the academic calendar for the conduct of CIE, prepared and provided by the University. This academic calendar is made available to the Heads of all the departments. The heads of all the departments in consultation with other teachers prepare their schedule accordingly. Similarly, the conveners of all the committees are also instructed by the principal to plan and follow the various activities such as Saptadhara, Cultural, NSS and Sandhan according to the plan provided by the University. Besides, UGC, KCG Ahmedabad and the Department of Higher Education, Government of Gujarat are also followed in terms of Choice Based Credit System (CBCS), Vocationalization of Higher Education (Dairy Farmer Course and Finishing School) that have now become integral part of the academic activity in the college. The Internal Exams are scheduled according to the schedule, framed and directed by the University. Academic sessions in the first term and the 2nd term commence promptly along with the admission work so that the entire syllabi can be covered well before the Internal Exams in the interest of the students.

## 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://www.khergamcollege.org/courses/programme-outcomes.html>

### 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
8	BCom	ADVANCED ACCOUNTING AND AUDITING	16	12	75

1	BA	SOCIOLOGY	30	27	90
1	BA	HISTORY	7	7	100
1	BA	ECONOMICS	18	16	88.89
1	BA	SANSKRIT	1	1	100
1	BA	HINDI	7	7	100
1	BA	GUJARATI	10	8	80
<a href="#">View Uploaded File</a>					

## 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)

<http://www.khergamcollege.org/wp-content/uploads/2020/03/Student-Responds-1.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
<a href="#">View Uploaded File</a>				

### 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
No Data Entered/Not Applicable !!!		

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
JYOTI GRAM YOJANANI GRAMIN VIKAS PARNI ASHARO NAVSARI JILLANA SANDARBHAMA	PATEL DIVYESHKUMAR SURESHBHAI	MINISTRY OF TRIBAL AFFAIRS, NATIONAL FELLOWSHIP SCHEME	18/06/2018	ST
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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
No Data Entered/Not Applicable !!!					
<a href="#">View Uploaded File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0
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### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	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)
International	HINDI	1	2.3
<a href="#">View Uploaded File</a>			

### 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
ECONOMICS	2
ACCOUNTANCY	1
<a href="#">View Uploaded File</a>	

### 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
No Data Entered/Not Applicable !!!						
<a href="#">View Uploaded File</a>						

### 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
No Data Entered/Not Applicable !!!						
<a href="#">View Uploaded File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	11	0	1
Presented papers	7	11	0	0
Resource persons	1	0	0	0
<a href="#">View Uploaded File</a>				

## 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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 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
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

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
IL FS Skills Development Corporation Ltd	04/09/2018	Vocational Course (Dairy Farmer)	100
<a href="#">View File</a>			

## 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
9.16	9.16

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2018

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12372	1004626	506	57008	12878	1061634
Reference Books	1109	322171	0	0	1109	322171
e-Books	97000	5900	97000	5900	194000	11800
Journals	27	12030	25	14400	52	26430
e-Journals	6000	5900	6000	5900	12000	11800
Others(s pecify)	629	75603	40	4000	669	79603
Others(s pecify)	1205	196000	0	0	1205	196000
<a href="#">View File</a>						

##### 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
No Data Entered/Not Applicable !!!			

### 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	8	0	5	0	0	4	4	5	0
Added	20	14	14	0	0	2	4	5	0
Total	28	14	19	0	0	6	8	10	0

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

5 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
VIDEO RECORDING/MOBILE RECORDING	<a href="http://www.khergamcollege.org/student-corner/e-content/video-lectures.html">http://www.khergamcollege.org/student-corner/e-content/video-lectures.html</a>
COMPUTER AND INTERNET FACILITY	<a href="http://www.khergamcollege.org/student-corner/e-content.html">http://www.khergamcollege.org/student-corner/e-content.html</a>

### 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
27.05	9.3	11.63	10

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

The college is a government institution. All the facilities of the college are provided by the Government of Gujarat. The construction, maintenance, repairs, etc. of the building is done by PWD. The Principal of the College proposes to the Higher Education Department of the Government of Gujarat the necessary infrastructural works and the government allows the work to be done by PWD. 1. IQAC committee has been formed at college level which makes appropriate recommendations and plans for the construction of physical structures for the colleges academic and extracurricular use 2. The college has sufficient number of class rooms. The benches for students to sit in the classroom are provided by KCG Gujarat Government. 3. A list of the equipment required for sports is prepared and quotations are invited from reputed companies. The details of the equipment purchased are recorded in the dead stock register. Students are encouraged to make maximum use of the equipment. 4. Recommendations for books / magazines to stock the college library are requested from teachers and the prepared list of literature is sent to the principal for approval. With the approval of the Principal, vendors are asked to send the price list of books. Purchased books are registered in the book

register. Students and staff are encouraged to make effective use of library resources. Books are provided to students and professors as needed. A daily visitors register is maintained by the librarian for both students and teachers. First-year students are offered a guided tour and orientation class by the librarian to help them make the best use of the library. If a book borrowed by a student is lost or damaged, the student is required to submit a new copy of the book. All library users are required to return all the books they borrowed at the end of each semester. 5. Computers are purchased for the computer lab by the Knowledge Consortium of Gujarat. Students and staff can use them after making an entry in the lab register. The College receives funds from commissioner of Higher Education, Government of Gujarat under the Various schemes like Saptadhara, NSS, UDISHA, Contingency and also fund Received from RUSA Comp.- 9 and RUSA Comp.-12 . Scheme. Most of Funds College spent in developing academic and physical infrastructure. KCG, Government of Gujarat has provide 20 Computers of Rs 802376.4/- and 7 Printer Rs. 113988/- to the College

<http://www.khergamcollege.org/>

## 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	POST METRIC SCHOLARSHIP	378	1782890
Financial Support from Other Sources			
a) National	MERIT SCHOLARSHIP	2	4000
b)International	0	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
REMEDIAL COACHING	10/09/2018	56	DOLIBEN DESAI INSTITUTE OF COMPUTER SCIENCE, PALSANA SURAT
Personal Counselling	18/12/2018	1	college
Personal Counselling	22/01/2019	1	college
Personal Counselling	01/02/2019	1	college
Personal Counselling	13/02/2019	1	college
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2018	competitive examinations	182	182	0	0
2018	VIKAS VARTUL TRUST BHAVNAGAR	41	41	0	0
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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
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
IL FS SKILLS DEVELOPMENT CORPORATION LTD	92	33	S.B.GARDA COLLEGE NAVSARI	34	5
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.A	COLLEGE	J.P.PARDI WALA COLLEGE PARDI	M.A
2019	10	B.A	COLLEGE	VANRAJ ARTS AND COMMERCE COLLEGE DHARAMPUR	M.A
2019	3	B.A	COLLEGE	GUJARAT VIDYAPITH AHMEDABAD	M.A
2019	3	B.A	COLLEGE	UNIVERSITY DEPARTMENT	M.A
2019	1	B.A	COLLEGE	MTB ARTS COLLEGE	M.A



				SURAT	
2019	5	B.A	COLLEGE	EXTERNAL UNIVERSITY EXAM	M.A
2019	1	B.A	COLLEGE	K.M.LAW COLLEGE VALSAD	LLB
2019	2	B.A	COLLEGE	B.ED RAJKOT	B.ED
2019	3	B.COM	COLLEGE	CHIKHALI COLLEGE	M.COM
2019	3	B.COM	COLLEGE	BHAVNAGAR UNIVERSITY	MSW
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
KHEL MAHAKUMBH	TALUKA	43
KHEL MAHAKUMBH	DISTRICT	14
KHEL MAHAKUMBH	STATE	2
ESSAY COMPETITION	STATE	3
MOBILE VIDEO CLIP COMPETITION	DISTRICT	1
DEBATE	DISTRICT	1
INTER CLASS	COLLEGE	135
CROSS COUNTRY RUNNING	INTER COLLEGE	3
HOCKEY	INTER COLLEGE	2
ATHLETICS	INTER COLLEGE	16
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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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)

With a view to inculcating the qualities of leadership, organization, and responsibility in the students, an active Students Council is in effect along with a strong representation of students in the academic and administrative bodies/committees. Class representatives, General Secretary and office bearers of the association are democratically elected by the students. The council members are actively involved in all academic and administrative activities of the college. The role of the Student Council is very important. It develops leadership qualities and other life values in the students. The students are included in the conduct of various other activities such as Saptdhara NSS and IQAC. Besides, Alumni and Parents Associations are also formed. The Alumni Association contributes significantly to the overall development of the institution. The re-formation of IQAC as per NAAC Guidelines has taken place recently. Various committees are formed under Saptdhara. These dharas include Gyandhara, Geet Sangeet- Nrutyadhara, Natyadhara. Sarjanatmak Avivyakti dhara, Rang kala Kaushalya dhara, Vyayam Yoga Khelkood Dhara and Seva Samudai Dhara. For proper conduct of these dharas, students who have successfully passed the previous year examination in all the subjects are included in these dharas as members. Besides these, Sports and NSS also form important committees. The college endeavours to infuse various skills in the students and also to draw out their talents and potential.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

97

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2 MEETINGS ORGANIZED BY ALUMNI ASSOCIATION

### 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)

Government Arts Commerce College, Khergam initiates and accomplishes many practices. We conduct various extracurricular activities, starting from the Admission Festival to the Annual Function, with a view to empowering the students by augmenting their employability, besides training them to grow into worthy citizens of the nation. These initiatives cover a wide range of activities as under: 1. National Service Scheme (N.S.S.) 2. Saptdhara : ? Gyandhara (Knowledge Dhara) ? Geet -Sangeet Nritya Dhara (Song - Music and Dance Dhara) ? Natya Dhara ( Drama Dhara) ? Vyayam Yog Khel Kud Dhara (Sports Dhara) ? Sarjanatmak Abhivyakti Dhara (Innovative Dhara) ? Rang Kala Kaushalya Dhara (Skill Dhara) ? Seva Samudai Dhara (Service Community Dhara) These activities are regularly practiced with a prime objective to bring about all-round development of the students, enable them to widen their horizon, compete with the rapidly changing scenario at the global level. Sustained efforts are also taken to seek their active participation both in the curricular, co-curricular and the extra-curricular activities, while laying emphasis on their

personality development.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	placement held with the help of industries surrounding the area
Examination and Evaluation	Internal assessment carries 20 marks while external examination carries 50. Continuous Internal Evaluation is transparent and robust. Marks awarded to students in internal assessment are always subject to scrutiny by the students. Final list of the marks is displayed on the notice board and students are given liberty to ask for the assessed answer sheets if they are not satisfied with their marks. The concerned teachers on the demand of the students show the answer books, discuss the answers attempted by them and resolve their grievances and reassess, if needed.
Curriculum Development	The implementation of effective curriculum delivery is ensured in the following ways: 1) Teaching methodology includes lecture method, seeking the students active participation. 2) presentation 3) assignments For effective delivery of curriculum different pedagogical tools are used. Various programmes are also conducted to enhance knowledge and employability of the students. The curriculum is prepared by the Board of Studies of the concerned subjects of Veer Narmad South Gujarat University, Surat.
Teaching and Learning	Ours is Arts and Commerce College. So, there is very little or no scope for experimental learning. The classroom teaching is mostly done by lecture method. Keeping in mind the level of the students coming from remote villages, the content is simplified or at times dictated to them Maximum involvement of the students is always encouraged by engaging them in the learning-teaching through a question-answer session, debate, discussions.
Admission of Students	The college forms admission committee

for each semester. Semester wise admission committee is formed and displayed on the notice board so as to make it convenient for the students to contact the office bearers of the respective committees. The newcomers are guided to opt for the subjects on the basis of their choice and performance at the H.S.C. Examination. Once admission process is over, the college holds an Orientation Programme especially for the newcomers.

**Library, ICT and Physical Infrastructure / Instrumentation**

The college library primarily serves students and staff members of the college. It is stocked with over 14000 books. It also procures magazines/periodicals and newspapers, covering all aspects of academic reference and other reading materials.  
? Name LIMS Software: SOUL 2.0 ? Nature of Automation: partially ? Version: SOUL 2.0 ? Year of Automation: 2018 The college campus is spread over 40772 sq. mts. The total built up area of college building, including boys hostel, staff quarters and principal's bungalow is 3924.17 sq. mts. The college has a grand building with 20 class rooms with Green boards.

**Human Resource Management**

our institute motivated teacher for HRM by orientation programme Refresher programme faculty development programme short term course seminars etc.  
teachers

**Research and Development**

Our faculty presented their research paper in different seminar. Our college students made survey on particular village during NSS camp.

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

E-governance area	Details
Finance and Accounts	IFMS PFMS
Student Admission and Support	UNIVERSITY

**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	Dr. SANJAYKUMAR M PATEL	I.C.S.S.R SPONSORED NATIONAL SEMINAR ON THE	Government Arts and Commerce College,	500

		CONTEMPORARY SOCIO-CULTURAL SCENARIO OF TRIBAL WOMEN IN INDIA:CHALLENGES S PROSPECTS	Khergam	
2018	DR.MINAXIBEN R.PATEL	A ONE DAY INTERNATIONAL MULTY DISIPLINARY SEMINAR ON EDUCATIONAL RESEARCH IN 21ST CENTURY :CHALLENGES AND OPPORTUNITIES , DABHOI	Government Arts and Commerce College, Khergam	700
2018	DR. YOGESHKUMAR MISTRY.	I.C.S.S.R SPONSORED NATIONAL SEMINAR ON THE CONTEMPORARY SOCIO-CULTURAL SCENARIO OF TRIBAL WOMEN IN INDIA:CHALLENGES S PROSPECTS	Government Arts and Commerce College, Khergam	500
2018	DR. YOGESHKUMAR MISTRY.	A ONE DAY INTERNATIONAL MULTY DISIPLINARY SEMINAR ON EDUCATIONAL RESEARCH IN 21ST CENTURY :CHALLENGES AND OPPORTUNITIES , DABHOI	Government Arts and Commerce College, Khergam	700
2018	DR.JAYSHREEBA HEN S.PATEL	CPE(UGC) SPONSORED ONE DAY NATIONAL SEMINAR AT SMT.J.P.SHROFF ARTS COLLEGE,VALSAD	Government Arts and Commerce College, Khergam	500
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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)

**No Data Entered/Not Applicable !!!**

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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 Course	1	09/07/2018	29/07/2018	21
Refresher Course	1	01/11/2018	28/02/2019	120
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	15	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

## 6.4 – Financial Management and Resource Mobilization

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

Internal and external audits are conducted regularly. The internal audit of the college is done by the chartered accountant, appointed by the college on annual basis. External audit is done by the Government of Gujarat. The complete transparency is maintained both in the internal and external audits. All the parameters related to audits are well maintained by the college.

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	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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## 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	Yes	The Government of Gujarat	Yes	Chartered accountant appointed by the college

Administrative	Yes	The Government of Gujarat	Yes	Chartered accountant appointed by the college
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

TO PROVIDE PLACEMENT PARENTS SUGGESTED FOR BETTER TRANSPORT FACILITY PRINCIPAL TOOK FOLLOW UP FOR THIS AND INSTITUTE GOT BUS FACILITY FROM GSRTC BILIMORA, VALSAD, DHARAMPUR ST DEPOT. GYM CENTER STARTED FOR STUDENTS

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

ONLINE ADMISSION TRAINING AT VNUGU SURAT ENROLMENT TRAINING ONLINE EXAM FORM TRAINING

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

Government Arts and Commerce College Khergam has initiated the following works based on the recommendations of NAAC peer team for quality enhancement of the institution. 1) The institution has been corresponding since 2016 with the higher authority concerned to install a rainwater harvesting plant. It is to be noted that the college has completed 30 of the rainwater harvesting installation process with the help of PWD and has got the grant for the rest of the work to be done. 2) The institution is in the process of introducing an NCC unit in the college and regular correspondence with 9 Gujarat Bn NCC, Navsari, is underway since 2018. The follow up is taken by the institution as per the instructions given by the concerned office. The institution is wait-listed for NCC and has submitted the required documents to 9 Gujarat Bn NCC in the academic year 2018-19 before the given deadline. 3) The principal of the college has sent a letter requesting pipelines for water for the cricket ground in the college campus with the estimated cost.

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	Refresher course	18/06/2018	09/07/2018	29/07/2018	1
2018	NSS (SWACHCHH BHARAT ABHIYAN)	02/07/2018	10/07/2018	10/07/2018	29
2018	FLOOD RELIEF FUND FOR KERALA	24/08/2018	28/08/2018	28/08/2018	1
2018	GUIDANCE FOR GPSC AND UPSC	21/12/2018	28/12/2018	28/12/2018	184
2019	ANNUAL NSS CAMP	04/01/2019	17/01/2019	23/01/2019	72

2019	EDUCATIONAL TOUR	29/01/2019	07/02/2019	07/02/2019	105
2019	MEGA JOB PLACEMENT FAIR	29/01/2019	12/02/2019	12/02/2019	34
2018	INDUSTRIAL TOUR, HISTORICAL TOUR	10/12/2018	24/12/2018	24/12/2018	94
2019	VISIT TO ANAND DAIRY	29/01/2019	07/02/2019	07/02/2019	53
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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
A guidance session on youth and youth questions and a poster demonstration.	16/08/2018	16/08/2018	117	38
Special seminars on the use and benefits of medical devices	24/09/2018	24/09/2018	119	0

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
22.43

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	2

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



No Data Entered/Not Applicable !!!

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

Tree plantation Plastic free campus Provide sanitary napkins Increases ground water recharging by rain use of cycle

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1) Government Arts Commerce College, Khergam is situated about 4 Kms. from Dashera Tekri, the bus depot in Khergam town. Consequently, it caused inordinate inconvenience to the students in the past and adversely affected the number of students in the college. So, the college took initiative and made rigorous efforts to arrange for the bus facility between Dashera Tekri and the college, strictly in accordance with the schedule of the college. This practice has made it possible for the students to commute regularly from remote tribal villages of Khergam and the neighboring talukas to the college. Apart from encouraging the students to avail themselves of the higher education, this practice also reduces the drop out ratio. The college has also expressed its gratitude to the GSRTC (Gujarat State Road Transport Corporation) for responding to its genuine request as a token of courtesy and also to strengthen amicable relations. Initially ST Corporation provided us with a single bus. However, a little later, considering our need and request one more bus was arranged for. The college is committed to the regular, timely and smooth conduct of this facility. In case of irregularity of the bus service, telephonic and written complaints are lodged with the GSRTC to ensure both punctuality and regularity of the bus service. Besides, the students' grievance in case of irregularity is also expressed in terms of their threat to go in for movement in a democratic way as evidenced from press notes, released from time to time. In addition to this practice, the bus pass is also issued to students every year. Significantly, online pass system with unique Id is in practice from the academic year 2016-17. The college vide letter No. GACC/346/2018-19, dated 19/06/2018 requested the S.T. Depot, Manager, Valsad to allocate two buses from Dashera Tekri, Khergam to the college to drop and pick up the students as per schedule of the college. This request was granted promptly. Later, on finding the irregularity of the bus service, the college vide letter No. GACC/629/2018, dated 28/08/2018 requested the Manager, S.T. Depot, Valsad to take immediate necessary steps to regularise the bus service in the interest of both the students and the Institution. The college conducted ATKT exams from 03/11/2018 to 18/11/2018. The students appearing for this exam were very few. Besides, the scheduled timing of the buses didnt suit the examinees. Obviously, the bus service was not required for this duration. To avoid unnecessary toil and expenses of the S.T. Department, the college vide letter No. GACC/847/2018 dated 23/10/2018 requested the Manager, S.T. Depot, Valsad to discontinue bus service for the said period and to restart the same from 19/11/2018 as usual. Again, vide letter No. GACC/831/2018-19 dated 19/11/2018 the college reminded

the Manager, S.T. Depot, Valsad to continue bus service from 20/11/2018 as per schedule. Besides, the college vide letter No. GACC/943/2018, dated 22/11/2018 requested the Manager, S.T. Depot, Valsad to issue bus pass to the students from the date of commencement of the second term, i.e. 19/11/2018 to the end of the second term 23/04/2019. Three students of the college, namely Nayka Jayendrakumar Rameshbhai, Patel Jaykumar Balwantraai and Seth Parasbhai Pariyatbhai were issued bus pass by S. T. Depot Bilimora in the first term but denied in the second term. The Principal vide letter No. GACC/972/2018, dated 01/12/2018 expressed his grievance and requested the Manager, S.T. Depot, Bilimora to issue bus pass to these students. On finding the bus service irregular, the college again requested the Manager, S.T. Depot, Valsad vide letter No.GACC/1012/2018-19 dated 18/12/2018 to regularise the service. Evidently, the college monitored the bus service, updated the S.T. Department regarding the start and end of the terms. In addition to these the college also informed the S.T. Department to discontinue the bus service whenever it was not required. Moreover, the college also ensured that the bus pass was issued to all the students whether commuting from Dashera Tekri, Khergam or from Chikhli to the college. 2) The college organized seven-day Special N. S. S. Annual Camp in the Academic Year 2018-19 at Miyazari from 17/12/2018 to 23/12/2018. All 72 volunteers attending the camp conducted a village survey related to the availability of election card, land, productivity of the land, animal-rearing, educational and socio-economic conditions of the villagers of Miyazari. As most of the volunteers belonged to the villages, this kind of survey exposed them directly to village culture, provided them an opportunity to interact and acquaint themselves with the socio-economic conditions of the villagers at the same time to compare analytically the issues of the survey with those of their respective villages. They enabled the villagers to understand and redefine their socio-economic condition in a broader perspective while answering the questionnaires. The survey conducted by the volunteers was analyzed and communicated to the villagers orally during the valedictory function. 3) During the academic year 2018-19 the students played a significant role in various competitions organized by the Sports Authority of Gujarat and other agencies. Pawar Hareshbhai Dhirubhai won first place and got a cash prize of Rs.5000/- in the Navsari District Athletics Competition at Khelmahakumbh. He stood as a runner up and bagged a cash prize of Rs.3000/- in Half Marathon held at Navasari, organized by Ahmedabad Volleyball Federation. He also achieved third place at JCL Chikhli in the Half Marathon race and earned a cash prize of Rs 2000/-. Pawar Suleimanbhai Prakashbhai won third place and got a cash prize of Rs.2000/- in Navsari District Level Athletics Competition at Khelmahakumbh. He also achieved second place at JCL Chikhli in the Half Marathon Race and earned a cash prize of Rs 2000/-. The Kabaddi (boys) team secured third place and earned a cash prize of Rs.12,000/- at Navsari District Level Competition in Khelmahakumbh. Patel Pujaban Prafulbhai stood first in a 1 minute Mobile Video Clip Navsari District Level Competition on "National Unity" based on the life of Sardar Vallabhbhai Patel and won a cash prize of Rs.5,000/-. And Rathod Mayuriben Sagarbhai secured third place in group discussion and earned a cash prize of Rs.2,000/-. 4) Free medical checkup each year is also one of the best practices of the college. General body checkup through a local MBBS doctor is done in the beginning of the academic year. Each student is compulsorily made to fill up the form. These forms are then submitted to the university. The institution organizes guidance lectures for the students to spread awareness in them. Lectures and activities on Aids Awareness and De-addiction are organized.

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

<http://www.khergamcollege.org/naac/aqar-2018-19/best-pretices-2018-19.html>

### 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

Khargam Government College aspires to become a renowned institution. 1. An effective connection between education and research 2. Providing quality education with a minimal fee structure 3. To promote the academic, physical, moral and cultural development of the students 4. To prepare students for competitive exams. 5. Educational and professional development of teaching and non teaching staff 1. Teachers promote the research-based teaching and learning process in the college and provides guidance to the college students to develop their innovative skills. Teachers always give students an understanding of topics through a research-minded approach that ensures a better understanding and provides a solid foundation for their future. Students have won prizes in video clip competition as well as sports competitions, organized by other institutions in the academic year 2018-2019. 2. Government Arts and Commerce College, Khargam College is the only state government education institute at the taluka level. The College has a modest fee structure. The faculty members are appointed by the Gujarat Public Service Commission (GPSC) as well as the Commissioner of Higher Education, which ensures the high quality of the teachers, thus providing quality education under the nominal fee structure. 3. The college strives for the physical, mental, and cultural development of college students. The students have excelled in various tournaments in the field of sports in the year 2018-2019, like In the Khelmakumbh competition organized by the Gujarat Government (Sports Authority of Gujarat) at Taluka and district level. As well as competitions organized by various institutions, the college players have won cash prizes. The students have also got the prize at the district level competition organized under the theme of 'national unity' on Sardar Vallabhbhai Patel's life. 4. The college is constantly striving to prepare students for competitive exams. Students of the 2017-2018 batch are enrolled for higher studies in prestigious institutions. 5. Professional and educational development of teachers is always encouraged. Faculty members participate in short-term courses, orientation programs and other training programs. The technical and administrative staff are appointed in accordance with the rules of the Government of Gujarat, and necessary training and assistance is provided by the members of the faculty when necessary.

Provide the weblink of the institution

<http://www.khergamcollege.org/naac/aqr-2018-19/institutional-distinctiveness.html>

### 8.Future Plans of Actions for Next Academic Year

1. Government Arts and Commerce College, Khargam is planning to set up at least two smart classrooms. 2. The college also plans to arrange new benches for students. 3. The college has requested the higher authority for a computer lab assistant with the aim to create graduates proficient in the use of computers. 4. The college is equally interested in the physical development of students as well as their academic progress. Hence a Gym is planned to open in the college campus. 5. IQAC is planning to organize seminars, workshops, placement fairs and field work to promote research aptitude in students and teachers. 6. The college is going to organize inter-collegiate competitions and aims at maximum participation in the competitions organized by external agencies.