



Yearly Status Report - 2019-2020

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
City/Town		KHERGAM
State/UT		Gujarat
Pincode		396040

2. Institutional Status					
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			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://khergamcollege.edu.in/iqac/nac/aqar-2018-19.html			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://drive.google.com/file/d/18fo_U2ur0eGjUcEU3kSl0NoCuc_EZq1/view			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.03	2019	09-Aug-2019	08-Aug-2024
6. Date of Establishment of IQAC			25-Jul-2018		
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		
Educational Tour	18-Feb-2020		48		

	1	
Industrial Tour	01-Feb-2020 1	72
Placement	14-Feb-2020 1	44
NSS Camp	02-Jan-2020 7	81
Soft Skill	19-Aug-2019 5	41
Faculty Development Programme	24-Oct-2019 7	9
Refresher	23-Sep-2019 14	1

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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
GOVERNMENT ARTS AND COMMERCE COLLEGE KHERGAM	Govt. Contingency, State Government (salary)	Government of Gujarat	2020 365	22565951
Government Arts And Commerce College Khergam	Govt. Contingency, State Government (C3)	Government of Gujarat	2020 365	286500
Government Arts And Commerce College Khergam	Govt. Contingency, State Government	Government of Gujarat	2020 365	930000
Government Arts And Commerce College Khergam	Cleaning and Maintenance Grant by KCG, State Government	Government of Gujarat	2020 365	575299
Government Arts And Commerce College Khergam	Security Grant by KCG, State Government	Government of Gujarat	2020 365	1003086
Government Arts And Commerce College Khergam	Saptdhara by State Government	Government of Gujarat	2020 365	34000
Government Arts And Commerce College Khergam	Udisha	Government of Gujarat	2020 365	40000
Government Arts	Udisha	Government of	2020	50000

And Commerce College Khergam		Gujarat	365	
Government Arts And Commerce College Khergam	NSS	Government of Gujarat	2020 365	33890
Government Arts And Commerce College Khergam	NSS	Government of Gujarat	2020 365	36450
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View Link
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10. Number of IQAC meetings held during the year :	2
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
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Upload the minutes of meeting and action taken report	View Uploaded File
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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

NSS CAMP PLACEMENT FAIR REFRESHAR FACULTY DEVELOPMENT PROGRAMME
INDUSTRIAL/HISTORICAL/EDUCATIONAL TOUR SOFT SKILL DEVELOPMENT

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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
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Plan of Action	Achivements/Outcomes
Quality Enhasment for faculty and Staff	Done
NSS Activities	Done
Social Activities	Done
Guidance for GPSC and UPSC	Done
Annual NSS Camp	Done
Educational tour	Done
Placement camp for students	Done

Industrial tour	Done
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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) implimentation 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 employ ability/entrepreneurship	Skill Development
FINISHING SCHOOL	Nil	19/08/2019	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
Nil	0	Nil
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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	12/06/2019
BCom	ADVANCE ACCOUNTANCY & AUDITING	12/06/2019

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

	Certificate	Diploma Course
Number of Students	41	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 (COMPONENT-1)	19/08/2019	41
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Sociology	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

Alumni Feedback Alumni Association was formed from the former students to contribute to the development, advancement and guidance of the college. The institution get feedback of them on the basis of the questionnaire 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 81 very good, 18.5 good, 0.5 average and 0 for poor Teachers Feedback The institution collects teachers feedback to know what are the shortcomings and where is the scope of improvement to meet its vision and mission. A questionnaire was designed including points such as educational environment of the college, curriculum, the subject knowledge, content of the course, freedom to adopt new teaching techniques/ strategies, availability of recommended books in the college library, the ICT facilities, cleanliness of classrooms, toilet and the entire college campus, and ethical values. The consolidated feedback showed that 69.13 of the teachers found the institution very good, 24.78 good, 6.09 average and none found it poor Student's feedback The Student Council 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 educational environment of the college, the quality of the teacher's 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 64.21 very good, 32.29 good, 2.90 average and 0.6 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
BCom	ADVANCE ACCONTANCY & AUDITING	120	33	33
BA	GUJARATI ,HIND I, SANSKRIT ,ECONOMICS ,HISTORY, SOCIOLOGY	240	186	158

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	459	0	18	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	Number of smart classrooms	E-resources and techniques used
20	20	20	4	2	40
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

On 18th December 2019, each class at Khergam college attended a meeting under the chairmanship of the principal. In all 446 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, Celebration of World Yoga Day on 21/06/2019, a seminar on de-addiction on 09/08/2019 by retired teachers Shri Lalubhai Patel and Chandravadanbhai, Seminar on “Women’s Menstrual Problems and Cervical Cancer” was organized on 14/12/2019, Seminar on “Stress Management and Time Management” was organized on 08/02/2020. Seminars and camps are organized to provide employment opportunities to the students. For example, A lecture was delivered by Mr. Vashi Saheb, Managing Director of Vasudhara Dairy, on 18/07/2019, Under the “Youth Cooperative Training Camp” from 15/07/2019 to 20/07/2019, a Seminar on Stitching Training under Uddisha Placement on 28/08/2019, a seminar on Mobile Banking, Digital India on 05/10/2019, a lecture on Positive Attitude, Interpersonal Skill and Interview on 12/12/2019, On 17/12/2019 on Tuesday GST and Career Guides Seminar, ‘Campus Placement Fair’ was organized on 05/02/2020, as well as 44 students participated in S.B. Garda Arts P.K. Patel College of Commerce, Navsari in ‘Job Placement Fair on Friday 14/02/2020. The students participated in the Womens Legal Awareness Camp at Dinkar Bhavan, Majigam on 12/08/2019. Remedial Classes were organized with the aim to improve English language along with Hindi and Gujrati under the guidance of Prof. Nishaben Chavada from A.V. Patel Commerce College, Billimora and Prof. Yogeshbhai Parmar from M.R. Desai Arts Commerce College Chikhali for the subject of Accountancy from 03/02/2020 to 05/02/2020. Jheel Shukla provided the training to the students for the first phase of the Finishing School training from 19/08/2019 to 23/08/2019, and the second phase of the Finishing School training from 08/09/2019 to 12/09/2019 and Haritaben Patel from Ahmedabad was present for third phase of the training of the finishing school from 25/12/2019 to 31/12/2019, and the fourth phase from 03/02/2020 to 07/02/2020.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
446	19	1 : 23

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
2020	NIL	Nil	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	25/11/2019	10/02/2020
BA	1	2	Nill	10/07/2020
BA	1	3	Nill	14/02/2020
BA	1	4	Nill	14/07/2020
BA	1	5	25/11/2019	01/01/2020
BA	1	6	Nill	11/11/2020
BCom	8	1	26/11/2019	10/02/2020
BCom	8	2	Nill	10/07/2021
BCom	8	3	29/11/2019	17/02/2020
BCom	8	4	Nill	14/07/2020

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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 peered, 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's 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 mark lists 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 mark lists. 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, Udisa, 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 categorized 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 Saptdhara, 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 such as Finishing School has 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)

<https://khergamcollege.edu.in/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
1	BA	Sanskrit	7	7	100
1	BA	Hindi	20	19	95
1	BA	Gujarati	13	9	69.23
1	BA	History	14	14	100
1	BA	Sociology	30	29	96.67
1	BA	Economics	18	17	94.44
8	BCom	ADVANCE ACCOUNTING AND AUDITING	9	6	66.67

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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://khergamcollege.edu.in/student-corner/student-satisfaction-survey>

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
Nil	0	Nil	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
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
Raj Pradeshno Patidar samaj: ek aitihashik abhyaash	Ph.D	Veer Narmad South Gujarat University Surat	22/10/2019	Social Science (Humanity)
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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
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
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)
Nil	0	0	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
0	0
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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
0	0	0	2019	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Null	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	4	4
Presented papers	3	9	3	0
Attended/Seminars/Workshops	2	12	12	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
Tree plantation	HR SHAH MAHILA COLLEGE NAVSARI Self	16	170
No Addiction seminar	Gayatri Parivar Uvalde sanghathan Gujarat	5	210
Pre R.D camp	VNSGU SURAT	0	2
State Pre R.D camp	VNSGU Gujarat vidhyapeeth Ahmedabad	0	2
Electoral verification program	CEO DEO NAVSARI	0	162
West zone state pre R.D Pared camp	VNSGU SURAT	0	1
Special Annual NSS camp	Self	2	82

State Republic Day pared camp	Gujarat state	0	1
Cleanliness drive said din	Self	15	81
Environment education tour	Self	4	49

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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
PRE R.D.PARADE CAMP	NSS VOLUNTEERS	NSS REGIONAL DIRECTORATE AHMEDABAD (GUJARAT)	1

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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
NSS Day	self	NSS	20	205
Cleanlines Drive (Swachhha Bharat Mission)	self	NSS	13	132
NDRF (03/02/2020 to 08/02/2020)	NYKS Navsari	NSS	0	32
NDRF (17/02/2020 to 22/02/2020)	NYKS Navsari	NSS	0	32

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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
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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

0	0	0	Nil	Nil	0
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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
0	Nil	0	0
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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
29.83	29.83

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	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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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 patially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12878	1061634	457	65361	13335	1126995
Reference Books	1109	322171	51	22957	1160	345128
e-Books	97000	5900	0	0	97000	5900

Journals	25	14400	0	0	25	14400
e-Journals	12000	6000	0	0	12000	6000
Others (specify)	669	79603	28	5400	697	85003
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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
nil	nil	nil	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	28	14	5	0	0	6	8	5	0
Added	0	0	0	0	0	0	0	0	0
Total	28	14	5	0	0	6	8	5	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
MOBILE VIDEO RECORDING	https://khergamcollege.edu.in/student-corner/e-content.html
COMPUTER AND INTERNET	https://khergamcollege.edu.in/student-corner/e-content.html

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
23.96	11.71	9.58	9.53

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
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are provided by the Government of Gujarat. The construction, maintenance, repair, etc. of the building is done by PWD. The Principal of the College proposes to the Higher Education Department of the Government of Gujarat as per the requirement regarding construction, repair and by the Government, which allows the work to be done by PWD. IQAC committee has been formed at college level which suggests appropriate recommendations and plans for the colleges academic and physical use. Various committees have been formed to assist IQAC such as Library Committee, Gymkhana Committee, OBC Cell, Minority Cell, Internal Complaint Cell, Saptadhara Committee, Cultural Committee, Discipline Committee etc. The college has a sufficient number of class rooms. Purchase of benches for students to sit in the classroom is provided by KCG Gujarat Government. Classrooms are used for lectures and other educational activities such as group discussions, presentations, seminars and workshops. Classrooms are regularly cleaned by cleaning staff. Heads of Department maintain academic documents such as Departmental Master Time Table, Copy of Personal Teachers Time Table, Classroom Time Table, Internal Examination, Copy of Exam Time Table, Parents Student feedback reports etc. A list of the equipment required for sports is prepared and quotations are requested to purchase the equipments and the details of the equipment purchased are recorded in the dead stock register. Students are allowed to make maximum use of it for sport and practice. Physical training instructor is given the freedom to decide the time slot for the respective sports practice. The college has grounds for Kabaddi, Khokho, Cricket, Basketball and Foot Ball as well as good facilities for indoor sports like chess, carom, table tennis, etc. Recommendations for books / magazines are requested from the teachers for purchase of library books, magazines etc. and the prepared list sent to the principal for approval. And with the approval of the Principal, the vendors asked to send the price list of books. Purchased books are registered in the book registration register. Students and staff are encouraged to make maximum use of library resources. Books are provided to students and professors as needed. Daily visitors register is maintained by the librarian for Students and teachers. First-year students are oriented to make the library easier to use. Library conducts the Orientation program for first year students to use of library. If a book taken by students is lost or damaged, a new book is taken from the student. Books are returned by each student at the end of the semester. Students and staff are given a user ID and password to access subscribed e-books, e-journals and databases. They can access the subscribed resources from the library, college campus or remote area. The link to the e-resource is provided on the library page of the college website. The computers are purchased for computer lab by the Knowledge Consortium of Gujarat. Students and staff can use it by making entry in a lab register to use a computer lab.

<https://khergamcollege.edu.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	Post Metric Scholarship	410	1990161
Financial Support from Other Sources			
a) National	food bill	35	420000
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	01/02/2020	103	KANTIBHAI BHANUSHALI
Personal Counselling	11/02/2020	1	COLLEGE
Personal Counselling	19/12/2019	1	COLLEGE
Mentoring	14/12/2019	139	TARPANBEN VANKAR
REMADIAL CLASS	03/02/2020	72	YOGESH N. PARMAR
Mentoring	17/12/2019	155	ALPESH P. UPADHYAY
Mentoring	14/12/2019	119	MARIYA SHEIKH
Soft skill development	12/12/2019	79	VISHAL MALI
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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 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
2019	VIKAS VARTUL TRUST BHAVNAGAR	85	85	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
RINKAL TUTION CLASS	10	4	TIENS	44	44
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2020	1	B.A.	GUJARATI	S.B.GARDA NAVSARI	MA
Nill	1	B.A	GUJARATI	J.P.SHROFF VALSAD	MA
Nill	3	BA	HISTORY	J.P.PARDIV ALA PARDI	MA
Nill	5	BA	SANSKRIT	VANRAJ COLLEGE DHARAMPUR	MA
Nill	6	BA	HINDI	VANRAJ COLLEGE DHARAMPUR	MA
Nill	6	BA	SOCIOLOGY	VANRAJ COLLEGE DHARAMPUR	MA
Nill	1	BA	ECONOMICS	VANRAJ COLLEGE DHARAMPUR	MA
Nill	2	BA	SOCIOLOGY	SAURASTRA UNIVERSITY RAJKOT	B.ED
Nill	1	B.A	SOCIOLOGY	RANEELA B.ED COLLEGE PATAN	B.ED
Nill	4	B.COM	ACCOUNTANCY	M.R.DESAI COLLEGE CHIKHLI	M.COM
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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
SET	4
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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
INTERNATIONAL YOGA DAY	INSTITUTION	166
MEHANDI COMPETITION	INSTITUTION	42
HAIR STYLE	INSTITUTION	8
THALI DECORATION	INSTITUTION	10
PATRIOTIC SONG	INSTITUTION	7
KABBADI	INSTITUTION	24
BHAJAN COMPETITION	INSTITUTION	15
GARABA DAY	INSTITUTION	75

DRAWING COMPETITION	INSTITUTION	17
GROUP DISCUSSION	INSTITUTION	12
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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)

The college forms various committees in every academic year to perform administrative and academic works in which students are involve with the teachers. The general secretary is elected by the representatives of the class. Committee members actively participate in all academic and administrative functions of the College in which the role of the student council is very important. It develops the leadership qualities and other life values in students. Students participate in activities like Saptadhara, NSS initiated by IQAC. The Alumni Association contributes significantly for the welfare of the students in the college. Student council plays significant role in 'Gyandhara', 'Geet Sangeet-Nritya Dhara', 'Natyadhara', Sarjanatmak Abhivyakti Dhara', 'Rang Kala Kaushalya Dhara', ' Vyayam Yoga Khelkud Dhara' and 'Seva Samudaya Dhara', under Saptadhara which strives to nurture various skills in the students and develop their skills and potential. Various days are celebrated by the student council in the college such as 'Sari Day', 'Rose Day', 'Signature Day', 'Black and White Day', 'Musical Day'. The student council actively participated in the committees formed by the college like, S.T/S.C. Cell, Anti-Ragging Cell, Psychological Guidance Cell, Sexual Harassment Cell, Internal College Committee for Disabled Students. A cultural program is also organized by the students council at the end of the year, In which approximately 70 students present their activities in groups or individually. Swachh Bharat Abhiyan, Yoga Day, Tree plantation, Blood donation camps conducted by the college has lion's share of student council. Students are also very active in the field of sports Student Councils assist in organising and developing sports and cultural activities within the college, including, for example, sportsdays and dramamusical events. KhelMahaKumbh is organized every year by Gujarat Government Sport Authority of Gujarat in which students participate up to inter college and state level. Student Councils organise events both within the college and involving the wider community, for the purposes of raising money for designated charities. With a view to inculcate the qualities of leadership, organization, and responsibility in the students, an active Student 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. Apart from the Student Council the students are included in the conduct of various other activities such as Saptdhara, NSS and IQAC. In addition to these, 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. For proper

conduct of these dharas, students who have 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:

113

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

One of the former student of the college and member of alumni association organized a programme related to womens Problem to empower girls students in the institution.

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 and 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
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

	<p>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.</p>
Industry Interaction / Collaboration	placement held with the help of industries surrounding the area
Human Resource Management	our institute motivated teacher for HRM by orientation programme Refresher programme faculty development programme short term course seminars etc.
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college library primarily serves students and staff members of the college. It is stocked with over 14500 books. It also procures magazines/periodicals and newspapers, covering all aspects of academic reference and other reading materials.</p> <p>? Name LIMS Software: SOUL 2.0 ? Nature of Automation: partially ? Version: SOUL 2.0 ? Year of Automation: 2018</p> <p>The college campus is spread over 40772 sq. mts. The total built up area of college building, including boy's 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.</p>
Research and Development	Our faculty presented their research paper in different seminar. Our college students made survey on particular village during NSS camp.
Examination and Evaluation	<p>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.</p>
Teaching and Learning	Ours is Arts 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.

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.

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
2020	DR.S.M.PATEL	Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	700
2020	Dr.YOGESHKUMAR MITRY.	ICSSR Sponsored International Conference - 2020 Emerging Issue In Development for future Generation Quality Enhancement Innovation	THE COLLEGE	1700

		inHEIs smt.J.P.Shroff Arts College,Valsad		
2020	Dr. K.A.Bhoye	Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	700
2020	Dr.D.M.Nakum	ICSSR Sponsored International Conference - 2020 Emerging Issue In Development for future Generation UGC Sponsored Refresher course University of Rajashthan jaipur	THE COLLEGE	2000
2020	S.M.Jadav	ICSSR Sponsored International Conference - 2020 Emerging Issue In Development for future Generation Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	1700
2020	J.V.Parmar	UGC Sponsored Refresher course Sardar patel Universit y,Vallabh Vidhyanagar Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	1700
2020	DR.MINAXIBEN	Quality	THE COLLEGE	700

	R.PATEL	Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad		
2020	J.N.Patel	Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	700
2020	D.M.Patel	Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	700
2020	DR.N.S.CHAUDH ARI	Quality Enhancement Innovation inHEIs smt.J.P.Shroff Arts College,Valsad	THE COLLEGE	700

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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)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

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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	1	30/09/2019	12/10/2019	14
REFRESHER	1	23/09/2019	06/10/2019	14
FDP	9	14/10/2019	20/10/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	18	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	00	00

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
00	0	00
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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	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

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.

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

Spipa 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 In relation to the recommendation of commencing job oriented

programmes and start career counseling, the institution has requested to Knowledge Consortium of Gujarat for a 'Tally Beginners Course' to enhance employability skills in students under RUSA component-12, Vocational of Higher Education. The institution also tried to start UPSC/GPSC coaching classes for tribal students and a coaching centre is allotted to college on 04/09/2019. Meanwhile the college came to know that the agency which has got contract of coaching has dubious track record with evidences and the IQAC has cancelled the work order of the agency. As per the recommendation related to introduce science stream programmes at graduate level, the institution has been in correspondence with the education department of Gujarat to start science stream in the college since 2013. The commissioner of higher education, Gujarat has sanctioned science stream at graduation level in the institution from the academic year 2020-21. At first the institution received a letter of permission to start science stream on 23/06/2020 but due to covid -19 pandemic as well as the scarcity of grant the education department adjourned it to effect for the academic year 2020-21. With reference to the recommendation of permanent principal to be appointed, the education department of Gujarat has appointed the permanent principal in the college on 18/08/2020

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
2019	Nil	Nil	Nil	Nil	Nil
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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
Yuvak yuvati Sahkari Shixan taalim Shibir	18/07/2019	20/07/2019	78	33
Mahila kanooni Jagruti Shibir	12/08/2019	12/08/2019	69	0
"Mahilaone thata Gambhir rogo"	26/08/2019	26/08/2019	136	0
Mahilaoni Mashik dharmni samashyao ane cervical cancer	14/12/2019	14/12/2019	97	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

20

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/08/2019	1	ADDICTION LIBRATION GUIDENCE	DONT BE ADDICTED TO FAISHON	215
2019	1	1	26/08/2019	1	NDRF TRAINING	ENVIRON MENT UPGR ADATION, DESASTER MITIGATIO N	157
2019	1	1	29/08/2019	1	NATIONAL SPORTS DAY	FIT INDIA MOVEMENT	77
2019	1	1	05/09/2019	1	TEACHERS DAY	Teacher is never ordinary. (Celebration of the day in memory of DR.Sar vapalli R adhakrish na.)	49
2019	1	1	24/09/2019	1	PLASTIC FREE CAMPAIGN	POLLUTION	245
2019	1	1	29/09/2019	1	GENERAL KNOWLEDGE TEST	KNOWLEDGE	86
2019	1	1	08/07/2019	1	TREE PL ANTATION CAMPAIN	PLANT TREE AND PROTECT E NVIRONMEN	186

						T	
2019	1	1	15/07/2019	6	YUVAK YUVATI SAHKARI TALIM	EMPLOYB ILITY	111
2019	1	1	19/07/2019	3	CLEANLI NESS DRIVE	EK KADAM SWA CHHATAKI AUR	145
2019	1	1	27/07/2019	1	CLEANING CHEMPAIN	BE CLEAN AND KEEP INDIA CLEAN	250

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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)
Nil	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation programme	17/06/2019	19/06/2019	160
INTERNATIONAL YOGA DAY	21/06/2019	21/06/2019	166
LIBRARY ORIENTATION	22/06/2019	22/06/2019	55
MEHANDI COMPETITION	13/07/2019	13/07/2019	42
LECTURE ON WOMEN EMPOWERMENT	15/07/2019	15/07/2019	48
HAIR STYLE	15/07/2019	15/07/2019	8
THALI DECORATION	16/07/2019	16/07/2019	23
PASHU PALAN ANE ROJGAR	18/07/2019	18/07/2019	115
LIBRARY ORIENTATION	23/07/2019	23/07/2019	31
VISHWA ADIVASHI DIVAS	09/08/2019	09/08/2019	18

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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

In order to prevent students from dropping out of college, it is imperative

that these students get proper transport facilities. Thus, a separate government bus facility from the nearby town of Khergam to the college was started through intensive efforts, correspondence and face-to-face meetings with concerned office of Gujarat State Road Transport Corporation. The college requested The Manager, S.T. Depot, Valsad vide letter No. GACC/820/2019-20 dated 14/11/2019 to resume bus service from Dasera Tekri to Khergam College gate and issue bus pass to the students from the date of commencement of the second term. Further efforts have been made by the college/ Principal vide letter No. GACC/910/2019 dated 17/12/2019 to provide the request bus stop at the college gate which is been accepted by the regional director of S.T. Depot Valsad. The students can reach the college on time and can attend the college regularly. The above facility/practice has helped to make the attendance of students in the college more regular. The Finishing School was started by the Education Department of the Government of Gujarat with the intention of developing soft skills in the students and enabling them to build their livelihood on the basis of their skills in their academic careers. The college organized first phase of Finishing School training from 19/08/2019 to 23/08/2019, and the second phase of the Finishing School training from 09/09/2019 to 13/09/2019. The third phase training was organized from 26/12/2019 to 31/12/2019, and the fourth phase from 27/01/2020 to 31/01/2020. In the first phase of this training program, training was given on basic skills like life skills, negotiation skills, critical thinking, stress management, problem solving decision making, which resulted in self-awareness, self-esteem, self-confidence, life-goal setting, team work, self-discipline, commitment, observation Concentration skills, empathy, and interpersonal skills. In addition, in the second phase of the finishing school, students were trained on Employability, including Grooming and Personal Hygiene, Body Language, Resume Writing, Group Discussions, Presentation skills, letter writing, interview skills, punctuality, planning and organizational skills, Professional ethics, efficiency, Includes skills associated with the development of students ability to gain employment. In the tribal students or in their families, the skills required to grab such employment opportunities are not directly involved, so it is important to develop such skills and enable themselves for the employment opportunities available. In the third and fourth phase, students were trained on Functional and Spoken English. Students from tribal areas in particular have grown up in an environment where they cannot communicate fluently even in their mother tongue, so Functional and Spoken English skills are essential to connect them with current trends. Jhill Shukla was present as the resource person for first and second phase of training as well as Harita Patel for third and fourth phase which was attended by a total of 41 students. Thus, the institute is working to connect these students and their families as the mainstream of society and development by fulfilling the missing skills to connect the tribal area students with the mainstream of society through such training programs. With the intention of increasing the contribution of the students in the field of sports the institute constantly provides guidance and practice. As a result of which the students of the college have procured special achievements by participating in the Khel Mahakumbh organized by the Gujarat government. In which total of 24 students participated in the shooting ball competition and got third position with Rs. 9000 cash prizes, while 12 students participated in the kabaddi competition in which they achieved third place and received a cash prize of Rs. 9000. 2 students participated in the athletics competition in which Pawar Sulemanbhai won in 400 meter running and received a cash prize of Rs.5000. Remedial classes in accountancy subject under Rusa Component-06 were conducted in the college with the intention to bridge the gap in the subject and provide more practice as well as in-depth understanding of the subject matter from 03/02/2020 to 15/02/2020. As a result of which the interest in the subject of accountancy has increased among the students, as well as the students have become more proficient in the subject of accountancy. The institution organizes free health

check-ups for the newly admitted students in different disciplines at the college, for which a team of locally available and well-qualified doctors has been appointed by the institute, besides inviting the health team from the district headquarters from time to time. During the year 2017-20, total of 86 newly admitted students were examined by the medical team and appropriate advice and guidance was given by the doctors for the students who were not in good health, as well as what the students should take care to maintain their health. It was suggested that the students suffering from serious illness should be sent to the nearest public health center for further treatment. This type of health check-up system allows students from rural and remote areas to be diagnosed in the beginning if they have a serious illness and students become more aware of their own health, as well as the efficiency of the students is markedly increased after treatment. The annual camp of NSS is organized in one of the backward villages. In the academic year 2019-20, the camp was organized in the village Godthal from 02/01/2020 to 08/01/2020, where the NSS programme officers and volunteers organized distribution of sweaters, sleepers for men, children and women from very poor families with a joint venture of Shrimad Rajchandra Mission-Dharampur. For which two donors Ambarishaben Anilbhai Vora and Manjulaben Veljibhai Gada gave a grant in the form of 59 sweaters, 59 pairs of slippers as well as Rs. 10,500 in cash for the village where the children were given a group meal. The distribution of these donations, search for donors for donations, and search for suitable beneficiaries etc., as well as arrangements for childrens group meals were arranged by the students of NSS of this institute. Thus, students develop qualities for social service and get training of what projects can be undertaken for social service. Through the continuous efforts of the institute, in coordination with the office of the Commissioner of Sports and Youth Cultural Activities, Gandhinagar, a taluka level gym center has been inaugurated in the college from the year 2019-20. The Gym Center has set a very nominal fee rate considering the economic situation of the people in the area. It has also been decided to give a discount to the students of this college. The gym center is helping a lot in maintaining the health of the people in the surrounding area. The students of this college can also take advantage of it and achieve their best position in sports at taluka, district, state and national level. The facility of gym center is very useful for the youth of the surrounding area as well as college students and students studying in hostels to prepare for the physical test to be recruited in the defense force as well as the security forces. A student of the college Jay Patel has been selected in the pre-Republic Day Parade as well as State Republic Day under the guidance of the principal and N.S.S. programme officers. A student has got an opportunity to learn more about the new dimensions of Gujarats cultural and social life through interactions with students from different parts of Gujarat.

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

https://khergamcollege.edu.in/igac/naac/aqar-2019-20/best_practices-2019-20.htm
1

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 and get Job. 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. 2.

Government Arts and Commerce College, Khergam 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. The institute has post graduate exam center for external students it helps surrounding students to get the exam center close to their proximity 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 2019-2020, like In the Khelmakumbh competition organized by the Gujarat Government (Sports Authority of Gujarat) at Taluka and district level. A student of the college Jay Patel has been selected in the pre Republic Day Parade as well as State Republic Day under the guidance of the principal and N.S.S. programme officers. 4. The college is constantly striving to prepare students for competitive exams. As a result, three students appointed as police constable in police department and one student got job in Gujarat Electricity Board in the academic year 2019-20. Students of the 2019-2020 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. Remedial classes in accountancy subject under RUSA Component-06 were conducted in the college with the intention to bridge the gap in the subject and provide more practice as well as in-depth understanding of the subject matter from 03/02/2020 to 15/02/2020. As a result of which the interest in the subject of accountancy has increased among the students, as well as the students have become more proficient in the subject

Provide the weblink of the institution

<https://khergamcollege.edu.in/igac/naac/agar-2019-20/institutional-distinctiveness-2019-20.html>

8.Future Plans of Actions for Next Academic Year

Future Plans Government Arts and Commerce College, Khergam has two smart classrooms at present. We are planning to extend this facility to 3 more classes. The college also plans to set up a video conference room. The College has requested higher authority for opening Science stream in the college. The college is interested in signing MoU with industries as well as agricultural organisations. The college is going to purchase and add more to existing sports equipment and musical instruments.