



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		C. C. Sheth College of Commerce
• Name of the Head of the institution	Prin (Dr) Dharmendra S. Mistry	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	6358598302	
• Mobile No:	6358598302	
• Registered e-mail	principalccsheth@gmail.com	
• Alternate e-mail	principal.ccs@ngc.edu.in	
• Address	Navgujarat campus, Usmanpura, Ashtram road,	
• City/Town	Ahmedabad	
• State/UT	Gujarat	
• Pin Code	380014	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Gujarat University,				
• Name of the IQAC Coordinator	Prof(Dr.) R.V. Raval				
• Phone No.	6358598302				
• Alternate phone No.	9998813936				
• Mobile	6358598303				
• IQAC e-mail address	principalccsheth@gmail.com				
• Alternate e-mail address	principal.ccs@ngc.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ccs.ngc.edu.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://ccs.ngc.edu.in/wp-content/uploads/2024/06/4-Academic-Calendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.65	2007	10/10/2007	09/11/2012
Cycle 2	B	2.69	2014	10/12/2014	09/12/2019
6.Date of Establishment of IQAC			01/03/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. NEP 2020 implementation 2. Starting the 6 Value Added Courses namely Yoga, Sales and Marketing, Grooming Skills, IPR, Youth Cooperative Education Course, Constitution 3. NCC Unit 4. Participation in GIRF 5. MoUs with Academic Institutions, Career Development Agencies and NGOs		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1. NEP 2020 Implementation 2. Starting Value Added Courses 3. NCC Unit 4. Participation in Accreditation 5. MoUs with Academic Institutions, Career Development Agencies and NGOs	1. NEP 2020 implementation since 2023-24 2. Starting the 6 Value Added Courses namely Yoga, Sales and Marketing, Grooming Skills, IPR, Youth Cooperative Education Course, Constitution 3. NCC Unit with intake of 90 4. Participation in GIRF 5. MoUs with Academic Institutions, Career Development Agencies and NGOs	
13.Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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

15. Multidisciplinary / interdisciplinary

the college is affiliated to gujarat university. the university has implimented CBCS from the academic year 2012-13 under which the Institution provides multidisciplinary Curriculum with the aim of imparting students with a comprehensive knowledge of related fields in addition to their basic studies. Accounting and Commerce are mandatory courses for the institution. In each B. Com courses in Six Semester's, subjects such as Financial Account, Cost Account, Business Account, Management Account, Business Management, Economics, Commercial Communication, Business Laws are taught. Besides, in Foundation Course and Soft Skill subjects such as Business Information Analysis, Disaster Management and Marketing Strategies are offered to students as a part of Multidisciplinary and Interdisciplinary approach. Students' participate in social service and community engagement through NCC & NSS, for example Blood donation camps, visit to School for disabled, Orphanages etc. Every year, Institution organizes expert talks to promote different disciplines. the university has implemented NEP 2020 from the academic year 2023-24 under which the institution provides accountancy as a major subject, economics as a minor subject and statistics as a multidisciplinary subject. over and above AEC, SEC and VAC subjects are offered by the college.

16. Academic bank of credits (ABC):

As per the guidelines of UGC and affiliated University, the institution formed NEP CELL following National Education Policy - 2020 as under with the following objectives : The induction program regarding the implementation of NEP-2020 for the students of next academic year. To invite experts to deliver lectures on NEP-2020. To promote flexibility and facilitate student mobility, the process of Academic Bank of Credit will be infused by - Awareness about

Digilocker Linking of Aadhar with Digilocker Creating ABC ID To provide guidelines on Multiple Entry and Exit in the Academic Programmes of Higher Education institution Since 2023-24 the above objectives are being fulfilled every year.

17.Skill development:

The Institution attempts to build skills through variety of programs like Finishing School program sponsored by Knowledge Consortium of Gujarat (KCG) of Gujarat Government. Training and placement for the students from renowned companies likes TCS etc. Invited experts to deliver lecture on Competitive Exams for the students. Arranged Co-operative training program for the students Under NEP 2020, since academic year 2023-24 under the umbrella of Ability Enhancement Course (AEC), Skill Enhancement Course (SEC) and Value Added Course (VAC) subjects like Writing and Presentation Skills, Personality and Leadership Development, Practical English, Indian Knowledge Tradition are being taught by the institution.

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

The Indian Knowledge System is an integral part of the Institution visible in the College Logo - "Abhi Pragnat Ojasa". The institution provide answer choices in the college exam: Gujarati / English. The institution has always encouraged Indian culture by organizing different cultural programs. The institution actively participates in Youth Festival organized by Gujarat University every year. As per the directives of UGC and Gujarat University, under the umbrella of NEP-2020, subject like Indian Knowledge System and Indian Knowledge Tradition are being introduced which includes the project work as a part of experiential learning from the students for internal assessment so as to have the knowledge of rich Indian culture, heritage, history and traditions.

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

With a focus on OBE; the syllabus, COs and POs of all the programmes offered by the college are designed by various Board of Studies of the affiliating university. The faculty members of our college are members of respective Board of Studies and make valuable contribution in framing the syllabus with a focus on Outcome Based Education. As all the programs offered by the college have clear measurable outcomes and student centric learning methods. Moreover, all of the education system including curriculum, instructions and assessments are aligned with the COs and POs. In addition to above internal evaluation system in all the programs consists of continuous comprehensive evaluation which focuses on OBE.

20.Distance education/online education:

The institution encouraged digital platforms for engaging classes. Besides, conventional face-to-face teaching-learning, various educational videos on different subjects and topics are also given to the students for further reference. The Institution conducts online exam for subjects like Foundation Course, Soft Skill, AEC, SEC and VAC for students. Besides, the study material in the form of E Content in subjects like AEC, SEC and VAC is also imparted to the students.

Extended Profile**1.Programme**

1.1

74

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

File Description	Documents
Data Template	View File

2.Student

2.1

1684

Number of students during the year

File Description	Documents
Data Template	View File

2.2

392

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

File Description	Documents
Data Template	View File

2.3

544

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1	15
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	18
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	14
Total number of Classrooms and Seminar halls	

4.2	2333639
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	4
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

- Gujarat University prepares an academic calendar. The GU has implemented the NEP in the first year of UG level, while the CBCS/elective course system and Semester System have been implemented in the second/third year UG and PG Level.
- At the beginning of the academic year, an Action Plan,

Academic Calendar, and Timetables are prepared and circulated on the WhatsApp group, Website, and Vidyalaya App.

- HOD arranges a meeting and distributes the Syllabus to all faculty members.
- Teachers prepare Teaching Plans as per the academic calendar and Learning Outcomes.
- ICT and well-equipped facilities are made available to the staff and students to ensure effective curriculum delivery and improve their performance.
- To make learning easy, we provide study materials, old question papers, video lectures, and subjective online quizzes with the use of ICT through the C.C.Shteh College Vidyalaya App and INTRANET Facility.
- To make learning effective and strengthen, various cocurricular activities are organized.
- If there are constraints to complete the curriculum, extra classes and practical sessions are conducted.
- The whole teaching-learning process is monitored regularly and feedback and suggestions are received.

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

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

- The College prepares academic calendar in accordance with University Academic Calendar. The objective behind the preparation of the academic calendar is that there should be maximum working days to complete the syllabus and CIE.
- The Principal conducts meetings with the HoDs and staff regarding smooth implementation of the academic calendar and conduct of CIE. The internal mark of each course is 50% with the implementation of NEP in the first year of UG and it is given based on the unit tests, assignments, seminars, attendance, workshops, book review, projects, etc. In the 2nd and 3rd year of UG and PG, the weightage of internal mark is 30%. Out of the 30 internal marks of each course, 15 marks are given based on the unit tests and 15 marks are given based on assignments, seminars, attendance, workshops, book reviews, projects, etc.
- All the faculty members follow the academic calendar to

complete their CIE task.

- Assignments are given well in advance and the departments ensure their submission as per schedule.
- Internal marks are displayed on the notice boards as well as the college website to ensure transparency and correctness before they are forwarded to the university.
- The HODs monitor attendance and progress of the student every year.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

918

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

918

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College affiliated to Gujarat University, Ahmedabad. The University designed curriculum, on the basis of Gender, Environment

and Sustainability, Human values and Professional ethics.

The core courses having ethical value will be a part of value education leading towards sensitizing the students on the value of life and preparing them for life.

From the year 2023-24, various types of valued and skill enhancement courses have been implemented with the implementation of NEP in the first year of UG level. Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender.

Human Rights and Indian Constitution courses regarding Gender Equality are introduced in curriculum of UG.

Human Rights Indian Constitution Environmental studies are very important nowadays.

Following generic courses regarding Environment and Sustainability are introduced in our curriculum to educate UG students.

Environmental Science Environments Studies Disaster Management Indian Geography With the implementation of NEP 2020 in first year of UG level, University introduces various Value added, Skill Enhancement, Professional ethics and Human values added courses.

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

566

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows		A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents	
Upload any additional information	No File Uploaded	
URL for feedback report	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ccs.ngc.edu.in/wp-content/uploads/2024/06/Analysis-of-SSS.pdf	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
725		
File Description	Documents	
Any additional information	View File	
Institutional data in prescribed format	View File	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)		
2.1.2.1 - Number of actual students admitted from the reserved categories during the year		
162		
File Description	Documents	
Any additional information	No File Uploaded	
Number of seats filled against seats reserved (Data Template)	View File	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
Our college uses mentoring and monitoring to measure the progress of		

slow learner students. Some advanced students are assisted with notes and explanations alongside teachers. Counseling sessions are held in the college, and if more instructions are needed, it is offered. Advanced students are urged to effectively study the syllabus's topics. Members of Committees are chosen from the deserving students. Communication and interview skills are taught through the Training and the Programmes like Functional English, Personality Development, and English Proficiency are designed to increase students' employability in the academics. At the beginning of the programme, the institution evaluates the students' academic levels in different ways. Based on the level of grades received, students enrolling in the department are classified as slow and advanced learners to spot the slow learners and create tailored coaching. Faculties are engaged in the following activities with students: Slow learners: 1. Individual counselling. 2. Corrective coaching 3. Addendum notes. 4. A discussion session in groups. 5. Additional library visit

6. Remedial Classes

Advanced Learners: 1. In-depth notes 2. Lectures and seminars 3. Participatory learning activities 4. Industrial tour and projects 5. Evaluations 6. Discussions in groups, etc.

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

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

Number of Students	Number of Teachers
1650	13.5

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college offers B.Com and M.Com Program. Students are expected to

have various competencies such as Leadership, Communication skill, Team work.

To develop these skills and competencies course teachers utilize a variety of pedagogical approaches that place the student at the center of the learning experience and make the entire Teaching-Learning process enjoyable as well as relevant and enriching for the learner. This also helps in ensuring a high level of student engagement and participation. The usage of diverse Teaching-learning methods helps to address the learning modes of individual learners in terms of their multiple learning styles such as Experiential learning methods, participative learning, and problem-solving methodologies .

Adoption of this variety of methods helps to minimize the number of slow/ weak learners as they can relate to the diverse teaching-learning methods instead of the traditional chalk-and-talk method.

A review of all these approaches and their effectiveness in terms of developing student competencies is carried out at the end of the term in the common faculty meeting wherein all teachers share their experiences and brainstorming is carried out about further refinement and enhancement in the same for the next cycle.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The faculties employ a range of teaching methodologies such as interactive lectures, project- based learning, and computer-assisted instruction, with PowerPoint presentations utilized to enhance engagement. Emphasizing student involvement, activities include group discussions, role-plays, quizzes, and current event analysis. The college prioritizes student-centered approaches to foster lifelong learning skills.

To conduct instruction and give students an improved learning experience, TCC teachers employ online learning resources, social

networking sites, and blended learning systems like Zoom Meeting App. In addition to helping students stay up with the modern digital and virtual world, the use of ICT by teachers like using Projector and PPTs in the classroom which has assisted the college in developing a student centric learning strategy. It is possible to communicate, share information, provide material and a syllabus, hold exams, post assignments (Retests), create presentations, respond to questions, mentor, and usage of media platforms like YouTube, email, Whatsapp groups, Zoom, and Google classrooms. For the purpose of enhancing and maximising students' learning, our E-content/study material of various courses and subjects are frequently shared on social online app to the students. The students' attendance, internal assessment scores, and term end assessment scores must all be uploaded by the examination committee. Additionally college enforces keen input on the curriculum and teaching-learning environment for every students of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

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

2.4 - Teacher Profile and Quality

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

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

147

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Mechanism The college has a set procedure for internal examination throughout the year. A student is required to appear in

two internal exams per year, per the academic schedule. At the beginning of the semester, the academic calendar is used to determine the internal examination according to the timetable. The academic calendar supports the teachers to complete unit tests, which may take the form of assignments, blackboard presentations, PowerPoint presentations, subject-specific quizzes, or other methods determined, by the subject teacher. The test results are declared in the classrooms, and each student is free to inquire about their performance and results. Their scores can be quickly adjusted if there are any errors found at admin level or rechecking platform. In the classroom, some teachers, particularly those who teach statistics, analyse the answer and the process used to solve the problem. All internal exams are recorded by the concerned subject teacher.

External

Mechanism The university receives the results of internal exams, homework assignments, and class participation and approved by the examination committee. Before sending results to the Gujarat University, the students are shown the results. Gujarat University Conducts the examination and releases the results on stipulated time. Grievance Gujarat University helps the students to solve the problem related to re assessment, and Queries related to the Mark sheet on time. This approach is excellent for helping students building their personalities at all the levels.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In order to redress examination related complaint, the student may speak with the teachers, examination committee, and principal. Evaluation work is being completed for the internal examinations at the college level. Any student may request revaluation by paying the necessary costs to the college. A. Subject expert other than the previous assessor is appointed by the college time to time and if there is a score change, the internal examination committee adjusts it. The internal examination committee itself handles any test-related complaints or disputes raised by the students. The suggestion box is available at college ground floor for students to

freely express their displeasure with the internal examination process. By holding regular meetings with the internal examination committee, the principal and faculty supervisor keep an eye on the overall process and makes sure that no space arise for cheating and misappropriation. B. University exam-related complaints can be filed online by the student. The university will provide photocopies of the answer sheets on the base of (RTI) upon request from the students. Students who were dissatisfied with their exam results might request a revaluation or reassessment from the university and to aid this, college sends a photocopy of the internal mark sheet together with an application to the university to fix the error for students whose marks are not recorded or improperly entered as a result in the student's Mark sheet.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The Programme and course outcomes of the Programmes offered by the institution are informed to the teacher in the departmental meetings and to the students during the induction programme. They are also displayed on the institute's website for wider dissemination. Program outcomes are tailored to the specifics of each program and are derived from the Program Education Objectives. During mandatory orientation programs, all new students are informed about the objectives and expected outcomes of their program. Furthermore, the complete syllabus, learning objectives, and assessment plan for each course are shared with the students.

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

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

Proper mechanism is setup for the attainment of Pos and Cos

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://ccs.ngc.edu.in/wp-content/uploads/2024/06/Analysis-of-SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

9

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

16

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the year, the college organized various extension activities in the neighborhood community, aiming to sensitize students to social issues and foster their holistic development. These activities included a workshop on financial literacy, which equipped students and community members with essential money management skills. The NSS rural camp offered students a hands-on experience in rural development, promoting social responsibility and community engagement. Additionally, a workshop on soft skills enhanced students' communication and interpersonal abilities, vital for their personal and professional growth. The Information Technology workshop provided crucial insights into digital literacy and technological advancements, preparing students for the digital age. These initiatives not only enriched the student's educational experience but also had a significant positive impact on the local community, addressing critical social issues and promoting

sustainable development.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****3**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****13**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

327

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

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

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

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Teaching - learning viz, classrooms, laboratories, computing equipments etc.

- Policy of creation and enhancement of infrastructure that facilitates effective teaching and learning centers around the following considerations :
- We follow the policies of our parent trust Vidyabhavan Trust for creation and enhancement of infrastructure facilities.
- The institution receives maintenance grant from state government and utilizes it for regular maintenance of the infrastructure.
- We utilize development grant released from time to time by UGC for enhancement/upgradation of teaching - learning facilities.
- In consultation with the Trust, we have upgraded teaching - learning facilities from time to time as mentioned here under
- Facility for operating computer and Power Point in each classroom.
- Installation of CCTV Camera in classrooms as well as focal points in the campus.
- New green boards in classrooms.
- Availability of LCD Projector and Computers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://ccs.ngc.edu.in/infrastructure/

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

Sports and Yoga Facilities : Apart from the academic activities, it is required that an institution should incubate physical competency among students. The institution has encouraged students to take part in the University, State and National level competitions. The Director of Physical Education organizes intercollegiate tournaments and Annual Sports Day every year. Required equipments, kits and sportswear are all provided with. Faculties and students use the indoor and outdoor sports facilities. The college participated at University level, State level and National level competitions and performed excellently. Many students got selected for inter-university. Yoga and meditation orientation sessions are conducted for students and faculty members. International Yoga Day is celebrated every year on 21 st June in the campus. The institution regularly organizes meditation and stress management sessions.

Cultural Facilities : For complete development of the students they must be encouraged for cultural and artistic activities too. The institution is center for immensely talented students and faculties who motivates to be the part of cultural events. The Saptdhara and Cultural Committee nurtures the

skills of students under the guidance of faculty in charge. The college students take part in the University Youth Festival as well as Cultural events conducted by different organizations every year. The institution organizes 'cultural week' for the students every year. Students participate enthusiastically in the cultural programs organized by the Institution. Students who have performed exceedingly in cultural events are felicitated by the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://ccs.ngc.edu.in/infrastructure/

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

LMS, etc.

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

0

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library Committee focuses on general issues like optimum use of development grant to each college, availability of reference books and organizing book exhibitions, takes care to make text-books available in plenty. This includes facilitating enough sets of text-books for book bank which loans sets of text-books to the needy students.

- Total area of the library (in Sq. Mtrs.) : 230 sq. ft.
- Total area of the reading room (in Sq. Mtrs.) : 80 sq. ft.
- Total seating capacity : 150 students

- Working hours
 - On working days : 7: 00 am to 7: 00 pm
 - On holidays : Library remains closed on holidays
 - Before examination days : 7: 00 am to 7: 00 pm
 - During examination days : 7: 00 am to 7: 00 pm

- Layout of the library:
 - Lounge area for browsing and relaxed reading : YES
 - IT zone for accessing e-resources : 20 computers with Internet

The college has good collection of 15,282 books out of which there are 753 textbooks and 14,529 reference books. The College Library has subscribed 18 journals & magazines. The Library has online access to e-resources which provides more than 6,000 online Journals and 30,000 e-resources.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

35027

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

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

4.3 - IT Infrastructure

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

The College has integrated IT into everyday activities on campus and office. IT has been incorporated into the college activities for better teaching, learning, evaluation process and making the administrative work efficient and transparent. ? Administrative office is fully automized. All non-teaching staff is facilitated

with computers, printers, barcode scanners, LAN etc. It is also equipped with software like Office Management Software, Online Scholarship Management Software, Online Admission & Fee Management Software. ? The Central Library is the core of the institution. We have user friendly Central Library with computers, printers, barcode scanners and internet connection. ? The Campus Wi-Fi systems with the help of 10 routers and Optic Fibre Network having high band width is provided to teachers and staff. ? The college has developed an informative dynamic Website. ? The college has licensed version of Windows 7. ? 2 PC with internet facility in Staff-room. ? 4 PC with internet facility in administrative office. ? 20 computers with internet facility in library. ? 120 computers with Internet facility are available for the students in 2 computer laboratory.

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

4.3.2 - Number of Computers

4

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**2276878**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- For maintenance and upkeep of the infrastructure facilities and equipments, the college has planned following mechanism:
- Contractual appointment with Architect and Engineer for building and furniture.
- Gujarat is a power surplus state and Torrent Power Ltd. Assures uninterrupted power supply without fluctuations.
- We have installed required Fire extinguishers as per the recommendations of supply agency.
- CCTV cameras have been installed at strategic locations.

ICT & INTERNET FACILITIES

- The college has a comprehensive IT policy regarding service and data.
- The college has a mechanism of adopting free software.
- In order to minimize e-waste, the computers are maintained regularly.

LIBRARY FACILITIES

- The library is automated through software.
- New books, important newspapers clippings and employment news are displayed on notice board of the library.
- Book Exhibition is organized regularly.
- Special collection of rare books in reference section (besides subject related books we keep Vedas, Ramayana, Bhagwad-Gita etc.).
- Timely and prompt purchase of books recommended by faculty members.

SPORTS FACILITIES

- Physical Director and Sports Committee look after the maintenance of Sports facilities.
- Timely maintenance of sports equipments.
- The equipments' of indoor and outdoor games are regularly inspected, serviced.

The purchase of new equipments as and when necessary.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support**

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

168

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

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

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

117

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

117

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

21

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year**1**

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****12**

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institution facilitates students' representation and engagement in various committees namely IQAC, Anti-Ragging, Grievance Redressal, ICC, NCC, Student Union. Students help in organizing various cultural, Academic and Extension activities.

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

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

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

18

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered Alumni Association viz. C. C. SHETH COLLEGE OF COMMERCEALUMNI ASSOCIATION. The alumni association is governed by Memorandum of Association wherein the empowered body. The college is fortunate to have over 20000alumni since its inception. Our alumni have effectively contributed to various fields at the local, regional, state, national, and international levels. The Alumni Committee plans, executes and monitors the various activities and events relevant to alumni engagement.

During the year, Seminar on Cloud Accounting, consumer protectionand STP Marketing were organized by the Alumni. Workshop on Creative Content Writing was also organized. The alumni has also contributed non-financial support such as donation of books to library.

These alumni contribute to the development of the institution by offering guidance to the faculty and students in various forms. They also mentor the current batch of students. Furthermore, they help in organizing industry visits, extension activities, getting field assignments, preparing students for competitive exams, etc. Generally, over the academic year, a minimum of 30 alumni interact with students. The last Alumni meet was organized on 17/05/2024 wherein 37 alumni participated.

The alumni association proposes to start alumni chapters and organize formal alumni meetings on an annual basis.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Started in 1969 as Navgujarat Vanijsya Mahavidyalaya offering graduation and post graduation courses in Commerce, the institute was renamed as CC Sheth College of Commerce in 1995. The college is a member institution of the Navgujarat Group of Colleges.

The grant-in-aid college is affiliated with Gujarat University and offers undergraduate and postgraduate courses in Commerce education. CC Sheth College of Commerce has undergone two rigorous rounds of inspection by the National Assessment and Accreditation Council (NAAC) and received B+ Grade in 2013. The college is also the recipient of the Best College Award by India Today Nielsen Survey in June 2013.

The institute aims at preparing commerce graduates to be able to

effectively contribute to the needs of world trade and commerce.

Vision

The mission statement is our effort to reflect basic institutional qualities, to address needs of the society and students and to take instead future challenges.

Mission

To Prepare Commerce Graduates competent to contribute effectively to the needs of the world of Trade and Commerce.

File Description	Documents
Paste link for additional information	https://ccs.ngc.edu.in/
Upload any additional information	No File Uploaded

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

At formal level , we adopt following structure :

- Vidyabhavan Trust and Principal take care of -
 - Liaison with UGC and State Govt. for financial resources and policies.
 - Keeping in touch with University for administrative matters.
 - Keep in contact with eminent citizens and evolve welfare schemes for students and staff.
 - Regular meetings with staff for feedback and suggestions.
- Faculty members operate in the following spheres -
 - Department meetings for planning, work distribution, research oriented discussions, examinations and assessments.
 - Liaise with Principal and Students' Union to plan and execute co-curricular and extra-curricular activities.
- Administrative staff functions in the following manner.

- Accomplish process of admissions and preparation of documents required for students at various instances.
- Preparation and preservation of various records for staff, students and institutions.
- Students' Union gets involved in decision making in the following way.
- Keep in contact with Principal and staff members for day-to-day matters pertaining to students.
- In consultation with faculty members, plan and execute co-curricular and extra-curricular activities with support of team of volunteers.
- Students' Union has remained a rewarding hand to establish rapport with PTA and Alumni.

As stakeholders are part of the various statutory committees, the effective leadership is visible in various institutional practices such as decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation Timeline:

- **Short-term (1-2 years):**
 - Curriculum revision and introduction of new courses.
 - Initial faculty development programs.
 - Launching mentorship and counseling systems.
 - Upgrading IT infrastructure and classroom technology.
- **Mid-term (3-5 years):**
 - Establishing research centers and innovation labs.
 - Comprehensive faculty and student development initiatives.
 - Expanding community engagement programs.
 - Full implementation of the Academic Bank of Credits (ABC) system.
- **Long-term (5-10 years):**
 - Achieving significant research output and innovation.

- Becoming a model institution for NEP 2020 implementation.
- Sustaining and enhancing quality education and community impact.

Monitoring and Evaluation:

1. Establish an NEP 2020 Implementation Committee to oversee the plan.
2. Conduct regular progress reviews and impact assessments.
3. Utilize feedback from stakeholders to make necessary adjustments.
4. Publish annual reports on implementation status and outcomes.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Management of the Institution is visionary and committed and it monitors the following processes:

- Teaching-Learning Process,
 - Recruitment,
 - Promotion of Staff,
 - Freedom for Academic Development,
 - Financial Support,
 - Evaluation of Teachers Performance.
- The recruitment of the teacher is as per the norms of the UGC, State Government and the affiliated University. The institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual Leave, Medical Leave, Maternity leave, etc., have benefited the teaching faculty and administrative staff.
 - Each and every staff as and when eligible for a promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows the

procedures as early as possible for his / her promotion.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclef-indmkaj/https://www.ugc.gov.in/pdfnews/4033931-UGC-Regulation-min-Qualification-Jul2018.pdf
Link to Organogram of the Institution webpage	http://ccs.ngc.edu.in/wp-content/uploads/2024/06/6.1.2-chart-new.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The permanent members of the college Staff of the grant-in-aid classes enjoy the benefits of the Government welfare schemes. They have also formed a "Navgujarat College Staff co-operative credit society" which has been duly registered and functions strictly as per the Government norms and provides financial support to the members.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has an effective performance appraisal system for both teaching and non-teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning the outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency, economy and time-bound completion of tasks.

Following efforts of the College Management definitely foster academic environment on the campus.

- Regular and direct dialogue with faculty members to identify their requirements.
- Freedom to implement policies and plans including teaching, testing and library development during the year.
- Support short term training programs with residential facilities.
- Promote research culture by organizing special function under the name 'SNEH MILAN '.
- Transparency in admissions, administration and appointments.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The internal audit is carried out by the officials deputed by the Trust. The management has appointed internal auditors who carry out bi-annual internal audits. A statutory financial audit is carried out by an external, qualified auditor. The audit report is tabled in the management committee meeting. All the bank accounts are operated jointly by the Principal and management trustee.
- The external audit is carried out by the government
 - Financial audit (esp. for grant purposes) is carried out by an official deputed by the Department of Higher Education, Government of Gujarat.
 - Internal audit is a continuous process and is done on regular basis.
- Statutory audit is done at the end of every financial year. The last audit was completed for the financial year 2022-23.
 - No major audit objections were raised. However, routine audit queries were complied.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fund mobilization is through the following sources

1. Salary grants
2. Student fees
3. Management support.

Optimal utilization of resources and funds is ensured as under:

1. Student fees are credited through a separate bank account.
2. Generally, the majority of the capital expenses are borne by the management. Some of the capital expenses related to the library and IT hardware etc. are borne by the college.
3. Any financial aid received in form of grants is utilized strictly as per the guidelines of the financing agency
Financial planning is ensured through preparation of a financial budget at the beginning of the financial year.
4. Six monthly reviews of the income and expenditure are carried out
5. Bank reconciliation is generally carried out on a bi-monthly basis. Cash expenses are limited to Rs. 5000 and all payments are primarily in the form of cheques or digital payment mode.
6. To ensure optimal utilization of resources three comparative quotations are sought from qualified vendors.
7. Inspection, and verification of all incoming material, stationary, books, IT hardware, etc. is a matter of regular practice before the payment is processed.
8. Valuable assets are in custody of identified people and the entire campus is under CCTV surveillance to ensure the safety of the assets.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) indeed plays a crucial role in ensuring quality assurance within educational institutions. By implementing effective strategies and processes, IQACs help in institutionalizing a culture of quality across various facets of the institution, including teaching, research, administration, and infrastructure.

Here are some ways in which IQAC contributes significantly to institutionalizing quality assurance:

- Teaching methodologies, student performance evaluation, and infrastructure facilities.
- IQACs often facilitate feedback mechanisms involving students, faculty, and other stakeholders to gather inputs for continuous improvement.
- IQACs help institutions to achieve and maintain accreditation status, which enhances their credibility and reputation.
- IQACs ensure that quality assurance remains a priority at all levels of decision-making.
- Course plan base teaching learning process.
- Use various methods of teaching like- Classroom discussion, Group discussion(GD), Students' Presentation, Assignment, Viva-Voce, Question Answer sessions, Internal Exam, Project work, Survey, Use of ICT tools, Field work, Guest lecture, Special lecture for faculty, Arrange Study tour etc.
- Teaching learning outcomes:- Exam results, Continuous Evaluation, Poor students and star students batch, Subject wise Exit Survey, Student Satisfaction Survey(SSS) etc.
- IQAC observed and contribute to improve the quality and standard of institutions.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Reviewing the teaching-learning process, operational structures, methodologies, and learning outcomes at periodic intervals through the Internal Quality Assurance Cell (IQAC) is a hallmark of a proactive approach to quality enhancement in educational institutions. Here's how this process typically works:

- Collection of the syllabus of Gujarat University.
- Staff and departmental meeting and discussion of syllabus.
- Collection of reference books and other materials.
- Syllabus and workload distribution and develop class-wise time table.
- Student learner-centric practice

-Encouraging active learning with advance teaching tools.

- Soft skill, Counselling and career guidance.

- Promotion of gender equality during the year.

- Arrange Guest lecture and study tour

- Planning of value added courses and different awareness programme.

- Entrepreneurial guidance and motivation.

- Internal exam plan and guidance

The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. This includes plans to reform teaching, learning and evaluation. The IQAC has recommended several steps to enhance the effectiveness of the teaching learning process through its Plan of Action. The institution enhanced students centric methods to make teaching interesting. During this period the College launched to cater to these developments and to attend to the

changing requirements, the college has undertaken many steps to reform the teaching-learning process and facilities. These include Additional Books and Journals, organizing guest lectures, seminars/conferences.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is one of the core principles and cultural values of the college. The management and top leaders of the college are cognizant of their social responsibility in promoting gender equity and sensitizing the stakeholders through policy initiatives, well-thought gender interventions, progressive curricular and cocurricular activities that underline the need for inculcating

respect for women, and by providing adequate facilities for women on the campus. The entire gamut of gender policy and initiative is spearheaded by CWDC, ICC, POSH.

The CWDC takes up statutory as well as non-statutory initiatives. As part of statutory initiatives for awareness about sexual harassment, guidance and counseling on issues such as good touch, and bad touch, defined redressal mechanisms for the affected girls and female staff and provision for psycho-social support are ensured.

The college has a very healthy climate and open culture where the male and female employees function together in the spirit of a team and male and female students also are engaged in a healthy learning environment. Fortunately, no untoward incident has occurred to date on the campus.

The committee sensitizes stakeholders during the annual induction program. Various days such as International Women's Day, Navratri, etc. are celebrated to increase the spirit of gender equity and women empowerment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

A. 4 or All of the above

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

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

The college offers a variety of waste management options for both biodegradable and non-biodegradable waste, with a strong emphasis on reducing, reusing, and recycling. Various types of garbage cans are available across campus to handle different waste streams, including liquids and solids. A campus-wide initiative has been launched to eliminate single-use plastics, urging everyone to minimize plastic usage. Solid waste management is organized with multiple garbage cans strategically placed in departments to segregate waste at its source. Efforts are made to recycle all waste components efficiently, minimizing resource consumption, including labor. Waste disposal is conducted responsibly at every point of origin. Liquid waste is carefully managed to avoid any adverse impact on the municipal drainage system. NSS and NCC volunteers are actively involved in educating and demonstrating proper waste disposal practices in Galpadar village. E-waste is consistently delivered to authorized vendors for proper recycling and distribution. The college is actively exploring alternative solutions to reduce waste generation. Regular educational sessions ensure that all students are familiar with the waste recycling process.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly,

A. Any 4 or all of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Various institutional efforts and initiatives are carried out round the year to provide responsible citizens for the nation and inculcate human values, the spirit of diversity, respect for the constitution, and a positive outlook towards all sections of the society thereby contributing to developing a vibrant Bharat i.e. India. The majority of these initiatives are led by the students under the watch and guidance of the faculty members, sports teachers, NSS / NCC programme officer and librarians. Cells and committees such as cultural, NSS, CWDC, Sports, Induction committee, Alumni committee, etc. provide the formal platform for planning and organizing such initiatives. At the beginning of the academic year, important national and international days that commemorate leaders in various walks of life such as nation-building, defense forces, social leaders, literary figures, prominent freedom fighters, eminent personalities from business, industry, entrepreneurship, legal domain, sports etc. are identified. On the occasion of each of these days the core message/learnings, values, and the social impact caused by these personalities is shared by the students with their

fellow batchmates. Short programs are organized which include screening of video films, reading out a synoptic summary of the contribution of these great personalities, poster competitions and exposition of the meaning and purpose of the lives of such role models. These efforts support the core academic learnings by imbibing values among the students and thereby shaping a positive mindset.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

On 26th November College celebrate Constitution Day Observing national holidays related to the constitution, such as Constitution Day, with events that highlight constitutional values.

The college has arranged expert talk on "constitutional obligations: values, rights, duties and responsibilities of citizens"

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

During the Year, Institution celebrates / organizes national the following and international commemorative days, events and festivals.

1. Republic Day
2. Independence Day
3. NCC Day
4. NSS Day
5. Ahmedabad City Establishment Day
6. Teachers' Day
7. Yoga Day
8. Sports Day
9. Mother Language Day
10. Anti-Drugs Abuse Day
11. World Book And Copyright Day
12. Constitution Day
13. IPR Day
14. Martyr Day

15 Dandi Day

16 Birth Anniversary of Mareez - Gujarati Galib

17 International Day of Happiness

18 Womens' Day

19 Gandhi Jayanti

20 National Unity Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1.Student Learner-Centric Practice

Personalized Learning Plans: Develop individualized learning plans based on students' strengths, interests, and goals.

Active Learning Strategies: Employ methods such as collaborative projects, problem-based learning, and interactive activities to engage students actively in their learning process.

-Formative Assessment: Use continuous and varied assessment methods to provide timely feedback and guide student learning.

-Technology Integration: Utilize digital tools and resources to support personalized and interactive learning experiences.

Student Voice and Choice: Encourage students to take ownership of their learning by involving them in decision-making processes related to their education.

2. Implementation of New Education Policy - 2020

-Academic Bank of Credit (ABC): Establish a system to digitally store and transfer academic credits, promoting student mobility across institutions and lifelong learning.

Skill Development: Incorporate vocational training and skill development programs into the curriculum to bridge the gap between education and industry requirements.

Integration of IKS: Embed Indian Knowledge Systems into the curriculum to preserve and promote traditional knowledge and practices.

Outcome-Based Education (OBE): Shift focus from input-centric to outcome-centric education by defining clear learning outcomes and aligning teaching methodologies accordingly.

Distance and Online Education: Expand and enhance online education platforms, ensuring quality and accessibility to remote and underserved regions.

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

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Transforming Lives; Enriching Futures"

Our institution is characterized by its commitment to holistic student development, focusing on intellectual, social, physical, and emotional growth.

Intellectual Development:

Academically, we stand out with quality education, innovative teaching methods, and a rigorous curriculum supported by experienced faculty and modern facilities. Beyond academics, we emphasize soft skills essential for global success and offer industry exposure to enhance job readiness.

Social Development:

In non-academic realms, we support sports, cultural activities, and community service projects that foster social skills, empathy, and leadership. Our students engage actively with societal issues and participate in benevolent activities benefiting marginalized groups.

Physical Development:

Physical fitness and teamwork are promoted through sports events and activities facilitated by our NSS and NCC units.

Emotional Development:

Emotional development is nurtured through mentorship and counseling programs, ensuring students are equipped to face academic and personal challenges. Ultimately, our institute aims to produce well-rounded individuals prepared to make positive contributions to society.

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

7.3.2 - Plan of action for the next academic year

MOUs with NGOs, Academic Institutions and Industries

Promotion of Research - Publication of Research Papers and Research Projects from Various Funding Agencies

Institution of Job-oriented Courses/Value Added Courses/ Certificate Courses

Involvement of Stakeholders

Industry Tie-up

Accreditation of Various Agencies