

#### YEARLY STATUS REPORT - 2020-2021

#### Part A

#### **Data of the Institution**

1. Name of the Institution St. Gonsalo Garcia College of Arts

and commerce

• Name of the Head of the institution Dr.Somnath Vibhute

• Designation Principal

• Does the institution function from its own Yes

campus?

• Phone no./Alternate phone no. 07767811134

• Mobile No: 9422490705

• Registered e-mail stgonsalogarciacollege@gmail.com

• Alternate e-mail gonsalogarcia@yahoo.co.in

• Address Behind Municipal Ground,

• City/Town Vasai

• State/UT Maharashtra

• Pin Code 401202

2.Institutional status

• Type of Institution Co-education

• Location Rural

• Financial Status UGC 2f and 12(B)

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• Name of the Affiliating University University of Mumbai

• Name of the IQAC Coordinator Saritha Kurien

• Phone No. 9923157870

• Alternate phone No. 07767811134

9923157870 • Mobile

ggcollegeiqac@gmail.com • IQAC e-mail address

• Alternate e-mail address iqac@ggcollege.in

3. Website address (Web link of the AQAR

(Previous Academic Year)

https://www.ggcollege.ac.in/uploa

ded\_files/AOAR\_2019-20.pdf

4. Whether Academic Calendar prepared during the year?

> • if yes, whether it is uploaded in the Institutional website Web link:

https://www.ggcollege.ac.in/uploa ded files/Academic Calendar 2020-

21.pdf

Yes

#### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	76.80	2004	16/02/2004	15/02/2011
Cycle 2	B+	2.47	2015	15/11/2015	14/11/2020

#### 6.Date of Establishment of IQAC

17/12/2005

#### 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	00

### 8. Whether composition of IQAC as per latest

Yes

**NAAC** guidelines

• Upload latest notification of formation of **IQAC** 

View File

#### 9.No. of IQAC meetings held during the year 1

- Were the minutes of IQAC meeting(s) and yes compliance to the decisions have been uploaded on the institutional website?
- If No, please upload the minutes of the meeting(s) and Action Taken Report

No File Uploaded

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

• If yes, mention the amount

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

Introduction of G-suite and Online teaching using google class room
Use of testmoz and mastersoft for conducting examinations on line
Entrepreneur development cell initiated

College office shifting to ground floor with more facility

the new building complex of the college provided to Vasai Municipality for Covid-19 coronatine center and for hospital the college provided the premises to Vasai-Virar Municipal corporation for storing grains and provisions for distribution the College provided the premises as a Vaccination center

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
Creating institutional identity in the virtual platform	Institutional Id was registered and created
Facility and availability of G- suite for Virtual Classrooms	G Suite account has been created for the college
To identify a vibrant vendor for ERP Solutions	Mastersoft ERP Solutions have been signed up to provide support for admissions and results.
Virtual examination platforms to be identified to conduct internal and external examinations	Testmoz, and Testprepadmin by Masterpro were used for the conduct of online examinations
Renovation and maintenance of the old building	Maintenance of the old building done
Shifting of administrative office to the ground floor	Administrative office has been shifted to the group floor
To facelift the college website and make it into a dynamic one	Dynamic website created with the help of Mastersoft ERP solutions

### 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

Part A				
Data of the Institution				
1.Name of the Institution	St.Gonsalo Garcia College of Arts and commerce			
Name of the Head of the institution	Dr.Somnath Vibhute			
• Designation	Principal			
• Does the institution function from its own campus?	Yes			
• Phone no./Alternate phone no.	07767811134			
Mobile No:	9422490705			
Registered e-mail	stgonsalogarciacollege@gmail.com			
Alternate e-mail	gonsalogarcia@yahoo.co.in			
• Address	Behind Municipal Ground,			
• City/Town	Vasai			
• State/UT	Maharashtra			
• Pin Code	401202			
2.Institutional status				
• Type of Institution	Co-education			
• Location	Rural			
• Financial Status	UGC 2f and 12(B)			
Name of the Affiliating University	University of Mumbai			
Name of the IQAC Coordinator	Saritha Kurien			
• Phone No.	9923157870			

• Alternate phone No.	07767811134
• Mobile	9923157870
• IQAC e-mail address	ggcollegeiqac@gmail.com
Alternate e-mail address	iqac@ggcollege.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ggcollege.ac.in/uplo aded_files/AQAR_2019-20.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ggcollege.ac.in/uplo aded files/Academic Calendar 202 0-21.pdf

#### **5.**Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	76.80	2004	16/02/200 4	15/02/201
Cycle 2	B+	2.47	2015	15/11/201 5	14/11/202

#### 6.Date of Establishment of IQAC

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Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	00

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	1
<ul> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have</li> </ul>	Yes

been uploaded on the institutional website?				
If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded			
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No			
• If yes, mention the amount				
11.Significant contributions made by IQAC d	uring the current year (maximum five bullets)			
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Use of testmoz and mastersoft for conducting examinations on line				
Entrepreneur development cell initiated				
College office shifting to ground floor with more facility				
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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	20/01/2022

#### 15. Multidisciplinary / interdisciplinary

Our college is multidisciplinary and offers programmes at the UG and PG level like B.Com, B.A., BSc.IT, BMS, BAF, BBI, M.Com (Accountancy) MCom (Management), M.A( Economics).M.A.( Rural

Development) MSc. IT..Rural Development also has a Ph.D Centre.

#### 16.Academic bank of credits (ABC):

The college will follow the guidelines stated by the University of Mumbai as and when it is formulated. As of now it is not applicable.

#### 17.Skill development:

In order to help learners go beyond the curriculum, under the aegis of various committees programmes are held. The committees have a participatory approach with students playing a very important role in it. They learn skills of planning, leadership, communication, interpersonal skills leading to personality development.

Even though it was a pandemic online webinars, guest lectures, Technoserve Student development programme, celebration of importanat days through Google meet were done.

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

The college has an NPTEL local chapter where numerous courses are offered to interested students. The knowledge resource centre through its website offers learners Open courseware, Online courses information to enabke them to upskill themselves. The language departments of Hindi, Marathi and English sensitise students while teaching the subject as well as by organising programmes like debates, elocution competition, handwriting competitions etc.

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

The Programme Outcomes, Course Outcomes have been developed by the various departments, which is hosted on the college website also. The results are evaluated by the faculty to understand the outcome at the end of semesters and remedial action for the same is planned by the faculty for the students to overcome shortcomings. Advanced learners are adviced to take on professional courses like CA, CS, ICWAI, CFA, NET, SET, Law etc. Slow learners are guided by the faculty to handle the subject more effectively by explaining the paper pattern, weightage of the topics, important focus areas etc.

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#### 20.Distance education/online education:

Distance learning / Online education of the college during the COVID- - 19 pandemic was supported using the Google LMS. This helped the faculties in providing students a platform to access lecture recordings, lecture notes, PPTs of topics, taking tests, assingments etc. Faculties created course wise google classrooms for this.

Extended Profile		
1.Programme		
1.1	370	
Number of courses offered by the institution acro during the year	ss all programs	
File Description	Documents	
Data Template	View File	
2.Student		
2.1	3791	
Number of students during the year		
File Description	Documents	
Data Template	<u>View File</u>	
2.2	0	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<u>View File</u>	
2.3	1210	
Number of outgoing/ final year students during the year		
File Description	Documents	
	View Eile	
Data Template	<u>View File</u>	

3.Academic		
3.1		32
Number of full time teachers during the year		
File Description	Documents	
Data Template		View File
3.2		46
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template		View File
4.Institution		
4.1		38+4
Total number of Classrooms and Seminar halls		
4.2		5825000
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		122
Total number of computers on campus for academic purposes		
Par	t 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		
<ul> <li>The curriculum is planned and designed by the University of Mumbai which is followed by the institution .Whenever courses are revised by the university the concerned facultiesattend the workshops organised.</li> <li>The academic calendar is prepared and adhered to and which</li> </ul>		

is also uploaded on the website. The HODs take departmental

timetable committee prepares a detailed timetable for various courses based on this. . For the conduct of online lectures

meetings and prepare the work load allotment tableThe

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the college provided GSuite platform. Institutional email Ids were created for the students, google classrooms were created course wise, classwise whatsapp groups were also created by the mentors for effective and timely communication to students.

- Due to the pandemic the college maintained an interactive work from home (WFH) google sheet. The faculty prepare, individual teaching plans based on the course outcomes. The teachers analyse the teaching plan at the end of the semester and deviation if any is compensated by extra lectures, giving of notes etc. At the end of the year the faculty does the result analysis, which helps in finding the slow and fast learners .for taking necessary action
- Department wise Programme Outcomes and Programme specific outcome has been prepared andis submitted to the HOD and the same is later uploaded in the website. http://www.ggcollege. ac.in/wp-content/uploads/2020/03/Programmeoutcome-and-Courseoutcome-1.pdf.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	https://docs.google.com/spreadsheets/d/18l LHNs9XhX1L9hckw1QPwb- CpRojmazx7ca9mBgkh8M/edit#gid=409000599

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

The pandemic has made it difficult to hold various programmes physically. However the academic calendar for the year was prepared for the year based on proposed online programmes to be organised by different departments of the college. The academic calendar is displayed on the website of the college too. Before the end of the academic year the proposed programmes are thought of, discussed and planned in departmental meetings, which is submitted to the Principal before the close of the term. The exam dates are prepared based on the term dates which are announced by the University of Mumbai . The proposed dates of the internal examination are put up by the Examination department on the college website . Mentors circulate the same through their class whatsapp groups for faster communication. The dates for external examination are declared by the University which was conveyed to students through class whatsapp groups and the college website.

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Additional examination and ATKT examination dates are also decided according to university norms.

The college has a Google institutional domain . Mentors have created google classrooms for various courses , for systematic conduct of online lectures. The faculty posts study materials to support the teaching learning process. Periodic tests are conducted by the faculty to assess the progress of the students.

File Description	Documents
Upload relevant supporting documents	<u>View File</u>
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

B. Any 3 of the above

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

#### 1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which	CBCS/ Elective course	system implemented
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11

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)	<u>View File</u>

#### 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)

1

File Description	Documents
Any additional information	<u>View File</u>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<u>View File</u>

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

136

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

136

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

#### 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 follows the syllabus prescribed by the University of Mumbai. The university has incorporated in various programmes like

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FYBMS, SYBMS, TYBMS, SYBBI, TYBBI, FYBAF, SYBAF, FYBCOM, SYBCOM, TYBCOM, FYBA, SYBACourses that integrates issues like professional ethics, gender, human values, environment and sustainability. Inclusion of these crosscutting issues help the learners to be sensitive, responsible human beings towards their work and society.

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	<u>View File</u>

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

26

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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)	<u>View File</u>

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

1434

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work//internships (Data Template)	<u>View File</u>

#### 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

C. Any 2 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)	<u>View File</u>

### **1.4.2 - Feedback process of the Institution** may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	https://www.ggcollege.ac.in/uploaded files /Curriculum Feedback 2020-21.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

1403

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File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<u>View File</u>

## 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

216

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

#### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college is a catholic minority college affiliated to the University of Mumbai. It follows the prescribed norms of the University. Merit lists are put up according to the percentages scored by students at the 12th standard. The students are enrolled in divisions alphabetically. The slow and advanced learners therefore are mixed in the classes. Faculty members through interactions , discussions, tutorials and tests in the classrooms areable to gauge the learning levels of the students. Faculty members give guidance to the slow learners by providing lecture notes, special guidance to those who are unable to understand topics and concepts. Advanced learners are given career guidance about career opportunities, adviced to do addon courses through the online portals of Swayam to acquire more skills. Mentors are assigned to all the under graduate classes. They interact with slow mentees helping them to cope with studies by coordinating with the subject teachers.

File Description	Documents
Link for additional Information	NIL
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3791	38

File Description	Documents
Any additional information	<u>View File</u>

#### 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 being affiliated to the University of Mumbai follows the prescribed syllabi of the University.
- In the course of Foundation Course in all the programmes likeBachelor in Commerce, Bachelor of Arts, Bachelor in Banking an Insurance ,Bachelor of Management Studies, Bachelor in Accounting and Financestudents undertake project work on variours current issues.
- Similarly in courses like English, Hindi, Marathi, Sociology, History, Economics, Rural Development the students undertake projects as per prescribed syllabus at the third year level. In the course of rural development the students have field visits to Krishi Vighyan Kendra, Co operative societies, self help groups etc which enable students at undergraduate and post graduate levels to experential and participative learning thereby helping them to become entreprenuers and start business of their own.
- Students in Bachelor in Banking an Insurance ,Bachelor of Management Studies, Bachelor in Accounting and Finance, Masters in commerce undertake projects in their third year on topics from their syllabus which sensititize them to current trends in the corporate, banking, marketing, Insurance, taxation .
- Onsite visists could not be conducted due to COVID-19 restrictions.

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File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://docs.google.com/spreadsheets/d/1vX lYm_NltAqZVK3Yx6MQ0yixGNasdLiGHo5RDco8_II/ edit#gid=0

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

- The college has taken the GSuite LMS platform for disseminating lecturers online during the pandemic. The institution created instutional email ids for the students admitted into various programmes. The google classrooms were created by the mentors for all the courses in the various programmes. The mentors have addeded all the students into the classrooms through invite links send on their instutional email ids.
- The faculty have used the LMS, google classrooms for sending classroom links, class timings, lecture notes, PPTs, you tube videos etc.
- Classes were accessible 24X7 to the students as PPTs, recorded lectures were posted to reach out to students beyond the teaching hours.
- The faculty are technosavy and improve theri skills at personal levels.
- During the pandemic mentors have used the whatsapp group very effectively to communicate academic information to students. College website is also used to update students about admissions, exams.
- A well equipped library open access library is avaiable to faculty and students. Library has a separate website to support the teaching learning process. It gives access to various e resources to faculty and students through DELNET, NLIST..
- A Media centre for creating audio visual content is available.
- The institution has its own YOU TUBE channel through which students can watch academic programmes live and later on as per their convenience.
- High end EPSON projectors in classrooms for faculty to support teaching learning process.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.ggcollege.ac.in/uploaded files /ICT Enabled Rooms.pdf

### ${\bf 2.3.3}$ - 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

37

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

#### 2.4 - Teacher Profile and Quality

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

37

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

### 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)

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### 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)	<u>View File</u>

### 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

458

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.

- During the pandemic the college continued its internal assessment through the Google classroom.
- The course classrooms created for the semesters helped to disseminate course content, in it through PPTs, PDFs, videos. Students could access this content as they were given institutional IDs created through GSuite.
- Faculty took periodic tests through Google forms after completion of modules, which enabled them to assess the extent of learning among the students. Learning material was uploaded into the respective course google classrroms. Topics not understood well were redone by the faculty to support the students.
- Self finance department , apart from their internal tests

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use innovative methods to assess students like company case studies, presentations, group discussions, viva. Active participation in class discussions and departmental activities are also considered as a component of internal evaluation.

• The IQAC and examination committee reviews the internal evaluation methods and suggest changes if needed.

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

- The college examination committee plans and conducts the examination, based on the guidelines provided by the University of Mumbai. Internal examinations were scheduled within the dates stipulated by the University.
- This year the examinations were in the online mode. It was held through Testmoz, Dextro Solutions and Mastersoft ERP solutions. Grievances with regards to creation of links for exams, receiving of online question papers by the students was handled by the examination committee.
- Mentors communicated the queries raised by students to the examination committee members which made it easy to tackle difficulties by students in a timely and efficient manner.
- Unfair means committe met online and handled cases of students who were found resorting to malpractices during the online examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	
	<u>Nil</u>

#### 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 institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllbi through a teaching plan

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- that is also provided to the students at the beginning of the academic session.
- The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllbus and it's timely completion.
- The IQAC has takeninitiative and guided the departments to prepare the programme outcomes (PO), Programme specific outcomes (PSO), course outcomes (CO).
- The course outcomes enabled the faculty in preparing a meaningful teaching plan for their courses
- The POs, PSOs, COs are published in the college website for reference of stakeholders.
- Faculty members familiarise the students about the course outcomes at the beginning of the course.
- After completion of the module the faculty conduct tests and assignments for their specific coursesto understand the attainment of the course objectives. in case of non attainment faculties revisit the module again to clarify and take necessary remdial action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.ggcollege.ac.in/
Upload COs for all courses (exemplars from Glossary)	<u>View File</u>

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

- Attainment of the programme outcomes and course outcomes are evaluated by the faculty for their respective courses.
- Under the initiative of the IQAC of the college the departments were guided to prepare the programme outcomes (PO), Programme specific outcomes (PSO), course outcomes (CO).
- The faculty were trained for mapping of PSOs to each course outcomes based on the results , by using correlation level in a scale of 1 to 3 . 1: Slight (Low)2: Moderate (Medium)3: Substatial (High). The mapping was done by each faculty for the courses they haave taught and target level for each of the courses were arrived at. This enabled to determine the overall target level for the courses.

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- The faculty were able to identify the areas of improvement needed and remedial action to be taken.
- Assessment through tests in the google classroom helped the faculty to identify topics not well understood and revise topics which were not properly grasped by students.
- The Principal and HODs ensure completion of the syllabi and final course outcomes analysed for framing necessary action,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/drive/u/2/folders /1VwKHI1Xr2GbcXmHDxfsx44zzBhAChqBN

#### 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

1124

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	NIL

#### 2.7 - Student Satisfaction Survey

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

https://www.ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=oc&Ite
mID=kc

#### 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)

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### 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)

#### NIL

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

#### NIL

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

07

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)	<u>View File</u>

#### 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

8

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

### 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

9

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

#### 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
  - Due to the COVID-19 pandemic the college was operating inthe online mode via the GOOGLE Meet platform. It was not possible to carry out onsite activities due to Government

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restrictions in the state. However online webinars and activities were organised sensitizing stuedents on social issues for their holistic development.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	<u>View File</u>

- 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

23

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)	<u>View File</u>

#### 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

380

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)	<u>View File</u>

#### 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

1

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

#### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 - Physical Facilities

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

The institution has two buildings - Building Awith 24 class rooms and Building B with 18 classrooms where the various programmes are taught. The institution has infrastructure to conduct co curricular and extracurricular activities for its students. It has Library, Gymkhana, Canteen, Sports ground, baket ball court, parking areas, well maintained garden, library, ICT enabled classrooms, computer laboratories, research room, media centre, rifle shooting range.

#### Building No. 1

Total builtup area: 4140 sqmt. The foundation stone for the institution of higher education and excellence (St. gonsalo Garcia college was laid by The Pope John Paul II on 9th Feb, 1986. The first building of the institution consisting of 4140 sqmt. built up area was inaugurated in the year 1996. The college's whole operations were shifted from Thomas Baptista Junior College, to this building in the year 1996.

#### Building No. 2

After shifting the college in 1996 the number of students enrolled in various courses started increasing. New divisions were added to the existing course and new coursed were added. Different activities of the college demand more class room, bigger library (earlier library was mainly in 300 sqmt room), bigger gymkhana, An indoor auditorium etc., The management thus decided to construct an additional building to meet all these demands and conduct the college in one shift.

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File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	https://www.ggcollege.ac.in/UserPanel/Disp layPage.aspx?page=ea&ItemID=gm

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

#### Building No. 1

Total builtup area: 4140 sqmt. The foundation stone for the institution of higher education and excellence (St. gonsalo Garcia college was laid by The Pope John Paul II on 9th Feb, 1986. The first building of the institution consisting of 4140 sqmt. built up area was inaugurated in the year 1996. The college's whole operations were shifted from Thomas Baptista Junior College, to this building in the year 1996.

#### Building No. 2

After shifting the college in 1996 the number of students enrolled in various courses started increasing. New divisions were added to the existing course and new coursed were added. Different activities of the college demand more class room, bigger library (earlier library was mainly in 300 sqmt room), bigger gymkhana, An indoor auditorium etc., The management thus decided to construct an additional building to meet all these demands and conduct the college in one shift. The new building 'B' was inaugurated on 5th January 2019, by the Vice Chancellor of Mumbai University Dr. Suhas Pednekar in the presence of the college Chairman His Grace Rt. Rev. Dr. Felix Machado. It adds to the much awaited infrastructure needs of the college. Total Area of the building is 8995.57 sq mt

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	https://www.ggcollege.ac.in/UserPanel/Disp layPage.aspx?page=ea&ItemID=gm

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

17

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.ggcollege.ac.in/uploaded_files /AdministrativeOffice.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

### 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)

17,32,547

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

#### 4.2 - Library as a Learning Resource

#### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library is automated with open-source Koha-ILS software. Presently, Koha-ILSVersion 17.05.04.000 is installed at one server computer. A library used all modules of Koha-ILS software. The email alert service started through Kohs-ILS. A library alsoprovided OPAC (Open Public Access Catalogue) via Koha-ILS for

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all library users.OPAC gives an exact status of availably of library resources. Koha-ILS is integrated withan e-mail alert system. It was very a one type of alerting service.

The college library maintains a website the same is linked to the college web site. The library provides remote access through this website. https://sites.google.com/ggcollege.in/krc/

The library website has various features like new arrivals, library readers group, books for you, Ask the Librarian, QR code service, inter library loan (ILL), current awareness service, UGC care journals, Self Learning, Books by and on Mahatama Gandhi, Search Engiine like OPAC, online ebooks and journals, free onliine resources, institutional repository etc.and it also includes activities like book exhibitions, virtual bookshelf, library week, workshop, N-List and DELNET etc

Kindly refer the library website link provided for additionalinformation

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	https://sites.google.com/ggcollege.in/krc/

#### 4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership ebooks Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e- journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

#### 187444

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)	<u>View File</u>

### 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

0

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	<u>View File</u>

#### 4.3 - IT Infrastructure

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

The college has 2 computer labs. One AC lab consisting of 20 computers, a stage equipped with projector and a white board and wifi enabled for BCom and one for BSc IT,& MSc IT with 50 computers, projector and stage with projector, whiteboard, and wifi enabled.

In Building No.1 ground floor, Principal's office and administrative office is nstalled with 6desktops, 7printerand 1 laptop, which hasWIFIconnection. The NCC room has a desktop, a printer and is Wifi enabled. Room No 3,6,7 have EPSON projectors.

On the first floor Chairman's room and VicePrincipal's room are equipped with laptops and wifi and printer.Room no11 has two computers and printer which functions as examination office. Room No. 12 is examination control room which is equipped with a desktop, a laptop, a printer, 2 repography machines, 1

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copiermachine. The first floor is completely WiFi enabled. Room No 13,14,15,16,17, have EPSON projectors, white boards and 1 smart board, The 2 staff rooms have 2 desk tops installed with internet connection.

The second floor is WiFi enabled. Room No 22,23,24,26,27 have EPSON projectors and are also equipped with whiteboards. The IQAC room is in room no 28A. It has 2 computers a printer is wifi enabled. Room No 28B is NSS room which also has a desktop and a printer and is wifi enabled.

On the third floor Room No 34,35,36, 37 and 40 have EPSON projectors along with white boards.

Building No.2 -

The library on the first floor has 4 computers and 2 printer and has wifi facility. The two staff rooms on the same floor have 2 computers with internet connections.

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

#### **4.3.2 - Number of Computers**

150

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<u>View File</u>

### 4.3.3 - Bandwidth of internet connection in the Institution

C.10	-	30MBPS
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File Description	Documents
Upload any additional Information	<u>View File</u>
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

#### 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)

2564290

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

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.

The college maintains its physical facilities through annual maintenance contracts. A technician is appointed for the upkeep of electrical, plumbing. A carpenter is under contract for maintaining and making furniture's for the classrooms, office and labs . Purified RO drinking water facility is provided on every floor in both the buildings. To maintain cleanliness and hygiene adequate number of dustbins are provided in every classroom as well as in the open space on the campus. The gymkhana needs are taken care of by the sports instructor with the supporting staff of the college. The sports committee formed at the beginning of the year (usually for a term of three years) chalk out annual sports programmes . The sports committee incorporates student representatives for the various events. The committee plans and implements the yearly activities like interclass competitions, selection for university competitions, The college recommends and work out intercollegiate events to be organised in the campus. Coaches are appointed for events like athletics, football, cricket, volleyball, boxing, rifle shooting by the college to train students for different university , district and state level competitions. Every year required sports materials are purchased as per the needs of the college. The college premises is also made available for IDOL university exams, railways and similar other exams such as CA foundation, ICWAI, exams etc. The cultural activities are worked out under the leadership of the cultural

committee formed at the beginning of the year. The same is expanded with student representatives who take initiative to organise and popularise the events class to class. The cultural committee plans individual and group activities and select participants to represent the college for university events. On recommendation of the cultural committee the college appoints dance choreographers, directors for theatre events and musicians for singing and fine arts annually. The library has a full time librarian and dedicated staff and space to meet the needs of the students. The library has shifted to a spacious area in the new building facility inaugurated on January 2019 . The new main library area is 40x36 meters, and extenstion room of 10x9 meters dimension and a media centre of 10x9 meters. The library support staff maintain the cleanliness of the library. There is a library committee represented by departmental heads and in charges who recommend the needs of the departments and faculties. Book exhibitions are organised and books are purchased by the departments, teachers and students. Library organises various activities such as enrolling students and teachers for NPTEL SWAYAM courses in order to make it vibrant and active . Computer labs are maintained through annual maintenance contracts to outside agencies. Lab attendants take care of the cleaning and needs of the computer lab. Projectors installed in classrooms are maintained through annual maintenance contracts. Classrooms are maintained through regular cleaning by the college support staff . For the cleaning of washrooms and upkeep of grounds a support staff is specially appointed.

File Description	Documents
Upload any additional information	No File Uploaded
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

295

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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

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

0

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

B. 3 c	of 1	the	abo	ove
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File Description	Documents
Link to institutional website	NIL
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

1518

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

1518

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

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	<u>View File</u>
Upload any additional information	<u>View File</u>
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

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43

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

#### 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

213

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	<u>View File</u>

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

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0

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 unive rsity/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The Student Council is formed based on norms of University of Mumbai. Students who have performed well academically are nominated as class representatives from various faculties. Student representatives are also nominated from Cultural, Sports, NSS, NCC, DLLE. This helps in bringing about a balanced approach to the activities organised by the college and serve as the backbone of these activities. The General Secretary is elected from amongst these student representatives. Departmental activities such as competitions, organising talks, seminars etc are organised with the involvement and representation of students who play a very active role in planning and execution of the programme.

From planning and executing National Day celebrations to organizing activities for the students, the Council is an important component of student life in college Class and Association representatives provide further student representation for instance, Economic Forum, Commerce Forum, History Association, Marathi Vangmay Mandal, Wallpapers ,Rural DevelopmentStudents also play a vital role in various institute-level committees like the College Women Development Cell , Internal Committee, Anti-Ragging Committee, Library , Sports and Gymkhana,

NCC appointments are given to Cadets like SUO, JUO, SGT,SDM,SQMD,LCPL,CPL who meet the NCC officer and plan various training and social service programmes.

NSS student leaders , DLLE group leaders, Cultural event leaders help the incharges in planning and organising events thus giving

them exposure to inculcate in them managerial skills and leadership skills , personality development .

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

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

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

80

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)	<u>View File</u>

#### 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 does not have a registered Alumni Association . But informal meetings of various batches of students are organised

File Description	Documents
Paste link for additional information	https://www.ggcollege.ac.in/UserPanel/Disp layPage.aspx?page=ks&ItemID=ma
Upload any additional information	No File Uploaded

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

<1Lakhs
<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

The college is striving to fulfil its vision "Let thy light shine" and Mission statement during admissions by admittinig students from the vicinity to give them the opportunity to become educated and responsible citizens.

The College functions in compliance with the directions given by UGC, MHRD, Government of Maharashtra, and University of Mumbai to which it is affiliated. It is also recognised under Section 2(f), & Section 12(B) of the UGC Act 1956.

The Institution, inspired by its Mission statement "Let thy Light Shine" charts out its perspective plan every year based on the vision and objective statements and effectively implements the same year after year. The College which is located in a semi urban and surrounded by rural areas has enabled thousands of people to be the first-generation graduates of their families.

The College brings in ensures decentralized and participatory governance. It works with a policy of collaborative administration by including all its stakeholders views.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

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

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- The main committee of the college is the College Development Committee. Both elected and appointed members of various stake holders are members of the committee. It prepares plan for infrastructure, administrative and financial aspects etc., of the college. The committee recommends introduction of new courses taking into consideration the demand for the course, financial inflow and outflow, infrastructure availability etc.
- The Principal and the vice-principal of the college shall form different committees for extra-curricular activities like NSS, NCC, DLLE, Sports and cultural at the beginning of the academic year. Each committee consists of 5 to 6 teachers. Teachers experience and interest in these activities are considered while forming the committees.
- NCC is lead by the Commissioned officer, who is also a faculty member. NSS and DLLE are lead by faculty who have undergone training conducted by the concerned organisation. These committees are having freedom to plan and implement activities based on the directives of their concerned organisation. They incorporate active students to the committee and they function as a unit for their training the students of the college. The plans so prepared will be informed to the Vice-Principal and principal and avoid clash of programme date and decide programmes that can be conducted together. The Final plan will be published in college calendar.

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

#### 6.2 - Strategy Development and Deployment

#### 6.2.1 - The institutional Strategic/perspective plan is effectively deployed

College objectives

Method adopted during the year for implementing

To offer Higher education to the needy without the distinction of caste and creed.

College along with the existing programmes implemented M.com

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(Management) & M.A (economics) PG courses during the year.

Introduced NPTEL and the college is registered as a local chapter
for Swayam courses. The annual plan also emphasis the introduction
of certificate courses for the Learners

To imbibe students with the culture of decency and dignity enabling them to establish themselves as citizens with educational, moral, spiritual integrity and sincerity.

Various seminars, workshops were planned and executed details of such programes are given in Annexure -1

To enable training and access to relevant fields of interest and talents

Certificate courses and seminars were arranged during the year.

- A proper system is identified for Virtual teaching.
- G-suite for Virtual Classrooms were provided for all courses.
- E-mail id's are provided to all students in collaboration with G-suite

More vibrant vendor in the place of present service provider were selected. Agreement with "MasterSoft" was brought in for various solutions like admission, examinations, website, online attendance, ADMS /LMS. These services will be provided for 5 years.

To help students access to job opportunities in Vasai and outside.

To avail opportunity through the syllabus and extra-curricular activities to develop awareness and understanding of the plethora of avenues available.

To avail opportunity through the syllabus and extra-curricular activities to develop awareness and understanding of the plethora of avenues available.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
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.

Response: The college has a well-defined system to plan and implement its policies and programmes for its smooth and efficient functioning. It consists of statutory and non-statutory bodies that function in accordance with the statues, manuals and policies laid down by the government, the parent university and the trust of the college. The Vasai Catholic Diocease bishop Arch Bishop Dr. Felix Machado is the chair person of the college. He has appointed a Manager and an Administrator to supervise and support the administration of the college. The Chairperson has appointed a managing council, consist of Manager, administrator, Officer on special duty, Principal, Vice- Principal and registrar as management to runs the day-to-day activities of the college. The Principal is the head of the institution and is responsible for implementation of administrative and academic activities. The management council takes decisions on the strategic planning on the recommendations of the various bodies and the IQAC. The Principal of the college form different statutory committees as per the guidelines of respective laws. The main committee of the college is the College Development Committee. Both elected and appointed members of various stake holders are members of the committee. It prepares plan for infrastructure, administrative and financial aspects etc., of the college. . The committee recommends introduction of new courses taking into consideration the demand for the course, financial inflow and outflow, infrastructure availability etc.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.ggcollege.ac.in/uploaded files /Organisation for web.pdf
Upload any additional information	<u>View File</u>

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

Δ	<b>2</b> 1 1	of	the	above
Α.	277	$O_{\mathbf{L}}$	CITE	above

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

#### **6.3 - Faculty Empowerment Strategies**

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

The college has effective staff welfare activities to support and motivate them.

Welfare activities for Teaching faculty

- 1. LTC facility as per University Of Mumbai Norms
- 2 Loan facility from their Pr ovident Fund
- 3 Yearly staff picnic .This year could not be organised due to COVID-19 protocol
- 4. Staff Sports Activities
- 5.. Use of Gymkhana during free time .

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- 6. College management gives Gifts on the occasion of Christmas.
- 7.. Sponsorship of participation in Conference, Seminars
- 8. Best Teacher Award

Welfare for non-teaching faculty -

- 1. LTC facility as per University norms are given.
- 2. Advances of salary to meet medical emergencies are given.
- 3. Loan facility from theirProvident Fund
- 4. Yearly staff picnic . This year could not be organised due to COVID-19 protocol
- 5. Yearly staff sports
- 6. Use of Gymkhana during free hours.
- 7. College management gives Gifts on the occasion of Christmas

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

1

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)	<u>View File</u>

- 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

4

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

- 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

34

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

The teaching faculty follows the guidelines of the UGC and University of Mumbai in filling the Performance Based Appraisal forms with regards to the annual performance indicators. This is also helpful during placements under CAS (Career Advancement Scheme) These formats also help in judging the performance of the faculty. The PBAS is analysed by IQAC and reported to the Principal for necessary action.

The College also collectsappraisal forms of non teaching staff. The feedback of the forms are given to the staff by the Principal and the Registrarand where ever necessary recommendations and corrective steps are asked to be taken by the concerned staff

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	<u>View File</u>

#### 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
  - Internal Audit --

The financial accounts is audited by the officer on special duty appointed by the management at frequent intervals to confirm the accuracy and appropriateness of the accounts and guide the accounts in charge for proper maintenance and submission of the required statements to the management for decision making. The Financial administrator of the Vasai Catholic diocese does the financial assessment and audit of the college accounts yearly. The financial administrator suggests ways and means to raise and utilise funds of the college more effectively and productively.

- External Audit -
- The college has appointed Auditor M/s Chotalal H. Shah Co. for external audit. All the necessary documents and vouchers , bills are provided which are verified by the external auditors. They conduct independent audit and the same is sent to the Joint Director of Higher Education . They assess the financial accounts and same is verified by the accounts officer. The Joint Director of Higher Education and Accounts Officer have audited the accounts of 2016-17. The accountant general visits to audit the college accounts. The last audit was done in 2010-11..

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)

#### NIL

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)	No File Uploaded

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

The College is both aided and unaided. The B.Com and Arts programmes are aided, hence entitled for salary grants from the State governments. In order to meet the expenses of regular functioning of the College which include examination, gymkhana activities, etc. the fees is collected from the students for these respective headings as per the guidelines of the government and the University of Mumbai. The College office and the administrative team of the Principal sees to it that all these grants are received from these respective agencies.

The College Office and the Library prepares the budgets of routine maintenance, administrative expenditure, seminars, workshops, extension activities, library purchases and expansion, etc. The Infrastructure Committee helps in the matters related to infrastructure. These budget and fund allocations are presented to the College Development Committee (CDC) and approval of the Management is obtained for utilisation. The audit of the utilisation of funds is done regularly.

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 IQAC undertook the following activities during the year -

- G Suite account was purchased to enhance online learning in June 2020.
- A G Suite Training was planned and organised for the faculty to optimise G Suite usage on 20th June 2020.
- Starting of the Entrepreneurial Development Cell under the aegis of the Commerce department on 5th Dec.2020.
- IQAC organised training programme for the faculty in the use of Mastersoft examination software for setting papers, conducting and proctoring of exams.
- IQAC organised training programme for the faculty for digitally maintaining attendance, organising google classrooms, using various tools effectively for online mode

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- of learning.
- IQAC trained faculty in preparing exit survey forms and conducting the survey for various courses.
- Teachers feedback was taken and analysed by IQAC in its effort to improving the learning experience of students.
- Student satisfaction survey was conducted and analysed by IQAC to help develop strategies to provide students with a more conducive college environment.
- Preparing AQAR report of academic year 2019-20 for uploading to the NAAC website.

File Description	Documents
Paste link for additional information	https://ggcollege.ac.in/uploaded_files/IQA CMinutes_2021pdf
Upload any additional information	<u>View File</u>

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

The following way all courses analysis were done and decisions were taken by the teachers to improve their teaching methodology

details of this is given in the policy paper attached FYBMS Sem I SlNo. Course Name of the Professor CO Target Level % of students Attainment Level 1 Introduction to Financial Accounting Dr. Gatting Koli 2.56 50.30% 3 2 Foundation of Human Skills Prof. Mildred Karki 2.18 54.13% 3 3 Business Communication Prof. Mildred 2.03 68.18% 3 4 Business Law Prof. Leroy Colaco 5 Business Economics 2.12 14.39% 1 6 Business Statistics and Maths Prof. Alvina Pannakal 3 70.49% 3 7 Foundation cours 1 FYBMS Sem II Sr. No. Subejct Name Name of Prof. CO Target Level % of students Attainment Level 1 Principles of Marketing Prof. Rubina Dmello 1.5 65.38 3 2 Business Environment Prof. Brandan D'silva 1.6 68.46 3 3 Business Communication Prof. Rupali Dabre / Prof. Sweedle Almeida 2.03 79.23% 3 4 Industrial Law Prof. Mildred Karki 1.71 61.54% 3 5 Principles of Management Prof. Rupali Dabre 1.93 42% 3 6 Business Statistics and Maths Prof. Ajeet Yadav 1.81 80.77% 3 7 Foundation course 1 Prof. Carenssa Rodrigues Total SYBMS A (Finance and HR) Sem III Sr. No. Subejct Name Name of Prof. CO Target Level % of students Attainment Level 1 Accounting for Managerial Decision Dr. Gatting Koli 2.25 37.31 1 2 Business planning and Entrepreneurship Prof. Brandan D'silva 2.31 39.55 1 3 Strategic Management Prof.

Rupali Dabre 4 Informatio Technology Prof. Calvina Maharao 2.25 62.68% 3 5 Foundation course 2.06 65.67% 3 6 Equity and debt market Prof. Brandan D'silva 1.81 36.96 1 7 Corporate finance Prof. Brandan D'silva 2.05 84.78 3 8 OB and HRM Prof. Rupali Dabre 2.05 78.94% 3 9 Recrutiment and Selection Prof. Heleena Alphanso 1.8 73.68% 3

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	<u>View File</u>

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ggcollege.ac.in/UserPanel/Disp layPage.aspx?page=ce&ItemID=kc
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

#### 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
  - The courses like Sociology, Psychology, Commerce, HRM,
     Foundatin Course, Business planning and entreprenuership
     management, Advertising have topics on gender equity in their

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- syllabus. Faculty while teaching these subjects sensitise the students on the topic through discussions.
- Committees in the college also reflect the concept of gender equity in practice. Male and female faculty members are given responsibilites in these committees as incharges and members without any preferences viz. IQAC, Examination, Cultural, NSS, DLLE, SportsThere is equal work shared by them.
- The Mentor mentee connect helps the faculty to provide help and engage with there mentees irrespective of their gender.
- Commonrooms are provided to girls in both the buildings, on the ground floor.
- CCTV cameras are installed on every floor of Building 1.and at strategic locatons in the campus for the safety of girl students

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	https://www.ggcollege.ac.in/uploaded files /Safety And Security.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<u>View File</u>

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

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are dustbins for collecting garbage in the institute. The garbage is collected by Vasai Virar Municaipal corporation (VVMC)according to their daily schedueles. For disposing old, unwanted papers, recycling agents are contacted and disposed off annually.

- Liquid waste management -- Water from the washbasins are collected in the water recycling tank and this is used for watering plants and maintainance of the green lawn and greenery of the campus.
- Biomedical waste management ---Not applicable (As Arts , Commerce and BSc IT college)
- E-waste management -- NIL (Due to COVID-19 Pandemic situation)
- Waste recycling system -- NIL
- Hazardous chemicals and radioactive waste management --Not applicable (As Arts , Commerce and BSc IT college)

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.ggcollege.ac.in/uploaded_files /Water_Conservation.pdf
Any other relevant information	<u>View File</u>

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

B. Any 3 of the above

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

#### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
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

E. None of the above

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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).

To promotean inclusive environment of tolerance and harmony among students, celebration of important days, death and birth anniversaries of leaders and thinkers were organised through virtual guest lectures, quizzes etc.

- Virtual Student Induction Programme was organized for Firstyear students and parents in November 2020 with the participation of 2262 learners and parents.
- June 21st International Yoga Day was celebrated by NCC and NSS of our college with other students virtually.
- INDEPENDENCE DAY & REPUBLIC DAY PARADEs were conducted by our NCC cadets
- Wachan Prerana Din was celebrated online.book quiz competition ,free e-books' web-links through Whatsapp group to encourage reading habits,organized an online "Book Reading Programme" through Google Meet Platform.
- On occasion of Diwali Festival an online Quiz Competition was organized on Communal Harmony for TYBA Students by History Department
- An online webinar on the topic "Economic thoughts of Lokmanya Tilak" was organized by the Economics department,
- Department of History, organised visit to Gandhi Smarak at Arnala, on 30th January 2021, on the occasion of Mahatma Gandhi Memorial Day.
- Department of History organised on Maharashtra Day, Quiz Competition and 358 students participate

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	<u>View File</u>

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

- The syllabus of courses of Foundation course and Business Law has topics covering these issues. the faculty sensitise the students while teaching these topics, with current references and news.
- University of Mumbai had organized a talk on "The Constitution Day", on 26th November 2020. NSS volunteers participated in this Online Programme
- NSS Road Safety Programme at Mira-Bhayander RTO
- NCC cadets celebrated clean environment day by cleaning neighbourhood and cleaned Vasai Fort areas. They cleaned the important statues in the fort.
- Workshop on Traffic Rules was conducted in the college for NCC cadets
- Programme on Traffic Rules were attended at SN college Bhayander along with their college cadets
- Our college NSS Department Celebrated Swami Vivekanand Jayanti, "NATIONAL YOUTH DAY" for Students and Staff on 12th January, 2021.
- Parakram Divas" was celebrated on the occasion of Birth Anniversary of Netaji Subhash Chandra Bose on 23rd January, 2021.
- The NSS cell of Mumbai University and Department of Student Welfare organized "Avayav Ddan Jagruti Karyakram" on 13th August ,2020. Our college NSS volunteers participated in this Online Programme.
- On the occasion of World Environment Day, a state-level webinar on the importance of legumes and their conservation was organized.
- NCC cadets participated in various activities of Swachh Bharat Mission, Swachh Bharat Abhiyan

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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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	<u>View File</u>

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

The college celebrated various commemorative days, events and festivals in the following ways -

- Marathi Din celebration with poetry recitations highlighting the literary contributions of various renowned poets.
- International Yoga Day was celebrated by NCC and NSS of our college with other students virtually due to the covid 19 restrictions
- INDEPENDENCE DAY & REPUBLIC DAY PARADES were conducted by our NCC cadets

- University of Mumbai conducted "Bhajan Sandhya" on Gandhi Jayanti, Lal Bhadur Shashtri Jayanti and International Day of Non-Violence programme on 2nd October, 2020 on Virtual Platform. Our college NSS volunteers participated in this Online Programme.
- Online Quiz Competition was organized on the Birth Anniversary of Dr. A. P. J. Abdul Kalam, which is also celebrated as "Vachan Prerna Divas' (Inspire to Read Day)". NSS volunteers participated in this Quiz.15th October, 2020.
- Our college NSS Department Celebrated Swami Vivekanand Jayanti, "NATIONAL YOUTH DAY" for Students and Staff on 12th January, 2021.
- "Parakram Divas" was celebrated on the occasion of Birth Anniversary of Netaji Subhash Chandra Bose on 23rd January, 2021.
- On 30th January, 2021, death anniversary of Mahatma Gandhiji, Martyrs' Day
- Celebration of "World Environment Day" on 5th June 2020 to create sensitivity towards nature and its conservation.
- Hindi diwas was celebrated on 14 th September which involved competitions, sher- o-shayari, poetry wiriting etc.
- occasion of Diwali Festival an online Quiz Competition was organized on Communal Harmony for TYBA Students by History Department

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.

BEST PRACTICE -1

1. Title of the practice:

Digital Services of Library (DSL)

#### 2. The Context:

Digital information has changed the way we learn, communicate and the way we think. Technology-based services are essential for providing up-to-date information to user communities. Information is placed in a digital form to its users. Today, libraries are embracing the digital world. Libraries are acquiring access to large quantities of electronic materials, thereby providing their users' materials easy to access at anytime and anywhere. This allows the students and faculty of the college, to access eresources and regular services easily. The COVID-19 pandemic lockdown made it difficult for learners to physically access library resources. This led to expediating the process of online services in our library.

#### Best Practice - 2

- 1. Tittle Online Admission Process through ERP system
- 2. The Context -The admission process followed earlier was manual, which made it time consuming and tedious for students seeking admissions and also to administrative staff. In the present era of Information and Communication Technology, there Is a need for admission process to incorporate technical updates. A large volume of applications received makes entry of data difficult. The ERP software, admission module helps in generating reports and data as needed. The ERP system records data of the student from the time of admission till the time the student leaves the institution.
- 3. Details of the same are available on the Weblink -https://www.ggcollege.ac.in/uploaded\_files/BEST\_PRACTICE\_20-21.pdf

File Description	Documents
Best practices in the Institutional web site	<u>View File</u>
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

Academic year 20-21 was a year of COVID-19 pandemic It threw the entire education system into a virtual space to operate from. The college continued with fulfilling its mission to provide learners with a beyond the curriculum experience and organised online

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programmes. To effectively continue college activities online, the college purchased G Suite account and MasterSoft ERP software system. Routine activities like admissions, online lectures, examination, result declaration were conducted through these digital systems.

- College is lead college of cluster 27, which consists of 11 colleges. Timely online meetings of the cluster were organised by the college for the smooth conduct of the examinations. Monitoring of the examinations was done by the college during the major shift from offline to online examinations.
- Virtual Student Induction Programme was organized for Firstyear students and parents in November 2020 with the participation of 2262 learners and parents.
- On occasion of Diwali Festival an online Quiz Competition was organized on Communal Harmony for TYBA Students.
- An online webinar on the topic "Economic thoughts of Lokmanya Tilak" was organized by the Economic department
- Details available on https://www.ggcollege.ac.in/uploaded\_files/INSTITUTIONAL\_DISTICTIVENESS\_2020.pdf

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

#### 7.3.2 - Plan of action for the next academic year

Long -Range Plan 2021-2026

Thrust Area - develop & Uplift facilities

Sl No

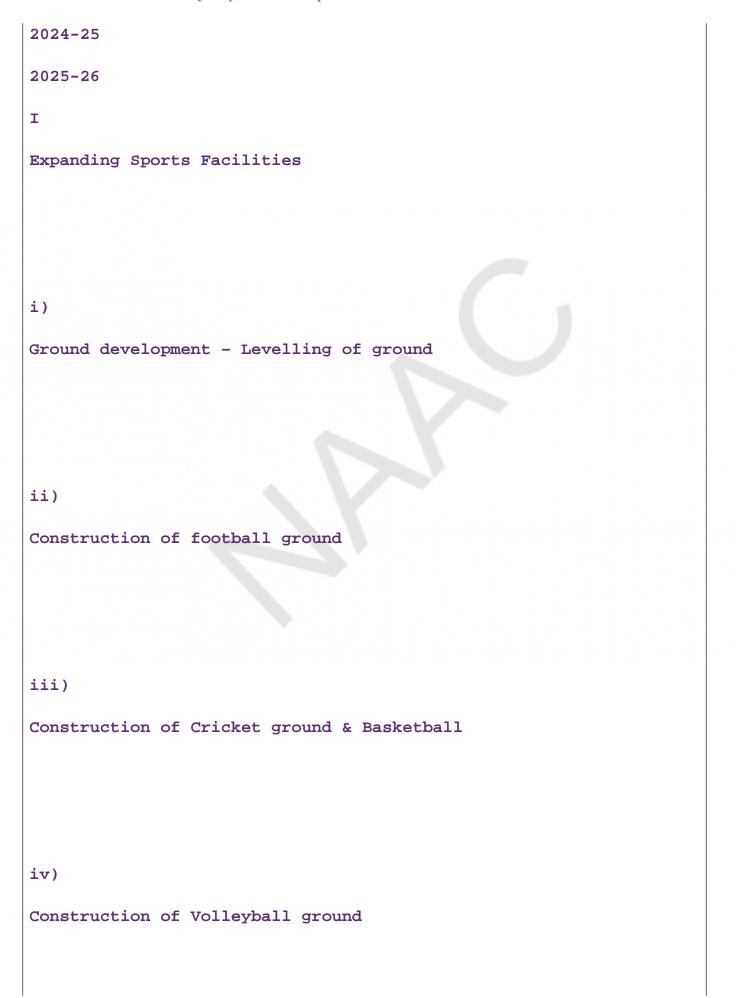
Items

2021-22

2022-23

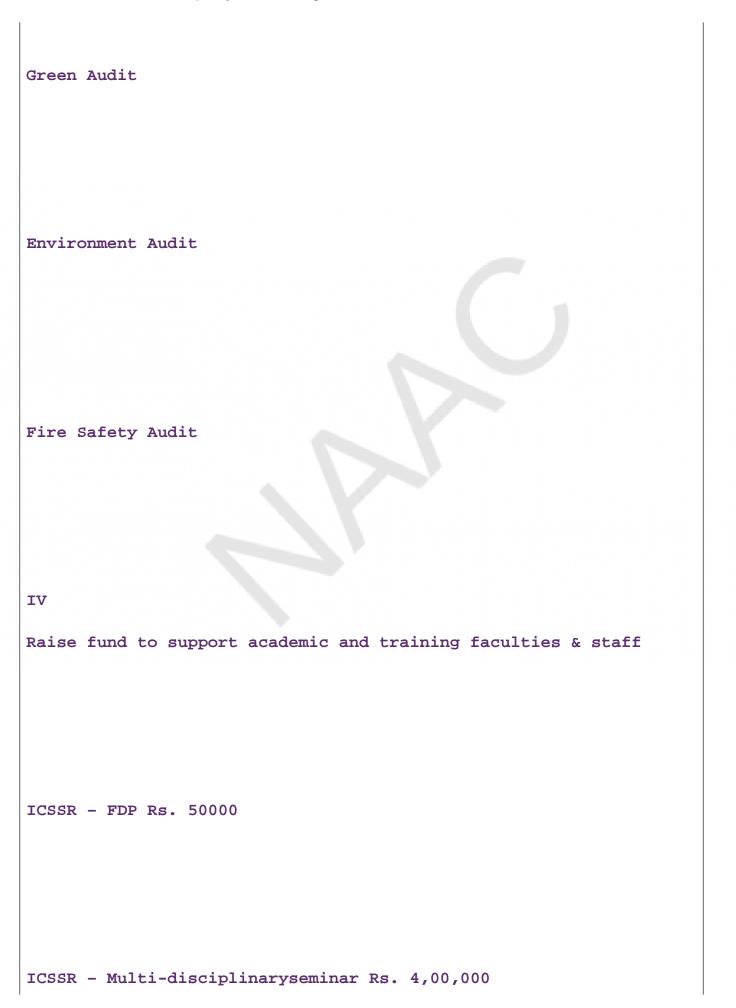
2023-24

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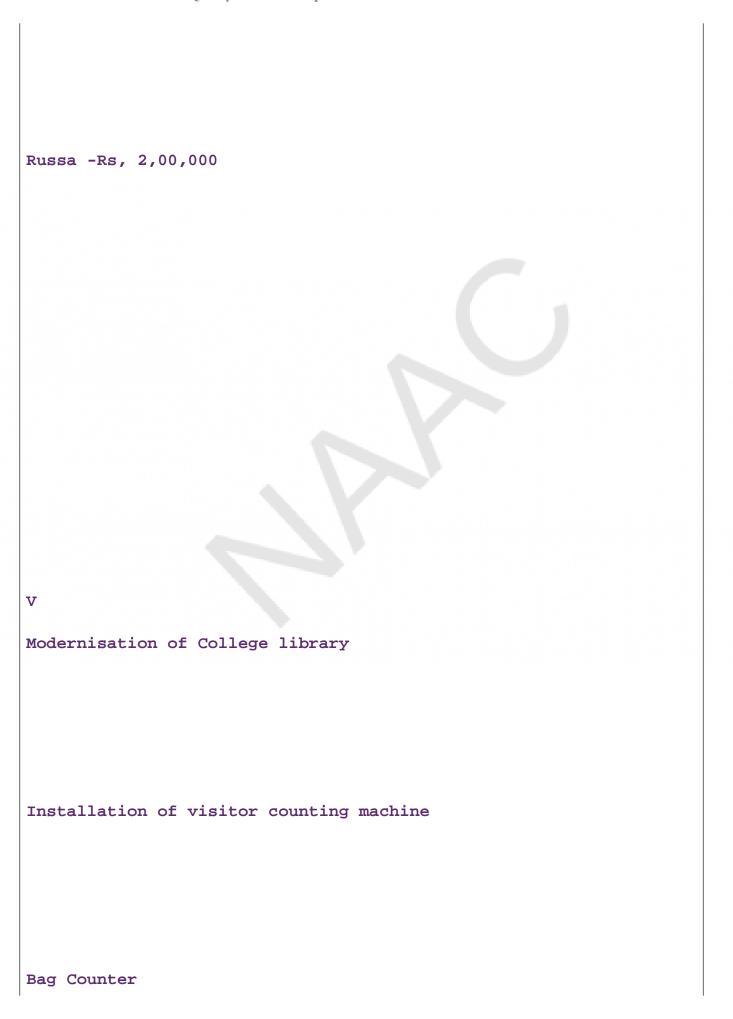


v)
Redesign indoor Shooting range
II
Expanding Academic Programs
1.
University Certificate Course
1.
Commerce department
1.

1.
bachelor's degree -
Degree in B.Sc. Data Science
Hot Management Course
1.
Post graduate courses:
Three year Bachelor of Law - after graduation
Post-graduation in Hindi



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Technology upgradation
Media room & Swayam centre
VI
Measuring Success
AQAR

SSR
NIRF
VII
Building a Diverse and Inclusive Teaching and learning experience
Teaching plan on Master soft
Mapping of Cos and analysis

Course exist survey
Feed back of students
Google class room & meet
Master soft learning platform