



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT COLLEGE, DAMAN
Name of the head of the Institution		DR. SANJAY KUMAR
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0260-2262027
Mobile no.		9727586320
Registered Email		gcdaman1966@gmail.com
Alternate Email		govtcollegedaman@gmail.com
Address		BHENSLORE- KUNTA ROAD, NANI DAMAN
City/Town		DAMAN
State/UT		Daman and Diu
Pincode		396210
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	central
Name of the IQAC co-ordinator/Director	DR. S. BALASUBRAMANIAN
Phone no/Alternate Phone no.	02602262027
Mobile no.	9327770330
Registered Email	SBALADAMAN@GMAIL.COM
Alternate Email	BALADMN@REDIFFMAIL.COM

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.govtcollegedaman.ac.in/wp-content/uploads/2020/07/SSR300319.pdf">https://www.govtcollegedaman.ac.in/wp-content/uploads/2020/07/SSR300319.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.govtcollegedaman.ac.in/wp-content/uploads/2021/04/Term-Schedule-2019-20.pdf">https://www.govtcollegedaman.ac.in/wp-content/uploads/2021/04/Term-Schedule-2019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.79	2019	15-Jul-2019	14-Jul-2024

### 6. Date of Establishment of IQAC

25-Oct-2018

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Special Lecture on Sparsh Leprosy Awareness	03-Feb-2020 1	40

Campaign		
Gender Sensitization in Social Media	17-Dec-2019 1	60
Student Induction Program 2019	19-Jun-2019 3	1000
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Conducted special lectures by eminent persons from India and abroad. 2. Encouraged staff in their quality enhancements processes. 3. Encouraged staff to participate in the maiden research project activities invited by the affecting university, VNSGU, Surat. 4. Encouraged departments to initiate clubs. 5. Student welfare measures viz., career guidance, gender sensitization, cultural and other activities. 6. High emphasis on creating an ecofriendly environment on campus 7. Enhancement of college infrastructure 8. Upgrading of College website for timely dissemination of information

[View File](#)

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

Plan of Action	Achievements/Outcomes
Quality Enhancement program among teachers	Some of the teachers got enrolled in PhD and in various courses in Swayam portal
Timely Delivery of Curriculum	Planning organization of teaching in advance and meticulously. Prominently displaying teaching schedules and timetables. Adhering strictly to class and tutorial schedules.
Enhancing Quality of Teaching-Learning	Adopting student centric interactive strategies. Blending variety of methods including use of ICT. Promoting student projects, collaborative work and presentations.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	05-Apr-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
17. Does the Institution have Management Information System ?	No

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

The Institution has an effective mechanism for well-planned curriculum and documentation. It implements the process of completion of curriculum within the stipulated time to attain the programme outcomes effectively. The institution meticulously plans for effective implementation of the curriculum. All the departments follow the academic calendar prescribed by the University (VNSGU). Timetable is prepared as per the availability of infrastructure and approved by the principal. Accordingly, all the departments prepare their timetable and submit the same in the office. The approved Time table is displayed on notice boards and college website prior to commencement of new term. Head assign the

papers to all the faculty members; all the department heads make sure that every year the new paper will be given to the teacher to break the monotony. Teacher being the important source of learning process, the appointments of the teachers are through UPSC to maintain the quality. The list of holidays as per University and State circulars is put on the notice boards and on website for the planning of the academic sessions. College follows the exam schedule of the university and plan the academic session accordingly by finishing the course and give preparation time to students well in advance. All the departments take departmental meetings on the regular basis with Principal to supervise the teaching-learning process. The departmental timetable is prepared and the care is taken to see to it that it is getting executed properly. The workload is distributed to the staff-members. The care is taken to complete the curriculum in a stipulated time. The head of the department takes review of the departmental activities from time to time. The remedial coaching helps the needy students to do better in their examinations. The emphasis is given on the conceptual clarity of students in remedial coaching. Different innovative teaching methodologies, creative pedagogies, new initiatives and activities to be organised and implemented to complete the curriculum effectively are discussed in the departmental meetings. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. Use of audio-visual aids and ICT tools, student presentations, group discussions in classroom enrich the learning experience. Teachers coordinate with the librarian by giving the requirements and ensuring that the list of books needed for their subjects are available for the students. Teachers complete the curriculum within the stipulated time. Every teacher enjoys the freedom to follow any innovative idea of teaching they wish. If need be, teachers also take extra lectures to complete the syllabus. These mechanisms ensure the smooth and effective delivery and documentation of the curriculum.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	0	0

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Economics, Gujarati, Hindi	Nil
BCom	Accountancy	Nil
BSc	Botany, Chemistry, Maths, Zoology	Nil
MA	English	Nil
MA	Economics	Nil
MSc	Botany	Nil

MSc	Chemistry	Nil
MSc	Zoology	Nil
MSc	Mathematics	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	Nil
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## 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback from the students are obtained through the subject teachers and departmental faculty. Feedback from teaching and non-teaching staff are obtained through faculty meetings and general meetings. Parents and the public may visit the principal during the stipulated time. One suggestion box also has been installed in the office, so that anyone can drop their suggestion/grievance keeping anonymity. Alumni are encouraged to visit college and have interaction with the students and faculty and to share their experience and journey.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Zoology	16	Nil	15
MCom	Accountancy	23	Nil	15
MA	Economics	20	Nil	4

MA	English	20	Nil	4
BSc	Botany, Chemistry, Mathematics, Zoology	352	347	347
BA	English, Economics, Gujarati, Hindi	320	313	283
BCom	Commerce	305	304	292
MSc	Botany	23	Nil	15
MSc	Chemistry	41	Nil	27
MSc	Mathematics	41	Nil	17
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	922	253	28	14	42

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	42	14	1	10	3
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The college has decided to adopt the mentor-mentee system to promote a healthy learning environment and nurture a close-knit college community. Steps have been taken to initiate a mentor-mentee system in the college from the academic year 2020-2021. The proposal was put forward as a step towards internal quality enhancement. It has been decided that the UG students will be divided into batches of 50 and a faculty member will be assigned to mentor each group. PG students will be mentored by the respective Heads of the Departments. The mentors are to guide the students in matters related to life and learning. The interaction is expected to be a mutually beneficial and proactive one. This initiative is designed to promote close interaction between students and faculty members in the college community. It is to ensure the smooth conduct of curricular and co-curricular activities. The mentor-mentee system is to function as a student-support system that provides able guidance to the students. It is to serve as an efficient feedback system that gives and receives feedback and a student grievance redressal mechanism as well. It aims to cater to the goal of holistic education and to promote the overall well-being of the students by providing an ideal learning environment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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Null	Null	Null
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## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	42	3	5	26

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Null	2	Null	Null
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Null	NA	NA	Null	Null
<a href="#">View File</a>				

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

The college is affiliated to Veer Narmad South Gujarat University (VNSGU), Surat, is obliged to follow all directives of the University regarding Continuous Internal Evaluation. It includes a system which consists of three components: internal test, class assignments and attendance. The internal evaluation of papers through Compulsory Internal Assessment in all disciplines for all papers has the provision of 10 marks for class tests and 5 marks each for assignments and attendance. The schedule for class tests/assignments is notified to the students in advance. The timeline announced by the University is strictly adhered to. The Principal and the Examination Committee (which consists of Examination Superintendents and other support staff) monitors and ensures the effective implementation of the assessment pattern and schedule prepared by the University. The respective subject teachers collect the assignments, conduct the tests and grade the students based on their performance throughout the semester. The Evaluation Committee (composed of faculty members and staff from the academic section) ensures the timely and successful completion of the evaluation. The marks secured by the students are uploaded on the University Portal. PG students in certain disciplines have dissertations/projects to be submitted in partial fulfillment of their Postgraduate courses. The faculty members of the respective departments guide the PG dissertations and viva-voce examinations are also conducted on the basis of the dissertations/projects submitted.

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

As the college is affiliated to VNSGU, Surat, the Academic Calendar prepared by the University for the conduct of classes, continuous internal assessment,



examinations and other curricular and co-curricular activities is strictly adhered to by the college. The Principal with the help of committees such as the Examination Committee, the Evaluation Committee, the Sports Committee, and the Cultural committee ensures that the timeline specified in the Academic Calendar is followed by the college. The examination is conducted as per the schedule prepared by VNSGU. All directions received from the University regarding the Academic Calendar and conduct of examinations are communicated to the members of the faculty and students through Group Email, College Website, WhatsApp groups and College Notice Boards.

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BSc	Zoology	7	7	100
NA	BSc	Maths	13	7	54
NA	BSc	Chemistry	92	41	45
NA	BSc	Botany	9	7	78
NA	BCom	Accountancy	75	32	43
NA	BA	Hindi	22	21	95
NA	BA	Gujarati	23	13	57
NA	BA	English	11	11	100
NA	BA	Economics	12	9	75

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## 2.7 – Student Satisfaction Survey

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

NA

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	365	Kerala Womens Commission	200000	50000

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Ocean Literature and Culture	Gujarati	01/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	Nil
International	Commerce	2	Nil
International	Chemistry	1	Nil
International	Mathematics	1	Nil
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Chemistry	2
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	23	4	Nil
Presented papers	7	11	Nil	Nil
Resource persons	1	6	2	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Integration Camp at BKNM University, Junagarh (Gujarat)	NSS, Govt. College Daman	Nil	2
Republic Day Camp at Delhi	NSS, Govt. College Daman	Nil	1
Pre Republic Day Camp at Patan	NSS, Govt. College Daman	Nil	4
Live telecast of Mann ki Baat hosted by Honble PM	NSS, Govt. College Daman	4	50
Celebration of Sardar Vallabh Bhai Patel	NSS, Govt. College Daman	4	35
Theme based education and awareness program on Basic Law	NSS, Govt. College Daman	4	40
Celebration of 150th Birth Anniversary of Mahatma Gandhi	NSS, Govt. College Daman	4	65
NSS Day Celebration Awareness Program for Girl students	NSS Department of Women and Child Welfare Dept. Daman	4	60

Swacchta hi Sewa Campaign	NSS, Govt. College Daman	4	55
Live Telecast of Fit India Movement launched by Honble PM	NSS, Govt. College Daman	4	70
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Food Festival under EBSB Scheme	EBSB Club (Government College Daman)	pecial Food Stall of South Indian food particularly famous in Puducherry region of Southern India.	6	10
"Matribhasha Day" as per direction of MHRD letter dated 7th February 2020	EBSB Club (Government College Daman) 'Nehru Yuva Kendra' of Daman	"Matribhasha Day" on 21/02/2020	6	40
Swachh Bharat Scheme	EBSB Club (Government College Daman) 'Nehru Yuva Kendra' of Daman	'Swachchta Pakhwada" from 16th January-31st January 2020	6	50
EBSB Combined activities with 'Nehru Yuva Kendra' of Daman	EBSB Club (Government College Daman) 'Nehru Yuva Kendra' of Daman	"Formal interaction with contingent of Puducherry" on 19-02-2020	6	50
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Msc dssertation	Three students of	Forest Division,	90

with Forest division Rajpipla	MSc Botany	Rajpipla, Gujarat	
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Institute of Company Secretaries of India (ICSI)	18/09/2019	Counselling of Students Provide Professional faculties in consultation with college Establish Study Center at College	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2021

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	15481	4426889	1	525	15482
Reference Books	865	89642	Nil	Nil	865	89642
<a href="#">View File</a>						

#### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	86	14	2	0	0	11	61	0	0
Added	0	0	0	0	0	0	0	0	0
Total	86	14	2	0	0	11	61	0	0

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

2 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

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

The procedures and policies adopted by the college for maintaining and utilizing physical, academic and support facilities include the up-gradation of obsolete facilities with well-equipped technology to enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate this, the college seeks and receives requisitions from the various departments based on curricular and co-curricular requirements like upgrading the laboratories, library, sports facilities, classrooms and dedicated spaces/rooms like studios, labs, dark rooms and equipment like projectors, recorders, and cameras. These requirements are fulfilled on a regular basis. The laboratories are maintained and updated using government funding. The concerned Heads of the Departments with the aid of lab assistants and other faculty members ensure that the laboratory facilities are maintained to ensure that the required academic standards are met. The students are encouraged to use the laboratory facilities to complement their classroom learning. Stock Verification and Maintenance Committee ensures the smooth functioning of the laboratories. The college ensures that the library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. All books and journals are routed through the Library Management Committee members before the purchase orders are finalized. Library Management Committee is an advisory committee responsible for ensuring the effective functioning and maintenance of the Library and purchase of library resources. Updation digitalisation of the library is on-going. The College provides several indoor outdoor sports facilities to all its students. The College has a well-equipped sports complex comprising a volleyball court, badminton court, cricket pitch, running track, etc. Indoor activities such as Table Tennis, Chess, Carroms are also facilitated by the college. The Physical Instructor along with the Sports Committee facilitate the training of the students and ensure the upkeep of the facilities. Maintenance of Sports Complex is done by the Department of Sports, UT Administration. There are active student teams for different sports and games and they participate in state or national championships on a continual basis. The College facilitates them by providing attendance waivers and holding special classes for them. There is a Media Room which is managed by the department of English department. The media room is equipped with four computers and one projector. The computers have a good collection of e books and also the media room keeps certain CDs for the practise of correct pronunciation and conversation. As films are also Visual texts, to enhance the literature study and to widen the perspective of the students classic movies as well as adaptation of the prescribed novels/ dramas are also screened in the media room.

<https://www.govtcollegedaman.ac.in/>

## **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

### **5.1 – Student Support**

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Top Up	79	782100

	Scholarship under Centrally sponsored scheme (UT)		
b)International	NA	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Industrial Tour for MSc (Chemistry) final year students to GNFC, Bharuch and Statue of Unity tour	22/02/2020	24	GNFC, Bharuch
Seminar for Commerce students on on Start up Entrepreneurship at Rofel Commerce College Vapi	11/02/2020	11	Rofel Commerce College Vapi
Five students presented poster in the National level conference entitled Current Trends and Advances in Chemical Science, organized by B.K.M. Science College Valsad, Gujarat	12/01/2020	5	B.K.M. Science College Valsad, Gujarat
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year



On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	7	BA	English	Government College, Daman	MA
2020	7	BSc	Chemistry	KBS College, Vapi, Gujarat	MSc
2019	4	BSc	Chemistry	Government College, Daman	MSc
2019	1	BSc	Zoology	Government College, Daman	MSc
2019	3	BSc	Mathematics	Government College, Daman	MSc
2019	2	BA	English	KM Law College	LLB
2019	1	BA	English	Machi Mahajan B.Ed College Daman	B.Ed
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Exhibition conducted by English Literary Club (English Dept.) on 22 JAN 2020	College Level	50
Paper Presentation by Mathematics students	College level (Ramanujan Club)	9

Rangoli Competition 30-01-2020	Inter-College	2
Mehndi Competition 30-01-2020	Inter-College	1
Painting Competition 30-01-2020	Inter-College	1
Group Dance Celebration of Coast Guard Day	Daman Level	26
Group Dance Celebration of Merger Day of DNH DD 26-01-2020	U.T. Level	26
Nukkad Natak (Street Play) Celebration of National Voters Day 25-01-2020	U.T. Level	10
Celebration of Cultural Week 20-12-2019 to 27-12-2019	College	75
3rd Youth Men Boxing	National	1
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NA	Nill	Nill	Nill	NA	NA
No file uploaded.						

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

A Student Representative Council (SRC) is constituted annually through elections. The elections for the SRC are held in accordance with the bylaws of the Veer Narmad South Gujarat University (VNSGU). The Council has 2 major components - teachers and students. Teachers nominated by the Principal form the first component of the Council. The second component is that of student representatives that are elected from each class through fair and unbiased means. The class representatives then elect the General Secretary (GS) from amongst themselves. The elections are conducted through a secret ballot which is supervised by a SRC Election Committee specifically formed for this purpose. SRC in its entirety looks after the well-being and interests of the students. They also participate in facilitating various curricular and extracurricular activities conducted in the College. Since they are in close touch with the students and are their representatives they also form the communication link between the students and the College administration. Due to some technical reasons, SRC election could not be held in 2019-20

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

College follows decentralization and participatory management in all its activities through a well-established committee system? which includes the Academic Committee, the recruitment Committee, the IQAC, Green initiative, sports committee, Women cell, IT website, etc. The principal conducts Heads of the Department (HOD) meetings to discuss the plan of the academic and non-academic activities of the college. To restructure the existing academic structure. In turn, the HOD contacts the faculty meeting of the Department to plan the implementation of the academic and non-academic activities. Administration of academic and non-academic matters is streamlined. Effective implementation of academic and non-academic activities of the Department in the harmony with the whole college plan.

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

No

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The procedure for admission of students annually is laid down by the University. Since the College is a affiliated College of the University, admission of the students to the College follow a centralized pattern and are done in accordance with the norms set by the University. Different discipline related committee assist the College administration in the process with Document verification and supervising the overall process for their designated streams. Most of the process is conducted online making it convenient for the students and their guardians
Industry Interaction / Collaboration	The MoU has been signed with Institute of Company Secretaries of India (ICSI)
Human Resource Management	The regular teaching faculty are

recruited through UPSC.STCs are recruited against recognised posts by a panel of experts and administrators. In the year 2019-20 STCs were recruited to meet the immediate teaching demands of the College. Visiting Faculty from nearby colleges (Eg. Government College Silvassa) are also associated with PG departments and contribute to the teaching.

Library, ICT and Physical Infrastructure / Instrumentation

College library had begun the process of cataloging in the previous years which it completed in the academic year 2019-20. Barcoding of the books for easy search and lending was completed. New books were added to the collection as per the syllabi of various courses. In addition to the syllabi requirement, reference material was added to the library collection and many more books are to be procured as per the suggestions provided by the Library Management Committee which is formed of representatives from all departments. The proposal for a Book Bank is also in the process. The Basic Infrastructure Management Committee tries to anticipate and meet the growing teaching requirements of the College.

Examination and Evaluation

The Academic Calendar for the conduct of examinations and evaluation is prepared by the University. Since the College is a affiliated college of the University, examination and evaluation are held as per the rules and regulations of the University and the College strictly adheres to them. The College ensures academic standards and transparency by informing the stakeholders about the norms and directives received from the University through different means: College Prospectus, Orientation Program, Student Faculty Committee Meetings, College Website and Notice Boards. The directives of the University are informed and discussed by the Principal.

Teaching and Learning

The College Faculty participates and attends regular professional development and quality improvement programs by means of Faculty Development Programs (FDPs), Refresher Courses/Orientation Courses, Conferences, Seminars, Symposiums, Skill Development and Training Workshops, organized to orient teachers

into new research and pedagogy. The syllabi is determined by VNSGU and the course distribution is done at departmental level. The faculty follows the department time table to take classes for their courses. The FDPs and refresher courses that they attend help them to come up with innovative pedagogical techniques to make relevant information easily accessible and graspable by their students. The Faculty was able to transition to online platform when required due to the fact that they stayed updated on new teaching methodologies relevant to their disciplines.

**Curriculum Development**

The curricula for all the courses are prescribed by the University. It is reviewed and updated on a regular basis by the Board of Studies and it is approved by the Academic Council of the University. Head of the Departments from the College also form a part of the Board of Studies and can contribute in a constructive manner in the formation of the curricula in that capacity.

**Research and Development**

The faculty of the College is highly motivated where research is concerned. In the academic year 2019-20 alone 13 papers/book chapters were accepted for publication/published. Faculty from various streams attended national/international conferences and workshops while many participated in FDPs. 4 faculty enrolled in 6 Swayam courses for which they were awarded certificates of completion while 2 completed refresher courses from Arpit. A national conference on "Ocean Literature" was organised by the Department of Gujarati in collaboration with Gujarat Sahitya Akademi. College faculty can also apply to VNSGU for research project grants. One faculty received approval for a project on 'Unemployment amongst women in Kerala' from Kerala Women Commission Moreover a few faculty registered into PhD programmes while 2 PhDs were awarded in the Commerce department.

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

E-governance area	Details
Administration	VNSGU maintains an online portal where all the faculty of its constituent colleges have to create a

	<p>profile. The portal assists in collating the information of all the faculty in one place. Many of the tasks also have been shifted online with the help of this portal like admissions, internal/external marks entry, examination enrollment etc. A UT administration portal for HRMS is also under construction which will bring the information of all faculty under one head.</p>
Finance and Accounts	<p>1. Govt. of India's Public Finance Management System (PFMS). 2. Online Procurement of Goods and Services through GeM.</p>
Student Admission and Support	<p>The college follows the admission criteria set by Veer Narmad South Gujarat University. The admission is done through the university admission portal. UG Admission process is decentralized, in which the university prepares the merit list and releases through their portal and the document verification and allotment is to be done by the college. A well-structured admission committee for different streams is constituted every year to facilitate the admission process. PG admission is centralised in which the allotment is also done by the university and the document verification is handled by the college. Problems related to admission are dealt promptly by the admission committee.</p>
Examination	<p>The College is affiliated to Veer Narmad South Gujarat University and follows the pattern of examination set by the university. Examination enrollment for both UG PG and Hall Ticket generation is handled through the VNSGU portal. All the rules and regulations for conducting the exams in a proper streamlined manner are on the University website. The College also familiarises the students with the rules and regulations for exams so that they can be conducted in a proper manner. The results for the exams are also declared online for easy and quick access by the students.</p>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
Nil	NA	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online National Level Interdisciplinary FDP on Research Methodology (Learning by Doing:Workshop) by SPEC and Indian Society for Training and Development, Anand Chapter	1	25/05/2020	30/05/2020	6
93rd Orientation Programme conducted by UGC-HRDC Osmania University Hyderabad	1	03/03/2020	24/03/2020	19
Online Refresher Course in Chemistry for Higher Education (ARPIT) organized by Sri Guru Tegh Bahadur Khalsa	2	01/10/2019	31/12/2019	39

College, University of Delhi				
One Week National Online Faculty Development Program on ICT Tools for Effective Teaching Learning, organized by School of Mathematical Sciences, Swami Ramanand Teerth Marathwada University, Nanded	2	27/04/2020	02/05/2020	6
Two Weeks Faculty Development Program on Managing Online Classes and Co- Creating MOOCs 2.0 organized by TLC - PMMNMTT, MHRD, Ramanujan College, University of Delhi	1	15/05/2020	03/06/2020	12
One Week Virtual International Faculty Development Programme entitled "Advanced Topics in Chemical Sciences" organized by Post Graduate Department of Chemistry, Nallamuthu Gounder Mahalingam College, Pollachi, Coimbatore, Tamil Nadu	1	15/05/2020	21/05/2020	6



Multimedia enriched e-Content Development	1	21/05/2020	26/05/2020	6
Basics of Quantum Mechanics	1	15/08/2019	18/11/2019	70
Workshop on "Research in the time of a Pandemic" by Panjab University	1	21/04/2020	27/04/2020	6
Workshop on "MOOCs, Online Courses and Open Educational Resources Conducted by CPDHE,UGC -HRDC, University of Delhi	1	23/05/2020	29/05/2020	6
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NA	NA	NA

**6.4 – Financial Management and Resource Mobilization**

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

The institution comes under the audit as per the the schedule of UT Administration.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

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

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

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

Not Applicable

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

i. Technical Staff is encouraged to attend Training for Technical Development under University Scheme and Programs. ii. The administrative staff is encouraged to attend Training Programs at the University Level as well as UT Administration. They are also encouraged to participate in various activities, present papers and attend Courses. 3. Two staff members attended the National Level Training Programme on Coastal Disaster Risk Reduction Resilience conducted by National Institute of Disaster Management, Govt. of India and UT Administration of Daman Diu from January 6-10, 2020.

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

1. Publication of College Magazine 2. Faculty took Swayam programs and other faculty development programs 3. Book Bank to be introduced 4. In order to provide exposure to students so that there can be all round personality development a Gujarati drama by Gujarati Sahitya Natya Academy, Gujarat was staged in college 5. Invited lectures and workshop were conducted

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Gender Sensitization in Social Media	17/12/2019	17/12/2019	17/12/2019	60
2020	Special Lecture on Sparsh Leprosy Awareness Campaign	03/02/2020	03/02/2020	03/02/2020	40
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the	Period from	Period To	Number of Participants
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programme				
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

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

Percentage of power requirement of the University met by the renewable energy sources
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	900
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	900

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
0	Nil	Nil	Nil
No file uploaded.			

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

Solar Panels Green Campus Plastic-Free Campus Gender balanced campus
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**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

1. **Green Campus:** In this era of deforestation and environmental problems associated with it, we conduct afforestation drives where the students and members of the staff are encouraged to plant saplings and nurture them. This, in turn, helps us in maintaining a lush green campus which is environment friendly and student-friendly. The greenery on campus makes it the habitat of rich and varied flora and fauna. Moreover, this practice inculcates in the students and other members of the college community the spirit of nurturing nature, and promotes a feeling of oneness with nature and fellow beings. 2. **Solar Energy:** Sustainable development is the key to a better present and a brighter future. As a step towards harnessing and using renewable sources of energy, the roof-tops of some buildings on campus are equipped with solar

panels. The energy generated is used for operating the street lights on campus. 3. Sensitization and Awareness Programmes: A sensitive and aware generation is the need of the hour. We conduct sensitisation and awareness programmes for students, faculty members and non-teaching staff on a regular basis. Some of the core areas we focus on include: Environmental awareness Clean India Campaign Gender sensitisation Civic duties and responsibilities Fire and Safety Banking and Insurance 4. Introduction of Internship in the college

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

<https://www.govtcollegedaman.ac.in/igac/>

### 7.3 – Institutional Distinctiveness

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

Government College, Daman is the oldest college in the Union Territory of Daman and Diu that functions as a department under UT Administration and provide courses in all the three streams viz., Arts, Science and Commerce The mission of the college is to create a learning environment, provide academic facilities, support the learning experiences, help the learns to utilize the talent and nurture their creative potential. The offering of higher education at an affordable cost with a variety of choices spread across Arts, Commerce, and Science streams is empowering girls and students from the economically weaker section to have higher education accessibility. The recent commencement of new subjects at under graduation level in Arts viz., Sociology and Psychology provide more choice to the students. The college offer has started offering Post Graduate courses in seven disciplines viz., English, Commerce, Botany, Chemistry, Mathematics, and Zoology. This is a step towards providing further opportunity to the students who wish to go for post-graduation with an ambition to pursue research or having a career plan of becoming teachers in higher education institutions or universities. The Vision of the College is to educate, enable and empower young women that form a significant section of the student community in the College. The College emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. The Mission is to steer the education it offers not only towards the pragmatic goal of employability but also to build a life of the mind and sensitize and orient its students to the service of the community.

Provide the weblink of the institution

<https://www.govtcollegedaman.ac.in/>

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

Government College Daman is looking ahead in terms of higher education. All the teaching staff is attending/planning to attend FDPs and workshops to stay updated during Corona pandemic so they can effectively reach out to their students through online classes and other pedagogical tools. They are also adapting to the situation and trying to boost the morale of the students by keeping them engaged and socially conscious. To that effect the College is planning on initiating a Mentor-Mentee scheme in the coming year for the benefit of the students. In this manner not only the educational but psychological needs of the students will also be looked after. The College is also trying to provide more exposure to the students by inaugurating a NCC unit to be run by faculty who themselves have undergone leadership training during their experiences with NCC. New and updated ICT are going to be installed in the College to enhance the teaching-learning experience of the students. A new laboratory for Psychology is being set up in the college which will allow students to opt for Psychology as a principal subject. The laboratories of other subjects (Chemistry/Botany/Zoology/Physics)

are also being upgraded to deal with the needs of the PG students of the said departments. Webinars/e-Conferences/Workshops are being planned by individual departments to engage in research activities and to give exposure to the students. Many other co-curricular activities have been planned and will be implemented in the coming academic year to make sure that the all-round growth of the student is not stalled. Efforts are being made to maintain the campus as a green campus and at the same time upgrade its infrastructure by building new academic blocks in place of the old ones instead of clearing the green patch and using it for construction. As a part of developing a Green campus, the department of Botany is planning to preserve the Flora of the campus by developing a botanical garden. A proposal has been made for the establishment of the Book Bank Scheme as a part of the student support system.