The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Sheth P.T. Mahila College of Arts & Home Science

1.2 Address Line 1

Vanita Vishram

Address Line 2

Athwagate

City/Town

Surat

State

Gujarat

Pin Code

395 001

Institution e-mail address

Office.sptmc@gmail.com

Contact Nos.

0261 – 2665845 / 46, 2651562

Name of the Head of the Institution:

Dr. (Smt.) K. J. Dholawala

Tel. No. with STD Code:

0261 – 2665845 / 46

Mobile:

91 – 94276 77717

Name of the IQAC Co-ordinator: Mr. Virendra Joshi

Mobile: +919426875138

IQAC e-mail address: iqac.sptmc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* _

1.4 **NAAC Executive Committee No. & Date:** EC / 46 / A & A / 100 dated 16/09/2008

1.5 Website address: www.sptmcollege.in

Web-link of the AQAR: http://www.sptmcollege.in/iqac_aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.18	2008	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 30/09/2008

1.8 **AQAR for the year** *(for example 2010-11)* 2012 - 13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR -2009-10__dated :- 16/10/2010
    ii. AQAR -2010-11__dated :- 12/10/2011
    iii. AQAR - 2011-12_dated :- 01/12/2014

1.10 Institutional Status

University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [✓]   No [ ]

      UGC

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

                 Urban [✓]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓]   UGC 12B [✓]

             Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) | Home Science |

1.12 Name of the Affiliating University *(for the Colleges)* | S.N.D.T. Women's University, Mumbai |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	UGC – 2(f) – 12B
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

4

2. 6 No. of any other stakeholder and

community representatives

1

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

1

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [4]

Non-Teaching Staff /Students [2]   Alumni [1]   Others [Parents - 2]

2.12 Has IQAC received any funding from UGC during the year?   Yes [✓] No [ ]

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 21 | International | | National | | State | | Institution Level | 21

 (ii) Themes | Skill development and knowledge upgradation

2.14 Significant Activities and contributions made by IQAC

- National Seminar and workshops Organized
- Examination reform
- Academic Audit of Faculty

2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	**Achievements**
Peer teaching in all departments	Peer teaching by the students of B.A. and B.Sc.
Preparation of question banks	Question banks were prepared in majority of courses
Exam reforms	Software were developed for online evaluation, marksheet preparation and submission of assignment online
To promote research amongst staff and students	Staff and students were motivated to attend conferences, seminars and workshops for paper presentation.
To strengthen career guidance and campus placement	Seminars on career guidance, soft skill development and Art of presentation
Use of mass SMS services for better communication with students and stakeholders	Executed
Curriculum development (Restructuring)	As many as 15 faculty members were involved in curriculum restructuring / syllabus development / curriculum development workshops

Staff development programmes for teaching and non-teaching staff	Executed
AAA – Administrative and Academic Audit	Administrative and Academic Audit conducted by knowledge consortium of Gujarat (KCG)
Development of indoor sports complex	Ultra modern well equipped sports complex with Indoor and Outdoor facilities is developed with help of UGC grant of `70,000,00

Annexure - I

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Approved by statutory body.
- Suggestions were given to emphasize on promotion of courses offered by the college

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	9		3	
PG Diploma	3		3	
Advanced Diploma				
Diploma				
Certificate	12			12
Others				
Total	24		6	12
Interdisciplinary				

Innovative				

1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core/Elective option / ~~Open options~~
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	7
Annual	2

1.3 Feedback from stakeholders*   Alumni ✓   Parents ✓   Employers ☐   Students ✓
   (On all aspects)

    Mode of feedback   :   Online ✓   Manual ✓   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- B.A. Syllabus was restructured 2009
- B.Sc. Syllabus was restructured 2008-09

1.5 Any new Department/Centre introduced during the year. If yes, give details.

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19 + 04	04	18		1 (Librarian)

2.2 No. of permanent faculty with Ph.D.   2

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	-	-	-	-	-	-	-	7	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   18   41   11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	2	8	30
Presented papers	5	18	-
Resource Persons	-	-	5

2.6 Innovative processes adopted by the institution in Teaching and Learning:

➢ Peer Teaching in all department ➢ Exhibition ➢ Workshops ➢ Quiz Competition ➢ Educational tour	➢ Field trips ➢ Visit to various work places ➢ Book review ➢ Guest lecture

2.7 Total No. of actual teaching days during this academic year

230

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

➢ Question bank prepare for each subjects
➢ Multiple choice question for each subjects
➢ Online receiving of University Exam question paper
➢ Result distribution in presence of parents
➢ Online submission of assignments
➢ Bar Code system has been introduced, to maintain the transparency in the assessment of answer papers of all university conducted examination.
➢ Photo copy of the assessed answer paper, issued to the student on demand.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

15

2.10 Average percentage of attendance of students

82.00%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
B.A.	237	4.02	21.22	42.78	16.19	84.21
B.Sc.	278	2.90	19.31	32.70	14.50	69.41
P. G. Diploma in Dietetics	8	-	37.50	25.00	-	62.50
P. G. Diploma in FSEM	2	50.00	50.00	-	-	100.00
P. G. Diploma in LD	8	-	25.00	37.50	-	62.50

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- It helps in self appraisal (Through Feedback form)
- Regular meetings help monitor and improve the activities of each staff member.
- Prepared an academic calendar to convey the examination schedule, teaching days, celebrations, results, holidays, vacations, etc. to the faculty, students and parents.
- The progress of students was monitored through unit tests, home assignments, seminars, etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2+1		2	1
Technical Staff	1+3			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC promotes faculty members to registers Ph.D. degree. Special leaves are sanctioned for attending course work, conferences and seminars.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	01	-	04
Outlay in Rs. Lakhs	-	-	4.5	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	01	02	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2012-13	UGC	50000.00	50000.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	Dec.2011 to Nov. 2013	UGC (FIP)	30000.00	28500.00
Total			80000.00	78500.00

3.7 No. of books published   i) With ISBN No.   [-]   Chapters in Edited Books   [-]

   ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [03]

3.10 Revenue generated through consultancy   [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	21
Sponsoring agencies	-	UGC	-	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons   [09]

3.13 No. of collaborations   International [-]   National [-]   Any other [2]

3.14 No. of linkages created during this year   [15]

3.15 Total budget for research for current year in lakhs :

From Funding agency 　　UGC　　 From Management of University/College 　　　　

Total 　　78500.00　　

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

　-　

　-　

3.19 No. of Ph.D. awarded by faculty from the Institution 　　01　　

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 　-　　　SRF 　-　　Project Fellows 　-　　Any other 　01　

3.21 No. of students Participated in NSS events:

University level 　-　　State level 　01　

National level 　-　　International level 　-　

3.22 No. of students participated in NCC events:

University level 　-　　State level 　60　

National level 　21　　International level 　-　

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	06
National level	04	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	03	NSS	19	Any other	07

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Breast feeding promotion week celebration
- Nutrition week celebration
- NSS (National service Scheme) organised a one week camp
- AIDS awareness programme in the college was conducted by RRC (Red Ribbon Club).

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Accres)	27.11			27.11
Class rooms	20+4			24
Laboratories	16+1			17
Seminar Halls	1+2			3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	143+1			143+1
Value of the equipment purchased during the year (Rs. in Lakhs)	6.38			6.38
Others (Library)	1+2			3

4.2 Computerization of administration and library

- Tally is introduced for office work
- Bulk SMS facility is used to convey massages to staff, students, parents and other stacke holders for better communication and promotion of the college.
- Process of online admissions is introduced.
- Office work related to Higher Education office is done completely online

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2571	133556	218	29683	2789	163239
Reference Books	1492	124248	368	116284	1860	240532
e-Books						
Journals	18	64616			18	64616
e-Journals						
Digital Database						
CD & Video	51				51	
Others (specify)	501	197212	12	68673	513	265885

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	83+4 (Laptop)	2	20	20+1	1	1+2 (Tally)	2 – Interactive Board	
Added								
Total	83+4 (Laptop)	2	20	20+1	1	1+2 (Tally)	2 – Interactive Board	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Basic and Advance Computer Training for students
- The computer with internet access is made available to almost all the teachers in their departments and even to non-teaching staff in the office.
- Most of the teachers deliver their lecture using power point presentations.
- The entire office work is executed using the computer.
- Free of cost computer facility with internet access is made available to the college students.

4.6 Amount spent on maintenance in lakhs :

i)   ICT   0.2

ii) Campus Infrastructure and facilities   Maintained by Management

iii) Equipments   0.2

iv) Others   0.05

Total :   0.45

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student support services and facilities like Computer lab with internet access, Dell and Scope lab, Book Bank service, Library with internet access, Indoor sports complex, Outdoor sports facilities, Poshan Diet Counselling centre, Career guidance cell, Health centre, Well equipped AV lab, Mental health counselling cell are continued.
- Meeting organised fortnightly with the concerned batch by batch incharge.
- Study tours were held in respective fields.
- Remedial classes for SC/ST/OBC Students.
- Scholarship and Free ships for SC/ST/OBC and needy students.

5.2 Efforts made by the institution for tracking the progression

- 2-3 Unit tests
- Class tests
- Continuous evaluation System
- Online Quiz
- Assignments and Projects
- Students' and Parents' Feedback
- Teacher Parents Meeting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(IGNOU)
504	21	-	74

(b) No. of students outside the state   -

(c) No. of international students   -

Men

No	%
0	0

Women

No	%
599	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
383	14	27	80	-	504	462	06	09	59	-	536

Demand ratio   94%   Dropout 8.48%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Personality Development Seminar
- Soft Skill Development Coaching

No. of students beneficiaries   80%

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

- Career guidance cell
- Student Counselling Cell
- Anti Ragging Committee
- Counselling Cell

No. of students benefitted | 54-55%

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	94	15	35%

5.8 Details of gender sensitization programmes

- Lecture on Women Empowerment
- FEMICON 2012-13

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 74 | National level | 27 | International level | - |

No. of students participated in cultural events

State/ University level | 24 | National level | - | International level | - |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 14 | National level | 04 | International level | - |

Cultural: State/ University level | 30 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	121	4,64,400
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed: _____-_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To empower women with equal opportunities through education

6.2 Does the Institution has a management Information System

- Online Adminssions
- Office Automation
- Online generation of exam form and papers, submission of marks to university
- Sandhan / Video conferencing
- E-Communication with Commissioner of Higher Education (CHE) office

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Syllabus restructuring at regular intervals.
- Feedback of students / Parents for syllabus.
- Involvement of Other teachers / Academician's / Peer's opinion and feedbacks of Industry in syllabus restructuring

6.3.2 Teaching and Learning

- Value added courses for the personality development.
- Use of internet / LCD in classrooms.
- Submitting and following teaching plans.
- Preparing academic calendar.
- Conducting unit tests, group discussions and home assignments etc.
- Exposing students for outdoor learning through educational trips, excursions, camps etc.
- Use of Interactive Board in teaching –self learning with the help of Library / Projects / Seminars / Workshops.
- Group Discussions, field works practical training programmes, Peer group training programme, Internship in various areas are organised.

6.3.3 Examination and Evaluation

- CAP – Central assessment programme at University
- Moderation and Re-evaluation of answer books at University and college level.
- Photo copy of answer book is also given in case of any dispute to maintain transparency
- Guidelines for Assessment to ensure uniformity

6.3.4 Research and Development

- Establishing research committee for inculcating research atmosphere.
- Motivating teachers to take research projects.
- Guiding teachers for improving API through participation in conferences and through publishing of articles, books and research work.
- Flexibility in time table for teaching staff involved in research work
- Use of library / laboratories and internet for research work

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Ultra modern well equipped sports complex with Indoor and Out door facilities
- Online study material
- SOUL – II and OPAC
- E-Notes, Internet facility for students in their study / Reading room
- Well equipped library facility with reading room and plenty of books / Journals / Audio-video and reading materials

6.3.6   Human Resource Management

- A student being prime Human resource, the college strives to develop this resource through variety of activities like, N.S.S., N.C.C., Social and Cultural activities, Gymkhana activities, etc.
- Different faculty development programmes are organized for teaching as well as non teaching staff on regular basis
- Formal and informal meeting are also conducted regularly for the major / minor decisions on the various issues for the welfare of institution
- Feedbacks are obtained from council members and alumnae

6.3.7   Faculty and Staff recruitment

- As per the requirement of each department, management has appointed adequate number of staff (Teaching and Non-teaching posts). The government of Gujarat has not recruited any staff since 1997 hence management of Vanita Vishram recruits staff to fill that gap.

6.3.8   Industry Interaction / Collaboration

- All the departments have developed linkages with institutions / industry and the collaborative programmes are organized.
- These linkages have been useful in placement of the students in industry / organizations.

6.3.9   Admission of Students

- The senior teachers guide the new students during the admission process for taking appropriate career decisions. They explain the students about various courses and help them in choosing the subject that best suits their likes, interests and potential.
- Promotional activities are organised
- University website gives information for admission and admissions are done online
- Prospectus and details of admission procedure are published on College as well as University website.
- Online admission process is introduced from current year.

6.4 Welfare schemes for

Teaching	Seminars, Conferences , Staff development programmes, Training programmes, Skill developments programmes are organized and staff is motivated to attend such kind of programme even outside
Non teaching	Staff development programmes are organized
Students	Vidhyarthini Sahaya Nidhi / Scholarships for SC,ST and meritorious students. Management also help the financially week students to study / Book bank facilities. NSS / NCC / Sports, Social activities for students.

6.5 Total corpus fund generated

- Vidyarthini sahay nidhi fund:- – `2,13,603
- Fixed Deposit : –   `9,37,298

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	Management / LMC
Administrative	Yes	LIC	Yes	Administrative Office

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- CAP (Central Assessment Programme)
- Photocopy of answer books
- Moderation of Papers
- Exam forms registration / Result Online
- Online question paper dissemination

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> –

6.11 Activities and support from the Alumni Association

- Alumni are involved in workshops in their fields and other college activities.
- Alumni Students work as student ambassadors for promotional activities and admission process.

6.12 Activities and support from the Parent – Teacher Association

- Regular meetings are conducted to make them aware about all the systems
- For making them aware about the progress of their wards the results are given to parents / wards only.
- College invites feedback from Parents on various issues.

6.13 Development programmes for support staff

> –

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation / awareness programmes , cleaning and maintaining hygienic environment
- Mahatma Gandhi Svachchhta Abhiyan (cleanliness movement)
- Seminars are arranged by the Nature club for the awareness of plastic recycling, bird rescue operation and wild life protection.
- Training is imparted to the students to make eco-friendly paper bags.
- Green clean campus drive is continuing to make the campus eco-friendly.
- Various awareness programmes relating to environmental protection has been conducted.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Restructuring of syllabus at the University
- Hosting the S.N.D.T. University's Regional Yuva Mahotshav

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Department wise meetings were held to discuss implementation of study plan and Academic calendar at the end of academic year

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Transparency of the evaluation system
- To inculcate the Social responsibility and other value amongst students. For details see Annexure - II

Annexure - II

7.4 Contribution to environmental awareness / protection

- Tree plantation
- Seminars and Workshops conducted for the environment and nature awareness

7.5 Whether environmental audit was conducted?　　Yes 　☐　　No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Making a documentary on the college and its courses for promotional activities

8. **Plans of institution for next year**

- Planning for value added course in Travel and Tourism
- Campus and infrastructure development
- Use of mass SMS services for better communication with students and stakeholders
- Promotional activities of the college
- Promotion of Environment conservation activities
- Encouragement for NSS – NCC activities, community services and Khel Mahakumbh
- To organize workshops for women empowerment through skill development
- To promote research amongst students / staff
- To arrange study tours in various departments

Shri. Virendra Joshi   **Dr. (Smt). Khushman Dholawala**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

***

Academic Calendar – 2012-13

	June	July
Week - 1	• Admission – B.A., B.Sc. & P.G.	• Orientation – English dpt. • Know your book – AD dpt. • Workshop – AD dpt. • Mehndi, Talent hunt • Movie show – Nature club and NSS
Week - 2	• Admission – B.A., B.Sc. & P.G.	• Orientation – Hindi dpt. • Field visit – HECS and HM dpt.
Week - 3	• Admission – B.A., B.Sc. & P.G.	• Personality class – F.Y. B.A & F.Y.B.Sc. • Inter collegiate Race – Sports • Book review – HECS dpt.
Week - 4	• Admission – B.A., B.Sc. & P.G.	• Book review – Gujarati dpt. • Essay writing – Hindi dpt. • TSC camp – NCC • Sports leadership camp – Sports • Karate Coaching – Sporst • Field trip – HD dpt. • Field Visit – AD dpt.

Academic Calendar – 2012-13

	August	September
Week - 1	- Personality class – F.Y. B.A & F.Y.B.Sc. - Council selection - Field visit – HECS dpt. - Peer group training – FSN dpt. - Event – HM dpt.	- Career counseling – UDISHA - TSC camp – NCC - Youth Festival - Movie Show – HECS dpt. - Festival celebration – HD dpt. - Teacher's day celebration – HD dpt. - Workshop – HD dpt. - Nutrition week – FSN dpt.
Week - 2	- Personality class – F.Y. B.A & F.Y.B.Sc. - Song competition – Hindi dpt. - TSC camp – NCC - Leadership camp – Sports - Coaching camp – Sports - Mangal pravachan	- National conference – English dpt. - TSC camp – NCC - Workshop – HECS and HD dpt. - Front office training – HECS and HM dpt. - Festival celebration – HD dpt. - Workshop – AD dpt. - World Ozone day celebration – Nature club
Week - 3	TSC camp – NCC	- Movie day – HD dpt. And Arts - Training programme – UDISHA - TSC camp – NCC - Coaching – Sports - Workshop – HECS and FSN dpt. - Field trip – HECS and FSN dpt.
Week - 4	- Folk song competition – Hindi Dpt - Naramd jayanti – Gujarati dpt. - Gurupurnima celebration – Gujarati dpt. - Tournament – Sports - Role play – HECS dpt. - Workshop – HM dpt.	- Poetry reci. – Hindi dpt. - Book review – Hindi dpt. - BLC – NCC - Fresher's day - Competition – HECS dpt. - Seminar – HD dpt.

Academic Calendar – 2012-13

	October	November
Week - 1	• Semester exam – B.A. and B.Sc.	• RDC camp – NCC • Diwali Vacation
Week - 2	• Trekking camp – NCC	• RDC camp – NCC • Diwali Vacation
Week - 3	• Camp – NCC	• RDC camp – NCC • ATC camp – NCC • Diwali Vacation
Week - 4	• RTTC camp – NCC • Basketball - Sports	• RDC camp – NCC

Academic Calendar – 2012-13

	December	January
Week - 1	• RDC camp – NCC • Parents meeting • AIDS awareness programme – NSS and red ribbon	• RDC camp – NCC • Field visit – AD dpt. • Traffic week celebration – NSS • Lecturer – NSS • Field visit - NSS
Week - 2	• RDC camp – NCC • Vigilance week – NCC • Competition – HECS dpt. • Blood donation camp – NSS • Art of living – Red ribbon	• Elocution competition • UDISHA • Farewell • Quiz demonstration – HECS dpt. • Vivekanand jayanti • Ralley – HECS dpt. • Programme – NSS • Youth week - NSS
Week - 3	• Personality development – F.Y.B.A. & F.Y.B.Sc. • Universal Development of Integrated Employability Skills through Higher Education Agencies (UDISHA) • RDC camp – NCC • Workshop – AD and HM dpt.	• Personality development – F.Y.B.A. & F.Y.B.Sc. • Visit NCC parade • Khel mahakumbh – Sports • Competition – HM and AD dpt. • Day celebration – Nature club
Week - 4	• RDC camp – NCC • Field visit – HECS and AD dpt. • Christmas vacation	• Field Visit – FSN dpt. • Faculty development programme – B.A., B.Sc. and Non teaching staff

Academic Calendar – 2012-13

	February	March
Week - 1	• Stress management workshop – HD dpt. • Lecture series – HECS dpt. • Field visit – FSN dpt. • Quiz competition – HM dpt.	• Story writing – Gujarati and Hindi dpt. • Movie show – English dpt. • Workshop • Talent hunt – English dpt. • Women's day celebration – HECS dpt. • Exhibition – HD dpt.
Week - 2	• Faculty development programme – B.A. and B.Sc. • Poetry Recitation – Gujarati dpt. • Lecture – Gujarati dpt. • Poster competition – Gujarati dpt. • Community work – Arts • Movie day – Psychology dpt. • Educational tour	• Story writing – Gujarati dpt. • Movie show – English dpt. • Book review • Training – Psychology dpt. • Lecture • Workshop • Seminar – HD pt. • Selling of food product – FSN dpt.
Week - 3	• Radio mirchi programme • Peer group training – HM dpt.	• Judo Karate – Sports • Entrepreneur exhibition – HECS • Seminar – HECS dpt. • Community work – Red ribbon
Week - 4	• "C" and "B" level exam – NCC • Seminar – FSN dpt.	

Annexure – II

(i)	**Transparancy of the Evaluation System**

Goal
(i) To enable the students to know their mistakes and learn from them.
(ii) To make the parents aware of the results and progress of their wards.
(iii) To give the students an opportunity to clarify their doubts from their mentors.

The Context
There is scope of improvement only when one is made aware of the areas where they lack understanding. Keeping this fact in mind we try to bring improvement in the student's performance by making them aware of their mistakes. It is also imperative that the results are declared in the presence of the parents only. This practice avoids any kind of problems or misreporting on the part of the students which may happen if the parents are not informed about the date and time of result declaration.

Problems Encountered and Resources required
There are not many problems encountered with this practice. The only problem that is faced is that sometimes the parents are not able to come on the given date and time due to which we are unable to handover the results to the concerned student.

The Practice
The checked answer scripts are shown to the students to make them understand their strengths and weaknesses and also to guide them for further improvement. The answer scripts are shown in the presence of their mentors so that the students can clarify their doubts and take guidance to approach a particular question in the correct way.

The teacher in-charge hand over the mark sheet to the parents and takes their counter sign. This system also makes the parents aware about the progress of their daughter and allows them to take guidance of the respective teacher for improvement.

(ii)	**Social Responsiblity**

Goal	(i) To fulfil our duties and responsibilities towards the society (ii) To encourage the students to contribute for the welfare of the needy (iii) To imbibe the value of sharing in the students.
The Context	Every individual must contribute to the upliftment of the less privileged in their own little way. We must realize that if we have, we must share. This philanthropic approach is observed by the college management, staff members and the students.
Problems Encountered and Resources required	The students as well as the staff members are always eager to help and to share, thus there are not many problems faced in this regard. The resources required are student volunteers who are ready to contribute to the society selflessly and with great devotion.
The Practice	The Textile Science and Apparel Design Department contributes the clothes which are made by its students for examinations, after making it fit forsd wear. The students visit M.T.B. College, V.T.Choksi College and Andhjan Shala as volunteers to write the examination for blind students. The blind students are able to complete their graduation with their help. This activity is taken up on regular basis.