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)*   2013 - 14

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
iv. AQAR - 2012-13_dated :- 10/12/2014

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)*   SNDT 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 | 4 |

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. [ ] International [ ] National [ ] State [ ] Institution Level [2]

(ii) Themes   [Skill Development]

2.14 Significant Activities and contributions made by IQAC

- Promotional activities to popularise our courses

- Organized inter collegiate indoor sports tournament

- Planning of yearly activities and preparation of academic and administrative calendar

- Interactions with teaching and nonteaching staff and management regarding quality assurance measures.

- Encouragement for sports activities and improvement in infrastructure facilities

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
Campus and infrastructure development	• Completion of Indoor Sports Complex – UGC Aided • Campus development - Internal roads, parking areas and garden

Promotional activities of the college	• Virtual tour and video about the college and campus • Promotional seminars at different zone of city (Umiya dham, Varachha, Surat Muncipal Corporation community hall Adajan) • Brochures and leaflets distributed at IT fare and different schools.
Promotion of Environment conservation activities	• Plastic recycling awareness programme • Guest lecture on awareness about organic food by Morarka organic food ltd. • Participation of students in Bird rescue camp
Encouragement for NSS – NCC activities, community services and Khel Mahakumbh	• Five Gold medals and prizes were awarded to our NCC cadets. • A variety of activities were carried out under NSS. • Hosted an orientation programme for promotion of NCC amongst school and college students by Hon. ADG Dilawar singh
To organize workshops for women empowerment through skill development	• Workshop on Fabric ornamentation • Exhibitions and sale of self-made articles by students of HECS department. • Workshop on Building Awareness among women Consultants in India.
To promote research amongst students / staff	• Students of FSN department attended International conference on OSSICON at Ahmedabad.
To arrange study tours by various departments	• Executed

 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 the management

- Suggestions were given for improvement of infrastructure

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	4		4	
Advanced Diploma				
Diploma				
Certificate	11			11
Others				
Total	24		7	11

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	16
Trimester	6
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 2009-2010 & 2014
- B.Sc. Syllabus was restructured 2008-09 & 2013-14

B.Sc. – Restructuring of syllabus 2008-09
Objectives:-
1. To develop ability to plan and execute strategies and programme for rural and urban development.
2. To develop skills in preparation of instructional material and communication technology for effective education.
3. To train students for various professions in each specialization.
4. To develop entrepreneurship skill in each area of specialization.

B.Sc. – Restructuring of syllabus 2013-14
Objectives:-
1. To give more scope to self employment.
2. To enable students through the multidisciplinary course to address the needs of self, family and community.
3. To develop Uniformity of credit system and evaluation of courses.
4. To make the courses more skill oriented and professional.

B.A. – Restructuring of syllabus 2009-2010 & 2014
Objectives:-
1. To enable students to understand the beauty of language.
2. Use of appropriate words to enhance vocabulary.
3. To develop art of essay writing.
4. To familiars the students with different issues related to Women's writing from Anglo – American feminist text.
5. To introduce students to the verities of writings by women in India.
6. To introduce students to children's literatures from across the world.
7. To provide practice in oral and writing skill.
8. To study "ism" in context to Gujarati literature.
9. To introduce classic literature to the students.
10. To enable students in proof reading, group discussion and verbal communication.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18 + 04	04+01	16		1 (Librarian)

2.2 No. of permanent faculty with Ph.D.

4

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

3	3	8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	4	7
Presented papers	3	13	1
Resource Persons	-	-	7

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

- Students were encouraged to attend seminar an conferences
- Peer Teaching in all departments
- Encouragement for e learning and use of internet
- Educational tours are conducted to enhance learning process
- Project and field work is part of curriculum
- Sharing the experiences of experts in the form of guest lectures and practical demonstrations.]
- MCQ tests in each subject

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

233

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

- Different methods of assessing the student – tests, quiz, seminars, assignments, projects, dramatization of plays, etc
- Special Supplementary Exams
- Multiple choice question for each subjects
- Moderation of papers
- Online receiving of University Exam question paper
- Result distribution in parents presence

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

-

2.10 Average percentage of attendance of students

80.10%

2.11 Course/Programme wise distribution of pass percentage : 2013-2014

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
B.A.	236	4.46	27.13	42.32	17.57	91.48
B.Sc.	299	5.04	19.91	32.63	21.80	79.38
P. G. Diploma in Dietetics	6	1.00	40.00	30.00	-	80.00
P. G. Diploma in FSEM	6	33.33	50.00	-	-	83.33
P. G. Diploma in LD	11	-	36.36	18.18	-	54.54
P. G. Diploma in ECE	6	-	50.00	33.33	-	83.33

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

- The IQAC prepares the annual calendar of events for all the programs and ensures that the events are executed effectively for the continuous improvement of the institutions entire activities. The annual academic plan for the year 2013-14 was fully implemented
- The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement
- Faculty members are motivated to design contemporary, skill based and value-added courses

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	39
Summer / Winter schools, Workshops, etc.	-
SET & NET exam	2

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	4+1			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

- Regular meeting and interaction on different topics after presenting paper or participation in the conference

- Sharing knowledge of different research topics amongst the staff

- Institution gives permission to attend in conference, workshop and seminar

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	05	-	-
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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [01]   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					10 (Seminars & Workshop)
Sponsoring agencies					Management

3.12 No. of faculty served as experts, chairpersons or resource persons [11]

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

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

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

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 [-]

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

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [-]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [-]   State level [25]

National level [10]   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 04   State level 07

National level 05   International level -

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC 2   NSS 12   Any other 6

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
- Assessment of scholastic performance of primary school students by students of Human Development and Kaivalya Foundation.
- Pulse Polio Programme

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	38		181+1
Value of the equipment purchased during the year (Rs. in Lakhs)	6.38	0.89		7.27
Others	1+2 (Library)	1 Sports Complex)	UGC & Mngt	4

4.2 Computerization of administration and library

- Tally is used for office work

- SOUL –II programme added in the library

- Bulk SMS facility is used to convey massages to staff, students, parents and other stake holders for better communication and promotion of the college.

- Admission process completely online

- Office work related to Commissioner of Higher Education office is done completely online

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2789	163239	20	7875	2809	171114
Reference Books	1860	240532	173	106983	2033	347515
e-Books						
Journals	18	64616			18	64616
e-Journals						
Digital Database						
CD & Video	51				51	
Others (specify)	513	265885	175	137726	688	403611

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.
- Free Internet and WIFI facilities access for students and staff

- Most of the teachers deliver their lectures using power point presentation.
- 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

- Adoption of weak students by professors.
- Extra one-on-one Lectures & guidance.
- Orientation to new Batches & new Comers/Fresher's.
- Meetings organised fortnightly with the Concerned Batch by the Batch incharge.
- Display of Posters & Banners on Notice Boards in different locations of the College to Create awareness.
- Student support services and facilities like Computer lab with internet exchange, Language lab, Book Bank Service, Library with internet access, indoor sports complex, outdoor sports facility, Poshan diet Counselling Centre, Career Guidance Cell, health centre, well equipped AV lab, Mental health Counselling Cell.
- 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

- 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
510	30	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men
No	%
0	-

Women
No	%
540	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
383	14	27	80	-	504	437	09	13	51	-	510

Demand ratio   98%   Dropout 10.67%

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

- Personality Development Seminar
- Soft Skill Development Coaching
- Seminars on Art of Presentation

No. of students beneficiaries

93%

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
- Seminars on Career Guidance
- Student Counselling Cell
- Nutrition Counselling Cell
- Anti Ragging Committee
- Mental Health Counselling Cell
- Sexual Harassment Cell

No. of students benefitted   60%

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
10	80	12	32

5.8 Details of gender sensitization programmes

- Sex Education Seminar
- Lecture on Women Empowerment
- FEMICON 2013-14
- Seminar on Marriage counselling

5.9 Students Activities

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

State/ University level   43   National level   01   International level   -

No. of students participated in cultural events

State/ University level   82   National level   01   International level   -

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

Sports : State/ University level | 18 | National level | 03 | International level | - |

Cultural: State/ University level | 03 | National level | 01 | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	73	2,61,240
Financial support from other sources (Management)	12	89,372
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 | - |

| 05 |

5.12   No. of social initiatives undertaken by the students

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

Management information system is used for the following :

- Online Adminssions

- Office Automation

- Online generation of exam form and papers, submission of marks to university

- Sandhan / Video conferencing (All Gujarat Integrated Classroom)

- E-Communication with Commissioner of Higher Education (CHE) office

- ICT (Internet communication Technology), software is used for Awareness of parents / regularity of students.

- Mass SMS system for any information regarding academics

- Just dial services

- Tally software / Accounts

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

6.3.1 Curriculum Development

- Regularisation of Bridge Course

- Faculty Members who are members in BOS of the university make the institutional representation in communicating the suggestions.

- Faculty members who are not members of BOS are encouraged to participate in Syllabus Revision/Blow-up sessions of University

- For value added programs offered by the Institutions curriculum is developed internally by the respective department.

- Feedback of students / Parents for syllabus.

- Feedback of other teachers / Academician's/ Peer's opinion and Industry in syllabus structuring.

6.3.2 Teaching and Learning

- Field work based training programmes conducted periodically
- Focus on holistic education aimed at all round development of students
- Faculty members are motivated to design contemporary, skill based and value-added courses.
- Use of ICT technique for effective teaching.
- Value added courses for the personality development
- 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

- Examination Committee coordinates with departments, university section and support staff for smooth execution of examination
- Examination Grievance Redressal committee addresses the internal evaluation grievances in consultation with concerned department .
- For grievances of university examination, the committee facilitates the redressal through application for revaluation.
- Transparency in Internal Assessment – The answer sheets are shown to the students
- Continues evaluation pattern
- Class Test / Quiz / Group discussions
- Assignment on various topics are given to students as part of internal evaluation
- CAP – Central assessment programme at University
- Moderation of answer books at University and college level.
- Photo copy of answer book is given on demand to maintain transparency in external and college final exams.
- Guidelines are given to the examiners for maintaining uniformity in evaluation

6.3.4 Research and Development

- Postgraduate Diploma students are encouraged to take small research projects.

- Seminars and conferences are organised to motivate teaching staff and students for research

- Flexibility in time table for teaching staff involved in research work

- Use of library, laboratories and internet facilities for research work

- Motivating teachers to take major and minor research projects under UGC grant and encouraged for paper presentations and publications at various levels.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library has SOUL – II and OPAC programme, internet connectivity with printer and power back up facilities and follows the open access system.

- The freshers are given orientation on effective use of library resources. Ample support facilities are available for the library.

- Well equipped library facility with reading room and plenty of books / Journals / Audio-video and reading materials

- All departments are provided with computers, internet, laptops, printers, USB, LCD projectors, digital and video cameras.

- There are several ICT enabled classrooms. Well equipped computer labs, a computer assisted language lab, smart boards, departmental labs and audiovisual room facilitate the teaching learning process.

- There are adequate software and computational facilities to meet the needs of a growing institution.

- Online study material

- Ultra modern well equipped sports complex with Indoor and Outdoor facilities

6.3.6 Human Resource Management

- Engagement of qualified work force with effective technology interface

- Practice of best recruitment and retention policies

- Nurturing the culture of Continuous Learning

- Willingness to invest on continuous development of human resources

- Annual appraisals

- Opportunities for the individual growth and advancement

- Entrusting responsibilities as per the capabilities of employees for accomplishing the various college activities.

- The faculty members of the Department undergo trainings/ workshops which help in their professional/ life skills enrichment. The students are also imparted necessary motivational/ guidance sessions which aid in their overall development. Their participation in college/ University level competitions is also ensured with the above objective.

- Various wings of the college such as NSS and NCC have been successful in organizing awareness drive campaigns on socially relevant issues.

- 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

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 so management of Vanita Vishram is doing the needful.

6.3.8 Industry Interaction / Collaboration

- Create experiential learning opportunities for students through industry network
- Organizing study tour for students and faculty to industries.
- Arranging lectures of resource persons from industries.
- Inviting industries for campus interviews and placements.
- All the departments have association with their respective fields and officials are invited for various activities organized by college
- All the departments have developed linkages with industry and the collaborative programmes are also organized
- This linkages have proved worth in placing the students in industry

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	Vidhyarthi Sahay Nidhi / Scholarships for SC,ST and meritonius 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:- – `2,44,703
- Fixed Deposit : –   `11,36,750

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?

- Minimum requirements in Student Attendance & Internal assessments as proposed by the Affiliating University are strictly adhered to.

- Online Publication of End Semester Examination results

- Online registration of Supplementary Examinations

- CAP (Central Assessment Programme)

- Photocopy of answer books

- Moderation of Papers

- Online question paper dissemination

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

NA

6.11 Activities and support from the Alumni Association

- The alumni who occupy key positions in the industry help us in **interfacing their organisations in campus placement activities and competency- building**

- They are involved in workshop and college activities

- Students ambassadors are appointed for promotional activities and admission procedure

6.12 Activities and support from the Parent – Teacher Association

- Suggestions to improve the academic climate of the college are collected through parent – Teacher Meetings.
- Parental communication regarding the progress of their wards through letter, phone and SMS
- Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.
- 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 in presence of their parents / wards only.

- College invites feedback from parents on various issues

6.13 Development programmes for support staff

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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

- our students have participated in river Tapi Cleaning programme

- Training is imparted to the students to make eco-friendly paper bags

- Awareness about plastic recycling, bird rescue operation and wild life protection through nature club activities

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.

- Collection and distribution of cloths to the needy and under privileged

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

- Study plan

- Academic calendar

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

- Counseling by the Faculty members

- 'Vidyarthi Sahay Nidhi' for the less privileged students

   *Aannexure-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)

- Women empowerment through skill oriented activities (Applique Work, Culinary Skill, Interior decoration and event management)

- Hosting poster and debate competition in collaboration with DAMINI Organization

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

- To promote Research and consultancy amongst staff and students

- To get accredited by a state level Academic and Administrative Audit (AAA) of Knowledge Consortium of Gujarat (KCG).

- To strengthen library resources and laboratory resources from time - to time along with technology interface as a top priority.

- To promote environmental consciousness and value system among students

- To improve result of the college and University exam

- To organize national level seminars / symposium / conferences.

- To promote the college and popularize our courses

- To organize inter collegiate competitions in sports.

- To create employment opportunities in the college for the women empowerment

- Preparation for NAAC reaccreditation

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

_____   _____

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

Incharge Principal

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Annexure - I

Academic Calendar – 2013-14

	June	July
Week - 1	•	• Orientation – F.Y.B.A. and F.Y.B.Sc. • Celebration of University Foundation day – HECS and NSS • Drama – HECS dpt. • Orientation - Sports
Week - 2	• Admission – B.A., B.Sc. & P.G.	• Orientation – Gujarati dpt. • Poetry and Novel writing - Hindi dpt. • Workshop – AD dpt.
Week - 3	• Admission – B.A., B.Sc. & P.G. • Know your book – Library • TSC camp - NCC	• Gurupurnima celebration and Aaganwadi visit – Gujarati and Hindi dpt. • Folk song competition – Hindi dpt. • Book review – HECS • Career counseling – HM dpt. • Visit to hotel – HM dpt. • Mangal pravachan • Talent hunt
Week - 4	• Admission – B.A., B.Sc. & P.G. • Yoga training - Sports	• Visit to savan mela – HECS dpt. • Workshop – HM dpt. • Yoga coaching camp - Sports

Academic Calendar – 2013-14

	August	**September**
Week - 1	• Patriotic song – Hindi dpt. • Essay writing - Hindi dpt. • Kaivalya education programme training – HECS and HD dpt. • Breast feeding promotion week – FSN dpt. • Training programme – HM dpt.	• Nutrition week – FSN dpt. • Health awareness programme – NSS
Week - 2	• Recitation – Hindi dpt. • Hindi day celebration – Hindi dpt. • Chef competition – HM dpt. • Miss fresher's • Student council election	• Ran for nation rally – HECS dpt. • Visit to silk fabric – HECS and HD dpt. • CAT camp – NCC
Week - 3	• Workshop on story telling – HECS and HD dpt. • Independence day celebration – HD dpt. • Femicon competition	• Workshop on entrepreneurship – HECS dpt. • Ozone day celebration – Nature club • Yoga coaching - Sports
Week - 4	• Narmad jayanti – Gujarati dpt. • Janmastami celebration – HD dpt. • Inter collegiate competition – sports • Environment days celebration – Nature club	•
Week - 5	•	• Book review – Hindi dpt. • Role play – Nature club

Academic Calendar – 2013-14

	October	November
Week - 1	•	•
Week - 2	•	•
Week - 3	• Educational trip – HECS dpt. • Bhartiya gyan pariksha • Workshop – Psychology and HD Dpt.	• NSS camp
Week - 4	• Garba celebration – HD dpt. And cultural dpt.	• Yoga coaching camp and Khel mahakumbh Competition - Sports
Week - 5	•	•

Academic Calendar – 2013-14

	December	January
Week - 1	• Elocution competition – Hindi dpt. • Social services – English dpt. • Mountening camp - NCC	• Poetry recitation and quiz – Gujarati dpt. • Lecture on literature – Hindi dpt. • Word building game – English dpt. • Annual day
Week - 2	• Field visit – AD dpt.	• Question and Answer session – Hindi dpt. • Competition – HM dpt. • AL camp – NCC • NSS week • Bird rescue camp – Nature club
Week - 3	• Visit to Aganwadi – Gujarati and English dpt. • Peer group training – HECS dpt. • Workshop on art and craft – HECS dpt. • Textile expo participation – HM dpt.	• Trekking camp – NCC • Days celebration
Week - 4	• Entrepreneurship shakti exhibition – HECS dpt. • Christmas celebration – HD dpt.	• Visit to book fair – Gujarati dpt. • Saree draping – HD dpt. • Peer group training – HM dpt.
Week - 5	•	• Peer group training – HECS dpt. • Yoga competition – sports • Horticultural fair – Nature club

Academic Calendar – 2013-14

	February	March
Week - 1	• Drama – Hindi dpt. • Lecture Book review – English dpt. • First aid demonstration – HECS and HM dpt. • Lecture on grooming – HECS dpt.	• Women's day celebration – HM and HD dpt. • Plastic recycling awareness programme – Nature club
Week - 2	• Lecture cum demonstration series - February to March 2014 • Visit to Handicraft • Exhibition – HECS dpt.	• World Consumer day celebration – HECS dpt. • Lecturer – AD dpt. • Poster making – NSS
Week - 3	• Visit to Lord's Plaza hotel – HECS dpt. • Visit to Jute mela – HECS dpt.	• Handicraft Exhibition – HECS dpt. • Salad decoration – HM dpt. • Organic India – Nature club
Week - 4	• Visit to tapi Utsav – HECS and AD dpt. • Garment design camp – AD dpt.	• Workshop – HECS and HM dpt. • Educational trip – HM dpt.
Week - 5		• Workshop – HECS dpt. • Orientation career – AD dpt.

Annexure - II

| (i) | Counseling by the Faculty members |

Goal

(i) To provide genuine information and counseling to the admission seekers.
(ii) To help and counsel the students in difficult situations, whether personal or academic.
(iii) To motivate and mentor the students throughout their college life.

The Context

Choosing the right career path depending upon ones likes, dislikes and potential is very important to succeed in life. The foundation of one's career is laid when the students select courses in college. At this juncture it is very important that they must receive the correct guidance and counseling, and we believe that teachers are the best guide because they are the ones who can give first hand information about the subject to the students.

Student life is a stage where one is exposed to many dilemmas, confusions and chaos in life. It is a stage that is characterized by a number of significant changes that might be difficult for someone to tackle all alone.

Problems Encountered and Resources required

The students sometimes do not feel free to communicate with the faculty and it might take a lot of time on the part of the mentor to make the student feel comfortable. The main resource that is required is 'time'. Lots of time is taken up in the process of counseling for the admission procedure and also for counseling at a later date.

The Practice

It is an age old practice in our college that the senior teachers must be present during the admission process to guide the students into 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.

The College Counseling Cell actively runs under the supervision of HOD, Human Development Department. The stress due to the fast and busy life styles brings with it several problems having an impact on the young minds which are detrimental to their growth in the academic career. The faculty takes care of the special needs of such students, guiding and counseling not only them but if required their relatives also.

Some of the examples are mentioned below:-

Roshni (Arts 2010-11), was a slow learner having difficulties in coping with simple problems and activities. A NIOS student, she was exposed to formal academic environment for the first time in college. Her mother was allowed to

sit throughout the day in the college campus, when she had classes and constant counseling sessions with Roshni and her mother served as a motivational force. At present she is doin PG Early Childhood Education in Chennai and is constantly in touch.

Shyama Gandhi (Home Science, 2011-12), a typical case of depression and aggression undergoing psychiatric treatment. The support of the college staff worked as psychotherapy in her case and she could complete her degree. Her doctor was very thankful for the college support and was in constant touch with the senior faculty .

Kinjal Sabadiya (Home Science, 2012-13), a typical case of family antagonism. The married girl was supported well by the in laws but her parents were very interfering and threatening to the married couple. Regular counseling to the girl and her father helped in mutual adjustment. She is currently pursuing her studies in the third year.

(ii)	**'Vidyarthi Sahay Nidhi' for the less privileged students**
Goal	(i) To give an opportunity for equal education to all girls irrespective of their financial condition (ii) To financially aid the less privileged girl students to make their careers in the field of their choice
The Context	The desire to study and make a career can face a number of obstacles in the life of a girl, sometimes due to the orthodox thinking of the family members and sometimes due to economic constraints. The vision and mission of the management to provide education and empower women is very strongly taken up by the college as they believe that nothing should stop deserving students from getting quality education.
Problems Encountered and Resources required	The main resource required for this purpose is monetary resources. The management provides enduring support and encouragement with this as they wish to fulfil the mission and motto of empowering women through education.
The Practice	Economic limitations act as an obstacle for many girls who want to pursue studies, for such students our college reserves a fund called the 'Vidyarthi Sahay Nidhi' which is created through donations and contributions from the management. This fund is used for imparting education to the deserving students. Every year a number of students avail of this fund, get education and make their careers in various fields.