

# **The Annual Quality Assurance Report (AQAR) of the IQAC**

**2014-15**

## **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 Campus

Address Line 2

Jawaharlal Nehru Marg, Athwa Gate

City/Town

Surat

State

Gujarat

Pin Code

395001

Institution's E-mail address

[office.sptmc@gmail.com](mailto:office.sptmc@gmail.com)  
[office@sptmc.in](mailto:office@sptmc.in)

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](mailto:iqac.sptmc@gmail.com)  
[iqac@sptmc.in](mailto:iqac@sptmc.in)

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.sptmc.in](http://www.sptmc.in)

Web-link of the AQAR <http://www.sptmc.in/features/naac-accreditation.html>

#### 1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.18/4.00	2008	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

30/09/2008

1.8 AQAR for the year (for example 2010-11)

2014 - 15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC ((for example AQAR 2010-11 submitted 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
- v. AQAR - 2013-14 dated :- 15/12/2014

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

(e.g. 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)

#### 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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (Specify)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<div>8</div>													
2.2 No. of Administrative/Technical staff	<div>2</div>													
2.3 No. of Students	<div>2</div>													
2.4 No. of Management representatives	<div>1</div>													
2.5 No. of Alumni	<div>4</div>													
2.6 No. of any other Stakeholder and Community representatives	<div>1</div>													
2.7 No. of Employers / Industrialists	<div>2</div>													
2.8 No. of other External Experts	<div>1</div>													
2.9 Total No. of Members	<div>21</div>													
2.10 No. of IQAC Meetings held	<div>4</div>													
2.11 No. of Meetings with various Stakeholders:	<table border="0"> <tr> <td>No.</td> <td><div>8</div></td> <td>Faculty</td> <td><div>4</div></td> </tr> <tr> <td>Non-Teaching Staff /Students</td> <td><div>2</div></td> <td>Alumni</td> <td><div>1</div></td> </tr> <tr> <td>Others</td> <td colspan="2">Parents - 1</td> <td></td> </tr> </table>		No.	<div>8</div>	Faculty	<div>4</div>	Non-Teaching Staff /Students	<div>2</div>	Alumni	<div>1</div>	Others	Parents - 1		
No.	<div>8</div>	Faculty	<div>4</div>											
Non-Teaching Staff /Students	<div>2</div>	Alumni	<div>1</div>											
Others	Parents - 1													
2.12 Has IQAC received any funding from UGC during the year?	<table border="0"> <tr> <td>Yes</td> <td><div>✓</div></td> <td>No</td> <td><div></div></td> </tr> </table>		Yes	<div>✓</div>	No	<div></div>								
Yes	<div>✓</div>	No	<div></div>											
If yes, mention the amount	<div></div>													
2.13 Seminars and Conferences (only quality related)														
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC														
Total Nos.	<div>2</div>	<table border="0"> <tr> <td>International</td> <td><div>-</div></td> <td>National</td> <td><div>-</div></td> <td>State</td> <td><div>1</div></td> <td>Institution Level</td> <td><div>1</div></td> </tr> </table>	International	<div>-</div>	National	<div>-</div>	State	<div>1</div>	Institution Level	<div>1</div>				
International	<div>-</div>	National	<div>-</div>	State	<div>1</div>	Institution Level	<div>1</div>							
(ii) Themes	<div> 1. State Level workshop on “Cognitive Behaviour Therapy in Depression”  2. Workshop on “Pre-school Teaching Techniques” </div>													

## 2.14 Significant Activities and contributions made by IQAC (Attachment)

All the departments are equipped with e-resources like LCDs, Desktops, etc. Through periodic feedbacks obtained from students, alumni, parents and other stakeholders on quality related areas, the learning process is assessed and improvement measures are suggested to ensure quality enhancement and excellence. The college has undergone an Academic and Administrative Audit (AAA) conducted by KCG, Gujarat. Workshops, expert lectures, field trips and educational tours, exhibitions and awareness programs on Nutrition, Breast-feeding, Cancer etc. are organized regularly by different departments to ensure social awareness and academic excellence.

## 2.15 Plan of Action by IQAC/Outcome (Attachment)

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 are as follows:

Plan of Action	Achievements
State Level workshop on “Cognitive Behaviour Therapy in Depression” to be conducted in September, 2014	State Level workshop on “Cognitive Behaviour Therapy in Depression” conducted on 27-28 September, 2014
Seminar on “Developing Individual through Art and Humanities” to be conducted in January, 2015	Seminar on “Developing Individual through Art and Humanities” conducted on 7 <sup>th</sup> January, 2015
To organize Campus Interviews	Accomplished on 11 <sup>th</sup> April, 2015
Two workshops on “Art and Craft” to be conducted in 2014-15	Workshops on “Art and Craft” were conducted on 1) 11-12 <sup>th</sup> September, 2014 2) 16 <sup>th</sup> February, 2015
Workshop on “Pre-School Teaching Techniques” to be conducted in September, 2014	Workshop on “Pre-School Teaching Techniques” was conducted on 23 <sup>rd</sup> September, 2014
Workshop on “Salad Decoration, Vegetable and Fruit Carving” to be conducted in January, 2015	Workshop on “Salad Decoration, Vegetable and Fruit Carving” was conducted on 24 <sup>th</sup> January, 2015
Lecture on “Financial Feasibility” to be conducted in February, 2015	Lecture on “Financial Feasibility” was conducted on 4-5 <sup>th</sup> February, 2015
Lecture on “Grooming” to be conducted in February, 2015	Lecture on “Grooming” was conducted on 6 <sup>th</sup> February, 2015
Lecture on “Marketing Management” to be conducted in February, 2015	Lecture on “Marketing Management” was conducted on 7-8 <sup>th</sup> February, 2015
Workshop on “Table Setting and Napkin Folding” to be conducted in February, 2015	Workshop on “Table Setting and Napkin Folding” was conducted in February, 2015
Workshop on “Bonsai”	Accomplished
An Educational Trip to SNDT, Mumbai to be organized in February, 2015	An Educational Trip to SNDT, Mumbai was organized on 12 <sup>th</sup> February, 2015
Lecture on “The Role of Youth in the Development of Agriculture” to be organized in January, 2015	Lecture on “The Role of Youth in the Development of Agriculture” was organized on 7 <sup>th</sup> January, 2015
Lecture on “Endangered Indian Textiles – Dilemma for Designers to Diversity or Conserve” to be organized in February, 2015	Lecture on “Endangered Indian Textiles – Dilemma for Designers to Diversity or Conserve” was organized in February, 2015

To organize exhibition of articles made by students	Exhibition of articles made by students was organized on 17-18 <sup>th</sup> March 2015 and 27 <sup>th</sup> March, 2015
To organize programs as a part of celebration of: 1) World Breast-Feeding Week 2) National Nutrition Week 3) National Food Tech Asia 4) World Cancer Awareness Day 5) Child Labour Day	1) Around 1500 college students were given peer group training on the importance of Breast Feeding, 1-7 <sup>th</sup> August, 2014 2) Lecture on importance of Nutrition during school age organized in DPS, 1-7 <sup>th</sup> September, 2014 3) Students exhibited and sold the food products developed by them at National Food Tech Asia 4) Students took part in Cancer Awareness rally organized by Terapanth Bhavan 5) Students took part in rally for the “Eradication of Child Labour from Surat”

2.16 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken

The management approved the AQAR and suggested various areas of improvement.

## 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
Ph.D.	-	-	-	-
PG	-	-	-	-
UG	09	-	03	-
PG Diploma	04	-	04	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	09	-	-	09
Others	-	-	-	-
<b>Total</b>	22		07	09

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

Pattern	Number of Programmes
Semester	15
Trimester	5
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 in 2009-2010 & 2013-14
- B.Sc. Syllabus was restructured in 2008-2009 & 2013-14

### **B.Sc. – Restructuring of Syllabus 2008-09**

#### **Objectives:-**

1. To develop the 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 2014-15. To be implemented from 2015-16**

#### **Objectives:-**

1. To give more scope to self employment.
2. To enable students to address the needs of self, family and community through the multidisciplinary course
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 the art of essay writing.
4. To familiarize the students with different issues related to Women's writing from Anglo – American feminist text.
5. To introduce students to Indian English women writers.
6. To introduce students to Children's Literature from across the world.
7. To provide practice in oral and writing skills.
8. To study "ism" in the context of Gujarati literature.
9. To introduce classic literature to the students.
10. To develop the competence of students through proofreading, group discussion and verbal communication.

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### **P.G. Diploma Dietetics – Restructuring of Syllabus 2014-15**

- Syllabus of Post Graduate Diploma in Dietetics and Early Childhood Education were updated in accordance with UGC-NET syllabus and the industrial needs.

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
	14 + 2	01	13	-	1* + 2** (Librarian)

\* Part Time    \*\* Librarian

2.2 No. of permanent faculty with Ph.D.

6

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
04*	-	-	-	-	-	-	-	04	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

30

0

\* Management Appointee

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	16	18
Presented papers	5	12	3
Resource Persons	-	-	-

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

- Peer teaching & training
- ICT enabled teaching and assignments
- Audio-Visual aids
- Showing literary classes as movies followed by discussion
- Projects
- Surveys and field work carried out by students to understand community settings
- Exhibition, workshops, seminars and group discussions are organized
- Visit to various work places & organizations to understand industrial needs
- Book reviews and guest lectures are organized
- Demonstrations using model & simulation
- Quiz competition
- Events are organized by students under the guidance of faculty members to enable practical learning
- Educational tours
- Case study & role play
- Experimental learning to reinforce the fundamentals of the subject

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

237

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

- Question banks prepared for each subject (for subjective paper)
- Multiple choice questions prepared for each subject
- Mock test
- Surprise test
- Bar coding
- Moderation of exam papers (SNDT University)
- Re-assessment of answer sheet (College & University)
- Software for mark sheet generation
- E-Mahavidhyalaya software
- Online receipt of university exam papers
- Result distribution in presence of parents
- Online assignment
- Online submission of assignment
- Flexibility to the students to change the batch in practical exams
- Various assessment options are granted to the students for eg. PPT, submission of written assignment, projects etc.

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

16

2.10 Average percentage of attendance of students

70.00 %

2.11 Course/Programme wise distribution of pass percentage: 2014-2015

Title of the Programme	Total No. of Students Appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
F.Y.B.A.	100	15	43	32	05	95
S.Y.B.A.	72	-	29	44	14	87
T.Y.B.A.	67	04	23	45	07	80
F.Y. B.Sc.	127	0.43	8.74	16.23	33.23	58.63
S.Y. B.Sc.	111	0.46	13.84	35.42	21.30	71.02
T.Y. B.Sc.	153	7.18	23.52	35.26	10.49	76.45
P.G. Diploma in Dietetics	13	15.38	38.46	-	-	53.84
P.G.D. in FSEM	5	-	80.00	20.00	-	100
P.G.D. in LD	11	-	54.54	27.27	-	81.81
P.G.D. in ECE	6	-	50.00	33.33	-	83.33

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

- Annual Target Plan (ATP) preparation helps to achieve goals.
- The monthly meeting help to monitor and improve the activities of all the staff members.
- IQAC monitors the teaching learning process through stakeholders, students, parents and employers feedback and IQAC gives suggestions to the Principal.
- It helps in the self-appraisal of teachers which ultimately improves the performance of the students.
- Helps in the overall development of the institution.
- Soliciting and incorporating feedback from students on curriculum, teaching, learning and evaluation.

## 2.13 Initiatives undertaken towards faculty development

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

## 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
Technical Staff	1	2	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Research papers presented at National and International conferences. Recent updates are discussed with staff members and participants share their experiences.
- Sharing of multi-disciplinary research topics amongst the staff.
- IQAC motivates Faculty to apply for minor and major research projects from various funding agencies.

#### 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	04	01	-
Non-Peer Review Journals	-	-	-
e-Journals	11	-	-
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)	2014-15 (1 Year)	Surat Municipal Corporation	2 Lakhs	1 Lakh
Total	-	-	2 Lakh	1 Lakh

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)

3.10 Revenue generated through consultancy

### 3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number		02			16 (Seminars & Workshop)
Sponsoring agencies		Mgt. and Private Agency*			Management

\* Psy-Lens and GLPS, Ahmedabad

### 3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

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   
 National level  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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="14"/>
		Any other	<input type="text" value="07"/>

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

Responsibility

- Celebration of World Breast Feeding Promotion week
- Celebration of National Nutrition week
- Health Check-up of all students
- Rally for eradication of child labour
- Celebration of World Cancer Awareness Day
- Education tour organized by all departments
- Pulse Polio programme in community
- NSS camp for one week in rural area
- AIDS Awareness Programme
- Assessment of scholastic performance of primary school students by the students of Human Development and Kaivalya Education Foundation.

## 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 (Acres)	27.11	-	-	27.11
Class rooms	15	Sports Complex	UGC & Management	15
Laboratories	13	-	-	13
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	10 (Library, Staff Room, UDISHA, College office, conference hall, instrument room, store, NRSC, Meeting room/IQAC room)	1 Sports Complex)	UGC & Management	11

#### 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 messages to staff, students, parents and other stake holders for better communication and promotion of the college.
- Online admission process
- Office work related to the Commissioner of Higher Education office is done online

#### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3442	336260	107	23756	3549	360016
Reference Books	12018	1836962	146	103948	12164	1940910
Any other	2031	254013	5	4380	2036	258393
Dictionary/ Enc.	269	78852	2	1945	271	80797
Total Books	17760	2506087	260	134029	18020	2640116
CD/DVD	105	14178	4	400	109	14578
Ebooks/ Journals	N- list payment done by KCG					
Journal Magazine	72	56215	0	0	72	56215



Stationery/Furniture	-	135212	2	34040	-	169252
Grand Total		5217779		302498		5520277

#### 4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	01	21	2	1	2 printers	-	-
Added	09	-	-			1 printer	-	-
Total	85	01	21	2	1	03	-	-

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

- 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 Wi-Fi 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	0.75
ii) Campus Infrastructure and facilities	Maintained by Management
iii) Equipments	3.53
iv) Others	1.29
<b>Total :</b>	<b>5.57</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Records of college library
- Orientation programs organized by students supported by IQAC
- Display of student support services, information regarding seminars, workshops etc and college activities through notice boards, magazines and website
- Monitoring the peer group study
- Cleanliness in the campus
- Discipline and punctuality of the students
- Counselling students regarding problems faced by youth

#### 5.2 Efforts made by the institution for tracking the progression

- Regular meetings of the Principal, faculties and batch in-charges with the students and parents
- Mark sheets are handed over to parents in these meets
- Remedial teaching of weak students
- Periodical tests and unit tests are taken to ensure continuous evaluation
- Follow up of students enrolled in PG courses after completing bachelors
- Constitution of Alumni Association
- Departmental association with city based clubs
- Formation of Whats app groups to maintain link with students

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
584	42	-	-

#### (b) No. of students outside the state

17

#### (c) No. of international students

1

Men	No	%	Women	No	%
		-		626	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
437	09	13	51	-	510	513	08	17	46	-	584

Demand ratio 94%

Dropout % 30

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

NIL

No. of students beneficiaries

-

#### 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

- UDISHA – For student placement services
- Career guidance cell
- Student counselling cell
- Mental health counselling cell
- Anti-ragging committee
- Sexual harassment cell

No. of students benefited

70%

#### 5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	36	06	35%

#### 5.8 Details of gender sensitization programmes

- FEMICON '14 – Active participation of faculties and students in a conference organized for Women Empowerment.
- A seminar was organized on “Marriage Counseling” by Dr. Dharmishta and Asha Dalal.

#### 5.9 Students Activities

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

State/ University level

07

National level

07

International level

-

No. of students participated in cultural events

State/ University level  National level  International level

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

Sport : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	24	1,88,060.00
Financial support from government	74	2,48,780.00
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

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision** – *Sanskrita Stri Prashakti*

**Mission**–To empower girl students through quality education; to provide opportunities to them for higher education; to create conducive environment for their development; to inoculate the quality of self-reliance and to make them responsible citizens.

#### 6.2 Does the Institution have a management Information System?

Yes the institute has a management information system.

- Internet-communication technology is used as a management information system.
- Mass SMS Service for informing parents about college activities & students regularity
- Subscribed just dial services for promotion
- Using college website for updates regarding, upcoming events, exam time table, results; student & staff notices, etc.

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

##### 6.3.1 Curriculum Development

- Peer's opinion
- Referring other university's syllabus
- Feedback from industry and employers

Sr. No.	Dept.	List of Linked Institutions / Industries
1.	HD	<ul style="list-style-type: none"><li>• Kaivalya Education Foundation</li><li>• Mamta Mental Health Center</li><li>• Mahadev Rehabilitation Center</li><li>• Masoom Children Hospital</li><li>• Spandan Remedial Center</li><li>• Natkhat Nest</li></ul>
2.	FSN	<ul style="list-style-type: none"><li>• Euro Industries (food)</li><li>• Amul, Anand</li><li>• Sumul, Surat</li><li>• Madhur Dairy</li><li>• Wockhardt Hospital</li><li>• Bombay Maternity Hospital</li><li>• Nirmal Hospital</li></ul>
3.	HM	<ul style="list-style-type: none"><li>• TGB</li><li>• Taaj Gateway Hotel</li><li>• Lords Plaza Hotel</li><li>• Sachinam Travels</li><li>• Cox &amp; Kings Travels</li><li>• Make My Trip</li></ul>

		<ul style="list-style-type: none"> <li>• Globus Travels</li> <li>• Happy Vacations</li> </ul>
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### 6.3.2 Teaching and Learning

- Use of internet for preparing PPTs
- LCD in classroom teaching
- Allowing students to do self-learning by giving projects/seminars/group discussions/field works/practical/training programmes and internship in various industries and organisations.

### 6.3.3 Examination and Evaluation

- Central Assessment System
- Moderation/re evaluation
- Photocopy of answer book to maintain transparency
- Use of apps(flint App, Group e-mail, edmodo, yahoo groups) and online quiz

### 6.3.4 Research and Development

- Provide flexibility in timing and time table as and when required.
- Given access to laboratory, library and Internet facilities for research.
- Motivation for paper presentations and attending seminars, conferences, workshops.

### 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, departmental labs and audiovisual room which 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 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 (FDP) are organized for teaching as well as non teaching staff on regular basis
- Formal and informal meetings are also conducted regularly for the major / minor decisions on the various issues related to the welfare of institution

### 6.3.7 Faculty and Staff recruitment

The government of Gujarat has not recruited the staff since 1997 So the Management recruits the required staff.

### Self- Finance Adhoc Staff Recruitment 2014-2015

Sr. No.	Subject	Name of the Staff
1.	Computer Applications	Mrs. Soniya T. Shukla
2.	Food Science & Nutrition	Ms. Roshini Vakilna
3.		Ms. Nancy Jajodia
3.	Human Development	Ms. Trivedi Hiral N.
4.	Teacher (Pre-School Unit )	Mrs. Zankhana R. Desai

<u>Non- Teaching Staff</u>		
5.	Jr. Clerk	Mrs. Heena Patel

#### 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 related stakeholders and resource persons are invited for various activities organized by college
- All the departments have developed linkages with industry and the collaborative programmes are also organized
- These linkages have enabled us for the placements of our students

#### 6.3.9 Admission of Students

- Through advertisement
- Promotional activities
- Awareness programmes have been uploaded on YouTube
- University Online Admission

#### 6.4 Welfare Schemes for

Teaching	GIA Staff- Group Insurance, GPF, Pension Self – Finance Staff- PF and Gratuity
Non teaching	GIA Staff- Group Insurance, GPF, Pension Self – Finance Staff - PF and Gratuity
Students	Student Scholarship, Vidhyarthini Sahay Yojana, etc., Hostel Facilities

#### 6.5 Total corpus fund generated

- Self-Finance : 20,00,000
- Grant-in-aid : 14,47,133
- **Total Amount : 34,47,133**

6.6 Whether annual financial audit has been done      Yes ☒\*      No ☐

\* Quarterly

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?

- Moderation of exam paper
- Photocopy of answer sheets
- Re-evaluation system
- MCQ pattern in 1<sup>st</sup> & 3<sup>rd</sup> semester

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

- Autonomy in selection of candidates for admission

6.11 Activities and support from the Alumni Association

- The alumni who occupy key positions in the industry help us in **interfacing their organizations 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 organize a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.
- 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

–

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

- Tree plantation / awareness programmes, cleaning and maintaining hygienic environment
- Screening of Movies on Various Environmental Issues
- Mahatma Gandhi Swachhta Abhiyan
- Our students have participated in River Tapi Cleaning programme
- Snake Awareness Programme
- Training is imparted to the students to make eco-friendly paper bags

## 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.

- A week long orientation program for the first year students

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

- Report of activities planned and executed throughout the year (Annexure I)

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

- Interdisciplinary certificate courses
- Batch In charge and Mentoring System (Annexure II)

7.4 Contribution to environmental awareness / protection

- Presentation on pollution control
- Presentation on World Ozone Day
- Snake Awareness Programme
- Lecture on Adventure & Fitness

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

#### SWOT Analysis

##### **Strengths:**

- Classes are equipped with audio visual aids such as over head projector, charts and models
- Qualified team of staff members
- Central location of the institute

##### **Weaknesses:**

- Non availability of UGC funds
- No staff recruitment by the government since 1992

##### **Opportunity:**

- Many vocational courses could be started for women

##### **Threats:**

- Trend towards co-education

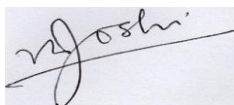
##### **Most Influential Factors:**

- Gujarat government pressure to join local university
- Due to Government policy the vacancy of teaching and non teaching staff is not filled by the Government since long .To maintain the standard of teaching the management appoints required teaching and non teaching staff

## **8. Plans of Institution for Next Year**

- Affiliation to VNSGU (As specified by Gujarat government)
- To promote research and consultancy amongst staff and students
- To organize Bal Mela
- To promote environmental consciousness and value system among students
- To improve result of the college and university examination

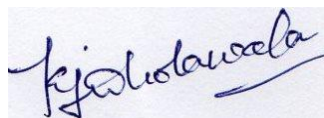
**Shri Virendra Joshi**



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*Signature of the Co-ordinator, IQAC*

**Dr. (Smt). Khushman Dholawala**



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*Signature of the Chairperson, IQAC*

*In-charge Principal*

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## Annexure - I

### Action Taken Report (2014-2015)

Sr. No.		Event	Accomplished On	Details
1	To organize National and State Level Workshops and Seminars	1. State Level Workshop on “Cognitive Behaviour Therapy in Depression”	27-28 Sept, 2014	Speakers were from GLPS Institute of Ahmedabad
		2. Seminar on “Developing Individual through Art and Humanities”	07 Jan, 2015	The seminar was organized for different schools in the city and Dr. Raees Maniar was the Resource Person.
2	To organize Campus Interview	Executed	11 April, 2015	-
3	To organize lectures and workshops for students related to their curriculum	Workshop on “Art and Craft”	11-12 Sept, 2014 16 Feb, 2015	Students were trained under Ms. Nishtha Gondaliya, Ms. Neena Rathod and Ms. Anubhuti Gupta (College Alumni )
		Workshop on “Pre School Teaching Techniques”	23 Sept, 2014	Ms. Paresha Patel , HOD, HD Dept. S.P. College, Vidya Nagar was the Resource Person
		Workshop on “Salad Decoration , Vegetable and Fruit Carving”	24 Jan, 2015	Chef Shashikant Rathore from The Grand Bhagwati gave various interesting demonstrations as well as showed beautiful vegetable and fruit carving.
		Lecture on “Financial Feasibility”	04-05 Feb, 2015	
		Lecture on “Grooming”	06 Feb, 2015	

		Lecture on “Marketing Management”	07-09 Feb, 2015	
		Workshop on “Table Setting & Napkin folding”		Mr. Santosh Mori was invited from The Grand Bhagwati, Dumas.
		Workshop on “Salad Decoration & Vegetable & Food Carving”		Chef. Shashikant Rathore was invited from The Grand Bhagwati, Dumas.
		Workshop on “Bonsai”		Mr. Ravi Bariya from Garden Centre Nursery was the Resource person.
4	To organize field trips and Educational Tours	An educational trip to “SNDT Mumbai”	12 Feb, 2015	Students learnt the concepts of Early Childhood Education
5	To organize expert lectures for students welfare	Lecture on “The role of Youth in the Development of Agriculture”	7 Jan, 2015	Organized in Association with Navsari Agriculture University Krishi Vigyan Kendra.
		Presentation on “Safal Yuva and Yuva Bharat”	7 Jan, 2015	Speaker was Shri Vatsal Vyas (Academician) from Vivekanand Kendra, Surat.
		Motivational Talk		Speaker was Shri Govindbhai Dholakia of Shree Ram Krishna Foundation
		Lecture on “Endangered Indian Textiles- Dilemma for Designers to Diversity or Conserve”		Internationally acclaimed Textile & Fashion Designer, Mrs. Bina Rao of Creative Bee, Hyderabad

<b>6</b>	To organize exhibition of articles made by students	Executed	17-18 March, 2015 27 March, 2015	Students of the department displayed articles made by them during the year.
<b>7</b>	To organize “World Breast Feeding Week”, “National Nutrition Week”, “National Food Tech Asia”, “World Cancer Awareness Day” & “Child Labour Day”	Executed	1-7 August, 2014 1-7 Sept, 2014	<p>Around 1500 college students were given peer group training on the importance of Breast Feeding.</p> <p>Various Lectures and Activities were organized. College faculty members were invited by DPS, Surat for delivering lecture on the topic “Importance of Nutrition during School Age”.</p> <p>Students exhibited and sold their self-made food products at “National Level Exhibition at Surat”.</p> <p>Students took part in Cancer Awareness rally organized by Terapanth Bhawan.</p> <p>Students took part in the rally meant for the “Eradication of Child Labour” from Surat.</p>
<b>8</b>	To Participate in Inter-Collegiate Events	Surbhi Fest organized by S.N.D.T. College of Arts and S.C.B. College of Commerce and Science	22 January, 2014	Reshma Singh Chauhan won 2 <sup>nd</sup> Prize in Nail Art and Rangoli
<b>9</b>	To Participate in University Youth Fest	Participated in Regional Yuva Mahotsav at Matunga, Mumbai	11-12 Sept, 2014	29 Students participated in the event.

				<ul style="list-style-type: none"> <li>Anwesha Mohanty won 1<sup>st</sup> Prize in Poetry Recitation and consolation in classical dance</li> <li>Siddhi Shah won 3<sup>rd</sup> Prize in Poetry Recitation (Gujarati)</li> <li>Vani Jadeja won Consolation prize in Western Vocal</li> </ul>
		Participated in Grand Finale held at Churchgate, Mumbai	20-21 Sept, 2014	<ul style="list-style-type: none"> <li>Anwesha Mohanty won 2<sup>nd</sup> Prize in Classical Dance</li> <li>Siddhi Shah won 1<sup>st</sup> Prize in Poetry Recitation (Gujarati)</li> </ul>
<b>10</b>	To organize college level competitions	Talent Hunt	Executed	
		Miss Chef	4 February, 2014	Cooking Competition
		Logo Design Competition		



## Annexure – II

### BEST PRACTICES

#### Interdisciplinary Certificate Courses

Goal	<p>The main objective of introducing Certificate Courses is to provide the students an opportunity to learn and pursue subjects of their interest apart from their core subjects. Specifically, it aims to develop:</p> <ul style="list-style-type: none"><li>• Skills and a broader overview in other areas of their interest.</li><li>• Help them to grow holistically.</li><li>• Gain an edge in their field of expertise.</li></ul>
The Context	<p>Our College has been conducting many Certificate and Short term Courses for many years, with the purpose of providing quality education and skill development to the college students as well as external candidates. It has been observed that candidates with jobs, or those who are enrolled in other courses elsewhere, or those with limited resources who are not able to pursue higher education, wish to undertake short-term vocational courses. Sometimes college students want to take up courses to enhance their current skills or to satisfy their interests. For such candidates short term courses like Computer competency for the students of Arts and Home science, Art of Presentation (IInd year student), Entrepreneurship Skill Development (Home Science), Event Management, Interior Decoration, Counselling (HD students), Traditional Textiles and Embroideries of India (AD student), Communicative English (HM student) etc. have been introduced in the college.</p>
Problems Encountered and Resources required	<p>‘Time’, from the point of view of the faculty as well as the students is a big challenge. The courses offered are value added courses in which the college as well as the external candidates can enrol. Therefore, scheduling a time suited to all is challenging as the external students are either working or studying elsewhere and to fix up a time which is convenient to all is challenging. The students studying in the college also face the stress of completing their regular course assignments and classes and also attend this value added courses. The resources required for this practice are qualified faculties and class room space. Students are charged with very nominal fees.</p>
The Practice	<p>The departments which have introduced these courses coordinate the courses and aim at providing maximum benefits to the students enrolled in the course. The classes are usually kept in morning before college hours to avoid disturbance to the regular classes. For fixed group of students, the classes are kept according to their time table.</p>

### **Batch In-charge and Mentor system (2014-15)**

Goal	<p>The Batch In-charge / The Mentor System is a critical component of effective communication between students and college administration. This system focuses on the all-round growth of students through counselling. The main objective of Batch In-charge and Mentor system is to provide the students an opportunity to share her educational and personal problems with the concerned teacher keeping in mind the following aims:</p> <ol style="list-style-type: none"><li>1. To guide students for a successful career.</li><li>2. To get information about student this will help in solving their problems.</li><li>3. To establish a feeling of mutual understanding and cooperation between students and teachers.</li><li>4. To help the students in solving their problems.</li><li>5. To help the student know better- interests, abilities, aptitudes, and opportunities.</li><li>6. To encourage and develop special abilities and right attitudes.</li><li>7. To inspire successful endeavour toward attainment of their goals.</li><li>8. To assist the student in planning for educational and vocational choices.</li></ol>
The Context	<p>The practice of mentor system was started, recognizing the need for the present day college students to have a friend, counsellor and confidante on the campus. Adolescence is a period of stress and storm. This time of transition is especially important, it is a time when young people are making decisions about how much or how little they can expect to achieve. Mentoring is a valuable instrumental support. Students need to achieve the goal of a college degree. By providing information, guidance &amp; encouragement, mentors can play an important role in the nurturing student's college aspirations. Helping them prepare for college and advising them on how to make successful transitions from schools to graduations.</p>
Problems Encountered and Resources Required	<p>The mentor collects personal information from her ward outside class hours. The students meet the mentor informally and are guided regarding their career options. The Mentor actively encourage students to participate in lectures, seminars etc. They Review the progress of each and every student in teams and provide feedback to each student verbally as well as face-to-face. They also provide students the opportunity to give feedback on their experience in the department (interview, survey etc.)</p>
The Practice	<p>Mentoring students in college helps students to feel more connected and engaged on campus, which can ultimately improve the academic performance of the students. A batch of 25-30 students has a Mentor / Batch In-charge with whom they can share their academic and personal issues, which require some attention and action. There is also a facility of a suggestion box in the college for the same purpose to maintain anonymity. The Mentor / Batch In-charge give special care and assistance to develop self-confidence, self-esteem and self-awareness in the students.</p>
Evidence of Success	<p>Close bonding of the students with their batch In-charge, even after they leave college.</p>