

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

**2015-16**

## 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

395 001

Institution e-mail address

[office.sptmc@gmail.com](mailto:office.sptmc@gmail.com)  
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. MHC0GN 18879)

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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

Sl. 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)

2015 - 16

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)

- AQAR - 2009-10 dated :- 16/10/2010
- AQAR - 2010-11 dated :- 12/10/2011
- AQAR - 2011-12 dated :- 01/12/2014
- AQAR - 2012-13 dated :- 10/12/2014
- AQAR - 2013-14 dated :- 15/12/2014
- AQAR - 2014-15 dated :- 10/05/2017

### 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 ☒ 2(f) U ☒ 2B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

### 1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Home Science

### 1.12 Name of the Affiliating University (for the Colleges)

S.N.D.T. Women's University, Mumbai  
Veer Narmad South Gujarat University,  
Surat from 2015-16

### 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	-	CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	(specify)	-
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 - 1

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐

If yes, mention the amount

9

## 2.13 Seminars and Conferences (only quality related)

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

Total Nos.      I  tional      N  - al      S  -      In  - on Level       6

(ii) Themes

1. Seminar on “Emotional Regulation for Adolescence”
2. Seminar on “The Magic of Minds- The Role of The Student in the World of Mental Health
3. Workshop on “Cognitive Behaviour Therapy: Level”
4. Workshop on “Graphology”
5. Seminar on “Silk mark”
6. Seminar on “Communication Skills”
7. Seminar on “ Criticare Nutrition” Sponsored by Abbot Nutrition
8. Seminar on “Mind Development”

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

- Organised state level workshops, Campus Interviews, Guest Lectures, Field Trips & Educational Tours.
- Encouraging students to participate in University’s Youth Fest
- Organised Exhibitions & Awareness programmes like Nutrition, Breast Feeding, Cancer Awareness etc.
- All the classrooms are equipped with e-resources like wall-mounted LCDs etc.
- Learning process is assessed and improvement measures are suggested to ensure quality enhancement and excellence through periodic feedbacks obtained from students, alumni, parents and other stake holders on quality related areas.

## 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 \* (**Annexure I**)

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐  
Management ☒      Syndicate ☐      by other body ☐

Provide the details of the action taken

- Approved by the Management
- Suggestions were given for the improvement of infrastructure

## Part – B

### Criterion – I

#### I. 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	09		03	
PG Diploma	03		03	
Advanced Diploma				
Diploma				
Certificate	05			05
Others				
<b>Total</b>	<b>17</b>		<b>06</b>	
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	14
Trimester	01
Annual	02

1.3 Feedback from stakeholders* <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Employers <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/>	(On all aspects)
Mode of feedback: Online <input checked="" type="checkbox"/> Annual Co-op <input checked="" type="checkbox"/> Through schools (for PEI) <input type="checkbox"/>	-

*\*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.

Restructuring the syllabus of B.Sc. (Home Science) course as the college got affiliated to Veer Narmad South Gujarat University, Surat. Content analysis was done for the subjects of F.Y.B.Sc.

##### 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	02	13	-	01* + 02**

\*Librarian \*\*Part time

2.2 No. of permanent faculty with Ph.D.

10

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
-	-	01*	-	-	-	-	-	7	-

\*Faculty was surplus from other college

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

18

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	12	20
Presented papers	4	5	2
Resource Persons	-	-	-

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

- Blending learning with e-resources through 24 x 7 access to cyber library
- Concretization and enrichment of learning experiences through mandatory assignments, seminar presentation, field and project work in more than 90% courses
- Fostering the culture of knowledge acquisition through wider self-exposure to latest knowledge through the library and online subscribed books and journals
- Ensuring continues updation of competencies of teachers

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

235

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

- The college has a standing committee on exam reforms which meets periodically to review the exam system in its minutest details.
- In all courses the teachers give assignments, project and test regularly at fixed intervals as tools for formative evaluation.
- Computerization of migration and provisional certificates, enrolment registers
- Question bank was used to generate the exam question paper

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

75.00 %

2.11 Course/Programme wise distribution of pass percentage: 2015-2016

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
F.Y.B.A.	150	1.00	21.00	32.00	-	54.00
S.Y.B.A.	94	-	15.00	50.00	24.00	89.00
T.Y. B.A.	76	-	25.00	46.00	13.00	84.00
F.Y.B.Sc.	234	8.25	24.97	14.15	-	47.37
S.Y.B.Sc.	94	3.24	23.26	40.23	9.79	76.51
T.Y. B.Sc.	98	2.04	25.41	44.16	9.60	81.22
P. G. Diploma in Dietetics	04	25.00	25.00	50.00	-	100.00
P. G. Diploma in FSEM	05	40.00	60.00	-	-	100.00
P. G. Diploma in LD	09	11.11	33.33	11.11	-	66.66
P. G. Diploma in ECE	07	50.00	37.5	-	-	87.5



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

- Improvement in the quality of performance of teachers.
- Institutional excellence is achieved.
- College promotes research, publications, paper presentations and participation in international / national, regional workshops, conference and symposia.
- Senior faculty and administrative heads make plans for the future of the institution and prepare a road map for quality assurance and enhancement.
- The current policy of reviewing and redesigning curriculum / syllabus every three years help in stating on board with the latest trends in higher education.
- Faculty members are motivated to design contemporary, skill-based and value-added courses.
- Periodic review of the teaching – learning process at the end of every semester helps in quality enhancement.
- Periodical review testing and evaluation patterns encourage creativity, originality and analytical thinking.

## 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.	4
SET & NET exam	7

## 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	04+01			01
Technical Staff	01	02		

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Teaching staff discuss their paper presentation of conference with staff members in the staff meeting.
- Principal and staff share information about the conference and seminar to be held at different places.
- Institution gives permission to attend conference, workshops and seminar.
- Principal motivates staff members to attend conference, seminar etc.

#### 3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	-	-	-	02
Outlay in Rs. Lakhs	-	-	-	2.30 + 3.00 = 5.30

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	-	-
Non-Peer Review Journals	-	-	-
e-Journals	09	-	-
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.  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

\* College receives grants as per UGC norms. It receives grants for college as a whole.

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

\*college receives funds from UGC, Government and management.

3.10 Revenue generated through consultancy

\*\* College teaching staff offers consultancy free of charge in different fields of expertisation. Institution feels that it is a moral responsibility to offer services to the community. Staff gives consultancy to college students, school children, parents and different institution. So this way institution is involved in extension services.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	10	College
Number						17 (Seminars & Workshops)
Sponsoring agencies						Management

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	District	College
02	02	-	-	-	-	-

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

01
-

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

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

JRF	<table border="1"><tr><td>-</td></tr></table>	-	SRF	<table border="1"><tr><td>-</td></tr></table>	-	Project Fellows	<table border="1"><tr><td>-</td></tr></table>	-	Any other	<table border="1"><tr><td>-</td></tr></table>	-
-											
-											
-											
-											

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					
National level	International level	<table border="1"><tr><td>-</td></tr></table>	-	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.22 No. of students participated in NCC events:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>30</td></tr></table>	30
-					
30					
National level	<table border="1"><tr><td>14</td></tr></table>	14	International level	<table border="1"><tr><td>-</td></tr></table>	-
14					
-					

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					
National level	<table border="1"><tr><td>-</td></tr></table>	-	International level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.24 No. of Awards won in NCC:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>07</td></tr></table>	07
-					
07					
National level	<table border="1"><tr><td>03</td></tr></table>	03	International level	<table border="1"><tr><td>-</td></tr></table>	-
03					
-					

### 3.25 No. of Extension activities organized

University forum	-	College forum	05	
NCC	-	NSS	16	Any other -

### 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
- “SwachhtaAbhiyan” with NSS Unit at college campus
- Celebrating Yoga Day
- Organized Bal Mela

## 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	<b>27.11acres</b>			27.11acres
Class rooms	-	-	-	-
Laboratories		Renovation of 3FSN, 3AD and 1Psychology laboratory	Management and donation	07
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year		25	college	25
Value of the equipment purchased during the year (Rs. in Lakhs)		6000/-	college	6000/-
Others	-	-	-	-

#### 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 stakeholders for better communication and promotion of the college.

#### 4.3 Library services

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3549	360016	72	9112	3621	369128
Reference Books	12164	1940910	189	75320	12353	2016230
Any other	2036	258393	102	18000	2138	276393
Dictionary/enc	271	80797	06	1702	277	82499
Total books	18020	2640116	369	104134	18389	2744250
CD/DVD	109	14578	16	13550	125	28128
E-books/Journals	N-list payment done by KCG					
Journals/ Magazines	0	0	73	67139	73	67139
Stationary/Furniture	0	169252		19205		188457

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	1	21	1	1	-	-	
Added	00	0	00	0	0	-	-	CCTV
Total	85	1	21	1	1	-	-	

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

-
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#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.14
ii) Campus Infrastructure and facilities	1.56
iii) Equipments	25
iv) Others	-
<b>Total :</b>	26.7

## 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
- Regular meetings of the Principal, faculties and batch in-charges with the students and parents
- Adoption of weak students by subject faculties
- Display of student support services, information regarding seminars, workshops etc and college activities through notice boards, magazines and website
- Extra one on one lecture and guidance to weak students

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

- Follow up of students enrolled in PG courses after completing bachelors
- Constitution of Alumni association
- Availability of online alumni forms
- Linking Alumni via what'sapp
- Departmental association with city based clubs

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

UG	PG	Ph. D.	Others
642	23	-	-

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

14
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#### (c) No. of international students

-
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	No	%		No	%
Men		-	Women	642	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
513	08	17	46	-	584	574	11	18	39	1	642

Demand ratio 93%

Dropout % 30

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

- Seminar was organized to assist students who planned to appear in Army entrance examinations.

#### No. of students beneficiaries

100
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### 5.5 No. of students qualified in these examinations

NET	SE	-	GATE	-	CAT	-	-
IAS/IPS etc.	-	te PSC	-	SC	-	rs	-

### 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 benefitted: 72%

### 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
04	58	03	38%

### 5.8 Details of gender sensitization programmes

- Women empowerment fortnight Program on 14<sup>th</sup> August, 2015 by HECS Department
- One day seminar on “Exploitation of Women – A Social Evil” by VNSGU and SGCC, NSS event

### 5.9 Students Activities

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

State/ University level	07	National level	-	International level	-
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No. of students participated in cultural events

State/ University level	33	National level	-	International level	-
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### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : 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	35	3,37,300.00
Financial support from government	73	1,09,120.00
Financial support from other sources	06	19,515.00
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** – *SanskritastriPrashakti*

**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 has a management Information System

Yes the institute has a management information system.

- Software for the regularity and awareness of parents.
- Internet-communication technology is used as a management information system.
- Website of college for admission
- Online admissions, just dial for admissions

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

#### 6.3.1 Curriculum Development

- Referring the syllabus of other universities
- Industry involvement (*development of format of industries where we send our students for internship*)
- Others teachers opinion (*development of format to take teachers opinion*)
- Peer's opinion
- Feedback from industry

#### 6.3.2 Teaching and Learning

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

#### 6.3.3 Examination and Evaluation

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

#### 6.3.4 Research and Development

- Motivation for paper presentations and attending seminars, conferences, workshops
- Providing flexibility in setting the time table
- Given access to laboratory, library and Internet facilities for research.

#### 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.
- Well-equipped library facility with reading room and plenty of books / Journals / Audio-video and reading materials
- Freshers are given orientation on the effective use of library resources. Ample support facilities are available for the library.
- There are several ICT-enabled classrooms,well-equipped computer labs, a computer-assisted language lab, smart boards, departmental labs and audio-visual room facilitate the teaching-learning process.
- All departments are provided with computers, internet, laptops, printers, USB, LCD projectors, digital and video cameras.
- 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
- 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.
- Formal and informal meetings are also conducted regularly for the major / minor decisions on the various issues for the welfare of institution
- Annual appraisals
- Different faculty development programmes are organized for teaching as well as non -teaching staff on regular basis.

### 6.3.7 Faculty and Staff recruitment

As per the requirement of each department, The Management has appointed adequate number of staff (teaching and non-teaching posts).

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

#### **2015-2016- Staff recruitment Self- Finance Adhoc Staff Recruitment 2015-2016**

S. No.	Subject	Name of the Staff
1.	<b>Computer Application</b>	Mrs. Soniya T. Shukla
2.	<b>Food Science &amp; Nutrition</b>	Ms. Roshini Vakilna
3.	<b>Human Development</b>	Ms. Trivedi Hiral N.
4.	<b>Teacher (Pre-School Unit )</b>	Mrs. Zankhana R. Desai
<b><u>Non- Teaching Staff</u></b>		
5.	<b>Jr. Clerk</b>	Mrs. Heena Patel

### 6.3.8 Industry Interaction / Collaboration

- Creating 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 industries and the collaborative programmes are also organized
- There linkages have proved worth in placing the students in industry

### 6.3.9 Admission of Students

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

### 6.4 Welfare Schemes for

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

### 6.5 Total corpus fund generated

- Self-Finance : 20,00,000
- Grant-in-aid : 11,36,650
- **Total Amount : 31,36,650**

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

⇒ Yes annual financial audit has been done 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 declare results within 30 days?

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

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

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
- Students ambassadors are appointed for promotional activities and admission procedure
- They are involved in workshop and college activities

6.12 Activities and support from the Parent – Teacher Association

- College invites feedback from parents on various issues.
- Suggestions to improve the academic environment of the college are collected through Parent – Teacher Meetings.
- For making them aware about the progress of their wards, the results are given in presence of their parents / wards only.
- 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.

6.13 Development programmes for support staff

Skill Development programme through workshops to improve their Inter-personal communication skills and computer application skills.

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

- Awareness about plastic recycling, bird rescue operation and wild life protection through nature club activities
- Awareness programmes, cleaning and maintaining hygienic environment
- Mahatma Gandhi Swachhta Abhiyan
- Training is imparted to the students to make eco-friendly paper bags
- World Ozone Day Celebration
- Nature Education Camp

## 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.

- New syllabus framed
- Gujarati typing by the staff members
- Installation of CCTV Camera in the common areas, staff room, class rooms and entrance-exit points of the college
- Several NSS activities and camps involving high rate of student participation has helped to inculcate social responsibility among students.

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

- Academic calendar
- Study plan

\*Annexure I

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

- Community outreach Programme
- Motivating the students to use the resources of college library
- Financial support by the Management
- Giving employment opportunities to our own students in different Vanita Vishram Institutes

\*Annexure II

7.4 Contribution to environmental awareness / protection

- Lectures were conducted on topics like 'Nature Ecosystem', and 'Impact of Human Activities on Environment'.
- Nature Education Camp was organized.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

<b>Strength</b> <ul style="list-style-type: none"> <li>• Learner centered teaching methods</li> <li>• Dynamic management and leadership</li> <li>• Brilliant infrastructure</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• No post graduate degree courses</li> <li>• Limited resources</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Placement through internship</li> <li>• Entrepreneurship development</li> <li>• Good industry linkages</li> <li>• Emerging research environment</li> </ul>	<b>Challenges</b> <ul style="list-style-type: none"> <li>• Student drop out and progression</li> <li>• Conservative mindset of most parents</li> </ul>

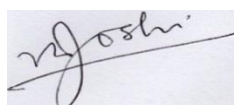
Most Influential Factor:

- Preparation to start the first batch of V.N.S.G.U.

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

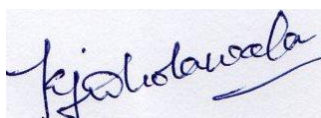
- Plan for upgrading the laboratories
- Developing the final year syllabus of V.N.S.G.U.
- To organize Bal Mela

**ShriVirendra Joshi**



\_\_\_\_\_  
*Signature of the Co-ordinator, IQAC*

**Dr. (Smt.)KhushmanDholawala**



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

*In-charge Principal*

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## **Annexure I**

### **Action Taken Report (2015-16)**

<b>Sr. No.</b>		<b>Event</b>	<b>Accomplished On</b>	<b>Details</b>
<b>1</b>	To organize National and State Level Workshops and Seminars/ Major Events	Seminar on “ Emotional Regulation for Adolescence”	11 Feb,2016	Speaker was Dr.Dipti Joshi
		Seminar on “The Magic of Minds- the Role of the Student in the World of Mental Health”	12 Feb,2016	
		Workshop on “ Cognitive Behaviour Therapy: Level	02-03 April,2016	Speaker was Dr.Dipti Joshi
		Workshop on “ Graphology”	28 Aug, 2015	Prof. Imran Surti
		Seminar on” Silk Mark”	30 Jan,2016	Speakers were Mr- V. Ramesh & Mr. Govinda Chari
		Seminar on” Communication Skills”	14 July,2015	
		Seminar on “ Abbot Nutrition”	23 March,2016	In collaboration with SGCCI and ISCCM
		Seminar on “Mind Development”	12 Jan,2016	
<b>2</b>	To celebrate various days	--	--	--
<b>3</b>	To Organize Lecture and workshops for students related to their curriculum	Lecture on “Career Counselling”	13 Aug,2015	--
		Lecture-cum-Demonstration on “Ecosystem”	1 Sept,2015	Nature Club
		Lecture on Entrepreneurship“ How to Start Business”	8 Oct, 2015	Speaker was Ms. KhyatiMehta
		Lecture on “Impact of Human Activities on Environment”	15 Feb,2016	



4	To organize Pleasure trips and Educational Tours	Pleasure Trip to Udaipur, Shreenathji, Chittorgarh and Kumbalgarh	10-14 March, 2016	27 Students were accompanied by 3 staff members
		Visit to Kalaghoda Art Festival, Mumbai	13 February, 2016	HECS Dept. accompanied by their faculty member
5	To organize expert lectures for students welfare	MangalPravachan - Motivational Speech	9 July, 2015	Shri Kamlesh Thakkar and his team
		Motivation talk “Life Changing Motivational Talk”	12 January, 2016	Mr. Rakesh Vyas
		Lecture on Career Counselling	13 August, 2015	
		Lecture on Entrepreneurship Development	8 October, 2015	Ms.Khyati Mehta
6	To organize exhibition of articles made by students	Executed	8-13 September, 2015	
7	To organize “World Breast Feeding Week” and “National Nutrition Week”	Executed	--	--
8	To Participate in Inter-Collegiate Events	VanitaVishram Women’s College of Commerce	4 September, 2015	RiddhiPankhadiwala secured 2 <sup>nd</sup> position in 70’s Karaoke Song Competition
9	To Participate in University Youth Fest	Regional YuvaMahotsav at Santacruz, Mumbai	30-31 August, 2015	Siddhi Shah won 2 <sup>nd</sup> Prize in Poetry Recitation (Gujarati)  MeghnaZala won 2 <sup>nd</sup> Prize in Western Singing

				<p>SimranGnagwani won 2<sup>nd</sup> Prize Poetry Writing</p> <p>MeghnaZala, ParnaliKarnani, AasshnaVerma and Sakina Thanawala won 2<sup>nd</sup> prize in group song</p>
		Grand Finale YuvaMahotsav, Mumbai	7 September, 2015	<p>Siddhi Shah won 2<sup>nd</sup> Prize in Poetry Recitation (Gujarati)</p> <p>MeghnaZala won 2<sup>nd</sup> Prize in Western Singing</p>
		43 <sup>rd</sup> YuvakMahotsav (VNSGU)	9-11 January, 2016	RiddhiPankhdiwala won the 2 <sup>nd</sup> prize in classical dance
10	To organize college level competitions	Aluna Competition	29 July, 2015	Various competitions like hair styling, saree draping, rangoli making were held.
		Talent Hunt	24 July, 2015	
		Slogan Competition	1 October, 2015	-
11	To participate in various sports competitions	Inter-collegiate yoga competition, SNTD, Mumbai	20-21 August, 2015	Secured 2 <sup>nd</sup> Position in group and 1 <sup>st</sup> in Individual Championship
		Inter-collegiate Badminton Competition, Loni	1-2 September, 2015	Won 3 <sup>rd</sup> Prize
		Inter-collegiate Boxing Competition, VNSGU, Daman	1-2 September, 2015	Won 2 <sup>nd</sup> &3 <sup>rd</sup> prize
		State level table tennis competition	19-20 September, 2015	Khel Mahakumbh
		District Level Yoga	20 September, 2015	Won 2 <sup>nd</sup> and 3 <sup>rd</sup> prize

		Competition		
		Inter University Tennis Competition	23 September to 3 October 2015	-
		District Sports Tournament	10 August, 2015	Students got selected for state level competition
		Intercollegiate competition at VNSGU in Kabbadi, Yoga and Rifle	16, 19 October, 2015  22 December, 2015	-
		District Sports Tournament	10 August, 2015	4 students got selected for state level competition

## Annexure II

### BEST PRACTICES

#### COMMUNITY OUTREACH PROGRAMS

Goal	<p>Every organization has a responsibility towards the society in which it resides. And therefore, it should undertake activities that has a humanitarian approach and creates a positive impact on the society at large. The college has adopted certain community outreach programs with the following objectives:</p> <ul style="list-style-type: none"><li>• To educate masses in the areas of health and nutrition</li><li>• To create awareness about cleanliness and hygiene including mobilization of community groups to better quality life</li><li>• To contribute towards better education leading to better future</li></ul>
The Context	<p>Being humans, it is our social responsibility to provide the fellow human beings the knowledge or the abilities that they are lacking. A piece of good information shared or motivation provided to our fellowmen can go a long way in affecting their lives positively. And thus the college undertakes several community outreach programs and extension activities by which we can make our contribution and give back to our society.</p>
Problems	<p>Students have a very tight study and college schedule, and therefore taking out time to approach the community can be a problem. Sometimes, certain sections of the society are also not very receptive to the programs.</p>
Encountered and Resources required	<p>Dedicated team of teachers, motivated students, liaisoning with welfare centres and industrial organizations, and financial support from external sources.</p>
The Practice	<ul style="list-style-type: none"><li>• The college runs a big extension project in several anganwadis in the city in which the students as well as the in-charge faculty is very active.</li><li>• Food Science and Nutrition Department celebrates the World Breast Feeding Week and National Nutrition Week in which it approaches many colleges and the society at large to educate them about the importance of breast feeding as well as nutrition.</li><li>• Several NSS activities like Swachh Bharat Abhiyan, Conducting camps in villages and organizing many activities for them etc. are all directed towards serving the society.</li><li>• Students are also trained in order to carry out teachers evaluation in many of the city's pre-primary schools.</li></ul>
Evidence of Success	<p>Positive feedback from community, students and alumni</p>

**(ii) MOTIVATING THE STUDENTS TO USE COLLEGE LIBRARY RESOURCES**

Goal	<p>The students need to be trained as well as motivated to use the valuable resources in the library. In the age of readymade and easily available information the use of library has gone down and therefore certain practices in order to enhance the utilization of the library are adopted keeping in mind the following objectives:</p> <ul style="list-style-type: none"><li>• To make students aware of the available library resources and services</li><li>• To improve their reading habits</li><li>• To enhance their skills involving critical analysis</li></ul>
The Context	<p>Library is a place which is said to be the heart of any institute. It is an important resource center. But with the advent of internet and quick search engines were any kind of data can be obtained at the click of a button, students are fast losing their habit of visiting libraries to read; even if they do, their reading is confined to prescribed texts. They hardly look around to peruse other books in their college library. The need is to introduce the habit of visiting the library more frequently to look at books of various types and to utilize the services available.</p>
Problems Encountered and Resources required	<ul style="list-style-type: none"><li>• The process of changing the attitude of the students towards the library in itself was a little difficult but with consistent motivation and training a gradual change in the attitude is noticed.</li><li>• Books in the library and co-operation of the library staff</li></ul>
The Practice	<p>Many activities are adopted and students are motivated to make the maximum use of library. Book review sessions are conducted in order to make the students adopt the habit of reading. Teachers take their students to the library to show the various books available in the particular subject which are beneficial to the students.</p>
Evidence of Success	<p>Many students participate in the book review competitions held in the college. Also book transaction records show that the reading habit of students is on rise / increasing gradually.</p>