

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

**2016-17**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

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

1.2 Address Line 1

Vanita Vishram

Address Line 2

Athwagate

City/Town

Surat

State

Gujarat

Pin Code

395 001

Institution e-mail address

office.sptmc@gmail.com

Contact Nos.

0261 – 2665845 / 46, 2651562

Name of the Head of the Institution:

Dr. (Smt.) K. J. Dholawala

Tel. No. with STD Code:

0261 – 2665845 / 46

Mobile:

91 – 94276 77717

Name of the IQAC Co-ordinator:

Mr. Virendra Joshi

Mobile:

+919426875138

IQAC e-mail address:

iqac.sptmc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

–

1.4 NAAC Executive Committee No. & Date:

EC / 46 / A & A / 100 dated 16/09/2008

1.5 Website address:

www.sptmc.in

Web-link of the AQAR:

[http://www.sptmc.in/iqac\\_aqar](http://www.sptmc.in/iqac_aqar)

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.18	2008	5 Years

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

30/09/2008

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

2016-17

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
- vi. AQAR - 2014-15 dated :- 10/05/2017
- vii. AQAR - 2015-16 dated :- 11/05/2017

### 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

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

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

### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

Home Science

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

Veer Narmad South Gujarat University, Surat

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

UGC – 2(f) & 12(b)

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

1

Community representatives

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  Alumni  Others

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

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Skill Development

2.14 Significant Activities and contributions made by IQAC

- College Laboratories of all the departments were upgraded. The college organized State level workshops, Campus Interviews, Guest Lectures, Field Trips & Educational Tours for student welfare. Programmes like Nutrition and Breast Feeding Awareness were conducted. Learning process was assessed and measures were suggested for the improvement to ensure quality enhancement and excellence through periodic feedbacks, which were obtained from students, alumni, parents and other stake holders on quality related areas. All the classrooms were equipped with e-resources like wall-mounted LCDs etc. Students were encouraged to participate in various Inter-collegiate Events, NSS, NCC, Khel Mahakumbh and University's Youth Fest.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To organize National and State level Workshops and Seminars	National Workshop on “Basic Counseling Skills”
To organize Campus Interview	Executed
To organize Lectures and workshops for students related to their curriculum	Fashion Illustration Workshop
	Fashion Rendering Workshop
	Fevicryl Workshop
	Grooming and Soft Skills Workshops
	Orientation by Kaivalya Education Foundation
	Lecture on First Aid
	Seminar on Critical Care Nutrition
To organize Field Trips and Education Tours	Trip to Jaipur – Apparel Design Department
	Trip to Goa – Hospitality Management Department
	Visit to STERS
To organize Expert Lectures for students’ welfare	Lecture on Stress Management
	Motivational talk for the Fresher’s
	Talk on Suicide Prevention
	Awareness on Depression, Domestic violence
	Lecture on Entrepreneurship as a career
To organized Exhibition of articles made by students	Executed
To organize “World Breast-Feeding Week”, & “National Nutrition Week”	Executed
To organize Bal Mela	Executed
To participate in Inter-collegiate Events	Executed

To prepare students to participate in University Youth Fest	Executed
To organize college level competitions	Patriotic Song, Book Review, Poetry Recitation Competitions were held
	Miss Chef
	U-turn Competition
	Extempore Competition
	Enigma of Silence – Poetry and Sketching Competition
To upgrade College Laboratories	Executed
To organize NSS camp and activities	Executed
To organize NCC Camps	Executed
To participated in different sports activities at various levels and also to participate in Khel Mahakumbh	Executed

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

Part – B

Criterion – I

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	09	--	03	--
PG Diploma	02	--	02	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	02	--	--	02
Others	--	--	--	--
<b>Total</b>	13	--	05	02

  

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	--
Annual	02

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects)

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

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

Restructuring of T Y BSc syllabus as the college got affiliated to Veer Narmad South Gujarat University

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

Faculty of science is introduced from June 2017  
Department of Microbiology and Chemistry are added to the Science faculty



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	17 (Annexure-2)	----	----	2 (Part Time) 1 (Librarian)

2.2 No. of permanent faculty with Ph.D.

10 (Annexure -3)

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
0	2	0	0	0	0	0	0	0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty (Annexure – 4)

04

07

09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	21	17
Presented papers	07	12	0
Resource Persons	0	01	0

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

- A) Online Assignments
- B) Demonstrations using LCD's
- C) MCQ Papers-solving
- D) Industry-based Projects
- E) Multimedia Learning Process
- F) Invited Talks / Guest Lectures
- G) Study Tours
- H) Educational Movie Screening
- I) Psychology Fest
- J) Use of Social Networks in Teaching & Learning
- K) Use of Audio-Visual Aids
- L) Model-making to explain the concept & principles of the subject

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

231

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

- A) Multiple choice questions banks are made available on the college website.  
B) Open book Examination  
C) Internal Evaluation Tests  
D) Mock Tests

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

23 members

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: (Annexure – 6)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I	140	7.14	25.71	40.00	-	72.86
BA II	123	5.69	43.90	47.15	-	96.75
BA III	97	-	25.77	38.14	21.65	85.57
B.Sc I	208	17.34	25.93	20.18	---	63.45
B.Sc II	166	37.41	27.31	11.58		76.30
B.Sc III	86	22.4	32.12	30.09	5.21	89.82
PG Diploma (Dietetics)	21	19	29	24	5	77
P G Diploma (ECE)						

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

- (1) Conducting meetings to update the curriculum in all disciplines.
- (2) Yearly Plan preparations help to frame specific goals.
- (3) Motivating the faculty members to develop awareness about the recent methods of teaching.
- (4) IQAC supervises the departmental activities which helps them to maintain the Academic quality.
- (5) Examines the feedback of the students and makes necessary suggestions.
- (8) To monitor the quality of teaching & learning the IQAC has developed the following process:
  - (a) Preparation of teaching plan
  - (b) Scrutiny of daily lecture schedule by Principal / Vice – Principal
  - (c) Review of the academic progress of the student is done regularly.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	04
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	01

### 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	05	-	-	01
Technical Staff	03	02	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- Sharing the knowledge of different research topics amongst staff after presenting paper or participating in conference and seminar.
- Institution provides encouraging environment for the research activities.
- Duty leaves of staff are sanctioned.
- Adjustment in time table for the staff doing Ph.D.

##### 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	7		
Non-Peer Review Journals			
e-Journals	1	1	
Conference proceedings	2		

##### 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	---	---	---	---

<i>the University)</i>				
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 fund from UGC, State Govt. & 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 & social responsibility to offer services to the community. Staffs give 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	College
Number		01	01		
Sponsoring agencies		College Management	College 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

\* Management provides fund for research as per requirement.

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*+2*= 5						

\* Ph.D./ Doctorate degree

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

1

2

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 2 State level 1  
National level --- International level ---

3.22 No. of students participated in NCC events:

University level --- State level 75  
National level 4 International level ---

3.23 No. of Awards won in NSS:

University level 10 State level 1  
National level --- International level ---

3.24 No. of Awards won in NCC:

University level	<input type="text" value="---"/>	State level	<input type="text" value="9"/>
National level	<input type="text" value="1"/>	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"/>	NSS	<input type="text" value="12"/>	Any other	<input type="text" value="7"/>

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

- Celebration of breast feeding promotion week.
- Celebration of National Nutrition week.
- Celebration of International Yoga Day.
- Organised Bal Mela
- Health Check-up of all Students.
- Educational tours organised by various departments.
- Pulse polio programme in community
- One week NSS Camp in rural area.
- NCC Camps.
- AIDS awareness programmes.
- Assessment of scholastic performance of selected primary school students by students of general Home Science & Human Development Department in association with Kaivalya 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	27.11	---	---	27.11
Class rooms	15	1 Sports Complex	UGC & Mgt.	15+1
Laboratories	13*+1	---	---	13*+1
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 (Library, Staffroom, UDISHA, Store, College Office, Conference Hall, IQAC room, Instrument Room, Meeting Room)	10 -1 NRSC	1 Sports Complex	UGC & Mgt.	11

\* Two Science Laboratories are renovated with latest + facilities.

\* New Microbiology Laboratory

#### 4.2 Computerization of administration and library

- Tally is used for office work.
- SOUL –II programme is 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.
- Office work related to Commissioner of Higher Education office is done completely online.



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3621	369128	286	36194	3907	405322
Reference Books	12353	2016230	135	73143	12488	2089373
e-Books	N-List Payment done by RGC					
Journals	---	---	67	55550	---	
e-Journals	N-List Payment done by RGC					
Digital Database (Stationery-furniture)		188457		3030		191487
CD & Video	125	28128	10	1000	135	29128
Others (specify)+	2138	276393	21	3363	2159	279756
Any other+DIX/Envy	277	82499	9	10800	286	93299
Grand Total		3461574		183080		3644654

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	76	01	21	2	1	2 printer	---	---
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.)

Internet connection is provided by BSNL and also through lease line provided by the Management

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.75
ii) Campus Infrastructure and facilities	Management sanctions the amount as and when required
iii) Equipments	3.53
iv) Others	1.29
<b>Total:</b>	5.57

\* Suggestions:

1. Required extra classrooms.
2. Students Common Room.
3. Xerox facility in Campus for students.
4. Primary Health Centre in College Campus.

## **Criterion – V**

### **5. Student Support and Progression**

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

- Review of the college library records.
- IQAC supported Orientation programs were organized by the students.
- Easy access to student support services, information regarding seminars, workshops etc and college activities made available to the students through notice boards, magazines and the official website of the college.
- Examining and reviewing the peer group study.
- Awareness regarding the cleanliness in the campus.
- Ensuring Discipline and punctuality of the students, by regular supervisions.
- Making students aware regarding the problems faced by youth and counselling them

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

- Regular Parents-Teachers meetings in the presence of the Principal, faculties, batch in-charges and the students.
- Mark sheets and personal feedback of the students was given to parents during these meets.
- Weak students were identified based on their class performance and the marks scored and were imparted remedial teaching.
- Continuous evaluation of the students was maintained by taking Periodical tests and unit tests.
- PG enrolment of the students after completion of their bachelors was followed up.
- Revision and updating of the Alumni Association.
- Awareness Programs and Activities were carried out by Departmental association with city based clubs.
- Updating and administering the already created Social Media Groups like Whats app groups.

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
503	32	-	71

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

97

## (c) No. of international students

-

Men	No	%	Women	No	%
	-	-		606	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
513	08	17	46	-	584	449	10	17	48	02	535

Demand ratio 94%

Dropout % 30

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

-

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
18	324	32	70

### 5.8 Details of gender sensitization programmes

Participation in FEMICON - 2016 – A seminar on Women Empowerment
--

### 5.9 Students Activities

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

State/ University level  National level  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	4	79,350
Financial support from government	65	2,49,445
Financial support from other sources	09	36,030
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

7
---

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 by imparting quality education and providing relevant alternatives in higher education in conducive environment with the aim to train them to be self-sufficient and responsible citizens of the progressive nation.

##### 6.2 Does the Institution has a management Information System

Yes, the institute has a management information system.

- ⇒ Software for regularity and awareness for parents.
- ⇒ Internet-communication technology is used as a management information system.
- ⇒ Website of college for admission  
Online admissions Just dial/ for admissions
- ⇒ Mass SMS
- ⇒ Just dial/ for admissions

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

###### 6.3.1 Curriculum Development

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

Sr. No.	Dept.	List of linked institutions/industries
1.	FSN	⇒ Euro Industries (food) ⇒ Amul, Anand ⇒ Sumul, Surat ⇒ Madhur Dairy ⇒ Wockhardt Hospital ⇒ Bombay Maternity Hospital ⇒ Nirmal Hospital
2.	HM	⇒ TGB ⇒ Taj Gateway Hotel ⇒ Lords Plaza Hotel ⇒ Sachinam Travels ⇒ Cox & Kings Travels ⇒ Make My Trip ⇒ Globus Travels ⇒ Happy Vacations
3.	HD	⇒ Kaivalya Foundations ⇒ Mamta Mental Health Center ⇒ Mahadev Rehabilitation Center ⇒ Masoom Children Hospital ⇒ Spandan Remedial Center ⇒ Natkhat Nest ⇒ Larsen & Turbo (CSR Unit)
4.	General Home Science	⇒ Kaivalya Foundation Trust ⇒ Southern Gujarat Chamber of Commerce & Industries ⇒ EDI (Entrepreneurship Development of India) ⇒ Co-operative Society Sumul ⇒ Mamta Mental Health Centre ⇒ TGB ⇒ Lords Plaza Hotel ⇒ Shara
5.	Apparel Designing	⇒ Manmohak Fashions ⇒ Killer Jeans ⇒ Reva Industries ⇒ Laxmipati Mills ⇒ Bamboo Industries (Aso Palav)

### 6.3.2 Teaching and Learning

- ⇒ Allow 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.
- ⇒ Mock Test, Surprise Test for preparing the students for further test.

### 6.3.3 Examination and Evaluation

- ⇒ Central Assessment Programme
- ⇒ Photocopy of answer book to maintain the 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.
- ⇒ Given access to laboratory, library and Internet facilities for research.
- ⇒ Provide flexibility in timing and time table as and when required
- ⇒ Encouraging staff to attend UGC & KCG sponsored Faculty Development Programme.

### 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
- The freshers are given orientation on 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
- Annual appraisals
- Opportunities for the individual growth and advancement
- Entrusting responsibilities as per the capabilities of employees for accomplishing the various college activities.
- The faculty members of the Department undergo trainings/ workshops which help in their professional/ life skills enrichment. The students are also imparted necessary motivational/ guidance sessions which aid in their overall development. Their participation in college/ University level competitions is also ensured with the above objective.
- Various wings of the college such as NSS and NCC have been successful in organizing awareness drive campaigns on socially relevant issues.
- Different faculty development programmes are organized for teaching as well as non-teaching staff on regular basis
- Formal and informal meeting are also conducted regularly for the major / minor decisions on the various issues for the welfare of institution

#### 6.3.7 Faculty and Staff recruitment

- As per the requirement of each department management has appointed adequate number of staff (Teaching and Non-teaching posts) the government of Gujarat has not recruited any staff since 1997 so management of Vanita Vishram is doing the needful.
- 2016-2017 Staff Recruitment-

### 2016-17 Staff Recruitment

Sr. No.	Nature of Appointment	Name of Staff	Department
1.	Regular (Probation)	Dr. Shashi Saini Dr. Shilpee Agarwal Ms. Roshni Vakilna Dr. Manjali Sharma	Human Development Food Science & Nutrition Food Science & Nutrition Apparel Design
2.	Contract Basis	Ms. Hiral Trivedi	Human Development
3.	Visiting Faculty	Mr. Pawan Agarwal Mr. Imran Surti	Arts Arts
		Ms. Vidushi Choksi Mr. Himanshu Purohit Ms. Bharti Desai Mr. Piyush Anjiriya Dr. Murtuza Railwaywala	Arts Arts Arts Arts Human Development
4.	Guest faculty	Ms. Nikita Bhatar Ms. Khushboo Jain Ms. Rekha Jain Mr. Dharmesh Balara	Hospitality Management Hospitality Management Hospitality Management Apparel Design

#### 6.3.8 Industry Interaction / Collaboration

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

### 6.3.9 Admission of Students

- ⇒ Through advertisement
- ⇒ Promotional activities
- ⇒ Awareness programmes have been uploaded on U-Tube
- ⇒ University Online Admission
- ⇒ Dissemination of Information through updated college website
- ⇒ Student participation in college promotion programmes for admissions

### 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 Yojananidhi etc., Hostel Facilities

### 6.5 Total corpus fund generated

Vanita Vishram Trust, Surat which manages the College has Rs. 78,715,470.87 cr. as Corpus Fund.

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 ☐      No ☒

For PG Programmes      Yes ☐      No ☒

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

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

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

NA

6.11 Activities and support from the Alumni Association

- The alumni who occupy key positions in the industry help us in **interfacing their 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 climate 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.
- Communication with parents regarding the progress of their wards through, phone and SMS
- Departments organize a one-on-one dialogue with parents whose children need further support and counseling 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

- Snake Awareness Programme.
- Students performed dramas on various types of Environmental pollutions to make aware everyone to save environment.
  - ❖ Drama on air pollution
  - ❖ Drama on Noise Pollution
  - ❖ Drama on energy conservation
  - ❖ Drama on Water Pollution
- Screening of Movie on “Say no to non-vegetarian food”
- 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.

- Online access to study material and question bank

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*)

- Peer Group Training\*
- Adopting teaching learning processes such as e-group and phone groups for assignment and projects. (Use of online learning systems like Edmodo )\*

*\*Annexure-II*

7.4 Contribution to environmental awareness / protection

- Snake Awareness Program was conducted on 6<sup>th</sup> October ,2016
- Creating awareness through dramatization on air, water, noise pollution and energy conservation in December 2016
- Propagating vegetarianism by showing a movie on 'Say no to non-vegetarian food' in January 2017

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strengths:

- Encouraging and Supportive management
- Cohesive environment for personal growth
- Ample space for further development of infrastructure in campus
- Retaining well qualified human resources
- Experienced Faculty
- Cater to the educational needs of various socio-economic group

Weakness:

- Low fluency of English in students at entry level
- Seriousness towards their career is low due to social constraint

Opportunities:

- Preparing students for global challenges
- Enhance linkages with various industries and institutes

Threats:

- Tough competition due to many upcoming educational institutions
- Low communication/soft skills among students of vernacular medium

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

- Organize National/International Level Seminars/Conferences/Workshops
- Installation of ERP- EasyAdmin
- Introduction of Science unit to start B.Sc. Microbiology and B.Sc. Chemistry
- Introduction of various B.Voc. Courses
- Augment Library resources

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

\*\*\*

## Annexure – 1 Criterion – II (2.2)

### 2.1 – Total No. of Permanent Faculty Assistant Professors & Others

Sr. No.	Name
<b>Teaching Staff (Degree)</b>	
1	Dr. (Smt.) K. J. Dholawala
2	Shri V. D. Joshi
3	Smt. R. H. Bhatt
4	Smt. P. P. Pancholi
5	Shri V. N. Solanki
6	Smt. Minaxi Tripathi
7	Smt. A. C. Shah
8	Smt. Jyoti Godre
9	Smt. Suhas A. Vaidya
10	Smt. S. B. Bhatt
11	Smt. Saroj Prajapati
12	Smt. K. S. Bhabhor
13	Shri A. D. Vasava
14	Shri Mukesh Chauhan
15	Smt. Meena Raja
16	Smt. Archita R. Khaitan (S.F.)
<b>Part – Time Teaching Staff (Degree)</b>	
1	Dr. (Smt.) Chetnaben Vasavada
2	Smt. Bhartiben D. Desai
<b>Librarian</b>	
1	Smt. J. M. Barevadia
<b>Physical Instructor</b>	
1	Dr. Debananda Chakraborty



**Annexure - 2 Criterion II (2.3)**

**2.2 – Total No. of Permanent Faculty with Ph.D.**

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>
1	Dr. (Smt.) Khushman J. Dholawala	
2	Dr. (Smt.) Rupam H. Bhatt	
3	Dr. (Shri) Debananda Chakraborty	
4	Dr. (Shri) Vithalbhai N. Solanki	
5	Dr. (Smt.) Smita B. Bhatt	
6	Dr. (Smt.) Saroj Prajapati	
7	Dr. (Shri) Arvindhbhai D. Vasava	
8	Dr. (Shri) Mukeshbhai B. Chauhan	
9	Dr. (Smt.) Chetnaben D. Vasavada	
10	Dr. (Smt.) Jayaben M. Barevadia	

**Annexure – 3 Criterion II (2.4)****2.4 – No. of Guest and Visiting Faculty and Temporary Faculty**

<b>Sr. No.</b>	<b>Name</b>	<b>Department</b>
<b>Guest Faculty</b>		
1	Ms. Nikita Bhatar	HM
2	Ms. Chef Khushboo Jain	HM
3	Ms. Rekha Singhi	HM
4	Shri Dharmesh Balara	AD
<b>Visiting Faculty</b>		
1	Mr. Pawan Agarwal	B.A.
2	Mr. Imran Surti	B.A.
3	Ms. Vidusgi Choksi	B.A.
4	Dr. Murtuza	Counseling LD
5	Mr. Himanshu Purohit	Arts
6	Ms. Bharti Desai	B.A.
7	Mr. Piyush Anjiriya	B.A.
<b>Temporary Faculty</b>		
1	Dr. Shashi Saini	Probation
2	Dr. Shilpee Agarwal	Probation
3	Dr. Manjali Sharma	Probation
4	Ms. Roshni Vakilna	Probation
5	Ms. Smriti Juneja	Probation
6	Dr. Vinita Dave	Probation
7	Ms. Ruchita Agarwal	Probation
8	Mr. Rojo George	Probation
9	Ms. Hiral Trivedi	Contract Basis

**Annexure 4 (Criterion – VII.7.2)****Action Taken Report (16-17)**

Sr. No.		Event	Accomplished On	Details
1.	To organize National and State level Workshops and Seminars	National Workshop on “Basic Counseling Skills”	23.07.2016	Organized in collaboration with “Rationally Yours – A Life Skill Coaching Center”
2.	To organize Campus Interview	Executed	15.03.2017	18 companies from different fields were invited and approximately 200-250 students participated in the event.
3.	To organize Lecture and workshops for students related to their curriculum	Fashion Illustration Workshop	9-10.01.2017	Mr. Dharmesh Bhalara – Former Faculty of NIFT
		Fashion rendering Workshop	28.02.2017	Mr. Dharmesh Bhalara – Former Faculty of NIFT
		Fevicryl Workshop	27-28.07.2016	Faculty from Pidilite Industry
		Grooming and soft skills Workshops	13-14.08.2016	The trainer was Ms. Ushma Kapadia
		Orientation by Kaivalya Education Foundation	29.07.2016	Kaivalya Trust
		Lecture on First Aid	17.06.2016	Vanita Vishram Nursing College, Surat
		Seminar on Critical Care Nutrition	21.09.2016	In collaboration with IDA
4.	To organize field trips and Education Tours	Trip to Jaipur – Apparel Design Department	6-10.09.2016	Visit to local textile and printing units
		Trip to Goa – Hospitality Management Departments	8-12.08.2016	Visit to various Hotel properties and tourist spots
		Visit to STERS	22.12.2016	Students gained knowledge about looms and machine embroidery work
5.	To organize expert lectures for students welfare	Lecture on stress Management	28.07.2016	By Ms. Jyoti Godre
		Motivational talk for the Freshers	07-09.07.2016	Dr. Shashikantbhai Shah and Smt. Alka Shankhla were the speakers

		Talk on Suicide Prevention	08.10.2016	---
		Awareness on depression, domestic violence	03.01.2017	Jeevan Astha Helpline
		Lecture on Entrepreneurship as a career	22.09.2016	Shri Yashodhar Dixit was the Speaker
6.	To organized Exhibition of articles made by students	Executed	12.08.2016	General Home Science students organized Exhibition cum Sale of Handmade items on the occasion of Rakshabandhan
7.	To organize “World Breast Feeding Week”, & “National Nutrition Week”	Executed	01-07.08.2016 01-07.09.2016	16 colleges in the city were covered and the students were made aware of the benefits of breast feeding. Recipe Competition on Nutritious packed lunch
8.	To organize Bal Mela	Executed	20-21.01.2017	A professional event for local level Pre-Primary and Primary Children, ECE educators and trainees organized by the Human Development Department
9.	To participate in Inter Collegiate Events	Executed	18.02.2017	Biz Xcellence was organized by Maliba College, Bardoli. The Students participate various events like Treasure Hunt and Classical Dance. Mahima Bhawalkar (S.Y.B.sc.) won 2 <sup>nd</sup> prize in solo dance Competition (Kathak)
			20-23.01.2017	Nat Buddy Chef
10.	To participate in University youth Fest	Executed	23-25.12.2016	Students participated in various competitions like classical dance, light vocal, Handicraft, Group dance, Group Song etc. Riddhi Pankhdiwala (F.Y.B.A.) won 1 <sup>st</sup> prize in Classical dance.

11.	To organize college level competitions	Patriotic Song, book review, poetry recitation competition were held	August and September 2016	Organized by Arts Faculty
		Miss Chef	15.02.2017	College level cooking competition was organized
		U-turn Competition	26.07.2016	Competition in different areas like dance, music, drawing, mehandi, nail art etc.
		Extempore competition	05.01.2017	Organized by the Arts Faculty
		Enigma of silence-poetry and sketching competition	08.02.2017	Organized by the Arts Faculty
12.	To upgrade College Laboratories	Executed	12.07.2016	Food Science and Nutrition Lab. Apparel Design Lab and Psychology Labs were upgraded and inaugurated in the presence of Dr. Bhaskar Rawal (Pro.VC, VNSGU), Dr. S.K. Gangopadhyaya (Executive Director, SASMIRA), Chef Dolcee Bachkaniwala (Master Chef India, Contestant), Mr. Devendra Lalwala (President Rotary Club of Udhna)
13.	To organize NSS camp and activities	Executed	Throughout the year	NSS special camp was organized at Umra Gam
14.	To organize NCC Camps	Executed	Throughout the year	Various camps were organized at different locations in which the NCC students participated.
15.	To participated in different sports activities at various levels and also participate in Khel Mahakumbh	Executed	Throughout the year	Students participated in Zonal, intercollege, Inter University, International Levels and brought accolades to the college. They also won in Khel Mahakumbh and won awards.

### **Annexure – 5 (Criterion – VII (7.3))**

#### **(i) Peer Group Teaching**

Goal	<p>The goal of the peer group teaching is the following:</p> <ul style="list-style-type: none"><li>• To promote leadership and skill development in students</li><li>• To foster better communication among the students</li><li>• To enable them to learn from each other's first hand experiences</li><li>• To create awareness about the crucial issues in the society</li></ul>
The Context	<p>Students learn maximum from the experiences of their friends/classmates/peers, and therefore every year Peer Group Teaching is conducted by all the departments. This program is an opportunity whereby the students get firsthand information and training from their fellow mates and thus the learning is to the maximum. Students are more comfortable in asking questions and clearing their doubts from peers who are almost of the same age.</p>
Problems Encounter	<p>No major problems are faced in organizing the training sessions. The students need to be motivated to attend the sessions as they sometimes feel that learning from</p>
Resources required	<p>their fellow mates will not be of much use.</p> <p>The resource required is the availability of both the groups – the trainers and the learners. Usually the training is conducted in the respective classrooms and laboratories where the training equipment and environment is readily available. Sometimes the training is conducted in the premises of another schools and colleges.</p>
The Practice	<p>Every year the third year students gain a lot of knowledge and skills in their respective fields during internship and various field training. This opportunity is tapped in by organizing sessions in which they train the second year students as well as their fellow classmates in areas that they have garnered exposure into.</p> <p>Every year National Breast Feeding Week and National Nutrition Week is celebrated by the college in which the students under the guidance of the faculty train fellow students and make them aware of the importance of breast feeding and health in general.</p>
Evidence of Success	<p>It has been observed that the students understand the subject better if trained by the students.</p> <p>Programs related to breast feeding and nutrition have been accepted well by other schools and colleges.</p>

#### **(ii) Adopting teaching learning processes such as e-group and phone groups for assignment and projects.**

Goal	<ul style="list-style-type: none"><li>• To make the faculty as well as the students more reachable to each other</li><li>• To increase the communication between the students and teachers</li><li>• To aid continuation of teaching learning process even outside the four walls of the classroom</li></ul>
------	--

The Context	The semester pattern of teaching makes everything very hurried, and therefore the availability of the teachers to the students and the students to the teachers is very limited. This limitation needs to be overcome, and staying connected to for continuous communication is the need of the hour.
Problems Encountered and Resources required	<p>Not all students have access to internet and smart phones are not available at everybody's disposal. Another problem faced is the reluctance of the students to participate in the group.</p> <p>The main resource required is internet access, availability of smart phones and computers. It is also important that the students as well as the teachers take initiative and form e-groups as well as register themselves on the websites used for the purpose.</p>
The Practice	Mentors have formed Whatsapp groups with their respective batches. Some of the faculty have also registered themselves on websites like Edmodo in which the faculty can send assignments, quizzes etc to the students who in turn can submit online assignments and can also solve quiz. Any kind of information can be easily given to the students at any hour.
Evidence of Success	Registering in e-groups is optional and thus large number of students participating in online groups is a proof that they feel and want to stay connected so that no information is missed out and queries can be solved immediately.