

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

2017-18

## 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](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

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)

2017-18

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
- viii. AQAR-2016-17 dated :- 15/05/2018

### 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 from 2015-16

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 ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="4"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
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

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

1. Take from departmental profile

2.14 Significant Activities and Contributions made by IQAC (Attachment)

2. Take from departmental profile

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## 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

mag

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

#### 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	02	05	—
PG Diploma	02	—	02	—
Advanced Diploma	—	—	—	—
Diploma	—	—	—	—
Certificate	04	—	04	04
Others	—	—	—	—
<b>Total</b>	14	02	11	04
Interdisciplinary	—	—	—	—
Innovative	—	—	—	—

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13

Trimester	-
Annual	04

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.

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

B.Sc. Microbiology, B.Sc. Chemistry were added under science faculty from June 2017

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	02	13	-	01* + 02**

\*Librarian \*\*Part time

2.2 No. of permanent faculty with Ph.D.

15

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

04	07	09
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons			

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

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
- Internal Evaluation Tests
- Mock Test

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:-

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I						
BA II						
BA III						
B.Sc I						
B.Sc II						
B.Sc III						
PG Diploma (Dietetics)	11					90.9
P G Diploma (ECE)	06					100

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

- 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
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	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	38	08	26
Non-Peer Review Journals			
e-Journals	19		
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 <i>(other than compulsory by 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 funds from UGC, Government and management.

3.10 Revenue generated through consultancy

\*\* College teaching staff offers consultancy free of charge in different fields of expertization. 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.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	-	-	-	✓

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

\* Ph.D./ Doctorate degree

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="05"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="16"/>	Any other <input type="text" value="-"/>

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.
- Flash Mob: Mental Health Awareness
- History Fest: Foot prints from the stone age

## 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	16	---	---	16
Laboratories	13*+1	---	---	13*+1
Seminar Halls	1	---	---	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1 Science unit		---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	---
Others	10 -1 NRSC	---	---	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.
- College uses EasyEdmin software for administrative purposes
- 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	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 up gradation (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.)

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

## 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 Whatsapp groups.

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

UG	PG	Ph. D.	Others
1127	17	–	–

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

21

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

-

Men	No	%	Women	No	%
	—	-		1144	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
449	10	17	48	02	535	547	23	21	102	03	796

Demand ratio 93%      Dropout % 30

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

- BSc. (science unit) Students were given coaching for JAM Entrance examination

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 40px; text-align: center;" type="text" value="-"/>	SET/SLET	<input style="width: 40px; text-align: center;" type="text" value="-"/>	GATE	<input style="width: 40px; text-align: center;" type="text" value="-"/>	CAT	<input style="width: 40px; text-align: center;" type="text" value="-"/>
IAS/IPS etc	<input style="width: 40px; text-align: center;" type="text" value="-"/>	State PSC	<input style="width: 40px; text-align: center;" type="text" value="-"/>	UPSC	<input style="width: 40px; text-align: center;" type="text" value="-"/>	Others	<input style="width: 40px; text-align: center;" type="text" value="-"/>

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: 65%

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

## 5.8 Details of gender sensitization programmes

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## 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

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

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 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

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

- 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
- 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 transparency
- Use of apps (flint App, Group e-mail, edmodo, 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
- Fresher's 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 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-

#### 2017-18 Staff Recruitment

<b>Sr. No.</b>	<b>Nature of Appointment</b>	<b>Name of Staff</b>	<b>Department</b>
1.	Regular (Probation)	Aditya Farsole	Psychology
		Harendra Parmar	Psychology
		Dr. Navnit Chothani	Chemistry
		Dr. Padmashree Patel	Microbiology

2.	Contract Basis	Ms. Hiral Trivedi Miss Unnati Jadhav	Human Development Apparel Designing
3.	Visiting Faculty	Mr. Imran Surti	Arts
		Ms. Vidushi Choksi Mr. Himanshu Purohit Ms. Bharti Desai Miss Arti Hemrajani Miss Ekta Chothani Miss Shreya Modi Dr. Murtuza Railwaywala Miss Himani Kabrawala Miss Richa Thakkar Bohra Bhagyashree	Arts Arts Arts Arts Arts Arts Human Development Food Science and Nutrition Food Science and Nutrition 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

- 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
- The 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

### 6.4 Welfare schemes for

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

### 6.5 Total corpus fund generated

Vanita Vishram Trust, Surat which manages the College has Rs. 78,715,470.87 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	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 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 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

- Awareness about plastic recycling, bird rescue operation and wild life protection through nature club activities
- Tree plantation / awareness programmes , cleaning and maintaining hygienic environment
- Svachchhta Abhiyan
- Poster making for reuse/recycle

## 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

\*Annexure I

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

- Encouraging research amongst staff members by felicitating them for their achievements like Ph.D., NET, SLET etc.
- 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

<ul style="list-style-type: none"><li>• See mag.</li></ul>
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7.5 Whether environmental audit was conducted?    Yes     No

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

<p><b>Strength</b></p> <ul style="list-style-type: none"><li>• Learner centered teaching methods</li><li>• Dynamic management and leadership</li><li>• Brilliant infrastructure</li></ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"><li>• No post graduate degree courses</li><li>• Limited resources</li></ul>
<p><b>Opportunities</b></p> <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>	<p><b>Challenges</b></p> <ul style="list-style-type: none"><li>• Student drop out and progression</li><li>• Conservative mindset of most parents</li></ul>

Subm	<p>Most influencing factor –</p> <ul style="list-style-type: none"><li>• Preparing for starting the first batch of VNSGU</li></ul>
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## **8.Plans of institution for next year**

- Constructing new laboratories and classrooms
- Restructuring the final year syllabus of VNSGU
- New divisions for B.Sc. Chemistry and B.Sc. Microbiology
- Wi-Fi facility for students
- Introduction of various B.Voc. Course
- Introduction of Value Added Courses

**Shri. Virendra Joshi**

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

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

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*Signature of the Chairperson, IQAC*

*Incharge Principal*

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## **Annexure I**

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

Sr. No.		Event	Accomplished On	Details
1.	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	02-03 April,2016	Speaker was Dr.

		Behavior Therapy: Level		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 Gujarat Chamber and ISCCM
		Seminar on”Mind Development”	12 Jan,2016	
2	To celebrate various days			
3	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. Khyati Mehta
		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	Mangal Parvachan- Motivational Speech	9 July 2015	Shri Kamlesh Thakkar and his team
		Motivation talk “Life Changing Motivational Talk”	12 January 2016	Mr. Raksh 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	Vanita Vishram Women’s College of Commerce	4 September 2015	Riddhi Pankhadiwala won the 2 <sup>nd</sup> position 70’s karaoke song
9	To Participate in University Youth Fest	Regional Yuva Mahotsav at Santacruz, Mumbai	30-31 August 2015	Siddhi Shah won 2 <sup>nd</sup> Prize in Poetry Recitation (Guj) Meghna Zala won 2 <sup>nd</sup> Prize in WESTERN Singing Simran Gnagwani won 2 <sup>nd</sup> Prize Poetry Writing Meghna Zala, Parnali Karnani, Aashna Verma and Sakina Thanawala won 2 <sup>nd</sup> prize in group song
		Grand Finale Yuva Mahotsav, Mumbai	7 September 2015	Siddhi Shah won 2 <sup>nd</sup> Prize in Poetry Recitation (Guj) Meghna Zala won 2 <sup>nd</sup> Prize in WESTERN

				Singing
		43 <sup>rd</sup> Yuvak Mahotsav (VNSGU)	9-11 January 2016	Riddhi Pankhdiwala 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	Won 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 Competition	20 September 2015	Won 2 <sup>nd</sup> and 3 <sup>rd</sup> prize
		Inter University Tennis Competition	23 September to 3 October 2015	-
		District Sports Tournament	10 August 2015	Students got selected to 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	<p>The college runs a big extension project in several anganwadis in the city in which the students as well as the incharge faculty is very active.</p> <p>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.</p> <p>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.</p> <p>Students are also trained in order to carry out teachers evaluation in many of the city's pre primary schools.</p>
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 where 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	<p>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.</p>
Encountered and Resources required	<p>Books in the library and co-operation of the library staff</p>
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	<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>