SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SHETH P.T. MAHILA COLLEGE OF ARTS AND HOME SCIENCE

VANITA VISHRAM, JAWAHARLAL NEHRU MARG, ATHWAGATE, SURAT 395001
www.sptmc.in

SSR SUBMITTED DATE: 29-07-2019

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sheth P.T. Mahila College of Arts and Home Science was established under the aegis of Vanita Vishram, Surat in 1972. Vanita Vishram, its parent institution, is a 112 years old, non-profit, only-for-girls, no-donation organization working indefatigably for the empowerment of women through education and skill development. Through its 14 constituent institutions, Vanita Vishram aims at the holistic development of more than 12,500 girl students. The college is located in the Athwagate area of Surat and is well-connected to all forms of transport. It is an ISO Certified academic institution (ISO 9001:2015).

Since its inception, the college was affiliated to S.N.D.T. Women's University, Mumbai. Later, as per the directive of the Government of Gujarat, the college got de-affiliated from S.N.D.T. Women's University and affiliated itself with Veer Narmad South Gujarat University, Surat in continuation since 2015-2016. The college is covered under section 2(f) & 12(b) of the UGC, New Delhi. The college offers 6 specializations [Gujarati, Hindi, English (Arts Faculty), General Home Science, Food Science & Nutrition, Human Development (Science Faculty-Home Science)] in grant-in-aid section and 5 other specializations [Psychology (Arts Faculty), Apparel Design, Hospitality Management (Science Faculty-Home Science), Chemistry, Microbiology (Science Faculty)] in self-financed section.

The college offers two courses which gives it an edge over other institutions of South Gujarat region, namely, B.Sc. in General Home Science, Food Science and Nutrition and Apparel Design (offered both in Gujarati and English mediums) and Psychology (offered only in English medium). Recently, the college has become the Local Chapter of NPTEL. Moreover, it is going to be the first institute in South Gujarat to launch Bachelor of Vocation (B.Voc.) courses from the academic year 2019-2020.

Led and supported by a team of dedicated and visionary leaders of Vanita Vishram, the college has witnessed a paradigmatic shift in its infrastructure, state-of-the-art facilities, ICT-based teaching-learning, MoUs, industry collaborations, so on and so forth. With *Arjunean* focus on creating conducive learner-centric environment coupled with an eye on the local industry-needs, the college strives hard to create a pool of self-motivated, resourceful, adroit and industry-ready young talents.

Vision

SANSKRITA STRI PARASHAKTI :   [An enlightened woman is a source of infinite strength.]

Mission

Empowering women by imparting quality education and providing relevant opportunities in higher education, leading to their holistic development.

Motto

Empowering Women through Education and Skill Development

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institution, being girls-only, contributes substantially to the fundamental objective of women empowerment through structured, progressive and visionary policies and initiatives of the Management.

- Qualified, competent, experienced and research-driven faculty members having a corpus of published articles, research papers and books with ISSN and ISBN numbers respectively.
- Easily accessible and well-connected to all forms of public transport because of its central location.
- Lush green, safe and secured campus – surveillance through HD cameras and trained security personnel – with sufficient parking facility.
- Impressive state-of-the-art facilities include:

1. ICT-enabled, LAN-connected, spacious, properly ventilated classrooms.
2. Modernized, well-designed Lab, Instruments, Equipment and Tools as well as clean and hygienic washrooms.
3. Multimedia-enabled central hall in the college.
4. Girls' Common Room for relaxation and recreation.
5. Centralized facilities like Sports Complex, Playground, Open Air Theatre, Auditorium, Seminar Halls, Hostels and Canteen.

- Resourceful Library (Knowledge Centre) which includes books, rare manuscripts, journals, e-resources and book bank facility.
- Phenomenal track record of students not only in academics but also in co-curricular activities like N.C.C., N.S.S., sports and cultural activities.
- Orientation and mentoring sessions, seminars, workshops, conferences, fests, training and internships, awareness programmes, cultural activities and competitions – all contribute to the holistic development of the students.
- Offering Short-term Certificate and P.G. Diploma courses for the academic augmentation and skill development of the students.
- Well-structured Women Development Cell, Anti-Ragging Cell, UDISHA – Career Guidance and Placement Cell and various committees for the smooth functioning, day-to-day planning and its implementation in the college.

Institutional Weakness

- Lack of P.G. Degree courses (PG Centres) in the college.
- Lesser number of Short-term Certificate courses, MoUs, state and national level programmes.
- Lack of major or minor research projects, consultancy projects and patents.
- Formal Alumni Association has come up recently (2018-2019).

Institutional Opportunity

- Enhancing the communication skills of the students.

- Conducting more number of state, national and international level seminars, workshops, conferences and symposia.
- Offering more number of skill development and vocation-based short-term certificate courses for the students.
- Conducting Faculty Development Programmes (FDPs), refresher and orientation programmes for the faculty members.
- Having more number of MoUs and collaborations.
- Initiating P.G. Degree courses.
- Strengthening Alumni Association.

Institutional Challenge

- Students enrolled in this institution do not come from a privileged socio-economic background. Consequently, very few girl students pursue higher studies and professional career. It is one of the greatest challenges of the institution to motivate students for the same.
- Inculcating noble human values, nationalistic fervour, social consciousness and professional ethics in the students.
- Developing research temperament, critical thinking, entrepreneurship skills and global competencies in the students.
- Developing a strategic approach to deal with slow learners.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

At Sheth P. T. Mahila College of Arts and Home Science, the Curriculum is taught by qualified, competent, university-recognized teachers and the Study Plans are rigorously implemented. The CBCS system ensures that the students have choices in subject selection. The college has well-equipped classrooms with audio-visual aids, fully-functional laboratories, fully-furnished Library-cum-Knowledge Centre. The college performs Continuous Internal Evaluation (CIE) in the form of internal exams, practical exams, assignments, internships and projects, group discussions etc. The college has MoUs and Collaborations with various organizations from the industry. It also organizes guest lectures, workshops, seminars, conferences, presentations, fests, field trips and industrial visits for the academic augmentation of the students. Remedial classes are conducted after college hours for slow learners. The advanced learners are encouraged to pursue higher education and guided for competitive examinations. The college has launched many value-added and short-term certificate and diploma courses. N.C.C. activities, N.S.S. activities, Saptadhara, Sports, Camps are also conducted for giving physical, social, moral and psychological orientation to the personality and character of the students. Initiatives are taken for the campus placements of the students. Social values and professional ethics are inculcated in students by organizing awareness and training programmes. The college takes an Annual feedback and an Action Taken Report (ATR) is prepared based on its assessment. Thus the Institution ensures effective curriculum delivery through a well-planned and documented process.

Teaching-learning and Evaluation

The college follows a well-planned and well documented Teaching-Learning Evaluation system. The new

academic year of the college begins with the Orientation Programme of the First Year students. The slow learners are identified based on their Academic Performance and their issues are resolved by remedial lectures and Mentoring System. Soft skills training and career-counselling programmes are arranged for advanced learners. They are also guided for pursuing higher studies. The college emphasizes on student-centric approach. The institution organizes group discussions, workshops, seminars, conferences, presentations, internships, field trips and industrial visits to acquire much needed knowledge, skills and training. Various participative learning methodologies are implemented in order to ensure collaborative learning. Group assignments are presented through PPT, whereby the students explain the assigned topics with the help of visual aid. Various techniques are used to stimulate creativity in the budding minds.

The institution emphasizes on the performance of the students and measures it by various evaluation processes by Continuous Internal Evaluation (CIE) of the students. The students are administered objective tests based on multiple-choice questions. Mock tests are regularly conducted so that the students get well-equipped to take up the university examinations. Viva-Voce is conducted to develop confidence amongst students for facing external practical examination of the university. The students are encouraged to make posters and models on the respective topics, which facilitate the process of creativity and innovation.

The internal tests are conducted as per the guidelines prescribed by the University. They are monitored by the Examination Superintendent as well as the Invigilators who ensure that proper procedures, rules and regulations are followed and all the protocols are maintained. CCTV surveillance in the examination halls eliminates the possibility of use of unfair means by the students. Internal marks are verified by the teachers before displaying them on the notice boards of respective departments. Results are declared within the stipulated time. Parents-teachers meetings are conducted which enables the parents to remain updated about their ward's performance and encourage them to perform better.

Research, Innovations and Extension

The institute encourages Research, Innovation and Extension activities. The Innovation and Research Centre was established in the institute in 2017 to facilitate initiatives for the creation and transfer of knowledge. Under this centre, several activities were planned and executed in the following academic years. These activities included Global Village (AIESEC), Flash Mob on Mental Health Awareness, a unique Exhibition-cum-Sale of products that provides a platform to the budding entrepreneurs, Conflict Management Workshop, Bal Mela, "History Fest" on the theme "Footprints from the Stone Age".

The college also engages in N.C.C. Activities. Every year, students participate in N.C.C. activities like Thal Sainik Camps, Army Attachment Camps, Basic Leadership Camps, Trekking Camps, Rock Climbing Camps, Sports Camps, Republic Day Camps and National Integration Camps. Other activities include cleanliness drive, rallies, *safai abhiyan*, traffic awareness and anti–tobacco awareness. As part of N.S.S. activities, the students have participated in events like AIDS awareness programme, blood donation camps, traffic week celebration with SMC and NGOs, poster-competition to save the environment, tree plantation. Lectures on the importance of human values and ethics, guidance related to legal provisions for violence against women are organized. The other Extension Activities carried out by college include Flash Mob regarding mental health awareness at VR mall, Surat, breast feeding awareness week, Celebration of the International Yoga Day and Bal Mela wherein children were sensitized regarding child sexual abuse using 'good touch and bad touch' technique.

Infrastructure and Learning Resources

The institution has adequate facilities for teaching–learning. The college building has sufficient number of well-ventilated and well-lit classrooms. They facilitate optimal teaching-learning environment. All the classrooms have multimedia facilities which include computer system, projection and projection screen. The faculties regularly use these multimedia tools and it is well-documented in the Multimedia register. Every department has a dedicated soft board wherein the students creatively showcase the subject specific information like articles, poems, photographs, charts etc.   The college has fully-functional laboratories like Psychology Lab, Food Science and Nutrition Lab, Apparel Design Lab, Hospitality Management Lab, Child Development Lab, Chemistry Lab, Microbiology Lab, Physics Lab. The laboratories have all the required instruments and apparatus that are regularly checked, calibrated and upgraded as per the requirements. The college also has an extensive network of ICT.

The college has a Conference Hall, where many teaching–learning activities such as Conferences, Workshops, Seminars, Fests, Movie Screenings etc. are held. This space is also utilized by the students for extra-curricular activities. For co-curricular activities, the college has access to Shivgauri Hall which is an air-conditioned auditorium with stage and balcony and a seating capacity of five hundred members. The college also has an access to Bajigauri Open Air Theatre which is an ideal location for all social, recreational and public gatherings.

Vanita Vishram Sports Complex provides a space to the students where they can play indoor and outdoor games under the guidance of qualified trainers. The sports complex has hosted many University-level competitions such as Badminton Tournaments etc. Every year, World International Yoga Day is celebrated here. The college hosts Annual Sports Day on the playground where many students and faculties participate in various competitions of athletics and games.

Student Support and Progression

The Institute follows a learner-oriented approach. As a result, most of the policies framed and activities organized revolve around the students and their progress and development. Apart from the scholarships provided by the government to SC, ST, OBC students through various schemes, Vanita Vishram, and thereby the college has shown greater commitment towards the meritorious students on one hand, who receive institutional scholarships, whereas on the other, the economically disadvantaged students are awarded free-ships every year. Moreover, the institute also recognizes those students who have excelled in various curricular, co-curricular and extra-curricular activities like N.S.S., N.C.C., Sports, Inter-collegiate Competitions, Youth Festival etc. at College, University, State, National or International levels by conferring Cash Prizes on them. The institute also takes keen interest in providing proper counselling and guidance to the students for pursuing higher studies.

As per the directives of Veer Narmad South Gujarat University, Surat the college either conducts election or goes for selection as far as the formation of Students' Council is concerned. The college follows all the protocols and procedures that are laid down by the affiliating University in constituting the body of Students' Council. All the members of Students' Council actively contribute to various functions and programmes, whether academic or co-curricular. A representative from the Students' Council is also added to the IQAC body of the college as per the new guidelines of NAAC so that the Students' Council can contribute more meaningfully in the progress and development of the college.

Alumni Association was formed on14 August, 2018 which was attended by more than 200 students ranging from the batch of 1992 till 2018. The Meet was followed by the drafting of Alumni Association Constitution

and the formation of its Body. The college has a database of 354 alumni with their contact details, profession/occupation, designation, status etc. Now, the college has its focus on the membership drive as well as on the active contribution of the Alumni Association in the development of the college.

Governance, Leadership and Management

The institute takes a keen interest in Governance, Leadership and Management. It aims at making the girl students capable and self-reliant. It conducts regular meetings with its stakeholders in Local Managing Committee (LMC) meeting. It is connected with NGOs as a part of the Anti-ragging and Sexual Harassment Cell. Grievance Redressal and Counselling Cells have been formed. Students give their valuable suggestions in the suggestion box. These suggestions and complaints are handled by the Principal and the Feedback Committee in a confidential manner. The institution also has a Career-Counselling cell. The institution highly supports dynamic learning through its Research Committee.

Like its parent institution, the college has recently developed and is going to launch B.Voc. degree programme from the ACADEMIC YEAR 2019-2020. It focusses on skill development, job-readiness and the needs of the local industry. Under the guidance of the Management, the college has adopted a systematic and structured process to develop and design the course contents, curricula, syllabi and practicals. The courses have been designed by competent faculty members of our colleges, and have subsequently been approved by a committee of subject experts.

The institution has an integrated framework for quality assurance of the academic and administrative activities. The quality measures are decided in meetings organized by the IQAC at regular intervals and matters discussed are implemented throughout the academic year. For the effective functioning of academic and administrative activities, 25 committees are formed in the beginning of the academic year to keep a check on the quality measures decided by the IQAC.

Institutional Values and Best Practices

As part of Institutional Values and Social Responsibilities, the Institution has organized gender equity promotion programmes. The college takes great interest in organizing women-oriented programmes on various topics like achieving success, adjusting to changes, laws related to women, women's role in the family and society and parenting. The college provides a safe environment to its students and staff. Apart from trained security personnel, the entire campus is under CCTV surveillance.

Suggestion Boxes are kept on all the floors of the college wherein the students can put their suggestions or complaints. This box is opened at regular intervals and the Action Taken Report Register (ATR) is maintained by the concerned authorities.

Anti-Ragging and Anti-Sexual Harassment Cells are constituted as per the guidelines of UGC and it involves representatives from various fields. Female staff members as well as the students are given full protection under the policies and procedures of this cell.

The Girls Common Room provides a space for recreational activities. The college campus also has a state-of-the-art Sports Complex wherein the students can utilize facilities related to various indoor and outdoor games.

The waste from the college is managed through Solid waste management, Liquid waste management and E-waste management. From the point of view of water conservation, the faculties and students are sensitized for saving water. Several activities like tree plantation, cleanliness drives, save fuel etc. are taken up on regular basis by the NSS Unit of the college. The college has Nature Club that takes up numerous activities that creates awareness amongst students about environment conservation. In fact, the college has conducted Green Audit as well in order to understand and assess the environmental condition in the campus.

Two of the best practices implemented by the college are:

1. Felicitation of the faculty members for their distinctive achievements in the field of academics and research.
2. Felicitation and cash prizes for the students for their outstanding achievements incurricular, co-curricular and extra-curricular domains at various levels.

The institute maintains credibility and transparency in all academic and administrative matters including finance.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHETH P.T. MAHILA COLLEGE OF ARTS AND HOME SCIENCE
Address	VANITA VISHRAM, JAWAHARLAL NEHRU MARG, ATHWAGATE, SURAT
City	SURAT
State	Gujarat
Pin	395001
Website	www.sptmc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	KHUSHMAN DHOLAWALA	0261-2300250	9898340491	-	office.sptmc@gmail.com
IQAC / CIQA coordinator	VIRENDRA JOSHI	0261-2300252	9426875138	-	vdj134@gmail.com

Status of the Institution	
Institution Status	Constituent , Self Financing and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	12-06-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Gujarat	Veer Narmad South Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	16-11-1987	View Document
12B of UGC	16-11-1987	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	VANITA VISHRAM, JAWAHARLAL NEHRU MARG, ATHWAGATE, SURAT	Urban	27.17	10739

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Gujarati	36	HSC	Gujarati	65	62
UG	BA,Hindi	36	HSC	Hindi	45	43
UG	BA,English	36	HSC	English	70	68
UG	BA,Psychology	36	HSC	English	60	56
UG	BSc,General Home Science	36	HSC	English,Gujarati	75	56
UG	BSc,Human Development	36	HSC	English,Gujarati	65	0
UG	BSc,Food Science And Nutrition	36	HSC	English,Gujarati	140	137
UG	BSc,Apparel Design	36	HSC	English,Gujarati	60	60
UG	BSc,Hospitality Management	36	HSC	English,Gujarati	60	14
UG	BSc,Chemistry	36	HSC	English	140	124
UG	BSc,Microbiology	36	HSC	English	140	127
PG Diploma recognised by statutory authority including university	PG Diploma, Dietetics	12	UG	English	15	15

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				16				20
Recruited	0	0	0	0	4	12	0	16	7	13	0	20
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				6
Recruited	5	1	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	3	5	0	8
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	0	4	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	5	0	6	8	0	22
M.Phil.	0	0	0	0	1	0	0	0	0	1
PG	0	0	0	1	6	0	1	5	0	13

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	10	0	13

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	47	0	0	0	47
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	15	0	0	0	15
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	731	12	0	0	743
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	14	9	23	28
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	12	7	21	17
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	61	34	102	133
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	346	401	547	580
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		433	451	693	758

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 1469

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	09	09	09

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1503	1240	838	759	580

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
474	492	389	396	355

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
272	276	215	186	187

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	33	26	24	23

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
42	35	31	28	28

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 24

 Number of computers

Response: 106

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
41	35	13	15	13

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- The faculties prepare an elaborate Study Plan, which is then rigorously implemented under the supervision of Department Co-ordinators, IQAC Co-ordinator and the Principal.
- Curriculum and the corresponding syllabus, which are based on CBCS, are taught by qualified, experienced, competent, university-recognized teachers. By implementing the CBCS system, we ensure that the students have lateral choices in subject selection.
- The Principal conducts a general meeting of the staff members (teaching and non-teaching) in the beginning of every semester, wherein the academic planner is discussed well in advance in order to ensure that the curriculum is covered in a hassle-free manner. The Department Co-ordinators conduct meetings in order to review the implementation of academic planner.
- All computers in the college premise are connected through LAN. The classrooms are also well-equipped with audio-visual aids. Together, they facilitate effective teaching and learning.
- The College has well-equipped laboratories which help the students to acquire hands-on experience of their respective subject.
- The College has a fully-furnished Library-cum-Knowledge Centre that houses a large collection of textbooks, reference books, rare books, manuscripts, journals, e-resources along with newspapers and previous years question papers that cumulatively serve as a rich resource for students.
- In accordance with the norms of affiliating University, the college performs continuous assessment in the form of internal exams, practical exams, assignments, internships and projects, group discussions etc. which reflect the quality of education that is imparted to the students.
- MoUs and Collaborations have been done in order to give practical exposure of the industry and the working of organizations to the students, which ultimately lead to their academic enhancement.
- All the departments organize guest lectures, workshops, seminars, presentations, fests and other curriculum-related activities in order to bring out the holistic development of the students.
- Towards the end of the semester, remedial classes are conducted after college hours in order to assist those students who are weak in their respective subjects.
- With the aim of enriching the academic experience of the students, the college has launched many value-added and short-term certificate courses. The students enrol themselves every year and make the most of the available opportunity.
- N.C.C., N.S.S., Saptadhara, Sports, Camps help in the holistic development of the students.
- Campus placement provides a lucrative opportunity to the students who are job and career-oriented. Placements boost the confidence and morale of the students and give them a platform to become a professional.
- Functioning of various committees such as Cultural, Magazine, Career Counselling etc. are re-structured annually in order to strengthen co-curricular and extra-curricular activities.
- Batch in-charge / mentors assess the performance and attendance of the mentee, conveys it to the parents and provide assistance in resolving the issues faced in learning by the students.
- Social values and professional ethics are inculcated in students by organizing various awareness

and training programmes.

- Annual feedback is taken on various aspects of the college. It is taken from various stakeholders. Action Taken Report (ATR) is prepared based on its assessment.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	00	01	01

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 92.47

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	05	03	06	06

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 48.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 710

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 11

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 24.49

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	94	62	109	522

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Our College, a more than four-decade old institute, takes great pride in its strong lineage that has established deep roots in a responsible value and belief system. We strongly believe that the issues related to Gender, Environment, Human Values and Ethics find relevance in every era. Thus, these values need to be passed on to each generation so that they become responsible citizens of the country. The Vision, Mission and Motto of the institute depict our commitment to the cause of women empowerment through quality education and skill development. Keeping the above in mind, the curriculum is enriched with subjects that gives the students an insight into these important issues and make them well-equipped to face the challenges posed by globalization, modernization, gender disparity, environmental degradation.

Under the Arts Faculty (Gujarati, Hindi, and English), the different forms of literature like poetry, novel, short stories, autobiography etc. not only sensitize the students towards essential human emotions but also help them to develop skills like interpersonal relationships, communication, reading, writing etc. Poems titled *Yashodhara*, *Bhumija*, *Draupadi*, etc. and subjects like Women's Writings in English directly addresses the issues like gender roles, patriarchy and social, economic, political & emotional autonomy of women. Department of Psychology offers papers like Adjustment Psychology, Social Psychology, Counselling Psychology, Developmental Psychology, Industrial Psychology and Educational Psychology that focuses on clarifying gender roles, helps in developing a non-judgmental and egalitarian attitude, deals with the importance of professional ethics and suggests ways of building it in an individual.

Courses under Home Science (Science Faculty) aim at the all-round and holistic development of the students. Subjects titled Resource Management, Entrepreneurship Development, Consumer Studies, Extension and Communication, Mass Communication, Field Work in Extension, Publicity Media are offered by the General Home Science Department. Human Development Department offers titles like Basics of Guidance and Counselling, Women Studies, Children with Special Needs, Working with Parents, Family Dynamics, Child Rights and Policies. Courses titled Food Product Development offered under the Food Science and Nutrition Department helps in developing professional ethics and entrepreneurship skills. Courses under the Hospitality Management Department titled Life Skills, Grooming and Soft Skills, Corporate Social Responsibility, Hotel Laws also deal with important issues like human values and professional ethics.

Environment Studies helps in creating an awareness related to environmental degradation and its conservation, government policies and preventive measures. Population Education also deals with sustainability, human values and gender studies.

History as a subsidiary subject deals with the lives of exemplary people, which not only adds to our knowledge of human values but also enrich our understanding of socio-cultural, political and economic contexts of a nation.

Cross-cutting issues are also an integral part of students' activities. NSS activities like Swachh Bharat Abhiyan, Tree Plantation etc., NCC camps have an impact on the students' value system and personality. Participation in different competitions and sports activities also inculcate practices of fair play and equity

in them. The issues under discussion also find space in extra-curricular and cultural activities like drama, dance, street play etc.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 16

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 16

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 11.51

1.3.3.1 Number of students undertaking field projects or internships

Response: 173

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.72

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	21	13	20	08

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 67.9

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1503	695	448	433	318

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1550	910	735	750	670

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 20.81

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
150	146	50	87	28

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The new academic year of the college begins with the Orientation Programme meant for the First Year students. In this orientation programme, the students are guided regarding the examination structure, academic calendar, passing criteria, grading pattern, re-examination etc.

During the academic year, slow and advanced learners are identified by the concerned faculty members. Following system is adopted in order to assess the learning level of the students:

1. **Academic Performance:** The academic performance of the students is assessed through continuous internal assessment, assignments, projects, quiz and class tests.
2. **Mentoring System:** Mentoring system is implemented in which each teacher is assigned a batch of maximum 30 students with whom they interact regularly. From this interaction, the institute gets information about those students who fall into the category of slow and advanced learners.

Special Programmes for Slow and Advanced Learners:

- Slow learners are given additional learning assignments and corresponding arrangements are made in terms of extra classes and remedial classes. These students are mentored through interactive sessions other than the regular classroom / laboratory contact hours. Tutorials / remedial classes are conducted for these students to clarify doubts, re-explain the important topics for better performance. They are encouraged to ask questions and clear their doubts. They are asked to visit library to refer text books and other reference material. Counselling and mentoring sessions are

conducted to help the students overcome their fears and achieve their goals.

- The advanced learners are identified based on their examination performance, their participation in classroom teaching-learning as well as workshops, seminars and conferences, presentations, group discussions and competitions. Soft skills training and career-counselling programmes are arranged for advanced learners. They are also guided for pursuing higher studies. WhatsApp groups are formed wherein they are provided with extra reading material like articles, research papers, e-books etc. Our college being a recognized Local Chapter of NPTEL, advanced learners are also encouraged to enrol themselves in online courses. Advanced learners are encouraged to participate in value-added certification courses. They are also inducted in activities organized by our college in collaboration with AIESEC (International Organization) where they have JD's which specify their roles and responsibilities. The faculties offer guidance to the prospective professionals in addition to classroom teaching. The Training and Placement cell has not only been active in arranging campus recruitment drives, but also offer job awareness and training to the students.

2.2.2 Student - Full time teacher ratio

Response: 37.58

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.33

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The college emphasizes on student-centric approach which includes proven teaching methods. The faculty educates students in problem-solving skills which is based on classroom activities in order to give hands-on experience. These methodologies allow students to conduct experiments in laboratory, learn through trial and error method and make them accountable for the results. The institution includes group discussions, presentations, internships, field trips and industrial visits to acquire much needed knowledge, skills and training.

Participative learning methodologies such as Quiz, Group Discussion, Think-Pair-Share, Minute Paper, Open Book Test, JAM Entrance Exam Preparation, Ice-breaking Activities, Model Preparation, Ad-making, Random Testing, Co-curricular Activities and Case Studies are implemented in order to ensure collaborative learning:

- **Workshops/Seminars/Conferences:** They are regularly organized wherein guest lectures, subject experts, resource persons are invited. In these events, the students actively participate to increase their subject knowledge and skills.
- **Practicals:** Students acquire experiential learning and hands-on training by performing experiments in laboratories (FSN Labs, Chemistry Lab, Microbiology Lab, Physics Lab, Hospitality Management Lab, Apparel Design Lab, Psychology Lab, Child Development Lab) under the guidance of qualified faculties and technical staff.
- **Group Discussion:** Group formation precedes group discussion. Topics are given for elaborate deliberations. The students are guided to make use of skills like logic, reasoning and sound arguments.
- **Think–Pair–Share:** This methodology is used for the augmentation of communication skills. Questions are posed, which is followed by forming pairs of students. Finally, responses are discussed.
- **Quiz:** Based on the syllabus, short quizzes are formulated. The students are divided into teams and are asked to take the quiz. Correct answers were shared and discussed.
- **Minute Paper:** During the session, a question is asked to the students on a particular topic. Students are then asked to give their responses in a minute. This helps to keep them focused, develop their communication skills and build their confidence.
- **Open Book Test:** Students are expected to write answers to indirect questions by referring to books. This exercise helps to improve their reading and comprehension skills.
- **Ice-breaking Activities:** They are used to facilitate the students shed their inhibitions and limitations, and actively participate in a conversation. Right from self-introduction to answering simple questions, the students participate, talk to each other and learn to get along with one another.
- **Model Preparation/Charts/Flash Cards:** The students prepare prototype model of their own idea under the guidance of teachers.
- **Co-curricular & Extension Activities:** Participatory activities like N.C.C., N.S.S., Cultural Programmes (Annual Function, Youth Festival, Alumni Meet etc.), Awareness Programmes, Fests, Exhibitions etc. help in creating a repository of self-motivated, creative, confident, socially and morally conscientious youth.
- **Case-study:** In subjects like Psychology, Dietetics, Management of Learning Disability, Counselling etc., the faculties provide case-studies to the students for detailed discussion, and thereby reinforcing their theoretical knowledge through practical cases.
- **Power Point Presentation:** Group assignments are presented through PPT, whereby the students explain the assigned topics with the help of visual aid.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 75

2.3.2.1 Number of teachers using ICT

Response: 30

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 37.58

2.3.3.1 Number of mentors

Response: 40

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in pedagogy necessitates updation of teachers with regards to innovative techniques that can be implemented for achieving academic excellence. Simultaneously, it also prepares students to think critically and be innovative. The faculties use creative techniques to stimulate creativity in the budding minds. The techniques used are:

- **Audio-visual and Kinesthetic:** It is a three-fold method of teaching-learning which enhances the curiosity of students and develop divergent thinking.
- **Virtual Labs:** The faculty practices teaching through virtual labs wherein the students are shown the conduction of experiments through animated version.
- **Video Lectures:** The College encourages students to watch online video lectures in order to facilitate the process of teaching-learning outside the classroom.
- **E-Learning:** Faculties are connected to the students through WhatsApp Groups. The faculty shares learner-centric content in the group, which aids in innovative thinking.
- **Brainstorming:** The faculty initiates a problem statement which the students need to brainstorm and arrive at possible solutions. In this process, the students develop critical thinking.
- **Prototype-Building:** The students build prototypes of the working models in order to test how far the new ideas are applicable.
- **Innovative Assessment Method:** The faculty implements continuous assessment method in order

to monitor students' learning through homework, online tests and quizzes.

- **Value-Added Courses:** Such courses give an opportunity to the students to acquire additional knowledge related to their subject and focus on skill development so that they are 'job-ready or industry-ready'.
- **Online Courses:** The College encourages both the faculties and the students to enroll themselves in online courses in order to expand the frontiers of their knowledge and also encourages to access journals through digital library and promotes the use of e-resources.
- **Developing Research Aptitude:** The faculties encourage all the students to participate in seminars, workshops and conferences in order to promote research aptitude in them. Assignments are given wherein the students are expected to come up with a creative solution which facilitates development of novel ideas and out-of-box thinking.
- **Learning through Fests:** Different Fests like 'Bal Mela', 'History Fest', 'Psych Fest' etc. are organized to impart learning through hands-on activities.
- **Exhibitions:** Under the guidance of faculties, students are encouraged to make products like handicrafts, accessories, apparels, gift articles, food products etc. Later, these products are displayed and sold in exhibitions. This facilitates entrepreneurship and skill development.
- **Expressive Art Techniques:** Throughout the academic year, the students participate in various artistic activities like music, painting, dance, drama etc. to bring out their latent talent and creativity.

Creativity in teaching-learning is not limited to the use of technology alone, traditional methods like role plays, skits, group discussions, management games and activity-based training on topics like team-building, improving communication, conflict management etc. also occupy a large part of innovative techniques that are implemented by the faculties in our college. Such techniques whether traditional or contemporary help the students to gain a greater understanding and insight of the topic.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 88.25

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 38.59

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	14	11	08	04

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.88

2.4.3.1 Total experience of full-time teachers

Response: 595

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 27.4

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	01	02	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 36.05

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	13	13	11	08

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institution emphasizes on the performance of the students and measures it by various evaluation processes. It is very keen on Continuous Internal Evaluation (CIE) of the students and has seen many reforms in the conventional methods of evaluation at the institutional level. Initially, the CIE contained a subjective format of evaluation wherein the students were asked to answer the questions subjectively based on the curriculum.

As a part of these reforms, the students are administered objective tests based on multiple-choice questions which are of great importance for entrance examinations.

Along with objective tests, the students also participate in online quiz available on various forums such as quiziz.com, quizarea.com etc. These online quizzes help in a quick evaluation of the students and their performance is ranked. They also receive a feedback from the online portal based on their performance.

Mock tests are regularly conducted so that the students get well-equipped to take up the university examinations.

Viva-Voce is conducted to develop confidence amongst students for facing external practical examination of the university.

In order to break the monotony from subjective and objective formats of evaluations, the students are encouraged to make posters and models on the respective topics, which facilitate the process of creativity and innovation.

In order to develop active learning and effective presentation skills, students are grouped and are assigned important topics based on curriculum. They are asked to prepare Power Point presentation on the same.

Evaluation is done on the basis of explanation and the use of ICT.

Students and faculties engage in Group Discussion (GD) on specific topic and the discussions held. The crux of the GD is then compiled and evaluated.

Continuous Internal Evaluation (CIE) also includes activities such as debates and elocutions that facilitate in development of critical thinking and content-writing. In order to ensure the regularity of the students, evaluation is also done on the ground of their attendance and class participation.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal test is conducted to ensure effective comprehension of each topic by the students. The college has adopted continuous assessment method in order to re-inforce what is learnt by the students from the syllabus prescribed by the University. The evaluation of these tests is done by the faculty members. While preparing the question papers, the teachers-in-charge give careful consideration to the University paper pattern as well as the units that are taught in classroom. The level of question papers is maintained, which is neither too difficult for the students nor too easy. Different patterns and types of questions are used to prepare the students for any examination. The question papers are approved by the respective Department Co-ordinators. They are then submitted to the exam department by the respective faculty.

The internal tests are conducted as per the guidelines prescribed by the University. They are monitored by the Examination Superintendent as well as the Invigilators who ensure that proper procedures, rules and regulations are followed and all the protocols are maintained. CCTV surveillance in the examination halls eliminates the possibility of use of unfair means by the students.

Once the examination is over and papers have been evaluated, the marks are communicated to the students. The faculty then discusses about the performance of the students in general, and if needed, provides guidance, in particular. At times, the faculty also asks the students to solve the question paper again and provide them with subsequent correct answers. This helps the students to understand their mistakes and note down the corrections. Thus, the students are allowed to assess their own work and can reflect upon the preparations needed. Immediate feedback on the performance of the students motivates them to do better.

Internal marks are verified by the teachers before displaying them on the notice boards of respective departments. Results are declared within the stipulated time. Regular parent-teaching meetings are conducted, where mark-sheets of all subjects containing individual marks of the students are given to the parents. This enables the parents to remain updated about their ward's performance and encourage them to perform better.

Moreover, as a part of Continuous Internal Assessment, assignments, projects, presentation, mock test etc. are kept, so that the students remain studies-oriented. It does not only help students to focus on their studies but also break the monotony of conventional examination pattern. There is a considerable improvement in the speed, reliability, efficiency, security, transparency, confidentiality and accuracy in the entire examination process.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

In a semester, two types of examinations are conducted, namely, internal and external. External examinations are conducted by the University and the internal examinations are conducted by the college. As part of internal examinations, assignments and internal tests are conducted. The examinations are conducted with utmost care, transparency and fairness.

In internal examination, any exam-related grievance is first of all handled by the invigilator. If he is unable to resolve the issue, then the Examination Superintendent takes over the matter and redresses the grievance. As for University examination, the hall tickets are issued to the students well in advance. Any grievance related to the hall ticket like printing of wrong name or delay in issuance of the hall ticket or non-generation of seat numbers due to any reason etc. is addressed by the exam cell. The exam cell immediately looks into the matter and takes necessary actions. If needed, even the examination department of the University is immediately consulted. The issues of the students are dealt with high priority and are solved as soon as possible.

If a student is found using unfair means during examinations, the following measures are taken to address this situation. Firstly, the subject expert is called to verify whether the material carried is related to the subject and mentioned in the question paper or not. If the copied material matches with the question asked, then the Examination Superintendent, Head Clerk as well as the Principal is informed immediately. After deliberation amongst the examination authorities and completing the paper work, necessary recommendation is sent to the examination department of the University for further action in the matter. Based on the gravity of the case, University-appointed committee decides and recommends the outcome. The same is communicated both to the college as well as the concerned student for its implementation. In order to ensure that transparency is maintained, CCTV footages are also referred for verification.

In the case of external examination, if a student communicates any grievance related to the declaration of result and the marks obtained, then the college examination cell tries to resolve the matter by guiding the student regarding further procedure. If a student wishes to go for re-evaluation / re-assessment in particular papers, the administrative staff of the college processes the application form of the student after receiving the stipulated fee for the same. Mistakes, if committed by the University examination department, either in the hall ticket or mark-sheet, individual and consolidated, are pursued for correction by the examination cell as well as the administrative staff of the college.

All grievances are therefore solved with utmost care and to the satisfaction of students. College level exam-related grievances are resolved within two to three days. However, exam-related grievances that are sent to University take more time. Thus, the college is dedicated to provide students with time-bound, transparent and efficient solutions for their examination-related grievances.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution ensures effective time management through strict adherence of the deadlines given by the University. In the beginning of the academic year, academic calendar is published by the University with a structured timeline. Based on the same, the college plans the curricular and co-curricular activities as well as internal evaluation of the students. This allows the teachers and the students to work in tandem with the stipulated deadlines, whether it be teaching-learning or evaluation.

The college conducts internal assessment of the students in four different forms, depending on the requirement of the subject – theory, objectives, practicals and assignments. The internal tests are conducted keeping in mind the academic calendar provided by the University. It allows sufficient gap between two forms of evaluation which ultimately helps in keeping the students stress-free.

Every academic year consists of two semesters. Each semester is of 16 weeks. The faculties complete the entire syllabus in the initial 10 to 14 weeks, and the remaining weeks are then devoted to revision, problem-solving and remedial exercises. The students then are evaluated based on the syllabus covered.

Given the academic calendar of the University and study plan made by the faculties which is based on the same, the internal test as well as the result of the students is managed smoothly. Ultimately, they are mapped with the respective course outcomes that are stated in the beginning of the course. The Department Co-ordinators keep a vigil on the adherence of the academic calendar by conducting departmental meetings regularly. Follow-up is then given to the Principal by the Department Co-ordinators.

The assignments given to the students involve unaddressed program outcomes. This helps the students attain knowledge beyond the syllabus as these topics are not covered by the exams conducted by the university but are still relevant. These assignments are given within a set timeframe. The students are to complete them within the time given to adhere to the University's timeline.

Following the University calendar, each and every department prepares academic planner for the given semester in order to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective department. This is followed by deducing a day-to-day division of topics and chapters. These topics and chapters are chosen keeping the upcoming CIE in mind. The timeline created allows for the students to complete the given syllabus in enough time. The students are given enough time before the examinations to prepare and practice the concepts learnt.

In case of any required change, the University communicates the modification to the college and the college implements the same. Thus, the college strictly adheres to the academic calendar for the conduct of CIE.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Program Outcomes are aligned with the vision and mission statement of the institution which provides overall education in order to nurture the students with skills for employment, higher education and

entrepreneurship through innovative learning.

Each course has defined course outcomes that are linked to the program outcomes. They are expressed as complete declarative sentences that clearly describe the knowledge, skills and competencies that students are expected to acquire as a result of completing their programme of study. The resources (faculty, library, labs, technology etc.) and pedagogy to be adopted for effective course delivery and students' learning are determined in consonance with the learning outcomes to be achieved. The outcomes are assessed and measured in order to identify the extent to which goals are accomplished.

Each course outcomes are dexterously stated and discussed at length in classroom teaching. They are also available on the college website and syllabus files that are with the department co-ordinators. The college staff and the students are made aware and informed about these at the beginning of the academic year.

Apart from programme specific outcomes and course outcomes, the institution also has the following goals and objectives:

- To foster girl students into becoming an essentially knowledgeable, skilled and ethical professionals while pursuing their respective specialization in Arts, Home Science and Science.
- To train students in imbibing the ability and competence in study, analysis, knowledge, skills and developing research aptitude.
- To prepare students for research, higher education and entrepreneurship.
- To aid faculties and students with required exposure and infrastructure in order to achieve excellence in teaching, research and innovation.
- To extend partnerships and collaborations with industry and organizations for giving hands-on training and internships to the students.

The college has circulated a structured format for getting Programme Outcomes, Programme Specific Outcomes and Course Outcomes from the faculty members. They are then displayed on the website and are communicated to the faculties in regular meetings.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The effective achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) is of prime importance to the faculties of the institution. Regular examinations are conducted to evaluate the attainment of Course Outcomes (COs).

The direct assessment of Course Outcomes (COs) is based on internal examination, semester-end

examination, performance in practicals, assignments, projects, class participation etc. The performance of the students in the examinations is used to compute the level of attainment of the Course Outcomes. The questions in the examination are asked in context to the Course Outcomes.

The internal evaluations are based on internal tests and presentations which are formulated keeping in mind the Course Outcomes. Each internal examination comprises of a total of 20 marks.

The students are given assignments based on COs and five marks are awarded for each assignment. Assessment is done based on their performance.

Examination is more focused on the attainment of Course Outcomes and Programme Outcomes using a descriptive exam, that is to say, written examination/lab examination depending upon course type.

Departmental meetings are held regularly wherein the authorities keep a check on the curriculum taught to see whether the COs and PSOs are attained or not.

Students and Parents Feedback are collected at the end of the programme (Program Exit Survey). Alumni Meets are conducted in which outcome-based education is discussed with respected alumni and suggestions for improvements are encouraged.

Most of the alumnus of our institution usually pursues higher education, that is to say, pursing Master's degree in their respective subjects. Moreover, a few of them also attain higher positions in their career and professional life. This reflects upon the successful attainment of POs, PSOs and COs.

A team of subject experts and industry professionals analyze the Programme, Programme Specific and Course Outcomes and recommend any changes that are required to improve the performance of the students. Recommended changes or modifications are notified to the concerned Department Co-ordinators and the faculties for necessary action.

2.6.3 Average pass percentage of Students

Response: 83.73

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 211

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 252

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2.66

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	0.66	02	00

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.05

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 02

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 40

File Description	Document
Supporting document from Funding Agency	[View Document]

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Innovation, Incubation and Research Centre was established in the institute in 2017 to facilitate initiatives for creation and transfer of knowledge. The centre is well-equipped with computers with i7 Processor, Wi-Fi router, sound-proof room, camera for recording video lectures, tripod, flash photo video-shooting lights, microphone, flap board, interactive board, LCD projector, Air Conditioner, round table for discussion, cushioned chairs.

Under this centre, several activities were planned and executed in the following academic years. These activities included Global Village (AIESEC), Flash Mob on Mental Health Awareness, a unique Exhibition-cum-Sale of products that provides a platform to the budding entrepreneurs, Conflict Management Workshop, Bal Mela, "History Fest" on the theme "Footprints from the Stone Age".

Global Village (AIESEC – SPTMC Chapter)

The objective of organizing "Global Village" was to bring out cultural exchange for ensuring cultural harmony and to give an exposure to the native students of global culture and make them experience universal brotherhood. The College hosted an event in which nearly twenty colleges of the Surat city were invited to be a part of this cultural celebration. Approximately, 200-250 students participated in this event which showcased the cultures of countries like Afghanistan, Bangladesh, Botswana, China, Egypt, Ethiopia etc.

Flash Mob on Mental Health Awareness

The Department of Psychology organized an event on Mental Health Awareness. It symbolized the status of mental health and how social support along with proper intervention may help in improving the mental health the citizens of Surat. The Flash Mob was followed by a sensitizing address to the public.

Exhibition-cum-Sale for Budding Entrepreneurs

The Department of General Home Science organized a two-day Exhibition-cum-Sale named "Innovation-2018". This Exhibition was organized as a part of Prime Minister's Scheme for enhancing Women Empowerment and World Consumer Day Celebration. This exhibition included creative craft, art and craft, jewellery, paper-craft, wall-hanging and food corners etc.

Bal Mela

The Department of Human Development organized a "Bal Mela" highlighting the concept of Multiple Intelligence. The activities catered to Naturalistic Intelligence, Mathematical Intelligence, Linguistic

Intelligence, Bodily Kinesthetic Intelligence etc. The special attractions were two dramas on "Good Touch, Bad Touch" and "Good Habits". Children of various schools of Surat attended and enjoyed the event.

"History Fest" on the Theme "Footprints from the Stone Age"

History students organized a "History Fest" on the theme "Footprints from the Stone Age". The Fest was organized with an objective to make students understand the significance of History in life and to draw similarities between the Primitive Age and the Modern Age. Students from ten schools of Surat visited the Fest.

Conflict Management Workshop

With an aim to educate students and develop "Conflict Management" as a life-enhancing skill, the Departments of English and Psychology organized a workshop on "Conflict management". Theories of conflict and its relevance were explained by the subject expert Dr. S.K. Mohanty, Hon. Secretary (D & P), Vanita Vishram, Surat. This workshop was designed to provide the participants a holistic overview and conceptual understanding of conflict and its management.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
Any additional information	[View Document](#)

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.89

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	12	23	35	28

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.37

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	23	1	8	7

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Sheth P.T. Mahila College of Arts and Home Science was established as an all–women's college with a vision to empower women by imparting quality education and skill development. This vision cannot take place only within the campus and hence the college is actively involved in the following extension activities in the neighbourhood community in terms of impacting and sensitizing students regarding social issues focusing on their holistic development.

N.C.C. Activities

Every year students participate in N.C.C. activities like Thal Sainik Camps, Army Attachment Camps, Basic Leadership Camps, Trekking Camps, Rock Climbing Camps, Sports Camps, Republic Day Camps and National Integration Camps. These camps have heavily contributed in developing character, comradeship, discipline, leadership, secular outlook and ideals of selfless service towards the country. In these camps, several students participated in various competitions and achieved a number of awards. Other activities include cleanliness drive, rallies, *safai abhiyan*, traffic awareness and anti–tobacco awareness.

N.S.S. Activities

Under N.S.S., the students have participated in events like AIDS awareness programme, blood donation camps, traffic week celebration with SMC and NGOs. Legal provision for girls against violence, poster-competition to save the environment, tree plantation, lectures on the importance of human values and ethics, cleanliness drives.

- **Cleanliness Drive – Tapi Shudhikaran Abhiyan –** Students formed groups and sensitized the general public regarding the need for cleaning Tapi river. Garbage was collected by the students and disposed.
- **Swachh Bharat, Sundar Bharat** was inaugurated and Gandhi Jayanti was celebrated along with massive cleanliness drive. Oath ceremonies for practicing cleanliness, talk on "Kartavya Kranti – I am on National Duty: Are You?" were organized.
- Seminar on "Exploitation of Women – A Social Evil" was organized by VNSGU.
- **Swatchhata Sankalp Abhiyan –** Students took an oath of cleanliness. Slogan and poster-making competitions were organized.

- NSS special camps were organized at Umargam Village. Survey of community was done to know how many houses did not have toilets. People were informed about government schemes to build toilets. Lectures were held on *Gruh Udyog*/Women Entrepreneurship for the community.
- Awareness Programme on Filaria was organized. Motivational programme was organized in school and *anganwadi*. Eye check-up camp for community people, visits to old age home, helping the inmates of *Bhikshuk Ashram*, visit to orphanage were organized.

College Activities

- The Department of Psychology organized Flash Mob regarding mental health awareness at VR mall, Surat.
- Food Science and Nutrition Department observed breast feeding awareness week.
- International Yoga Day was celebrated.
- Bal Mela was organized by Human development Department wherein children were sensitized regarding child sexual abuse using 'good touch and bad touch' technique.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 8

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	02	03	01

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 43

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
09	15	05	05	09

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.45

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	06	02	03	05

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc during the last five years

Response: 95

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
45	19	12	11	08

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	00	02	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has adequate facilities for teaching–learning. The college building has sufficient number of dedicated classrooms for all the respective subjects. These classrooms are well-ventilated and well-lit. They facilitate optimal teaching-learning environment. All the classrooms have multimedia facilities which include computer system, projection and projection screen. Moreover, the bigger classrooms also have speakers. These facilities enhance and enrich the entire experience of teaching-learning. The faculties regularly use these multimedia tools and this usage is well-documented in the Multimedia register of each and every faculty. Many classrooms also have the relevant information displayed on the soft boards / notice boards. Every department has a dedicated soft board wherein the students creatively showcase the subject specific information like articles, poems, photographs, charts etc. This information is regularly displayed and updated by the designated students under the guidance of their teachers.

For the subjects that have Practicals, the college has fully-equipped and fully-functional laboratories like the Psychology Lab, Food Science and Nutrition Laboratory, Apparel Designing Lab, Hospitality Management Lab, Human Development Lab (Child Development Lab), Chemistry Lab, Microbiology Lab, Physics Lab. These laboratories are constructed keeping in mind the minimum specified requirement by the respective statutory bodies. The laboratories have all the required instruments and apparatus that are regularly checked, calibrated and upgraded as per the requirements. The college also has an extensive network of ICT. It has total of 41 desktops that are connected with LAN and are powered with a high speed internet connection. Apart from that, the college has a direct access to Vanita Vishram Institute of Computer Science which houses 65 computers of high configuration meant for courses like web designing, tally, mobile application, programming, CCC etc.

The college has a Conference Hall, where many teaching–learning activities such as Conferences, Workshops, Seminars, Fests, Movie Screenings etc. are held. This space is also utilized by the students for extra-curricular activities that lay a foundation for practical implementation of the theoretical knowledge that they have learned in the classrooms.

All these afore-mentioned facilities cumulatively contribute to the creation of an excellent teaching–learning environment for the students and faculties.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Sheth P.T. Mahila College of Arts & Home Science has adequate facilities for sports, games, gymnasium and yoga. The Vanita Vishram Sports Complex was established in 2014 with some amount as grants from University Grants Commission (UGC). However, a substantial amount of grant was contributed by Vanita

Vishram for the successful completion of the project. It has a huge and spacious Sports Complex of international standard. Facilities for Indoor Games, Lawn Tennis Court, Badminton, Table Tennis, Pool, Boxing coaching, Basket Ball Court, Cricket Coaching and Net practice along with Archery, Javelin, Shot-Put, Discus throw etc. are included. Vanita Vishram has appointed a full-time coach as well in order to facilitate the coaching of games. The entire campus including this sports complex is CCTV-enabled. The sports complex has hosted many University-level competitions such as Badminton Tournaments etc. The sports complex also has soft mats for Yoga sessions and every year World International Yoga Day is celebrated here. Every year, the college hosts Annual Sports Day where many students and faculties participate in various competitions of athletics and games. The sports day is concluded with prize distribution ceremony where the sporting talent of students is recognized and rewarded.

For the co-curricular activities, the college has access to Shivgauri Hall which is an air-conditioned auditorium with stage and balcony and a seating capacity of five hundred members. This hall has a stage area of 800 sq. ft. with green room and seating area of 2,000 sq. ft. with electricity, LCD projector, and other acoustics. This hall has hosted many events such as the Freshers' Day, Farewell Functions, Alumni Meets, Global Village etc. These events are hosted and managed by the cultural committee of the college and the core team of the students.

The college also has an access to Bajigauri Open Air Theatre which is an ideal location for all social, recreational and public gatherings. It has 25,000 sq. ft. Open Air Theater with stage. It has a seating capacity of 3000 and is ideal for all social functions and festivals. It has 2,000 sq. ft. stage with two green rooms. This Open Air Theatre has hosted many larger events such as the Annual Function, Sports Day, Celebration of Independence Day and Republic Day, Fashion Show etc. Such events play a pivotal role in giving the necessary exposure to students from participation in the co-curricular activities.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 24

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 49.92

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
23	11	09	07	06

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

With the objective of substituting manual work with technological advancement and upgrading the functioning of library, the college introduced SOUL Version 1 in 2003. Though it started with partial automation, since then, the college has been striving hard for the full automation of its library using Integrated Library Management System (ILMS). It has upgraded the software recently with the installation of SOUL Version 2.0.0.9.

Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. It is compliant to international standards for bibliographic formats, networking and circulation protocols.

The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 was released in 2008. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols for electronic surveillance and control.

SOUL 2.0 consists of the following modules:

1. Acquisition
2. Cataloguing
3. Circulation
4. On-line Public Access Catalogue (OPAC)
5. Serial Control

Administration

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The collection of rare books and manuscripts play a very important role in the library system of any institution. The presence of such collection does make it only valuable but also points at its uniqueness. Over a period of time, the college library has also made efforts to preserve such books that have attained the nomenclature of rare or special books. As per the college library record, there are 252 books that can be termed as rare or special. This list covers almost all the subjects that are offered by the college as major subjects. It also covers some of the most significant dictionaries, thesaurus, anthologies, encyclopaedias etc. Mentioned below is the list of a few exemplary titles:

1. Handbook of Research in Child Development by Paul H. Mussen
2. The Construction of Reality in the Child by Margaret Cook
3. The Adolescent – A Book of Reading by Jerome Seidman
4. Child Psychology – Dorothy Rogers
5. Child Psychology Growth Trends in Psychological Adjustment by George Tompson
6. Handbook in Early Childhood Education by Bernard Spodek
7. ICDS by Dr. Sadka, Nancy L.
8. Introductory Economics by D.D. Panigrahi
9. Communication in the Classroom by Keith Johnson
10. Nutrition and the Physical Fitness by George Briggs
11. Developmental Nutrition by Lucille Harley
12. Fundamentals of Food Chemistry by Heimann
13. Nutrition & Diet Therapy by Williams
14. Adhunik Hindi Kavita Ma Alankar by Dr. Tripathi
15. Milton & The Nature of Man by A.G. George
16. Current English Usage by Frederick Wood
17. The House: Its Plan & Use by Tessie Agan

18. Handbook for Fashion Designingby Ritu Jindal
19. English Drama by A.P. Rossiter
20. The Emerging World by Jawaharlal N. Memorial
21. Shakespearean Tragedy by A.C. Bradley
22. Keshav Das by Chandrabali Pandey
23. Nibandhlok by Dr. Vinay
24. Madhyakalin Gujarati Kavita by Somabhai Patel
25. Gujarati Sahitya Itihas by Chimanlal Trivedi
26. Bhartiya Sahitya Shastra by Ganesh Deshpande
27. Bhagvadgomandal
28. Encyclopaedia Britannica

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.82

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.37	5.32	1.79	1.71	1.90

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.13

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 2

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Considering the ever changing IT developments and need of the college, IT set up has been upgraded from time to time in the last five years. From stand-alone computers to fully networked computers, the IT setup has been made more and more user-friendly and accessible to all stakeholders.

During the academic year 2013-2014, computers with the following configuration were available in the college:

Hardware

- Intel Dual Core Processor
- 15" CRT monitor (Very few LCD screens)
- PS2 keyboard & mouse
- 512 MB/ 1 GB DDR2 RAM
- 500 GB HDD

Internet Speed at that time was 512 Kbps or 1 Mbps. No Wi-Fi facility was available in the college.

Software

* Windows Xp/7
* MS Office 2003/2007

There was no computer-based Student Management System.

Presently, computers with the following configuration are available in the college:

Hardware

* Intel i3/i7 Processor
* 15"/18" LCD/LED monitor
* USB Keyboard & mouse
* 2 GB DDR4 RAM
* 500 GB/ 1 TB HDD

Broadband Internet connection speed is 12 Mbps which is provided by BSNL. The college has NAMO Wi-Fi connection having speed of 5 Mbps provided by the Govt. of Gujarat. It is accessible to students also.

Software

* Windows 10/7
* MS Office 2013/2007

The college has computer-based Student Management System software named EasyEdmin through which following tasks are managed:

* Students' records
* Students' attendance
* Students' result
* Students' fee collection
* Students' certificate issue
* Notice display using android TV
* Staff management
* Classroom management
* Admission management

File Description	Document
Any additional information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 14.18

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 63.39

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
29.7	18.2	10.5	10.3	5.6

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution has an established system for the effective utilization and maintenance of physical, academic and support facilities like computers, internet, LAN, CCTV, classrooms, lab equipment etc.

The faculty members discuss and list down all the maintenance issues which are then communicated to the Principal for further procedure. As per the instruction of the Principal, the concerned person from the college contacts the relevant agency or department and informs them orally about what requires maintenance. If the maintenance issue is not addressed, a reminder letter is sent to the concerned department for immediate action. As a last resort, the members of Management are contacted, if needed.

However, issues like maintenance of CCTV, Solar Panel, Water Purifiers, Computers etc. is discussed either in the Core Committee Meetings or Surat Administrative Committee (SAC) meetings of Vanita Vishram. Depending on the amount of work, the tenders or quotations are invited. The entire process is very transparent and the committee selects the agency which provides the best quality at reasonable rates and with a comprehensive Annual Maintenance Contract (AMC). The AMC mentions all the important terms and conditions. Once the agency is finalized, the respective institution and its concerned department are informed about the same. Henceforth, it becomes the responsibility of the concerned department/college to follow the AMC.

As far as computers, internet and LAN are concerned, there are two in-charge co-ordinators whom all the institutions need to report. They directly contact the concerned service provider for any maintenance purpose. Vanita Vishram has hired Shreeji Computer Consultancy services for the regular maintenance and upgradation of computer facilities. There are many other local agencies appointed by the institution to fix small issues of gas, chemicals, chimneys etc. There is a team of in-house electrician, carpenters etc. to make furniture. These agencies are directly contacted by the college administrative office.

A professional team of housekeeping staff is employed in order to maintain cleanliness and hygiene in the entire campus. There are special cleaning machines deployed to clean roads within the campus. Gardeners are employed for the maintenance of lush green gardens in the entire campus.

The institute also has a team of dedicated engineers and trained staff to take care and maintain facilities on regular basis:

1. Mr. Jagdish Jariwala (Estate Engineer)
2. Mr. Tejal Parekh (I.T. Administrator)
3. Ms. Dhwani Desai (E & C Engineer)
4. Mr. Akshay Bandaria (Assistant Engineer)
5. Mr. Vishal (Housekeeping In-charge)
6. Mr. Iqbal Qadri (Sports Complex & Halls In-charge)

There is an established code of conduct for the users of library, laboratories, sports complex etc. Given below is the Code of Conduct for the library users:

1. Library will remain open from 9:00 a.m. to 4:00 p.m. and books will be issued in the same duration.
2. The bona-fide members will only be permitted to obtain books from the library by producing ID-cum-Library Card. Each member shall be issued the ID-cum-Library Card. The entitlement of lending books is given below:

No.	Types of Users	No. of Books	No. of Days	Fine of Late Submission
1	Students	03	10	Rs. 5/- per day
2	Teaching Staff	10	90	Rs. 5/- per day
3	Non-Teaching Staff	02	10	Rs. 5/- per day

3. Kindly maintain silence.

4. Eating in library is strictly prohibited.

5. Care must be taken to see that library walls, furniture and reading materials are not spoiled / damaged in any way.

6. In library, fixtures should not be displaced from their original position.

7. Use of mobile phone is strictly prohibited.

8. Books and bound volumes should be handled with great care. They should not get damaged by any means.

9. Pages of the books should not be folded to serve as bookmarks.

10. Distortion found in the borrowed books should be immediately brought to the notice of the librarian.

11. Non-library materials should not be left unattended on the reading table.

12. Put your bags and personal belongings on the property counter at the entrance of library.

13. Damage to library property may lead to withdrawal of library privileges, and in serious cases, even to heavy fine and necessary disciplinary action taken by

   the College Principal.

14. Any member who is found guilty of taking a book out of the library without authorization is liable to withdrawal of library privileges and / or fine. The

   quantum of punishment will be determined by the Principal.

15. If Library ticket or membership card is lost, duplicate library tickets/ membership Card/College I-Card will be issued accordingly at the charge of Rs. 50.00

   each. However return / payment / replacement of book/s issued on the previous library tickets / membership card will be the sole responsibility of the user

   and no clearance will be given till the dues are not settled.

16. Loss of library books or membership cards must be reported in writing to S.P.T.M. College of Arts & Science Library / Librarian / Library Assistant

   immediately.

17. The current cost of the book(s) and its corresponding processing charges will be taken from the defaulter if the book is defaced / disfigured / lost.

18. If students want to retain books with them after given period (seven days), they have to re-issue books on / before the last date of return.

19. Getting the book/s re-issued is the sole responsibility of the user/s. The librarian – library staff is not bound to inform / warn regarding the same.

20. Any document issued may be recalled by the Library before the due date of return without assigning any reason, and the borrower has to abide by the

   decision.

21. College Library / Librarian / Library Assistant is authorized to impose any or more of the following penalties, if any student is found guilty of breaking the

rules and regulations on library premises:

* Warning
* Fine
* Cancellation of membership on temporary or permanent basis

22. Suggestion/s / Complaint/s / Feedback are welcomed on all aspects of library services. Kindly use the suggestion box for the same.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 8.38

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
138	25	74	73	71

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	26	62	22	12

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

     1. **For competitive examinations**
     2. **Career counselling**
     3. **Soft skill development**
     4. **Remedial coaching**
     5. **Language lab**
     6. **Bridge courses**
     7. **Yoga and meditation**
     8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 3.64

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	30	30	38	34

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 10.84

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
74	158	306	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.61

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	13	04	04	06

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 43.75

5.2.2.1 Number of outgoing students progressing to higher education

Response: 119

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	00	00	00

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 9

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	06	01	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the directives of Veer Narmad South Gujarat University, Surat the college either conducts election or goes for selection as far as Students' Council is concerned. In case of Students' Council election, the college follows all the protocols and procedures as laid down by the affiliating University. First, the Class Representatives (C.R.) is elected and they in turn elect the General Secretary (G.S.) of the college. It is then followed by oath-taking ceremony.

Further, the elected Council Members are attached to various committees of the college like cultural committee, library committee, discipline and cleanliness committee, tour committee etc. All the council members actively contribute to various functions and programmes, whether academic or co-curricular. They also actively participate in the celebration of various days as well as community outreach

programmes like visit to old age home, differently-abled children home, orphanage etc. The council members and their skills are also utilized for promotional activities of the college. They, as ambassadors of the college, go to the various institutes of the city for the promotion of the college. Two of the major programmes managed by the council members are the Annual Function and the Alumni Association Meet of the college.

Now, a representative from the Students' Council is also added to the IQAC body of the college as per the new guidelines of NAAC so that the Students' Council can contribute more meaningfully in the progress and development of the college.

The Students' Council Members also help the college during the admission process at the Help Centre. As they are well-versed with the different aspects of the college, they are given the important responsibility to guide the aspiring students and their parents regarding the admission process and give basic information of the college. Thus, Students' Council plays a pivotal role in the overall development of the college.

File Description	Document
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 17.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	13	17	18	25

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Sheth P.T. Mahila College of Arts and Home Science didn't have a formal Alumni Association till date. The first-ever Alumnus Meet was held on 14 August, 2018 which was attended by more than 200 students ranging from the batch of 1992 till 2018. The Meet was followed by the drafting of Alumni Association Constitution and the formation of its Body. At present, the college has a database of 354 alumni with their contact details, profession/occupation, designation, status etc. As a matter of fact, the college has already received **Rs. 27,000/-** as donation and annual membership fees in the first-ever alumni meet of the college.

However, the Departmental Alumni Group has been quite active since long, that is to say, the Surat Nutritional Club is functional under the Department of Food Science and Nutrition and they meet at least once in a year. But the activities are conducted under its banner round the year.

At individual level, some of the alumnus have participated in various activities like seminars, workshops, annual function, guest lectures etc. in all the departments at regular intervals. However, formally, the Alumni Association will now actively contribute to the college both academically and financially. The alumni engagement mechanism of the college will achieve this by inviting alumni to:

- be the adjunct faculty and take special guest lectures.
- utilize the college infrastructure and continue their career ambitions through life-long learning.
- attend various refresher seminars and workshops organized by the college.
- participate at least in the three major functions of the college, namely, fresher's party, annual function, and farewell function in a year.

File Description	Document
Link for Additional Information	[View Document]()

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	[View Document]()
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	01	01	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The institution has been established with a vision and motto to empower our girl students by imparting quality education and providing alternatives in higher education. It also aims at making them capable and self-reliant.

The institution conducts regular meetings with all its stakeholders in the annual Local Managing Committee (LMC) meeting and discusses future plans for the betterment of students.

It is also connected with NGOs and leading social activists as a part of the Anti-ragging and Sexual Harassment Cell that ensures to resolve any kind of issues of harassment faced by the students. Grievance Redressal as well as Counselling Cells has been formed in order to help students to discuss their problems with a Counsellor. It helps the students in two ways – first, it builds their confidence and secondly it gives them a forum to register their grievance, be it personal or academic. Students also have a right to make suggestions related to the working of the institution by openly giving their valuable suggestion in the suggestion box. It also functions as a complaint box wherein the students can directly drop their complaints without any hesitation. Later, these suggestions and complaints are handled by the Principal and the Feedback Committee in a confidential manner and resolutions are arrived at.

The institution also has a Career-Counselling cell that guides students for various vocational and skill development programmes offered within the campus for an all-round development apart from their regular curriculum.

The students are involved in various curricular, co-curricular and extra-curricular activities throughout the year, which is reflective of the three-fold system followed by the institution. The curriculum is taught in such a way to enhance and empower the knowledge base of the students through an excellent academic and physical environment.

The institution highly supports dynamic learning through project-based activities through its Research Committee, which is led by remarkable people in the area of research. It directly gives an outstanding exposure to the students to learn something new and innovative in an experiential way.

At the centre of all activities, programmes, courses and policy-formation of the institution, the idea of women empowerment functions as the guiding principle.

6.1.2 The institution practices decentralization and participative management

Response:

The college has developed a three-tier system to carry out a decentralized form of working. As part of

Vanita Vishram Institute for the Empowerment of Women, the Management offers many skill-based and industry-based Vocational Training Courses which includes Nursing, Fashion Designing, Beautician etc. All academic courses and vocational training courses offered by Vanita Vishram are approved by appropriate Government authorities and University.

For an instance, recently, the institute decided to begin with the new vocational degree course named B.Voc., which focusses on skill development, job-readiness and the needs of the local industry. UGC has launched a scheme on skill development-based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) degree with multiple exits such as Diploma/Advanced Diploma under the National Skills Qualifications Framework (NSQF). This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment and becoming entrepreneurs.

1. **Proposed Initiative by Vanita Vishram, Surat to Launch B.Voc. in its Constituent Colleges Affiliated to VNSGU.** Furthering this visionary and progressive initiative undertaken by the UGC, which is also in tune with the scheme of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) launched by the Ministry for Skill Development and Entrepreneurship (MSDE), Government of India, we, at Vanita Vishram, intend to be a part of this initiative and thereby contribute to the cause of nation-building. As suggested in the UGC guidelines and based on the needs assessment of local industrial, commercial and academic sectors, Vanita Vishram had identified, conceptualized and developed 8 (eight) different One Year Diploma Courses, which will be gradually extended to Advanced Diploma and B.Voc. Degree. Out of these 8 courses, Sheth P.T. Mahila College of Arts and Home Science is going to launch three courses, namely, Diploma in Fashion Designing, Diploma in Event Management, Diploma in Interior Design from the academic year 2019-2020 in affiliation with VNSGU. All these vocational courses, to start with, will be self-financed.

2. **Curriculum Development Process** We have adopted a systematic and structured process to develop and design the course contents, curricula, syllabi and practical to ensure suitable mix of general education and skill development components for on-hand experience to make the learners job-ready. The courses have been designed by competent faculty members of our colleges, and have subsequently been approved by a committee of subject experts. The course contents and curricula developed by senior, competent and experienced faculties of the respective departments/specializations of Vanita Vishram were subjected to review by a body of in-house experts through a series of meetings where the suggestions/inputs emerging from collective wisdom were incorporated. The course contents, curricula and credits were further reviewed and restructured by external subject specialists from other Universities and industry experts, in one-day workshop.

In the process of designing the courses and in all the review exercises, due care has been taken to ensure that the objective of skill development and employability of the learner are addressed.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The first step towards progress begins with brainstorming of the idea amongst the authorities. Based on inputs and suggestions of various committees, strategic plans for new developments are chalked out with necessary actions to be taken.

1. Introduction of Science Programme (Degree Course) in Academic Year 2017-18

Surat Administrative Committee (SAC) resolved in its meeting to introduce Science programme from the academic year 2017-2018 in affiliation with Veer Narmad South Gujarat University. Sheth P.T. Mahila College of Arts and Home Science came to be the only college for girls which offer degree courses in science stream in entire South Gujarat region keeping in mind the on-going trend of education. Moreover, a Science Degree would equip girl students not only with the conventional academic knowledge but also practical skills and core competencies required to pursue higher education in specialized fields.

2. Primary Assessment

The members of management took cognizance of the pilot project conducted by Veer Narmad South Gujarat University, Surat which ascertained that there are 20 government-aided and 25 self-finance colleges which offer B.Sc. Course in Chemistry and Microbiology as specializations at UG level. Based on the collected data, it was decided to begin the B.Sc. Degree programme in the college from the academic year 2017-2018.

3. Availability of Resources (Infrastructure and Faculty)

As the Science section of the college was to begin in the afternoon shift, sufficient classrooms were already available in the existing premises. The required laboratories for the subjects like Chemistry, Microbiology, Physics were designed and made in due course of time. Faculty members were recruited through official notification on the College website and advertisement in Local and National newspapers. The assessment and interviews of candidates were done in accordance with University and UGC procedures.

4. Admission Procedure

An official notification was given on the university website and the detailed admission process was mentioned in the admission brochure of 2017-18 for B.Sc. programmes. After the successful verification of the application forms filled by the students, 164 of them were admitted in the First Year B.Sc. Programme which comprises of 80 students in Chemistry 84 in Microbiology.

5. Action Plan

After the successful admission process, the main aim of the institute was to impart quality teaching and learning, which is then reinforced by the University exam result of First Year B.Sc., 2017-18 (79.96 %).

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The development of the college is a continuous process and at every step, the Management plays key role and strives hard to improve. Vanita Vishram was registered under Bombay Presidency. Its headquarters is in Mumbai. However, there is a Management Committee which administers the branch of Vanita Vishram in Surat. The Management of Vanita Vishram, Surat has two different committees:

1. Surat Administrative Committee
2. Core Committee

The Surat Administrative Committee (SAC) meets at regular intervals round the year. There are 20 members in the same. The most important policy-making decisions are usually on agenda as far as SAC meetings are concerned.

The Core Committee consists of 9 members from the list of SAC. They invariably meet at least once fortnightly and discuss as well as resolves about the issues related to the day-to-day administration of the institution. The Office-bearers are the ones who are the authorized signatories of the institution. They are invested with certain policy-making and administrative powers which are significant for the smooth functioning of the institution.

Sheth P.T. Mahila College of Arts and Home Science is one of the constituent institutions of Vanita Vishram, which is at present headed by an In-charge Principal. She is the administrative head of the college. She is assisted by the Academic Co-ordinator of Vanita Vishram in day-to-day important matters related to college administration. Further, the staff members are divided into teaching and non-teaching. Teaching includes Heads of various disciplines, Departmental Co-ordinators and Faculty Members. Non-teaching includes Head Clerk, Senior Clerk/Accountant, Junior Clerk/Computer Clerk, Laboratory Assistants and Peons. The college library is looked after by Librarian and Library Assistant.

The college follows all the norms related to service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism as prescribed by UGC, Government of Gujarat, Veer Narmad South Gujarat University and its parent institution Vanita Vishram. Cells like Women Development Cell, Anti-

Ragging and Anti-Sexual Harassment Cell, Grievance Redressal Cell are all constituted as per the guidelines prescribed by UGC and VNSGU from time to time. Moreover, the college has put suggestion/complaint box on each floor of the institution with a prescribed procedure. The box is opened fortnightly on regular basis. Complete confidentiality is maintained. After implementing the positive suggestions or resolving the complaints, the committee members prepare an Action Taken Report (ATR).

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Sheth P.T. Mahila College of Arts and Home Science proposed collaboration with AIESEC, Surat Chapter (AIESEC – International Association of Students in Economic and Commercial Science) in 2017. The Core Committee of Vanita Vishram unanimously approved the proposal (Core/Agenda-Resolution 06 dated 04/07/2017).

After getting the approval, the inaugural meeting of AIESEC, SPTMC was held on 18th July, 2017 wherein it was decided to sign the MoU, form the body of AIESEC, SPTMC, and preparing projects for the prospective international interns. The MoU between AIESEC, Surat Chapter and AIESEC, SPTMC was signed on 27th July, 2017.

AIESEC, Surat Chapter in collaboration with AIESEC, SPTMC organized the "Global Village Event" on 9th August, 2017 in the Shivgauri Hall of Vanita Vishram campus. The programme was approved unanimously by the Core Committee of Vanita Vishram (Core/Agenda-Resolution 08 dated 26th July, 2017). The sole objective behind organizing "Global Village" was not merely to bring out cultural exchange for ensuring cultural harmony, but also to expose native students to a global culture and make them feel truly a world citizen.

This vision of going global brought 15 people from different social, political, historical, cultural and economic backgrounds from seven different countries under one roof. The College hosted an event in which nearly twenty colleges of the Surat city were invited to be a part of this cultural celebration. Approximately, 200-250 students participated in this event which showcased the cultures of countries like Afghanistan, Bangladesh, Botswana, China, Egypt, Ethiopia etc. The entire programme was co-ordinated by various members and teams of both AIESEC, Surat Chapter and AIESEC, SPTMC. Later, the AIESEC, SPTMC also hosted one of the interns named Ms. Mayar Hamza from Egypt, who stayed for a month and involved herself in various activities and academics of the college.

The whole intent behind organizing the said programme was to offer a space, a public

forum to interact, share and connect students to the visiting internationals, and thereby expand their horizons of knowledge and understanding. The event received comprehensive coverage from local media, newspapers, news channels and social networking sites. The entire team of AIESEC, SPTMC collaborated with AIESEC, Surat in order to make this event successful.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The institution is very committed and responsible towards health, security and the growth and development of its employees. It has many effective welfare measures for both teaching and non-teaching staff. As a part of these welfare measures, the institute has introduced the following initiatives:

1. **Group Insurance Scheme:** As part of this initiative, all the Self-Finance employees of the institute (both teaching and non-teaching staff members) are insured under the group insurance scheme.
2. **Promotion of Research Projects:** As a part of this initiative, the parent institute Vanita Vishram has formulated Vanita Vishram Support Unit (VRSU). VRSU, strategically provides an integrated and appropriate level of managerial, technical, financial, and logistic support for harnessing and

utilizing the existing research potentials within the institution, including infrastructure facilities and HR talent pool, that lead to institutionalizing the research initiatives and creating sustainable research environment for the faculties pursuing research. As a part of which, the faculties may seek research fund for their projects from the Seed Fund created by Vanita Vishram. Thus, the parent institute is ever supportive of research-oriented faculty members.

3. **Special Adjustments for the Ph.D. Pursuing Faculties:** As a part of this initiative, the faculty members pursuing Ph.D. are given special leaves and the required modifications are made in their time-table so that their academic duties are not affected due to the Ph.D. programme.

4. **Medical Check-up Camps**: As a part of this initiative, the institute organizes Medical Check-up Camps for its teaching and non-teaching staff. The institute organizes a medical health check-up camp for all staff with a team of IMA (INDIAN MEDICAL ASSOCIATION), Surat, which includes General Physical examination, Blood Pressure check-up, BMD (BONE MARROW DENSITY) check-up, Thyroid Check-up, Eye Check-up, Blood Sugar check-up, Gynaecological Check-up, ECG, Orthopaedic consultation, Skin consultation. Necessary medical advice and precautionary measures are given to the staff. The attendees who require further medical attention are given slips to present at the reception of the hospital for further treatment.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 11.57

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	09	06	00	00

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Institute follows a performance-based appraisal system. At the end of every academic year, all the staff members fill up an Academic Staff Performance Appraisal form. This is a self-evaluation of the concerned faculty member. This form constitutes all the relevant information of the faculty member that would be indicative of his or her performance. It includes various parameters like personal details, Academic / Educational Details, Teaching experience, Research experience, Academic Staff College Orientation / Refresher courses attended, Training & Capacity building workshops attended, Faculty Development Programs attended. A special emphasis is laid on the Academic Performance Indicators (API) which includes Active learning methodology, Practicals, Group discussions, Seminars, Field Visits, Assignments,

Use of participatory and innovative teaching-learning methodologies and use of ICT, Sandhan, E-Library, Remedial courses & Skill modules.

Data regarding Examination duties like Invigilation, Paper-setting, evaluation of students at theory/practical examination is also taken. Other relevant data include NSS, NCC, Yoga, Cultural, Saptdhara, Youth festival, Counselling etc.

Data regarding Member of Academic, Administrative committees, Member of NGOs., Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department is also taken. Information related to the Professional development activities such as participation, organization of Seminars, Workshops, Job fairs, Talks, Field visits and Study tours is also documented. Data regarding Research and Academic Contributions and Published Paper in Journals is also taken. Books published as single author or as editor, Information related to Papers presented in Conferences, Seminars, Workshops, Symposia are also documented. Other Relevant Information Awards, Recognitions received and Summary of API Score.

The punctuality of the concerned faculty is also subjected to self-assessment. This also includes the leaves taken (Casual leaves and Duty Leaves). Curricular responsibilities are also accounted for taking remedial measures taken by you to help slow learners of your class. Measures taken to maintaining discipline and cleanliness in class & the college premises are also taken into consideration. The form also includes response related to the innovative ideas implemented as well as the co-curricular responsibilities performed by the faculty member.

The form also includes the changes that the faculty member would like to see in the prevailing practices of teaching & administration. Feedback about Working Environment and colleagues are taken. Thus genuine initiatives are taken to assess and regularly improvise the performance-based appraisal system of the teachers.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Sheth P.T. Mahila College of Arts & Home Science conducts internal and external audits on regular basis. As per the policy framed by Vanita Vishram, its parent body, the college prepares Annual Budget every year, which is then scrutinized, verified and modified by the Secretary and the Treasurer of the parent institution.

At the end of each fiscal year, the college submits all the relevant documents and data for Financial Audit by Natvarlal Vepari & Co., the approved Auditor of Vanita Vishram. The Grant-in-Aid Audit includes the following:

1. Schedule A – Liabilities
2. Schedule B – Fixed Assets
3. Schedule C – Current Assets
4. Schedule D – Salaries and Allowances
5. Schedule E – Other Expenses
6. Schedule F – Fee Income
7. Scehdule G – Other fees & Other Miscellaneous Income

The Self-finance Unit Audit includes the following:

1. Fixed Assets
2. Income and Expenditure
3. Amenities
4. Gymkhana
5.
6. Pre-School Unit
7. Diploma
8. Student Union Fee
9. Tuition Fee
10. IGNOU
11. Salaries and Allowances

Significant Accounting policies adopted in the preparation and presentation of accounts are as under:

1. Basis of Accounting
2. Fixed Assets
3. Depreciation
4. Gratuity
5. Grant-in-Aid / Fees Income

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 16.36

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
00	5.25	11.0	0.11	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College relies upon its parent institution Vanita Vishram for the mobilization of funds and the optimal utilization of resources. A strategic procedure is followed for the same which is as follows:

1. The senior clerk and the accountant of the college prepare a detailed and elaborate Annual Budget in consultation with all the stakeholders of the college. The proposed annual budget covers the future projection of the new academic year.
2. Before sending the final copy to the Management for approval, a preliminary discussion is held in the presence of Senior Clerk, Accountant, Secretary and the Treasurer of the Trust.
3. The proposed annual budget is then put for final approval in the Core Committee Meeting or Surat Administrative Committee Meeting of the Trust.
4. Once the budget is approved, the funds are allocated from the central office of the Trust to the college account for utilization.
5. Lastly, at the end of the academic year, all the accounts of the college are verified and audited by professional chartered accountant, which leads to greater transparency in all financial transactions.

The resources that are installed in the college premises require only the approval of the principal as far as utilization is concerned. However, the college has to write a letter requesting for the approval of utilizing any resource that fall under the charge of the Trust. The permission is granted by the Secretary depending on the requirement.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC of our institution works diligently for the academic growth and development of the institution. Several innovative and creative ideas are initiated by the IQAC and forwarded to the management for further approval every year. In tandem with the revised NAAC guidelines for the formation of IQAC, the institution re-constituted its IQAC in December, 2018 which comprises of 17 members.

INTERNAL QUALITY ASSURANCE CELL

Chairperson	Dr. Khushman Dholawala I/c Principal
Teachers	1. Dr. Smita Bhatt Associate Professor Departmental Co-ordinator, English Vice-Principal, Arts Faculty 1. Dr. V.N. Solanki Associate Professor Departmental Co-ordinator Food Science & Nutrition 1. Dr. Navnit Chothani Assistant Professor Departmental Co-ordinator Chemistry
Members of the Management	1. Shri Ashvin Mehta Vice-Chairman

	SAC-Vanita Vishram
	1. Shri Haresh Mehta Hon. Secretary SAC-Vanita Vishram 1. Dr. S.K. Mohanty Hon. Secretary (D & P) SAC-Vanita Vishram 1. Dr. Imran Surti Academic Co-ordinator Vanita Vishram
Senior Administrative Officers	Shri D.D. Solanki (Office Superinten Shri Tinesh Gandhi (Senior Clerk
Local Society Nominee	Smt. Snehlata Bhatia Chairperson & Founder Surachana Charitable Trust
Students Nominee	Ms. Zainab Motiwala S.Y.B.Sc. (Home Science) Dept. of Food Science & Nutritio
Alumni Nominee	1. Mrs. Smriti Juneja President, Alumni Associatio 1. Mrs. Shefali Pharsole Vice-President, Alumni Associa
Employers Nominee	Mr. Anal Merchant

	President
Industrialists Nominee	Sanat Relia
Stakeholders Nominee	Dr. H.K. Raval (Parent of Dhvani Ra
	Professor
	Department of Mechanical Engineer
	SVNIT, Surat
Co-ordinator / Director	Shri Virendra Joshi
	Associate Professor
	Dept. of Food Science & Nutritio

1. **Innovation and Research Centre**

This initiative was taken in the academic year 2017 in order to establish the Innovation and Research Centre to facilitate and encourage research aptitude amongst the faculty members and other stakeholders. The center is a storehouse of rare books, huge corpus of e-content, and a provision to record video lectures. It would provide an opportunity to the faculty members to make their subject content accessible once it is uploaded on YouTube. It became functional toward the end of the academic year 2018-2019.

The Innovation and Research Center ensured that faculty members took up hands-on activities for better understanding of the curriculum. In the academic year 2017-18, five such activities were initiated through this center under the guidance of the IQAC.

1. **Faculty Upgradation through Promotion of Research**

The IQAC committee motivates and encourages the faculty members to upgrade themselves by attending seminars, workshops and conferences of national and international levels. It ensures that the Faculty members increase their knowledge base through new research trends and ideas. Later, they write research papers and get them published in reputed journals and magazines of national and international levels.

The IQAC plays a pivotal role in the overall development of the institution through the induction of new initiatives on regular basis.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The institution has an integrated framework for quality assurance of the academic and administrative activities. The IQAC plays a major role in quality assurance of the institution. The quality measures are decided in meetings organized by the IQAC at regular intervals and matters discussed are implemented throughout the academic year.

The Home Science Departments of our college under the guidance of the IQAC coordinator and the Principal recently revised the syllabus taught in the B.Sc. courses of Food Science and Nutrition, Human Development, General Home Science, Hospitality Management and Apparel Design. The revised syllabus was then submitted to Veer Narmad South Gujarat University, Surat for approval by the Board of Studies, Academic Council, and Syndicate. The revision of syllabus was undertaken keeping in mind the employability of students and the upcoming trends in the respective subjects.

The Faculty members of different department conducted several meetings with the IQAC coordinator and the Principal to decide upon the new framework of the syllabus, which will be implemented from the next academic year 2019-20.

For the effective functioning of academic and administrative activities, 25 committees are formed in the beginning of the academic year to keep a check on the quality measures decided by the IQAC. The faculty members maintain a study plan and an academic planner to record their academic, co-curricular and extension activities.

The Principal and the Academic Co-ordinator then reviews the completion of the activities in staff meetings with the Departmental Co-ordinators, other faculty members and non-teaching staff as well as have personal interactions with the staff members whenever needed.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 25.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	27	20	26	20

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document]
Any additional information	[View Document]
IQAC link	[View Document]

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document]
Details of Quality assurance initiatives of the institution	[View Document]
Any additional information	[View Document]
Annual reports of institution	[View Document]

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Sheth P.T. Mahila College has an effective mechanism to check the internal as well as external quality enhancement. The IQAC takes adequate measures to keep a check on the same.

External Quality Enhancement:

The Local Inquiry Committee (LIC) of Veer Narmad South Gujarat University visits the college once in a year, and gives recommendations and suggestions, which are implemented by the institute for further improvement.

Internal Quality Enhancement:

The Local Managing Committee (LMC) comprising of Management representatives, college authorities and invited members meet at least twice or thrice a year in order to assess the academic and administrative quality of the institute. The institute asks its faculty members to fill an annual appraisal form, which ensures that the faculties have attended seminars, workshops, and conferences for their academic appraisal. Moreover, in regularly held staff meetings, the faculty members are encouraged to enroll for refresher courses, faculty development programmes and online courses.

The IQAC oversees the departmental activities organized for the students. It helps in ensuring that apart from regular classroom teaching-learning, students and teachers actively contribute to the enhancement of subject knowledge through experiential learning.

The following actions are taken by the institute based on the recommendations for the quality enhancement of the institution (first cycle)

1. In the last five years, the faculty members were encouraged to pursue Ph.D. and attend National and International conferences, seminars, workshops, faculty development programmes etc.
2. The formal body of Alumni Association was formed and a few activities were conducted under it.
3. Parents-Teachers Meetings (PTM) were regularly conducted to strengthen the parent-teacher relationship.
4. A structured questionnaire was prepared to take the feedback of students and parents, followed by Action Taken Report (ATR).
5. New Degree programmes like B.Sc. and B.Voc. have been introduced in affiliation with Veer Narmad South Gujarat University and the approval of Government of Gujarat. Moreover, the institute has now become the Local Chapter of NPTEL through which college students and faculty members are asked to enroll in the Massive Open Online Courses (MOOC).
6. A spacious sports complex of exemplary standard offers a whole range of indoor and outdoor games. It has been constructed with an initial grant from the UGC and the matching grant was given by Vanita Vishram Management for developing sports activities in the campus and for encouraging sports aspirants.
7. The library has also been renovated with better infrastructure and is also well-furnished with new

books related to the curriculum.
8. The institute is working towards attaining an autonomous status.
9. Depending on the grade that the college will attain in the re-accreditation process, the college will also apply for various grants like related to CPE, RUSA etc.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 17

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	02	01	01	02

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

> **1.Institution shows gender sensitivity in providing facilities such as:**
>> **1.Safety and Security**
>> **2.Counselling**
>> **3.Common Room**

Response:

The college is one of the oldest and most prestigious women's colleges in the city that is relentlessly working towards achieving its mission of empowering women and providing them with all-round growth and development in order to make them self-reliant.

The college takes great interest in organizing women-oriented programmes and it emphasizes on inviting women speakers who sensitize the students on various topics like achieving success, adjusting to changes, laws related to women, women's role in the family and society, parenting etc.

1. Safety and Security

One of the most significant features of our college has been the safe and secured environment that is

provided to the students keeping in mind their gender. The safety and security provided by the institution throughout is one of the major reasons for selecting this college for higher education by parents.

The college leaves no stone unturned in order to provide a safe environment to its students and staff. The college campus has three main gates that are monitored vigilantly by trained security guards day and night. A female security guard too has been appointed for this purpose.

Close Circuit Television Cameras (CCTV) are installed in the college campus at important locations as well as inside the college building in all public areas, staff room and classrooms. CCTVs are constantly monitored so that no untoward activities take place in the college premises.

As a matter of fact, not even a single incident comes to the notice of the authorities round the year as far as ragging is concerned. This has made the college absolutely free from the menace of ragging. It turns out to be joyful campus as per the guideline of U.G.C. Moreover, senior students are encouraged to be with juniors through ice-breaking activities and peer group training.

Suggestion Boxes are kept on all the floors of the college wherein the students can put their suggestions or complaints. This box is opened at regular intervals and the Action Taken Report Register (ATR) is maintained by the concerned authorities.

Anti-Sexual Cell has been functional and is headed by the Principal of the college. Female staff members as well as the students are given full protection under the policies and procedures of this cell and in case of any problem, this Cell takes the charge of the incident, holds meetings with the concerned stakeholders, and files the report.

Anti-Harassment Cell is also active in the college where the senior authorities take care that no form of harassment is faced by the staff as well as the students. In both the above mentioned cells, apart from the in-house college authorities, student representative, parent representative, police representative, NGO representative, legal advisor etc. are also included.

2. Counselling

Due to academic pressure, personal problems, lifestyle and health issues the stress levels in the youth have reached to an alarming level. As a result, it is inevitable to have a Counselling Centre through which the students can get proper guidance. If this is not taken care of, then there is a tendency of being drop outs in the students of the college.

Thus, the college has an in-house counsellor who attends to these issues of the students. Constant support and assistance is provided to the students who can meet the counsellor at any convenient time. The college also offers a value-added course on counselling to the students by means of which we can get more trained counsellors. Moreover, the parent institution Vanita Vishram has recently come up with the Help Centre where all sorts of counselling services are provided.

3. Common Room

The college has a spacious and airy common room for girls, where they can refresh themselves during their free classes. The common room has enough tables and chairs so that the students can do their work, study in their free time. It provides a space to the girl students for recreation. The college campus also has a state-of-the-art Sports Complex that has badminton court, chess room, carom room, table tennis, lawn tennis, basketball ground, gym equipment etc. The students can make use of these facilities and can also get training from professional female trainers.

7.1.3 Alternate Energy initiatives such as:

   1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 3.71

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 3297

7.1.3.2 Total annual power requirement (in KWH)

Response: 88874

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 21.95

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2592

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 11808

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
• **Solid waste management**
• **Liquid waste management**
• **E-waste management**

Response:

a) Solid Waste Management: The aim of solid waste management is to reduce and abolish adverse effects of waste materials on human health and environment. This not only improves the quality of our life but also support economic development.

3R should be followed for the same:

1. **Reduce:** Reduction in use of materials
2. **Reuse:** Reuse of waste materials
3. **Recycle:** Recycling of wasted materials

Presently, Surat Municipal Corporation (S.M.C.) collects solid waste from the college campus. Basically, two types of wastes are generated from the college campus including laboratories. These are biodegradable waste and non-biodegradable waste. The biodegradable waste can be decomposed and can produce a good quality nutrient rich eco-friendly fertilizer. So, the parent institution has already installed a small-scale compost system in order to produce manure which is rich in readily usable plant nutrients. From the point of view of cleanliness, dustbins are placed at strategic locations in the campus. All classrooms have dustbins in order to collect dry waste. Dry waste and wet waste is collected separately. At the same time, use of plastic bags is discouraged within the College premises. Sanitary napkins are also discarded safely by the trained sweepers twice a day from the washroom dustbins.

b) Liquid Waste Management: A well-developed underground drainage system is operative on the campus for the disposal of liquid waste into the common drainage system of the municipal corporation. The drainage system is regularly cleaned in order to avoid water stagnation, especially during monsoon. There are two full-time in-house supervisors in order to take care of the same.

c) E-waste Management: E-waste, which on the face of it seems quite clean and safe, is not so. Its qualitative characterization shows it to be very complex consisting of several hazardous constituents that can play havoc with our health. Therefore, non-functional spare parts of the computer and other equipment like cables, CDs, SMPS, Monitor Stand, RAM, hard disk, mother board etc. are handed over to the I.T. department of the institution. A report is prepared on their current status, and if found non-functional, they are safely discarded to the authorized local vendors.

We have also adopted an alternative approach to reduce the volume of e-waste generation by adopting the following procedures:

1. Buy back system which includes giving systems back to the vendor from whom they were purchased.
2. Reusing these equipments after slight modifications.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution meets its daily requirement of water through water supplied by Surat Municipal Corporation. The faculties and students are sensitized for saving water. As such sufficient water supply is available in the campus round the year. However, rain water from the terrace is stored after the first showers of rain and it is used in laboratories during conducting practicals.

Moreover, there are two hostels managed by Vanita Vishram. Out of them, one is funded by UGC grant received by Sheth P.T. Mahila College of Arts and Home Science. Rain water harvesting facility is installed at the backyard of the hostel, and the water of which is utilized by the inmates of both the hostels round the year. It results in less water consumption that is provided by Surat Municipal Corporation. The college strives hard towards developing water conservation and water efficiency through following strategies:

1. Promoting water efficiency practices amongst all the stakeholders of the college.
2. Monitoring and minimizing water consumption on the premises.

The institution has also adopted sprinkler method in order to maintain lush green lawns as water is very judiciously used in them by trained gardeners. The College also educates the students regarding rain water harvesting and other activities through different programmes like Vasundhara Day, Ozone Day, Save Water, Tree Plantation Day etc. Moreover, students also have Environmental Studies as a compulsory subject in the first year of college which covers topics like rain water harvesting, environment preservation, tree plantation etc.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a)   **Bicycles**
b)   **Public Transport**
c)   **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**

- **Green landscaping with trees and plants**

Response:

Our institute is located in the heart of Surat city and contributes to the purification of air around the premises as it has lush green campus laden with beautiful trees, and some of which also have medicinal properties. The institution believes in doing its bit in order to promote green environment.

The students and the faculties are encouraged to keep the campus clean by proper disposal of waste and making it plastic-free zone. Colour-coded bins to segregate waste are provided at specific locations both inside as well as outside the college building. Awareness is created amongst the students and staff to dispose waste in a segregated manner in which the dry waste is dropped in the blue bin and wet waste in the green. Good care is taken to discard the organic waste from the food production laboratory and chemical waste from the science laboratory.

Several activities like tree plantation, cleanliness drives, save fuel etc. are taken up on regular basis by the NSS Unit of the college. The college has its very own Nature Club that takes up numerous activities that motivates the students to be responsible towards the environment. They organize a Nature Club tour every year to one of the eco-tourism destination, so that the students can be explained the importance of sustainability of green environment. The Nature Club also studied the names and properties of the trees that are there on the campus with the help of an expert. Environmental studies is a compulsory subject that is studied by all the students in the first year of the college, irrespective of their departments.

Several other practices are observed which help in building a green campus:

1. Emission test certificates are mandatory for vehicles in the campus.
2. Cigarette, hookah-smoking is strictly prohibited within the campus.
3. Emphasis on paperless office to save carbon emission.
4. Reusing the unused side of print outs.
5. Reuse of blank pages from old assignment books.
6. Celebrating World Environment Day.
7. Conducting Green/Environment Audit every year.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 21.88

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
22.91	18.74	00	00	00

File Description	Document
Green audit report	
Details of expenditure on green initiatives and waste management during the last five years	
Any additional information	

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 27

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	15	02	01	02

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 22

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	11	02	02	02

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 56

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	17	00	02	12

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Since its inception, the college has strived hard to inculcate right moral values in the students as well as make them aware and take pride in the glorious national and cultural heritage of India as a country. It realizes that as an educational institute it has a great impact on the young minds and has a great responsibility and duty towards students, society and nation at large. Apart from imparting formal education, it is also important that the students imbibe the traditions and customs of their own country so that the same can be passed on to the next generations. This necessitates that the students are asked to participate in organizing national festivals as well as celebrate the birth anniversaries of great personalities.

As a matter of fact, Vanita Vishram organizes celebration of Independence Day and Republic Day in Bajigauri Open Air Theatre, in which all the staff members of 14 institutions managed by Vanita Vishram as well as a huge crowd of students of the entire campus participate. National flag is hoisted, gathering is addressed by the guest, national anthem and national song are sung and cultural activity glorifying the nation is performed by the students. Organization of celebration is done by concerned schools and colleges in rotation. Moreover, the birth anniversaries of great personalities like Mahatma Gandhi (Swachhta Abhiyan), Jawaharlal Nehru, Sardar Vallabhbhai Patel etc. NSS Unit organizes a week long program to celebrate Vivekananda Jayanti, through various competitions like poster making, quiz. It also organizes lectures and rallies for the same. Apart from the above the students of Human Development Department organize a cultural and informational program to pre-school students of the child development lab. Information and sacrifices of national leaders is also imparted to the students.

The birth anniversary of Shri Javerchand Meghani who was declared the National Poet by Mahatma Gandhi is also celebrated on 28th August. On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervour. The students organize a cultural programme for the teachers and the Guru-Shishya *parampara* is celebrated. Ultimately, this helps in making the students multi-cultural, secular and heterogeneous.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and

auxiliary functions

Response:

The institute has maintained its credibility of complete transparency in its financial, academic, administrative and other functions.

1. Financial Transparency: Students are required to pay their fees through cheque only. Students get a receipt for the same. No cash transactions are allowed in the institution. Salaries of the self-finance staff are deposited directly in their bank accounts. All the accounts of the college are regularly audited by the competent authority.

2. Academic Transparency: The institute adheres to all the rules and regulations laid down by the Veer Narmad South Gujarat University, right from admission procedure to leave rules as well as in the appointment of new staff. The suggestions and recommendations laid down by Local Inquiry Committee (LIC) of VNSGU are fulfilled.

3. Administrative Transparency: The Management ensures and emphasizes transparency in all its auxiliary functions. Purchase of all equipment and other major items is done by inviting 3 quotations. It is only after their comparative analyses, the work order is given to the one with the lowest rates.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. First Best Practice

a) Title of the Practice: Felicitation of faculty members for clearing eligibility examinations like NET, GSET, JRF as well as promotion of research-related activities through enrollment in M.Phil. & Ph.D. programmes, applying for Major or Minor Research Projects to various funding agencies, presentation and publication of research papers as well as of books.

b) Objectives of the Practice: The institute has promoted the above-mentioned practice with the following objectives:

- To create a pool of self-motivated, qualified, competent, resourceful and research-oriented faculty members who prove themselves to be reservoirs of knowledge, skills and role models to the students.

- To promote research-based activities and programmes which do not contribute only to the corpus of academic research but are also beneficial to the society and community at large.
- To make research an important indicator of effective pedagogical techniques and learning.

c) The Context: The IQAC of the college monitors all the research-related activities and programmes undertaken either by individual faculty members or by the departments. Moreover, as a part of the Innovation & Research Centre, a Research Committee has been constituted comprising of Management members and subject experts not only to formulate policies regarding research but also to provide financial and intellectual assistance to the researchers, if needed.

d) The Practice: Every year, the college organizes Annual Prize Distribution Function and felicitates the outstanding achievements of faculty members in the fields of academics and research. Trophies are awarded for completing M.Phil. and Ph.D., for clearing eligibility tests like NET, GSET etc. and for other distinctive achievements of the faculty members. Recently, the newly constituted Research Committee has also earmarked Seed Fund of Rs. 1 Crore for funding major or minor research projects. Moreover, the institute has created provisions like study leave for the completion of course work on Research Methodology or leaves for data collection etc. related to the research.

e) Evidence of Success: The institute has successfully established Innovation & Research Centre which provides conducive environment as well as reference books, e-books, research papers, rare books etc. for promoting research. In the last 5 years, the institute has produced 14 Ph.D. holders and 3 NET/SET qualified candidates. Many faculty members actively present and publish research papers in national level journals, seminars and conferences throughout the year. In the last 5 years, 108 research papers have been published by the faculty members of the institute. Research methodology has also been introduced as part of curriculum in third year.

f) Problems Encountered and Resources Required: Initially the bandwidth of internet was insufficient to cater to the needs of researchers. Moreover, the computers were also not in LAN for an easy access of the available materials. But now, the institute has taken a lease line with higher internet bandwidth as well as the entire college campus in connected through LAN. Moreover, the establishment of Innovation & Research Centre has created a much needed space for the faculty members, students and alumnus to pursue their research-oriented goals.

2. Second Best Practice

a) Title of the Practice: Felicitation of students who achieve distinguished excellence in curricular, co-curricular and extra-curricular domains like NCC, NSS, Sports, Inter-collegiate competitions, Yuva Mahotsav etc.

b) Objectives of the Practice: The institute has promoted the above-mentioned practice with the following objectives:

- It encourages students to participate in extension and co-curricular activities. It boosts their morale.

- It helps in inculcating attributes like leadership, team work, personal and professional ethics, sportsmanship etc. in the students.
- Felicitation for the above-mentioned activities which pose challenges is to develop a healthy competitive spirit in the students.

c) The Context: Initially, it was challenging to identify the students and their latent talents. However, with activities such as talent hunts, they were identified and encouraged to participate in competitions held at different levels.

d) The Practice: Every year, the institute organizes Annual Prize Distribution Ceremony, wherein all the achievers, be it in academics, sports, NCC, NSS, cultural activities are recognized and felicitated with cash prizes and trophies. The Cultural Committee of the college provides an avenue through which the students are able to highlight their talents and display an array of innovative and unique ideas in various art forms like Dance, Drawing, Singing, Rangoli etc. The committee encourages the development of students in the areas apart from academics.

e) Evidence of Success: 74 Students have won state level competitions and many of them have represented the college even at international level. The students have also been involved in many NSS and NCC related activities and programmes.

f) Problems Encountered and Resources Required: Many students who represented the college at State and National level competitions were found to have missed their regular lectures. As a result, their studies do get affected. They are then made to attend remedial classes in order to compensate for the lectures they miss.

File Description	Document
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

"There is no tool for development more effective than the empowerment of women." – Kofi Annan

Vanita Vishram, the largest only-for-girls, non-profit and no-donation organization in the state of Gujarat, through its 14 constituent institutions including Sheth P.T. Mahila College of Arts and Home Science has been striving hard to transpire the vision of its two widow founders into a lived reality by educating more than 12,000 girl students in its campus. As a girls-only institution, Sheth P.T. Mahila College of Arts and Home Science, like its parent body Vanita Vishram, is indefatigably focussed on the thrust area of WOMEN EMPOWERMENT. The Vision, Mission and Motto statements amply reflect this commitment of institution which characterizes the institution as a whole and lends distinctiveness to it. The college has undoubtedly translated the dream of its visionary founders into a reality in its four decades of existence.

Since its inception in 1972, the college has made attempts to introduce courses which promote women empowerment in a true sense. After making a humble beginning with the Arts Faculty, it introduced courses in Home Science which not only gave an edge to our college over others but also opened up an entire gamut of possibilities as far as making career in Home Science is concerned. At least, there are four courses/specializations in Home Science which are distinctive and purely women-oriented. They are:

1. B.Sc. in General Home Science
2. B.Sc. in Food Science and Nutrition
3. B.Sc. in Human Development
4. B.Sc. in Apparel Design
5. P.G. Diploma in Dietetics

No other college of Veer Narmad South Gujarat University, Surat offers the above-mentioned courses and that too with Bachelor of Science (B.Sc.) Degree. With great pride, we can claim that some of the practicing dieticians and pre-school teachers working in South Gujarat region have graduated from our college.

Likewise, in the recent past, the college has introduced two courses in Arts Faculty (Psychology as specialization & History as Subsidiary in English Medium) that are not offered by any other college of Veer Narmad South Gujarat University. Since the origin of these disciplines, both History and Psychology have remained male-oriented and male-dominated subjects of study. Hardly ever we come across a woman historian or a psychologist. It won't be an exaggeration to say that in the years to come, the college would be known as a pioneering institution as far as producing women historians and psychologists are concerned, which is actually the need of the hour in the entire state of Gujarat.

The college has been running vocation-based, short-term, value-added, certificate courses like Fashion Designing, Interior Design, Event Management etc. for quite some time now. From the academic year 2019-2020, the college has also launched three Diploma programmes under **Bachelor of Vocation (B.Voc.) degree**. They are:

1. Fashion Designing
2. Interior Design

3. Event Management

All these courses are industry-based, job-oriented and are offered at highly affordable fees. The ultimate goal is to make the girl students job-ready and open up new avenues of knowledge, skills and work experience.

Since long, the college has institutionalized the promotion of meritorious and performance-oriented students through scholarships and cash prizes as well as lending a helping hand to economically disadvantaged students by offering free-ships. With the sole objective of women empowerment, the college, with the help of its parent institution, disbursed a substantial amount as scholarships, cash prizes and free-ships.

Our college is one of those few colleges of South Gujarat, which organizes Annual Function on regular basis. Every year, more than 100 girl students participate in various items performed in front of house-packed audience, and thereby showcase their latent talent, skills, imagination and creativity. It not only boosts the morale of the said students but also play a pivotal role in enhancing their personality. Often the theme of these Annual Functions touches upon issues related to and affecting women. An attempt is always made to bring about an attitudinal change in the parents of our girl students and thereby in the entire society leading to women empowerment in a true sense.

The celebration of **'Breast-feeding and Nutrition Week'** as part of Food Science and Nutrition departmental activity, is a regular and distinctive activity observed in our college since long. An attempt is made to bring awareness in the girl students regarding malnutrition, balanced diet and pre-natal and post-natal care. Likewise, as part of General Home Science departmental activity, an **'Exhibition-cum-Sale'** is organized almost every year so that the girl students get an opportunity not only to demonstrate but also sell their hand-made products. Similarly, as part of Human Development departmental activity, **'Bal Mela'** is organized every year wherein various pedagogical tools and techniques are kept on display for parents, school teachers and tiny tots. No wonder, our girl students participate in this exciting and unique activity and thereby acquire much-needed knowledge, skills and hands-on training to become pre-school teachers. An educated mother with a comprehensive understanding of child development can brings out a perennial societal change in favour of gender-equal society.

For the promotion of research projects amongst faculties, the Management has formed a Research Committee which not only weighs the research proposals but also provide financial aid from the seed money earmarked by the parent institution. This gives a rare and distinctive opportunity to women teachers to apply for research grants from Vanita Vishram without bothering much about the funding agencies. This Research Committee also includes the In-charge Principal of Sheth P.T. Mahila College of Arts and Home Science as one of its members. The development of research aptitude amongst faculty members, especially females, through such an initiative, is a rare feat and a commendable achievement in terms of women empowerment.

The college, with its never-ending support, guidance and co-operation of parent institute Vanita Vishram, will unremittingly keep on pursuing the ultimate objective of women empowerment through new and distinctive modes.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

The college has recently developed and is going to launch B.Voc. degree programme from the ACADEMIC YEAR 2019-2020. It focusses on skill development, job-readiness and the needs of the local industry. Under the guidance of the Management, the college has adopted a systematic and structured process to develop and design the course contents, curricula, syllabi and practicals. The courses have been designed by competent faculty members of our colleges, and have subsequently been approved by a committee of subject experts. The college has got the approval of following three courses from Veer Narmad South Gujarat University, Surat and Government of Gujarat:

1. Diploma in Fashion Designing
2. Diploma in Interior Design
3. Diploma in Event Management

Concluding Remarks :

Recapitulating, Sheth P.T. Mahila College of Arts & Home Science has tried its level best to maintain higher standards of teaching-learning through:

1. the employment of proficient and resourceful teachers
2. the use of ICT in teaching and learning
3. offering value-added, short-term certificate and online courses
4. organizing workshops, seminars, conferences, fests, guest lectures
5. organizing N.S.S., N.C.C., Sports activities and intra-collegiate competitions
6. offering internships and practical training
7. organizing filed trips and industrial visits
8. Continuous Internal Evaluation (CIE)
9. extension activities and community outreach programmes

Moreover, the college maintains greater transparency in all its academic as well as administrative activities through regular internal and external audits. Regular meetings engaged by the management members and the formation of various committees helps in monitoring the progress and development of the college in various domains.