

The Annual Quality Assurance Report (AQAR) of the IQAC

2017-18

Part – A

1. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

Vanita Vishram

Address Line 2

Athwagate

City/Town

Surat

State

Gujarat

Pin Code

395 001

Institution e-mail address

office.sptmc@gmail.com
office@sptmc.in

Contact Nos.

0261 – 2665845 / 46, 0261-2651562

Name of the Head of the Institution:

Dr. (Smt.) K. J. Dholawala

Tel. No. with STD Code:

0261 – 2665845 / 46

Mobile:

91 – 94276 77717

Name of the IQAC Co-ordinator:

Mr. Virendra Joshi

Mobile:

+919426875138 , +919727412247

IQAC e-mail address:

iqac.sptmc@gmail.com

iqac@sptmc.in

1.3 NAAC Track ID(For ex. MHCOGN 18879)

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1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.sptmc.in

Web-link of the AQAR:

<http://www.sptmc.in/features/naac-accreditation.html>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/09/2008

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR - 2009-10 dated :- 16/10/2010
- ii. AQAR - 2010-11 dated :- 12/10/2011
- iii. AQAR - 2011-12 dated :- 01/12/2014
- iv. AQAR - 2012-13 dated :- 10/12/2014
- v. AQAR - 2013-14 dated :- 15/12/2014
- vi. AQAR - 2014-15 dated :- 10/05/2017
- vii. AQAR - 2015-16 dated :- 11/05/2017
- viii. AQAR-2016-17 dated :- 15/05/2017

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

UGC

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

. Home Science

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

Veer Narmad South Gujarat University,
Surat from 2015-16

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff /Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Organized a Seminar on "Communication through Experiential Learning"
1. One day workshop on "Conflict Management"
2. Three day workshop on Basic Acting and Script Writing
3. One Day Workshop on Motivational Interviewing (MI) and Partners for Change Outcome Management System (PCOMS)
4. Two Day Workshop on Revival of Madhubani Art
5. Workshop on Teaching Methodology
6. Two day National Conference on Family Empowerment
7. One day workshop on Story Telling
8. Three Day Workshop on Bakery in Collaboration with AIBTM
9. One day workshop on Creative portfolio making
10. One day workshop on creative dyeing
11. One day workshop on fashion styling
12. Workshop on basic cutting and chopping of vegetables and fruits.
13. Workshop on bakery and confectionary.

2.14 Significant Activities and Contributions made by IQAC

- The college organized National level Conference & hosted institutional level workshop on various themes, Campus Interviews, Guest Lectures, Field Trips & Educational Tours for student welfare. Programmes like Nutrition and Breast Feeding Awareness were conducted. Learning process was assessed and measures were suggested for the improvement to ensure quality enhancement and excellence through periodic feedbacks, which were obtained from students, alumni, parents and other stakeholders on quality related areas. NSS, NCC, Khel Mahakumbh and University's Youth Fest. Institute hosted unique programmes such as History Fest, Flash Mob Mental Health Awareness, Tri Express Competition, Bal Mela and annual function on the theme of eradication of Social Evils, Cleanliness Drive, Tree Plantation Programmes, Awareness regarding Sexual Harassment & Suicide Prevention

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To organize National and State level Workshops and Seminars	National Conference on “Family Empowerment - A Path Towards Better Life”
To organize Campus Interview	Executed
To organize Lectures and workshops for students related to their curriculum	<ol style="list-style-type: none"> 1. Organized a Seminar on “Communication through Experiential Learning” 1. One day workshop on “Conflict Management” 2. Three day workshop on Basic Acting and Script Writing 3. One Day Workshop on Motivational Interviewing (MI) and Partners for Change Outcome Management System (PCOMS) 4. Two Day Workshop on Revival of Madhubani Art 5. Workshop on Teaching Methodology 6. Two day National Conference on Family Empowerment 7. One day workshop on Story Telling 8. Three Day Workshop on Bakery in Collaboration with AIBTM 9. One day workshop on Creative portfolio making 10. One day workshop on creative dyeing 11. One day workshop on fashion styling 12. Workshop on basic cutting and chopping of vegetables and fruits. 13. Workshop on bakery and confectionary.
To organize Field Trips and Education Tours	Field Trip to Shree Nandan School
	Field Trip to Civil Hospital for Nutrition Surveillance
	Field Trip to Old Age Home
To organize Expert Lectures for students’ welfare	Lecture on “My Experiences At NIMHANS – Career Opportunities and Scope in Psychology”

To organized Exhibition of articles made by students	Executed
To organize “World Breast-Feeding Week”, & “National Nutrition Week”	Executed
To organize Bal Mela	Executed
To participate in Inter-collegiate/Inter-School Events	Executed
To prepare students to participate in University Youth Fest	Executed
To organize college level competitions	Patriotic Song, Book Review, Poetry Recitation Competitions, Elocution, Poster Making were held
To upgrade College Laboratories	Executed
To organize NSS camp and activities	Executed
To organize NCC Camps	Executed
To participated in different sports activities at various levels and also to participate in Khel Mahakumbh	Executed
Global Village AIESEC To motivate Student Exchange Programmes	Executed

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	—	—	—	—
PG	—	—	—	—
UG	09	02	05	—
PG Diploma	02	—	02	—
Advanced Diploma	—	—	—	—
Diploma	—	—	—	—
Certificate	04	—	04	04
Others	—	—	—	—
Total	15	02	11	04
Interdisciplinary	—	—	—	—
Innovative	—	—	—	—

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	—
Annual	02

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

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

**Please provide an analysis of the feedback in the Annexure*

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	14	16	-	01*

*part time

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5+1*	-	-	-	-	-	-	-	06	-

*Faculty was surplus from other college

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

10

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	23	–
Presented papers	03	14	01
Resource Persons	–	01	–

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

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

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

231

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

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

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

01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:-

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	(pass class)III %	Pass %
BA I	218	1.37	19.2	36.23	—	56.88
BA II	101	9.90	31.6	48.51	3.96	94
BA III	100	12	49	36	1	98
B.Sc (Home Science) I	245	20	30.6	8.16	—	58.77
B.Sc (Home Science) II	174	31	44.8	5.7	—	81
B.Sc(Home Science) III	133	30.8	44.3	9.0	—	84.2
B.Sc (Science) I	141	18.4	41.13	21.27	—	80.85
PG Diploma (Dietetics)	11	9.09	27.27	54.54		90.9
P G Diploma (ECE)	06	50	33.33	16.66	—	100

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

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

2.13 Initiatives undertaken towards faculty development 09

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	—
UGC – Faculty Improvement Programme	—
HRD programmes	06
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	—
SET exam	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	—	-	—
Technical Staff	05	—	-	02

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	20	0
Non-Peer Review Journals	0	1	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

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

*college receives funds from UGC, Government and management.

3.10 Revenue generated through consultancy

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

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

* Management provides fund for research as per requirement.

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
—	—	—	—	—	—	—

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="04"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="17"/>	NSS	<input type="text" value="15"/>
		Any other	<input type="text" value="-"/>

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

- Celebration of breast feeding promotion week.
- Celebration of National Nutrition week.
- Celebration of International Yoga Day.
- Organised Bal Mela
- Health Check-up of all Students.
- Educational tours organised by various departments.
- Pulse polio programme in community
- One week NSS Camp in rural area.
- NCC Camps.
- AIDS awareness programmes.
- Assessment of scholastic performance of selected primary school students by students of general Home Science & Human Development Department in association with Kaivalya Foundation.
- Flash Mob: Mental Health Awareness
- History Fest: Foot prints from the stone age
- Global Village AIESEC

Criterion – IV

4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	27.11	---	---	27.11
Class rooms	24	---	---	24
Laboratories	17	---	---	17
Seminar Halls	1	---	---	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	144	38	---	144
Value of the equipment purchased during the year (Rs. in Lakhs)	6.38	0.89	---	7.27
Others	1+2 (Library)	1 (Sports Complex)	UGC & Management	4

4.2 Computerization of administration and library

- Tally is used for office work
- SOUL –II programme added in the library
- Bulk SMS facility is used to convey messages to staff, students, parents and other stakeholders for better communication and promotion of the college.
- College uses EasyEdmin software for administrative purposes
- Office work related to Commissioner of Higher Education office is done completely online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3907	405322	342	49589	4249	454911
Reference Books	12488	2089373	111	54067	12599	2143440
Any other	2159	279756	22	2605	21781	282361
Dictionary/enc	286	93299	18	18996	304	112295
Total books	18840	2867750	493	125257	19333	2993007
CD/DVD	135	29128	10	1100	145	30228
E-books/Journals	N-list payment done by KCG					
Journals/ Magazines	0	556289	49	72475	82	628764
Stationery/Furniture	0	191487	-	6450	-	197937

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	00	21	2	1	03	-	CCTV 25
Added	00	0	00	0	0	01	-	—
Total	85	1	21	2	1	04	-	25

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.50

ii) Campus Infrastructure and facilities

Management sanctions the amount as and when

iii) Equipments

3.89

iv) Others

1.31

Total:

5.7

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
900	30	–	–

(b) No. of students outside the state

21

(c) No. of international students

-

Men	No	%	Women	No	%
	—	-		938	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
449	10	17	48	02	535	438+9*	66	139	252	26	938

*Defence students

Demand ratio 93% Dropout % 30

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

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

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- UDISHA – For Student Placement Services
- Career Guidance Cell
- Student Counselling Cell
- Mental Health Counselling Cell
- Anti-Ragging Committee
- Sexual Harassment Cell

No. of students benefitted: About 60%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	48

5.8 Details of gender sensitization programmes

Participation in FEMICON - 2017 – A seminar on Women Empowerment

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from institution	12	9,73,50
Financial support from government	100	9,058,40
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

7

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – *Sanskrita stri Prashakti*

Mission – To empower girl students by imparting quality education and providing relevant alternatives in higher education in conducive environment with the aim to train them to be self-sufficient and responsible citizens of the progressive nation

6.2 Does the Institution has a management Information System

Yes, the institute has a management information system.

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

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

6.3.1 Curriculum Development

- Referring the syllabus of other universities
- Industry involvement
- Others teachers opinion
- Peer's opinion

Sr. No.	Dept.	List of linked institutions/industries
1.	FSN	<ul style="list-style-type: none"> • Euro Industries (food) • Amul, Anand • Sumul, Surat • Madhur Dairy • Wockhardt Hospital • Bombay Maternity Hospital • Nirmal Hospital
2.	HM	<ul style="list-style-type: none"> • TGB • Taj Gateway Hotel • Lords Plaza Hotel • Sachinam Travels • Cox & Kings Travels • Make My Trip • Globus Travels • Happy Vacations
3.	HD	<ul style="list-style-type: none"> • Kaivalya Foundations • Mamta Mental Health Center • Mahadev Rehabilitation Center • Masoom Children Hospital • Spandan Remedial Center • Natkhat Nest • Larsen & Turbo (CSR Unit)
4.	General Home Science	<ul style="list-style-type: none"> • Kaivalya Foundation Trust • Southern Gujarat Chamber of Commerce & Industries • EDI (Entrepreneurship Development of India) • Co-operative Society Sumul • Mamta Mental Health Centre • TGB • Lords Plaza Hotel • Shara
5.	Apparel Designing	<ul style="list-style-type: none"> • Manmohak Fashions • Killer Jeans • Reva Industries • Laxmipati Mills • Bamboo Industries (Aso Palav)

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library has SOUL – II and OPAC programme, internet connectivity with printer and power back up facilities and follows the open access system.
- Well-equipped library facility with reading room and plenty of books / Journals / Audio-video and reading materials
- Fresher's are given orientation on the effective use of library resources. Ample support facilities are available for the library.
- There are several ICT-enabled classrooms, well-equipped computer labs, , departmental labs and audio-visual room facilitate the teaching-learning process.
- All departments are provided with computers, internet, laptops, USB, LCD projectors.
- There are adequate software and computational facilities to meet the needs of a growing institution.
- Online study material
- Ultra modern, well-equipped sports complex with Indoor and Outdoor facilities

6.3.6 Human Resource Management

- Engagement of qualified work force with effective technology interface
- Practice of best recruitment and retention policies
- Nurturing the culture of Continuous Learning
- Willingness to invest on continuous development of human resources
- Opportunities for the individual growth and advancement
- Entrusting responsibilities as per the capabilities of employees for accomplishing various college activities.
- The faculty members of the Department undergo trainings/ workshops which help in their professional/ life skills enrichment. The students are also imparted necessary motivational/ guidance sessions which aid in their overall development. Their participation in college/ University level competitions is also ensured with the above objective.
- Various wings of the college such as NSS and NCC have been successful in organizing awareness & drive campaigns on socially relevant issues.
- Formal and informal meetings are also conducted regularly for the major / minor decisions on the various issues for the welfare of institution
- Annual appraisals
- Different faculty development programmes are organized for teaching as well as non -teaching staff on regular basis.

6.3.7 Faculty and Staff recruitment

- As per the requirement of each department management has appointed adequate number of staff (Teaching and Non-teaching posts) the government of Gujarat has not recruited any staff since 1997 so management of Vanita Vishram is doing the needful.
- 2017-2018 Staff Recruitment-

2017-18 Staff Recruitment

Sr. No.	Nature of Appointment	Name of Staff	Department
1.	Regular (Probation)	Aditya Farsole Harendra Parmar Dr. Navnit Chothani Dr. Padmashree Patel	Psychology Psychology Chemistry Microbiology
2.	Contract Basis	Ms. Hiral Trivedi Miss Unnati Jadhav	Human Development Apparel Designing
3.	Visiting Faculty	Mr. Imran Surti	Arts
		Ms. Vidushi Choksi Mr. Himanshu Purohit Miss Arti Hemrajani Miss Ekta Chothani Miss Shreya Modi Dr. Murtuza Railwaywala Miss Himani Kabrawala Miss Richa Thakkar Bohra Bhagyashree	Arts Arts Arts Arts Arts Human Development Food Science and Nutrition Food Science and Nutrition Human Development
4.	Guest faculty	Ms. Khushboo Jain Ms. Rekha Singhi	Hospitality Management Hospitality Management

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

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

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

- Yes annual financial audit has been done quarterly

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	—	—	Yes	Management / LMC
Administrative	Yes	LIC	Yes	Administrative Office

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

- Evaluation in 1st & 3rd semester
- Moderation of exam paper
- Re-evaluation System
- Photocopy of answer sheets

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

NA

6.11 Activities and support from the Alumni Association

- The alumni who occupy key positions in the industry help us in interfacing their organizations in campus placement activities and competency- building
- Students ambassadors are appointed for promotional activities and admission procedure
- They are involved in workshop and college activities

6.12 Activities and support from the Parent – Teacher Association

- College invites feedback from parents on various issues.
- Suggestions to improve the academic environment of the college are collected through Parent – Teacher Meetings.
- For making them aware about the progress of their wards, the results are given in presence of their parents / wards only.
- Parental communication regarding the progress of their wards through letter, phone and SMS
- Departments organize a one-on-one dialogue with parents whose children need further support and counseling services to enhance performance.

6.13 Development programmes for support staff

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

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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Online access to study material and question bank

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

Annexure I

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

- Encouraging research amongst staff members by felicitating them for their achievements like Ph.D., NET, SLET etc.
- Encouraging students who won prizes for cultural, sports, NCC, NSS and other such events throughout the year by giving them incentives and felicitation

Annexure II

7.4 Contribution to environmental awareness / protection

Guest lecture on Bird Rescue during Kite Festive Season delivered by Mr. Tejas Patel, Nature Club, Surat

Identification and information about of all Trees of Vanita Vishram Campus by an Expert- Dr. Meenubhai Parabiya

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strengths	Weakness
<ul style="list-style-type: none"> • Easily accessible and well-connected to all forms of public transport because of its central location. • Lush green, safe and secured incidence free campus – surveillance through HD cameras and trained security personnel • Qualified, competent, experienced and research-driven faculty members having published articles, research papers and books with ISSN and ISBN numbers respectively. • Impressive state-of-the-art facilities include: <ul style="list-style-type: none"> b) Modernized, well-designed Lab, Instruments, Equipment and Tools as well as clean and hygienic washrooms. c) Multimedia-enabled central hall in the college. e) 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. • 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. 	<ul style="list-style-type: none"> • Non-availability of P.G. Degree courses (PG Centres) in the college. • Lesser number of Short-term Certificate courses, MoUs, state and national level programmes. • No major or minor research projects, consultancy projects and patents.

Diploma courses for the academic augmentation and skill development of the students.	
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Opportunity	Challenges
<ul style="list-style-type: none"> • Enhancing the communication skills of the students. • Conducting more 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) for the faculty members. • Having more number of MoUs and collaborations. • Initiating P.G. Degree courses. • Strengthening Alumni Association. 	<ul style="list-style-type: none"> • Inculcating noble human values and social consciousness 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. • Sustenance of quality education and academic excellence.

Most influencing factor –

- 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.

8.Plans of institution for next year

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

Shri. Virendra Joshi

Dr. (Smt). Khushman Dholawala

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Incharge Principal

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Annexure I

Action Taken Report (2017-18)

Sr. No.		Event	Accomplished On	Details
1.	To organize National and State Level Workshops and Seminars/ Major Events	National Conference on “Family Empowerment - A Path Towards Better Life”	20-21 Feb,2018	Resource Person Dr. Eric Miller
		Seminar on “Communication through Experiential Learning”	05 Oct,2017	Resource Person Dr. S. K. Mohanty
		Workshop on “Conflict Management”	07 Feb,2018	Resource Person Dr. S. K. Mohanty
		Workshop on Three day workshop on Basic Acting and Script Writing	18-20 Jan,2018	Resource Person Mr. Sachin Parmar
		One Day Workshop on Motivational Interviewing (MI) and Partners for Change Outcome Management System (PCOMS)	16 Dec,2017	Resource Person Dr. Keyoor Joshi
		Two Day Workshop on Revival of Madhubani Art	16-17 Jan, 2018	Resource Person Dr. Jyoti Godre
		Workshop on Teaching Methodology	01 July,2017	Resource Person Dr. Rupam Bhatt
		One day workshop on Story Telling	21 Feb,2018	Resource Person Dr. Eric Miller
		Three Day Workshop on Bakery in Collaboration with AIBTM	06-08 Sep,2017	

		One day workshop on Creative portfolio making	17 Aug,2017	Resource Person Mr. Jayesh Wadia
		One day workshop on creative dyeing	29 Aug,2017	Institution SASMIRA, Mumbai
		One day workshop on fashion styling	23 Apr,2018	Resource Person Miss. Shweta Bawa
		Workshop on basic cutting and chopping of vegetables and fruits.	08 Aug,2017	Resource Person Chef. Hanoz Messman
		Workshop on bakery and confectionary	20-21 Mae,2018	Resource Person Ms. Amita Joshi
		Art and Craft Workshop	20-21 Feb,2018	Department of General Home Science
		Global Village (AIESEC)	09 Aug,2017	AIESEC interns from Afghanistan Botswana China Egypt Ethiopia visited the global village
	To organize Field Trips and Education Tours	Field Trip to Shree Nandan School	09 Nov,2017	Department of Psychology
		Field Trip to Civil Hospital for Nutrition Surveillance	Oct,2017	Department of Food Science and Nutrition
		Field Trip to Old Age Home	03 Oct,2017	Department of Hindi & Gujarati
		Field Trip to Agriculture	02 Aug,2017	Department of General Home

		University, Navsari		Science
2	To Organize Lecture and workshops for students related to their curriculum	Lecture on “My Experiences At NIMHANS – Career Opportunities and Scope in Psychology”	21 Dec,2017	Department of Psychology
6	To organize exhibition of articles made by students	Showcasing talent of Amature Designer	30 Jun,2017	Department of General Home Science
7	To organize “World Breast Feeding Week” and “National Nutrition Week”	—	01-07 Aug,2017	Department of Food Science And Nutrition
8	To Participate in Inter-Collegiate Events	54 th Yuva Mohotsav, VNSGU	27-28 Jan,2018	Riddhi Pankhudiwala Won 2 nd position Classical Dance
		Nutritious Recipe Making Competition	10 Jan,2017	
9	To Participate in University Youth Fest	Aluna Competition		Various competitions like hair styling, saree draping, rangoli making were held.
10	To organize college level competitions	Talent Hunt	19 Aug,2017	Competitions like: Rangoli, Poetry, poster,best out ot waste, essay,short story writing, arti decoration etc.
		Elocution Competition	09 Aug,2017	Gujarati Department
		Celebration of INternation Yoga Day	21 Jun, 2017	75 Participants

11	To participate in various sports competitions	District Yoga Competition	30 Jul,2017	Mangukiya Jemina Won 1 st Prize Virani Vishwa 4 th position Dalal Devangi 5 th Position
		Inter-collegiate Swimming	18 Aug,2017	Vishwakarma Dipmala 1 st position
		Indian Yoga Federation State level	28 Aug, 2017	Mangukiya Jemina 2 nd position Virani Vishwa 3 rd position
		Inter-collegiate taekwondo tournament	1 Sep,2017	Deshmukh Gauri 1 st position
		National Yoga Competition Open	07-11 Sep,2017	Mangukiya Jemina 2 nd position
		Inter-collegiate Yoga, VNSGU	13 Sep,2017	Mangukiya Jemina 2 nd position
		Open National Karate Championship	26 Nov,2017	Sakina Sensei Ali 1 st Position
		National Open Boxing Championship	13 Dec, 2017	Kami Arti 2 nd position

Annexure II

BEST PRACTICES

COMMUNITY OUTREACH PROGRAMS

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

(ii) MOTIVATING THE STUDENTS TO USE COLLEGE LIBRARY RESOURCES

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