Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHETH P.T. MAHILA COLLEGE OF ARTS AND HOME SCIENCE**
Name of the head of the Institution	**Dr. (Smt.) KHUSHMAN DHOLAWALA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0261-2300250**
Mobile no.	**9408786641**
Registered Email	**office.sptmc@gmail.com**
Alternate Email	**imran.vvsurat@gmail.com**
Address	**Vanita Vishram ,Athwagate ,Surat**
City/Town	**SURAT**
State/UT	**Gujarat**
Pincode	**395001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. Virendra Joshi**
Phone no/Alternate Phone no.	**02612665846**
Mobile no.	**9426875138**
Registered Email	**office.sptmc@gmail.com**
Alternate Email	**vdj134@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sptmc.in/wp-content/uploads/2020/01/EC_46_AA_100-dated-16-09-2008-Sheth-P.T.-Mahila-College-of-Arts-and-Home-Science-Surat-Gujarat-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://sptmc.in/wp-content/uploads/2020/11/Academic-Calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.18**	**2008**	**16-Sep-2008**	**15-Sep-2013**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**30-Sep-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshop: Soft skills & personality development	15-Feb-2019 2	40
Workshop: Public speaking & interview techniques	12-Feb-2019 1	45
Talkshow: Adventure & Mental health	08-Dec-2018 1	45
Workshop: Combining mindfulness & CBT	06-Jan-2019 1	42
Workshop: Entrepreneurial skill development	25-Aug-2018 1	35
Entrepreneurial exhibition cum sale VIBGYOR	12-Mar-2019 1	180
Bal mela	15-Feb-2019 1	34
Anthropometric measurements, health & nutritional assesments	12-Aug-2018 1	1200
Workshop: Creative portfolio making	14-Feb-2019 2	27
New year celebration event	05-Jan-2019 1	400
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Organised workshops, Guest Lectures, Field Trips Educational Tours for student welfare. Organised Exhibitions Awareness programmes like Nutrition, Breast Feeding, Mental Health Awareness, understanding Personality with the help of Ayurveda, importance of adventure and nature with mental health, various CBT therapy methods and mindfulness, etc. The classrooms were made equipped with ICT aids like projectors, speakers, etc. Learning process was assessed and improvement measures were suggested to ensure quality enhancement and excellence through periodic feedbacks obtained from students, alumni, parents and other stake holders on quality related areas.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Floral Decoration	Executed
Dietetics Day Celebration	Executed
World Breast Feeding Awareness Camp	Executed
To organise Exhibition on "Informed Teaching Methodology"	Executed
Bal Mela	Executed
Entrepreneurial Exhibition cum Sale – VIBGYOR 2019	Executed
To organise Peer Group Training	Executed
To organize field trips and Educational Tours	1. Industrial visit to Sumul. 2. Heritage Treasure Hunt 3. Visit to Surat Airport 4. Field visit to Surat Raktdan Kendra 5. Field Trip to SVNIT 6. Industrial visit to ONGC 7. Field Trip to Surat Fort
To Organize Lecture and workshops for students related to their curriculum	1. OneDay Workshop on "Password to Myself" 2. OneDay Workshop on "Adventure and Mental Health" 3. International OneDay Workshop on "Combining Mindfulness and CBT" 4. Workshop on "Entrepreneurial Skill Development" 5. Workshop on "Self Grooming" 6. Workshop on "Fruits and Vegetables Carving and Flower Decoration" 7. Workshop on "Phonetics" 8. Guest Lecture on "Entrepreneurship Development" 9. Workshop on "Innovative Games" 10. Fevicryl Workshop 11.

	Workshop on "Creative Portfolio Making" 12. Guest Lecture on "Career as Wardrobe stylist in Film Industry" 13. Demonstration on Bakery production 14. Workshop on Grooming 15. Workshop on techniques of Cutting and Chopping 16. Guest Lecture on The Bohr's Correspondence Principle
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
VANITA VISHRAM MANAGEMENT	**28-Apr-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**No**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Architectural Conservation Historical Observation	nil	01/08/2018	1	Yes	Objective Observation
Introduction to Psychology of Language	nil	01/08/2018	1	Yes	Linguistic Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	2	45

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	01/12/2019	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Psychology	13
BSc	Home Science	145
PG Diploma	Dietetics	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
1. On the guidelines of UGC and NAAC a detailed feedback form was designed. 2. This feedback from was administered on i) Students ii) Parents iii) Alumni 3. This feedback form was analysed. 4. Action was taken. 5. Action taken report was well documented. 6. On the basis of feedback the action was taken and this contributed for the overall development of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	743	15	40	Nill	40

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
40	30	4	23	Nill	14
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institute follows the student mentoring system. Firstly,the students are carefully segregated into the respective batches according to their academic year and specialization. Then based on their course and specialization they are assigned the suitable Menotrs who are the experts of the student's respective subjects. This is how the Mentor- Mentee system is officially constituted. The Mentors ensure that students' academic and non-academic issues are addressed and resolved. The students in their feedback have mentioned how their

Mentors have contributed to their overall development.		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
758	40	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	40	Nill	11	23

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	1	Assistant Professor	U.G.C. SAP
[View File](#)			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	2	2	24/04/2019	25/09/2019
BA	1	2	24/04/2019	25/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution ensures effective time management through strict adherence of the deadlines given by theUniversity. In the beginning of the academic year, academic calendar is published by the University with astructured timeline. Based on the same, the college plans the curricular and co-curricular activities as wellas internal evaluation of the students. This allows the teachers and the students to work in tandem with thestipulated deadlines, whether it be teaching-learning or evaluation.The college conducts internal assessment of the students in four different forms, depending on therequirement of the subject – theory, objectives, practicals and assignments. The internal tests are conductedkeeping in mind the academic calendar provided by the University. It allows sufficient gap between twoforms 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 theentire syllabus in the initial 10 to 14 weeks, and the remaining weeks are then devoted to revision, problemsolving 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 thesame, the internal test as well as the result of the students is managed smoothly. Ultimately, they aremapped with the respective course outcomes that are stated in the beginning of the course. The DepartmentCo-ordinators keep a vigil on the adherence of the academic calendar by conducting departmental meetingsregularly. 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 studentsattain knowledge beyond the syllabus as these topics are not covered by the exams conducted by theuniversity but are still relevant. These assignments are given within a set timeframe. The students are tocomplete 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 givensemester 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-todaydivision of topics and chapters. These topics and chapters are chosen keeping the upcoming CIE inmind. The timeline created allows for the students to complete the given syllabus in enough time. Thestudents 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 thecollege 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 in website of the institution (to provide the weblink)

http://sptmc.in/?page_id=2998

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage

Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
1	BA	Hindi	17	17	100
1	BA	Gujarati	30	30	100
1	BA	English	42	40	95.2
1	BA	Psychology	17	17	100
2	BSc	General Home Science	12	9	75
2	BSc	Food Science & Nutrition	74	49	66.2
2	BSc	Human Development	23	18	78.3
2	BSc	Apparel Designing	25	20	80
2	BSc	Hospitality Management	12	11	91.7
[View File](#)					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

 http://sptmc.in/?page_id=3907

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	-	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
-	--	01/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Breast Feeding Awareness	Sheth P.T. Mahila College of Arts Home Science	Surat Pediatric Association SPACT	04/02/2018	Breast Feeding Awareness
[View File](#)				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Innovation Incubation Centre	Vanita Vishram	E resource Centre	E content	01/04/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	2	6
National	Chemistry	3	6
National	Microbiology	2	5.9
National	Physics	1	6.3
International	Hospitality Management	2	6.1

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
I	I	I	2018	6	I	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
I	I	I	2018	Nill	Nill	0

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	21	Nill	2
Presented papers	Nill	18	Nill	Nill
Resource persons	Nill	5	Nill	4

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day Celebration	NSS	1	35
Swachhata Abhiyan Rally	NCC	1	45
Swasth Bharat Cycling Rally	NCC	1	2
Femicon 2018	NSS	2	33
Distribution of old clothes and toys	NSS	1	8
Nirbhaya Tribute	NSS	1	8
NSS Annual Camp Saroli Village	NSS	2	34
Rally and Swami Vivekanand Jayanti Celebration	NSS	2	44

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Breast Feeding Awareness	SPACT	Surat Pediatric Association SPACT	1200

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites

Swachh Bharat	NCC	Swachhata Abhiyan Rally	1	45
Health	NCC	Swasth Bharat Cycling Rally	1	2
Women Empowerment	SMC NSS	Femicon 2018	2	33
Blood Donation Health	NSS	NSS Annual Camp Saroli Village	2	34

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
-	-	--	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	SUMUL	01/12/2018	31/12/2018	14
Internship	Internship	BAPS	01/12/2018	31/12/2018	8
Internship	Internship	Sunshine Global	01/12/2018	31/12/2018	1
Internship	Internship	Shree Mahadev Educational Rehabilitati on Public Charitable Trust	01/12/2018	15/01/2019	24
Internship	Internship	The gateway Hotel Taj	01/12/2018	31/12/2018	7
Internship	Internship	The Grand Bhagwati	01/12/2018	31/12/2018	2
Internship	Internship	Divyam Institute of Psychiatry	01/12/2018	31/12/2018	5
Internship	Internship	Sanskruti Silk Mills Pvt Ltd	01/12/2018	31/12/2018	5
Internship	Internship	Asopalav Creations	01/12/2018	31/12/2018	5

Internship	Internship	Euro India Fresh Foods Ltd	01/12/2018	31/12/2018	4

| Pvt. Ltd | | | | | |

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
South Gujarat Productivity Council	01/10/2018	Seminar on Solar Energy Application in Domestic Life Skill Enhancement Employment Ability	34
The Heritage Trust Surat	01/10/2018	The Heritage Treasure Hunt	30

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
23	23

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	2.0.	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	4300	497736	216	48978	4516	546714
Reference Books	12880	2421838	550	265991	13430	2687829
e-Books	2191	295685	26	15948	2217	311633

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/12/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	106	70	106	2	2	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	106	70	106	2	2	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Innovation Research Center	[–](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
29.7	28	23	21

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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. 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

http://sptmc.in/?page_id=1719

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Vanita Vishram Scholarship	17	496400
Financial Support from Other Sources			
a) National	BCK 78 Post SSC Scholarship for Girls (SEBC)	130	4029600
b)International	-	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
IELTS	01/08/2018	3	IELTS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Guidance Counselling - JAM	20	20	18	Nill

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
-	Nill	Nill	Fountain head School, Galaxy Fashion X, Backyard Carnival	3	3

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	9	VNSGU	Apparel Design, Food Science Nutrition	MS University	MSC

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Yuvak Mahotsav 3	VNSGU	12
Annual Function 3	Institutional	800
Day Celebration Week 3	Institutional	700
Freshers Day 3	Institutional	32
Teachers day celebration 3	Institutional	40
College ke Tashan Baaz 3	Institutional	102
Alumni Meet 3	Institutional	53
Nail Art Competition 3	Institutional	18
Thali Decoration 3	Institutional	18
Mehendi Competition 3	Institutional	27
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	-	National	Nill	Nill	0	-

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 councilm 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

198

5.4.3 – Alumni contribution during the year (in Rupees) :

27000

5.4.4 – Meetings/activities organized by Alumni Association :

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. Thealumni 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.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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

entreprenuers. 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 selffinanced. 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 employ-ability of the learner are addressed.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	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.
Teaching and Learning	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.
Admission of Students	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.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	-
Administration	Automation
Finance and Accounts	Tally
Student Admission and Support	Easy Edmin / VNSGU Portal
Examination	Easy Edmin

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	Nill
2018	Nil	Nil	Nil	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Easy Edmin Admi	Easy Edmin Admi	23/06/2018	22/08/2018	40	20

	nistrative Software Training	nistrative Software Training				

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Annual Refresher Program in Teaching Arpit Re examination. Refresher course on leadership governance in higher education	3	07/06/2019	07/06/2019	1
Refresher Course on Elementary Quantum Mechanics	3	14/01/2019	29/01/2019	15
UGC Sponsored Orientation Program (HRDC Sardar Patel UNiversity Vallabh Vidyanagar)	3	27/05/2019	16/06/2019	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIA - Group Insurance, GPF, Pension Self Finance - PPF, Gratuity	GIA - Group Insurance, GPF, Pension Self Finance - PPF, Gratuity	Student scholarship, Vidhyarthini Sahayak Yojana Nishi, Hostel Facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	-

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6.4.3 – Total corpus fund generated

78715470.87

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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

6.5.3 – Development programmes for support staff (at least three)

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

6.5.4 – Post Accreditation initiative(s) (mention at least three)

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 selffinanced. 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.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	New Year Celebration Event	14/12/2019	05/12/2019	05/12/2019	400
2019	Workshop, creative portfolio making	23/02/2019	14/02/2019	15/12/2019	27
2018	Anthropometric measurements, health and nutritional assessments	18/08/2018	12/08/2018	12/08/2018	1200
2019	Bal mela	23/02/2019	15/02/2019	15/02/2019	34
2019	Entrepreneurial Exhibition cum Sale: VIBGYOR	16/03/2019	12/03/2019	12/03/2019	180

2018	Workshop: Entrepreneurial skill development	31/08/2018	25/08/2018	25/08/2018	35
2019	Workshop combining mindfulness CBT	12/01/2019	06/01/2019	06/01/2019	42
2018	Talk show: adventure mental health	15/12/2018	08/12/2018	08/12/2018	45
2019	Workshop: public speaking interview techniques	16/02/2019	12/02/2019	12/02/2019	45
2019	Workshops: soft skills personality development	16/02/2019	15/02/2019	15/02/2019	40

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
World Breast Feeding Week Awareness	01/08/2018	07/08/2018	1200	Nill
Anthropometric measurements, health & nutritional assessment	12/08/2018	12/08/2018	44	Nill
Paranu Seminar on IVF	14/02/2019	14/02/2019	122	Nill
FEMICON 2018 -19	07/08/2018	07/08/2018	33	Nill
Nirbhaya Tribute	02/11/2018	02/11/2018	35	Nill
Hygiene & Sanitation	17/12/2018	17/12/2018	33	Nill
Recipe competition among village women	17/12/2018	17/12/2018	35	Nill

Sanitation & Hygiene for nursery unit	02/01/2019	02/01/2019	18	Nill
Guest lecture on child sex abuse	28/12/2018	28/12/2018	40	Nill
Round Table Discussion on Feminism and Psychology	09/10/2018	09/10/2018	27	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management 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. Rain water harvesting structures and utilization in the campus 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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	**Yes**	**3**
Provision for lift	**No**	**Nill**
Ramp/Rails	**Yes**	**3**
Braille Software/facilities	**No**	**Nill**
Rest Rooms	**Yes**	**3**
Scribes for examination	**Yes**	**5**
Special skill development for differently abled students	**No**	**Nill**
Any other similar facility	**No**	**Nill**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Vanita Vishram Teaching Employees Code of Conduct and Workplace Ethics	**01/08/2018**	**Vanita Vishram is committed to ensure that all its activities are conducted, in all respects and all the times, according to rigorous ethical, professional and legal standards, which prevail from time to time. It is also committed to create a workplace free from harassment and discrimination, where co-workers are respected, and provided an appropriate environment so as to encourage good performance and conduct. To achieve this goal all Employees are expected to: ? adhere to this code of conduct in their professional as well as personal conduct ? treat**

	each other with respect, courtesy, honesty and fairness ? respect different values, beliefs, cultures and religions ? value the contribution of people they work with, and work co-operatively ? serve the organization without intimidating, harassing or discriminating others

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
"KARGIL VIJAY DIVAS"	27/07/2018	27/07/2018	25
Swachata Abhiayan Rally	21/11/2018	21/11/2018	45
Surgical Strike	29/09/2018	29/09/2018	34
NIRBHAYA TRIBUTE	12/01/2019	12/01/2019	61
A Talk Show on "Adventure and Mental Health"	08/12/2018	08/12/2018	54
Round Table Discussion on Feminism and Psychology	09/10/2018	09/10/2018	17
Quiz on Environmental issues- organized by T.Y. B.Sc. (General Home Science) in collaboration with Nature Club	31/08/2018	31/08/2018	20
Dramatization on consumer issues	18/02/2019	19/02/2019	15
World Consumer Rights Day Celebration- Poster competition	15/03/2019	15/03/2019	25
Disabled Week Celebration in Mahadev Trust	06/12/2018	06/12/2018	28

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management 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. Rain water harvesting structures and utilization in the campus 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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. First Best 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. 2. Second Best Practice Felicitation of students who achieve distinguished excellence in curricular, cocurricular and extra-curricular domains like NCC, NSS, Sports, Inter-collegiate competitions, Yuva Mahotsav etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://sptmc.in/?page_id=7679

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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.

Provide the weblink of the institution
http://sptmc.in/?page_id=7677

8.Future Plans of Actions for Next Academic Year

Plan for Annexy Building. Plan for Vertical growth in terms of the PG programs Preparations for NAAC accreditation and SSR submission