



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>	
	<b>SHETH P. T. MAHILA COLLEGE OF ARTS &amp; HOME SCIENCE</b>
• Name of the Head of the institution	<b>Dr. Vrajesh I. Patel</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02612300250</b>
• Mobile No:	<b>9408786641</b>
• Registered e-mail	<b>office.sptmc@gmail.com</b>
• Alternate e-mail	<b>aditya.sptmc@gmail.com</b>
• Address	<b>Vanita Vishram, Athwagate, Surat</b>
• City/Town	<b>SURAT</b>
• State/UT	<b>GUJARAT</b>
• Pin Code	<b>395001</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Veer Narmad South Gujarat University(VNSGU),Surat				
• Name of the IQAC Coordinator	Dr. (Smt.) Smita B. Bhatt				
• Phone No.	02612665846				
• Alternate phone No.	02612665846				
• Mobile	9426870881				
• IQAC e-mail address	smita.sptmc@gmail.com				
• Alternate e-mail address	vrajeshpatel1994@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://sptmc.in/wp-content/uploads/2022/03/IQAC-BODY-2021-2022.pdf">http://sptmc.in/wp-content/uploads/2022/03/IQAC-BODY-2021-2022.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sptmc.in/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf">http://sptmc.in/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A+	5	2018	01/09/2021	02/03/2022
6.Date of Establishment of IQAC			30/09/2008		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Sheth P.T. Mahila College of Arts & Home Science	Finishing School	Knowledge Consortium of Gujarat State	2020-21	Rs. 1 Lakh	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Organized National Webinar Series on Holistic Health Towards COVID-19		
World Consumer Right Day Celebration		
Peer Group Training		
Breast Feeding Promotion		
Visit to book fair		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
National Webinar Series on Holistic Health Towards COVID-19	Executed	
World Consumer Right Day Celebration	Executed	
Peer Group Training	Executed	
Breast Feeding Promotion	Executed	
Visit to book fair	Executed	
<b>13.Whether the AQAR was placed before</b>	<b>No</b>	

statutory body?	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
EEEEEE	04/10/2021
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2018	07/01/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
The students are encouraged to take up subsidiary subjects that are other than their principal subjects, this facilitates multidisciplinary and interdisciplinarity.	
<b>16.Academic bank of credits (ABC):</b>	
The students have been made to register for the Academic Bank of Credits.	
<b>17.Skill development:</b>	
The students are made to participate in projects, internships, on-job-tarinings that ensure that their is skill development as a result of experiential learning.	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
The students perform yoga which has its roots in the Indian knowledge system. Besides this they are made part of cultural events like Aluna Festival, Navratri which has its roots in the Indian Culture.	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
Entire syllabus is framed by using the outcome based education by referring to the Learning Outcome based learning.	
<b>20.Distance education/online education:</b>	
NPTEL courses are run to facilitate the online education for the students.	

## Extended Profile

<b>1.Programme</b>	
1.1  Number of courses offered by the institution across all programs during the year	<b>7</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1  Number of students during the year	<b>18</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2  Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>9</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3  Number of outgoing/ final year students during the year	<b>8</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1  Number of full time teachers during the year	<b>7</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	8
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4.Institution

4.1	5
Total number of Classrooms and Seminar halls	
4.2	4
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	5
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

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

The syllabi 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 some 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute begins the new academic year with the formation of academic calendar. This Academic calendar is formed in accordance with the feedback taken from all the stakeholders like the students, teachers, alumni and the industry experts. After the formation of the Academic Calendar the format of Continuous internal evaluation is agreed upon. This Academic Calendar and the Continuous internal evaluation is rigorously implemented. Keeping in mind the Covid-19 regulations.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Our College, a more than four-decade old institute, takes great pride in its strong lineage that has established deep roots in a responsible value and belief system. We strongly believe that the issues related to Gender, Environment, Human Values and Ethics find relevance in every era. Thus, these values need to be passed on to each generation so that they become responsible citizens of the country. The Vision, Mission and Motto of the institute depict our commitment to the cause of women empowerment through quality education and skill development. Keeping the above in mind, the curriculum is enriched with subjects that gives the students an insight into these important issues and make them well-equipped to face the challenges posed by globalization, modernization, gender disparity, environmental degradation. Under the Arts Faculty (Gujarati, Hindi, and English), the different forms of literature like poetry, novel, short stories, autobiography etc. not only sensitize the students towards essential human emotions but also help them to develop skills like interpersonal relationships, communication, reading, writing etc. Poems titled Yashodhara, Bhumiya, Draupadi, etc. and subjects like Women's Writings in English directly addresses the issues like gender roles, patriarchy and social, economic, political & emotional autonomy of women. Department of Psychology offers papers like Adjustment Psychology, Social Psychology, Counselling Psychology, Developmental Psychology, Industrial Psychology and Educational Psychology that focuses on clarifying gender roles, helps in developing a non-judgmental and egalitarian attitude, deals with the importance of professional ethics and suggests ways of building it in an individual. Courses under Home Science (Science Faculty) aim at the all-round and holistic development of the students. Subjects titled Resource Management, Entrepreneurship Development, Consumer Studies, Extension and Communication, Mass Communication, Field Work in Extension, Publicity Media are offered by the General Home Science

Department. Human Development Department offers titles like Basics of Guidance and Counselling, Women Studies, Children with Special Needs, Working with Parents, Family Dynamics, Child Rights and Policies. Courses titled Food Product Development offered under the Food Science and Nutrition Department helps in developing professional ethics and entrepreneurship skills. Courses under the Hospitality Management Department titled Life Skills, Grooming and Soft Skills, Corporate Social Responsibility, Hotel Laws also deal with important issues like human values and professional ethics. Environment Studies helps in creating an awareness related to environmental degradation and its conservation, government policies and preventive measures. Population Education also deals with sustainability, human values and gender studies. History as a subsidiary subject deals with the lives of exemplary people, which not only adds to our knowledge of human values but also enrich our understanding of socio-cultural, political and economic contexts of a nation. Cross-cutting issues are also an integral part of students' activities. NSS activities like Swachh Bharat Abhiyan, Tree Plantation etc., NCC camps have an impact on the students' value system and personality. Participation in different competitions and sports activities also inculcate practices of fair play and equity in them. The issues under discussion also find space in extra-curricular and cultural activities like drama, dance, street play etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

233

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows		C. Feedback collected and analyzed
File Description	Documents	
Upload any additional information	<a href="#">View File</a>	
URL for feedback report	Nil	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
1100		
File Description	Documents	
Any additional information	No File Uploaded	
Institutional data in prescribed format	<a href="#">View File</a>	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)		
2.1.2.1 - Number of actual students admitted from the reserved categories during the year		
139		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
The institution assesses the learning levels of the students through internal and external examination. The examination includes assessment of both theory as well as practical components. Further, the students are also assessed on the basis of their performance in		

presentations, assignments, projects, dissertations, group discussion, group activities, online quiz etc... The institute also strives for motivating and upbrining of all the students through various teaching and learning methods, such as: Demonstration, Peer Evaluation based Problem Solving Activity & peer Learning, Project Based Learning, Poster Presentation, Pair-wise Learning, Think-Pair-Share, Group Discussion & Group Activity, Visiting Lectures, Pair and Share with video, Seminar presentation, Experimental demonstration, Student Handout, Active learning, Collaborative learning, Dynamic learning, Video presentation, documentary film with interaction, Problem based interactive learning / Collaborative Learning, Short Film, Board Test for Grammar concepts, SWOT analysis, Guest lecture, NPTEL Videos, MOOCs and You Tube Video etc...

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1729	48

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The college practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level.by ensuring their involvement in class activities so that they can

absorb and grasp information at their own pace.

Courses of the college are defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course. Feedback of the Course and teachers, given by students at the end of each semester provides an opportunity to identify any lacunae which can then be addressed.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. During

accademic year 2020-21 due to covid-19 pendemic situations, All 48 teachers of the colloeege are using ICT tools and resources available on the campuses as well as home; They used BanQ, Laptops, Desktop, Mobile, I Pad, Teblet, Apple Tabs, A-view and e-learning technology. Various techniques used by faculties like., Google Classroom, Video Conferencing Tools (Microsoft Teams, ZOOM, Google Meet), Open Broadcaster Software (OBS), OpenShot (Video editor), Open edX MOOCs, Google Docs, Presentation Applications (Microsoft Powerpoint, Canva and Google Slides), Evaluation and assesment (Microsoft office, Kahoot, Insert Learning). Virtual labs are used to conduct labs through simulations. The online learning environments are designed to train students in open problem-solving activity. The online learning environments are designed to train students in open problem-solving activity. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

48

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

49

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

37

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

1 - 35

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Reforms initiated on continuous internal evaluation system at the institutional level 2.5.1 "Due to the advent of Covid, the



institution introduced many new changes in the continuous evaluation patterns. Some of them are given below."

1. Google forms were created by teachers and multiple choice questions were used as a tool for assessment.
2. To evaluate the concept clarity of students, students were given articles on relevant topics and were asked to critically evaluate them
3. Submissions of various assignments were also given online.
4. Online debates were held so as to reconsider, reevaluate, and bring forth essential areas of debatable topics.
5. In terms of practical learning step by step learning through online videos were created. Students could revise the same at their own pace and consistently upgrade themselves.
6. The mode of assessment and marks evaluated allotted to each topic was shared with students so that there was transparency in the evaluation pattern.
7. The mentors also monitored the attendance of the students by asking questions in between online learning sessions.
8. Students were also expected to collaborate with other students to complete group assignments.
9. One to one counselling sessions were given to students by mentors who were facing issues in their academic, social or personal life.
10. Teachers also encouraged peer tutoring by grouping weak and academically strong students to encourage advancement of weak students online.
11. After the evaluation of various assessments of students work, students could approach the teachers also in terms of grievance related to evaluation, which were duly taken into consideration in presence of all departmental members.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

**MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME-BOUND AND EFFICIENT 2.5.2**

1. If a student is not able to appear for examination due to medical or any genuine reason ,examination is conducted for

that student as per norms, provided that she submits application with proper documents.

2. If any student scores less marks and wants to improve in that subject, she can appear for the improvement examination.
3. The grievances of the students with reference to assessment are made clear by showing her performance in the answer sheet.
4. The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members
5. Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.
6. The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents
7. With reference to evaluation, if the student scores less mark than expected, she can apply for revaluation of her answer script after paying the prescribed fee.
8. University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for revaluation if she feels that evaluation is not correct.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All the courses designed have clearly mentioned course outcomes and programme outcomes mentioned in the syllabus as well as on the college website. Every department has clearly specified program outcomes and course outcomes mentioned in the syllabus. During the introduction stage of each course the teachers also clarify the course outcomes of each course. The course outcomes also clearly identifies the goals which the students are expected to attain after the completion of each course. The skills and capacities to be developed by the end of each course are also clearly specified in the syllabus. The syllabus of each course is made available to all students by the teacher and also made available on the website. The

Program outcomes are also clearly mentioned of each discipline which help students to decide on the course which they wish to pursue.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The course outcomes and are regularly evaluated by the course teacher whether in the forms of classroom discussions, debates, assignments, critical evaluation of topics etc. a more formal type of assessment is also conducted in the form of internal assessment as in MCQ questions or short answer formats. In certain courses, field visits and internships are also given to expose students to industry requirements. Their work is also evaluated by experts in internships programmes. This practice of interning with industry gives a fair evaluation of the course and of the students learning. This opportunity also helps students to learn more about the industry requirements which might not be possible in classroom teaching but helps overall to achieve programme goals

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

413

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://sptmc.in/wp-content/uploads/2022/03/FEEDBACK-AND-ANALYSIS-2020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**The students have participated in rallies to sensitize the community regarding the tapti river pollution.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry,**

**community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities,**

**industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has sufficient number of dedicated classrooms for all the respective subjects. These classrooms are well-ventilated and well-lit. All the classrooms have multimedia facilities which include Benq board, computer system, projector and projection screen. 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. For the subjects that have Practical, the college has fully-equipped and fully-functional laboratories like the Psychology, Food Science and Nutrition, Apparel Designing, Hospitality Management, Chemistry, Microbiology, Physics. 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 80 computers of high configuration meant for courses like web designing, tally, mobile application, programming, CCC etc. The college has a Conference hall.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>

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

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 completion of the project. It has a huge and spacious Sports Complex of international standard. Facilities for Indoor Games, 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. The entire campus including this sports complex is CCTV-enabled. Every year, the college hosts Annual Sports Day. The sports day is concluded with prize distribution ceremony. For the co-curricular activities, the college has access to Shivgauri Hall which is an air-conditioned auditorium with stage and balcony and a seating capacity of five hundred members. This hall has a stage area of 800 sq. ft. with green room and seating area of 2,000 sq. ft. with electricity, LCD projector, and other acoustics. The college also has an access to Bajigauri Open Air Theatre which is an ideal location for all social, recreational and public gatherings. It has 25,000 sq. ft. Open Air Theater with stage. It has a seating capacity of 3000.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>

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

21

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

21

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

##### **4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**2.78**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### **4.2 - Library as a Learning Resource**

##### **4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

With the objective of substituting manual work with technological advancement and upgrading the functioning of library, the college introduced SOUL Version 1 in 2003. Though it started with partial automation, since then, the college has been striving hard for the full automation of its library using. Integrated Library Management System (ILMS). It has upgraded the software recently with the installation of SOUL Version 2.0.0.9. Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. It is compliant to international standards for bibliographic formats, networking and circulation protocols. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The

database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher.

SOUL 2.0 consists of the following modules:

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**5.89104**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

15.32

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college administration and the management has tried to provide the best of the IT setup for the benefit of the students and staff. Over the years we have augmented out IT facilities. Currently we have following IT/ITES facilities in the campus

- All classrooms are equipped with computer/projector.
- The college has JIO broadband Internet connection with 250 Mbps speed.
- The campus has NAMO Wi-Fi - a Government of Gujarat sponsored Wi-Fi scheme implemented in all grant-in aid colleges.
- The college has purchased EasyEdmin ERP system to manage students' admission, attendance, examination records. This has been implemented since 2017.
- The has mobile App through which students/ parents can see their attendance, time-table, notification, fees detail etc.
- The college website is regularly updated with latest events, activities.
- The college has online fee collection system. Students are encouraged to pay their fees online to make it hassle free.
- Each admin staff is equipped with a desktop computer. All necessary software are installed in it.

- The college has printers and scanners.
- For science students, college has subscribed to Amrita Virtual Lab.
- There a computer lab consisting of 80 computers with latest configuration.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>

#### 4.3.2 - Number of Computers

113

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

144.54597

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institution has an established system for the effective utilization and maintenance of physical, academic, and support facilities like computers, internet, LAN, CCTV, classrooms, lab equipment, etc. The faculty members discuss and list down all the maintenance issues which are then communicated to the Principal for further procedure. As per the instruction of the Principal, the concerned person from the college contacts the relevant agency or department and informs them orally about what requires maintenance. If the maintenance issue is not addressed, a reminder letter is sent to the concerned department for immediate action. As a last resort, the members of Management are contacted, if needed. However, issues like maintenance of CCTV, Solar panels, Water Purifiers, Computers, etc. are discussed either in the Core Committee Meetings or Surat Administrative Committee (SAC) meetings of Vanita Vishram. Depending on the amount of work, the tenders or quotations are invited. The entire process is very transparent and the committee selects the agency which provides the best quality at reasonable rates and with a comprehensive Annual Maintenance Contract (AMC). The AMC mentions all the important terms and conditions. Once the agency is finalized, the respective institution and its concerned department are informed about the same. Henceforth, it becomes the responsibility of the concerned department/college to follow the AMC. As far as computers, the internet, and LAN are concerned, there are two in-charge coordinators whom all the institutions need to report. They directly contact the concerned service provider for any maintenance purpose. Vanita Vishram has hired Shreeji Computer Consultancy services for the regular maintenance and up-gradation of computer facilities. There are many other local agencies appointed by the institution to fix small issues of gas, chemicals, chimneys, etc. There is a team of in-house electricians, carpenters, etc. to make furniture. These agencies are directly contacted by the college administrative office. A professional team of housekeeping staff is employed in order to maintain cleanliness and hygiene on the entire

campus. There are special cleaning machines deployed to clean roads within the campus. Gardeners are employed for the maintenance of lush green gardens in the entire campus.

The institute also has a team of dedicated engineers and trained staff to take care of and maintain facilities on regular basis: There is an established code of conduct for the users of libraries, laboratories, sports complexes, etc. Given below is the Code of Conduct for the library users:

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

No. of Days	Type of User	No. of Books	Fine of Late Submission
03	Students	10	Rs. 5/- per day
10	Teaching Staff	90	Rs. 5/- per day
02	Non-Teaching Staff	10	Rs. 5/- per day

3. Kindly maintain silence.
4. Eating in the library is strictly prohibited.
5. Care must be taken to see that library walls, furniture, and reading materials are not spoiled / damaged in any way.
6. In the library, fixtures should not be displaced from their original position.
7. Use of mobile phones is strictly prohibited.
8. Books and bound volumes should be handled with great care. They should not get damaged by any means.
10. Distortion found in the borrowed books should be immediately brought to the notice of the librarian.
11. Non-library materials should not be left unattended on the reading table.
12. Put your bags and personal belongings on the property counter at the entrance of the library.
13. Damage to library property may lead to withdrawal of library privileges, and in serious cases, even to heavy fines and necessary disciplinary action taken by the College Principal.
14. Any member who is found guilty of taking a book out of the library without authorization is liable to the withdrawal of library privileges and/or a fine. The quantum of punishment will be determined by the Principal.
15. If a Library ticket or membership card is lost, duplicate library tickets/ membership Card/College ICard will be issued accordingly at the charge of Rs. 50.00 each. However, return / payment/replacement of book/s issued on the previous library tickets/membership card will be the sole responsibility of the user and no clearance will be given till the dues are not settled.
16. Loss of library books or membership cards must be reported in writing to S.P.T.M. College of Arts & Science Library / Librarian / Library Assistant immediately.
17. The current cost of the book(s) and its corresponding processing charges will be taken from the defaulter if the book is defaced/disfigured/lost.
18. If students want to retain books with them after a given period (seven days),

they have to re-issue books on/before the last date of return. 19. Getting the book/s re-issued is the sole responsibility of the user/s. The librarian - library staff is not bound to inform/warn regarding the same. 20. Any document issued may be recalled by the Library before the due date of the return without assigning any reason, and the borrower has to abide by the decision. 21. College Library / Librarian / Library Assistant is authorized to impose any or more of the following penalties if any student is found guilty of breaking the. rules and regulations on library premises: Warning Fine Cancellation of membership on temporary or permanent basis 22. Suggestion/s / Complaint/s / Feedback are welcomed on all aspects of library services. Kindly use the suggestion box for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

148

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the



<b>institution / non- government agencies during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<a href="#">0</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

38

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The students have participated in a number of curricular and extra-curricular activities such as - Yuvak Mahotsav hosted by the affiliating university, VNSGU and Khel Mahakumbh.

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NIL

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/facilities/">http://sptmc.in/about-us/facilities/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### **Vision**

?????????????????????: [An enlightened woman is a source of infinite strength.]

#### **Mission Statement:**

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

#### **Motto:**

Empowering Women through Education and Skill Development

The Institution, inspired by its vision of "An enlightened woman is a source of infinite strength" charts out its perspective plan ahead and effectively implements it. Sheth P.T. Mahila College of Arts and Home Science was established under the aegis of Vanita Vishram, Surat in 1972. Vanita Vishram, its parent institution, is 113 years old, non-profit, only-for-girls, no-donation organization working indefatigably for the empowerment of women through education and skill development.

With the vision of empowering the girls' students, the college

offers several courses including B. A. in Gujarati, English, Hindi, Psychology, B.Sc. in General Home Science, Food Science and Nutrition, Microbiology, Chemistry that helps girls' students to make their future bright by entering in to service fields and/or become independent entrepreneurs. So has been proved by our enlightened students. SPTMC is the first institute in South Gujarat to launch Bachelor of Vocation (B.Voc.) courses (in Fashion Designing, Hospitality & Tourism management, Early Childhood care & Education, Interior Designing and in Event Management) from the academic year 2019-2020. These courses are specifically designed to make the girl students self-dependent and to build up their career using their skill as self-motivated business women. Additionally, the college has become the Local Chapter of NPTEL which help our students to learn their subjects of interest through distance learning as they feel the need of.

The governance of the institution is reflective of vision. The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representative, stakeholders, alumni and local management committee called Chairman, Surat Administrative Committee. The institute follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration.

The governing body delegates authority to the head of institution/Principal who in turn share it with the different levels of functionaries in the college. The HODs and conveners of various committees and cells along with the staff representatives play an important role in determining the institutional policies and implementing the same. The members of the governing body also give their valuable input for better governance. Our trustees are also approachable and always welcome any new suggestion. They are always ready to help with the growth and development of the institution. The students also participate through different formal and informal feedback mechanisms. Suggestion boxes are also kept inside the college building for suggestions from students.

The principal monitors the mechanism regarding administration and academic process. It also ensures proper operation of the policies, rules and action-plans of the college. The various committees are formed for extracurricular and co-curricular activities thus supporting students in their all-around and holistic development. There are many committees to support the vision and mission of the college. For example, these are Examination cell, NSS, NCC, Career and counselling cell, library and sports committee, cultural

committee, anti- ragging committee, grievance redressal committee, college-magazine committee, disciplinary committee etc. All the committees take its responsibility for the plans and activities, and successfully executes these responsibilities in every academic session.

A team of dedicated and visionary leaders of Vanita Vishram always put their efforts to full fill the Mission statement of Sheth P. T. Mahila College of Arts and Home Science. In connection with this, the college has witnessed a paradigmatic shift in its infrastructure, state-of-the-art facilities, ICT-based teaching-learning, MoUs, industry collaborations, so on and so forth. The college strives hard to create an environment that is conducive of learner-centric. It is reflected by type of co-curricular and extra-curricular activities and other programs organized by different departments throughout the year.

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/milestone/">http://sptmc.in/about-us/milestone/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution supports a trend of decentralized governance system with proper well-defined interrelationship. All the major decisions related to the institute are taken by the Principal in consultation with the head of the department.

In the following ways Heads of Department participate in the management process:

1. Suggest the teaching plans of their own department
2. Adjustment in routine activities for doing any additional work
3. Planning for departmental activity plan and arranging meetings for that.
4. Planning seminars, workshops, Guest lectures, Career Counselling sessions, Inter-departmental or Inter-collegiate competitions, departmental executions and study tours.
5. They have liberty to introduce creative and innovative measures for the benefit of their guardian.

6. They organize parent teacher meeting in which the academic progress of the student is communicated to their guardian.
7. He/she in consultation with other members in the department oversees the paper setting, evaluation, marks submission of internal exam and solving the problems of students.
8. They can decide the remedial classes if required for their course with the consult of other members of the department.
9. He/she even can take initiative to organize alumnae chapter of the department.
10. Teachers participate in syllabus framing procedure.
11. The HOD in consultation with their department teachers enjoys total flexibility in planning and organizing seminars, workshops etc.
12. Through their Appropriate handling of their department, HOD discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the vibrancy of the management mechanism in the college.

The institution always promotes the culture of participative management by involving staff (teaching, non-teaching and administrative) in various institutional activities. All decisions of the institution are governed by the management. The students and faculties are allowed to express themselves for any suggestions to improve the excellence in any aspect of the institution.

Considering functional level, the Principal, HODs and Management members are involved in defining the policies, procedures of making guidelines and rules/regulations about admission, placement, and selection of subject, discipline, grievance, counselling, training and development and other such services.

All staff members participate actively in all academic and non-academic work. The policies and procedures which are designed by the management to maintain and achieve the institution's vision and mission to achieve the desired academic standards are followed by all the staff members (teaching and non-teaching). The office staff is always involved in the executive day-to-day support and services to students and faculties.

The above enumeration of features comprising participatory management points fairly conclusively for the ethics of decentralization which is integral part of institution, and informs its functioning at every level.



File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/committees/">http://sptmc.in/about-us/committees/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a perspective/strategic plan in place to help it develop in a systematic and well thought manner.

1. Applications for grants- Government/NGO bodies.
2. Extension of available area in campus to accommodate more labs, classrooms and staffrooms.
3. Renovation of the ageing infrastructure of the institution as well as creating a new building to accommodate more students.
4. Involvement of the scope and profile of the teaching learning experience through greater use of innovative means.
5. Introduction of new discipline- B. Voc at the undergraduate level
6. Application of more substantiative posts from the state government and applications for the posts for various subjects in self-finance department also.
7. Application for post graduate courses.
8. Partnering with Research projects.

Participation of teachers in decision making bodies: The teachers discharge an important role in implementing the vision and mission of college and to that end play a proactive part in decision making process. The heads of the department considerably take part in administrative as well as academic autonomy in running their disciplinary units.

Teachers are members and conveners of various committees that are instituted for the day-to-day functioning of the college. Some of these committees are NSS, NCC, Admission, Library, Nature club, Career and counselling cell, library and sports committee, cultural committee, anti-ragging committee, grievance redressal committee, college-magazine committee, disciplinary committee etc.

Teachers through their autonomous interaction with the head of the institution are able to contribute in a significant way to the participatory ethos of an institution. They determine admission

criteria, marks, cut-offs, various learning innovations, library practices and other academic priorities.

Additionally, teachers discharge an energetic role of motivator. Mentor-mentee groups are also formed to identify skills of a student and provide stimulus for its development. Teachers also play a vital role in spreading cultural and socially Conscious activities in the institution by steering NSS unit, N.CC unit, Nature club, women's cell and so on.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://sptmc.in/academic/">http://sptmc.in/academic/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

1. Governing Body- Vanita Vishram

2. Administrative set up- College Administration

- Principal- 1. Office Staff-Academic/ Financial Management

3. HOD-Teaching- Non Teaching staff for day-to-day management.

4. The functions of various bodies

- Finance, Building

- Committees and their functions

5. Service rules are guided by VNSGU and the rules of the State Government as amended from time to time in this regard. The rules are also guided by Vanita Vishram Management Committee

6. Grievance redressal mechanism

- Anti-ragging cell

- Internal complaint committee

- Complaint boxes prominently placed

- Full information of The Right to Information

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/features/students-welfare/">http://sptmc.in/about-us/features/students-welfare/</a>
Link to Organogram of the Institution webpage	<a href="http://sptmc.in/about-us/staff-members/">http://sptmc.in/about-us/staff-members/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

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

- **General Welfare measures are taken for teaching and non-teaching Staff by the institution.**
- **An option for group insurance is availed to the permanent staff members.**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

##### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

26

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution follows Performance Appraisal System for teaching and non- teaching staff under Self-finance Courses before completing their probation period. Sample of Academic staff - Appraisal form - College is uploaded.

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/about-us/staff-members/">http://sptmc.in/about-us/staff-members/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Sheth P.T. Mahila Collage 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 an 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. Schedule 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. 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

File Description	Documents
Paste link for additional information	<a href="#">-NIL-</a>
Upload any additional information	<a href="#">View File</a>

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

#### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**NIL**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

#### Institutional strategies for mobilization of funds and the optimal utilization of resources

- Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.
- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- The management provides need-based loans to individual colleges.

- Various government and non-government agencies sponsor events like seminars and workshops. Sponsorships are sought from individuals and corporate for cultural events and fests.

#### Utilization of Funds

- A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

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

As a part of Quality initiative, a National level Webinar was organized jointly by IQAC Cell and Department of Fashion Designing: "Restructuring The Fashion Industry: In Congruence With Sustainable Development & New Education Policy 2020"

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities



## NIL (Due to Covid-19)

File Description	Documents
Paste link for additional information	<a href="http://sptmc.in/nacc/cycle-2/nacc-accreditation/">http://sptmc.in/nacc/cycle-2/nacc-accreditation/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://sptmc.in/nacc/cycle-2/nacc-accreditation/">http://sptmc.in/nacc/cycle-2/nacc-accreditation/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**7.1.1. Measures initiated by the institution for the promotion of gender equity during the year**

- Women employees are given equal opportunity to head departments and also coordinate different cells and committees. The organization appreciates women employees for their work without any discrimination.

- Women employees are given maternity leaves
- Posters on great women achievers are displayed all across the college building for the students to see and be inspired
- A well-managed child day care center 'Natkhat Nest' is available on the campus which is very beneficial for women employees with young children/kids
- CCTV cameras are installed in every classroom, common spaces and also outside the building to ensure security 24x7 and so that any anti-social activity can be kept track of
- Women security guards are on duty on the campus
- The entry to the college building is strictly monitored and any unwanted outsiders are restricted to enter in the campus
- Sanitary napkin vending machines are also installed on every floor for easy access by the students
- Girl students are encouraged to participate in competition, and other activities outside the campus

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has systems for managing and disposing different types of waste that is generated on the campus

Solid waste management- Surat city has been ranked the as one of the cleanest city of India. Keeping this in mind the college also takes up initiatives that contributes to environment sustainability. The rule of 3 R's (Reduce, Reuse, Recycle) is followed very thoroughly by the institute. Efforts are made towards reducing waste on the campus by restricting the use of single use plastic on campus. Official messages are communicated through whatsapp groups and emails rather than on hard copy in order to reduce the unnecessary wastage of paper. Also, the minutes of a meeting is communicated through mails. Plain back side of a used paper is reused for rough work in the admin office as well by the faculties. In the food production lab, the disposable boxes that are a waste after the food has been consumed, is reused to store food in the pantry. The biodegradable waste that is generated on the campus from the laboratories are composted to make rich manure that is used in the gardens. Dustbins are strategically placed in the building as well as in the campus and dry and wet waste is segregated at the source itself.

Liquid Waste Management- there is a well-developed underground drainage system that is regularly cleaned especially during the monsoon.

Bio-medical waste management- the institute does not generate any bio-medical waste

E-waste management- e- waste generated by the college is handed over to the IT department of Vanita Vishram from where it is either given back to the vendors if there is a buy back system or else it is reused after some modifications.

Waste recycling system- there is no waste recycling system in the college

**Hazardous chemicals and radioactive waste management- there is no system in the college**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other</b>	

diversities (within 200 words).

With vision to empower women by imparting quality education and skill development, Sheth P.T. Mahila College of Arts and Home has implemented several measures to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities with the following extension activities.

- Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance and understanding.
- Students from low socio-economic spectrum are granted fee concessions in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.
- This College strictly follows the reservation policies laid out by the Government of India for admissions of students. Special committees like the SC, ST and OBC Counselling Committee, ensure parity and transparency during the admission process.
- This College promotes cultural plurality and inclusivity on campus. In an effort to unite all cultures, many events were organised to promote cultural diversity like Career by Choice Not by Chance (Carrier guidance Program for girl students on Instagram Live), Webinar on Restructuring the Fashion Industry: In Congruence with Sustainable Development and New Education Policy 2020, National Webinar on Implications of the New Education Policy 2020 on the Existing Schools of India, Webinar on Women's Challenge to Modernization & Development on Occasion of International Women's day, National Webinar on Foundational Literacy & Numeracy in Early Years
- National Cadet Corps (NCC) commit to following programmes and activities to inculcate an inclusive environment
- The college fosters community responsibility by organising Blood Donation Camp, Poster Making (Topic: Importance of Blood donation) routinely also organised, Rakhi Making & Letter Writing for Indian Army, Article writing: Beti Bachao Beti Padhao, Vaccination, Singing National Anthem: An initiative by the Ministry of culture to mark AZADI KA AMRIT MAHOTSAV, Awareness Video Making: Precautions to stop the spreading of Corona Virus, Making on Lighting Ceremony (Deep Pragatya)' to

promote the concept of appreciating the health workers for their selfless services, International Yoga Day, Online national pledge taking ceremony (Be vocal for local), Atm-Nirbhar Bharat Abhiyan (E-camp), Fit India freedom Run and Marathon programmes regularly.

- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised.
- The college enshrined the sovereign and democratic values of our nation by celebration of Constitution day doing Nukkad Natak, by participating National Youth Parliament youth festival celebrating

This College promoted linguistic diversity and cultural plurality by organising many webinars like Webinar on Government Job Opportunity, Role of Youth in Volunteering Covid-19, Webinar on Women Entrepreneurship, Webinar on Cyber Crime

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college relentlessly works towards sensitizing the students as well as the employees towards constitutional obligations, values, rights, duties and responsibilities of a citizen so that they may contribute towards the betterment of the society and the country as a whole.

The college curriculum introduces topics like business ethics, code of ethics, Professional ethics and life skills to students so that these important values can be inculcated in the students from the very starting.

The institute also hoists the national flag during Republic Day as well as Independence Day to inspire the staff and students and make them appreciate the sacrifices of the nation builders.

The college also establishes code of conduct for the students as well as the staff that must be followed and obeyed. This instils a

sense of responsibility and discipline amongst all.

Students are encouraged to participate in sports, NCC as well as NSS activities that helps in developing leadership qualities and also strengthens team spirit in them and leads them to work for the community.

The institute also organizes various training programmes, orientation programmes and awareness programmes for the students. The students also attended various seminars, webinars competitions on important topics. The NCC unit plays a very active role in making the students aware of their constitutional rights and duties and also organizes many programmes in this regard.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and



festivals

The institution has deep rooted traditional values and thus it organizes special event to celebrate festivals and important days. Acknowledging such events helps to instil a sense of peace, unity, love and happiness amongst the students as well as the staff.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. First Best Practice:

#### 1. Title of the Practice:

"Fashion Show" organized by the Fashion Designing Department.

#### 1. Objectives of the Practice:

To develop creative and aesthetic skills of the student.

To give them a platform to showcase their talent.

To develop entrepreneurial skills.

To develop group dynamics and team work.

#### 1. The Practice:

The Fashion Designing Department organises the "Fashion-Show" every year to showcase their skill and creativity of the students learnt through the course work. This event is organized once a year where the students themselves choose the theme of the show and design the garments according to the theme. The students showcase their designs

through participation of the other students from college itself, who walk the ramp. This helps students with personality developments and life skills such as confidence and self-esteem.

#### 1. Evidence of Success:

The college has conducted two fashion shows that saw a footfall of more than 1500 people.

#### 1. Problems Encountered and Resources Required:

As organizing a fashion show is an expensive affair, budget management has its own challenges.

#### 2. Second Best Practice

a) Title of the 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.

b) Objectives of the Practice: The institute has promoted the above-mentioned practice with the following objectives: It encourages students to participate in extension and co-curricular activities. It boosts their morale. It helps in inculcating attributes like leadership, team work, personal and professional ethics, sportsmanship etc. in the students. Felicitation for the above-mentioned activities which pose challenges is to develop a healthy competitive spirit in the students.

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

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

Rangoli etc. The committee encourages the development of students in the areas apart from academics.

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

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

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 is 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. All these courses are industry-based, job-oriented and are offered at highly affordable fees. The ultimate goal is to make the girl students job-ready and open up new avenues of knowledge, skills and work experience. Since long, the college has institutionalized the promotion of meritorious and performance-oriented students through scholarships and cash prizes as well as lending a helping hand to economically disadvantaged students by offering free-ships. With the sole objective of women empowerment,

the college, with the help of its parent institution, disbursed a substantial amount as scholarships, cash prizes and free-ships. An attempt is always made to bring about an attitudinal change in the parents of our girl students and thereby in the entire society leading to women empowerment in a true sense.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Signing of MoUs with noteworthy organizations so that they help our students by imparting them with industry level exposure.

Taking up minor and major research projects to develop research acumen and add to the existing body of research knowledge.

To revive the placement cell so that many students who seek job opportunities are provided with a platform for the same.

To carry out offline departmental activities post the Covid pandemic, so that the students are seen a holistic growth.

To organize Out-Reach Programs and Community Services for the underprivileged people, so that our students are sensitized regarding their realities and challenges.

To have specific workshops for students regarding : Self- Defence and Fire Safety.