SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

S.M. PATEL COLLEGE OF HOME SCIENCE

S.M. PATEL COLLEGE OF HOME SCIENCE OPPOSITE R.K. COMPLEX MOTA
BAZAR
388120
www.smphomescience.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The S. M. Patel College of Home Science was established in 1971 under the able guidance of an eminent Home Scientist Madam B. Tarabai a pioneer of Home Science education in India. The institute flourishes under the umbrella of Charutar Vidya Mandal. It is a registered charitable trust set up in 1945 with an aim to use education as an instrument of change in the rural areas. At present there are 49 Institutions under its umbrella and is managed by Er. Bhikhubhai Patel Chairman , CVM . The donation towards the building of the college came from Shri Manibhai Patel and brothers.

This College is affiliated to Sardar Patel University, Vallabh Vidyanagar situated near Anand the Milkcity of India. The college is recognised under UGC 2f & 12 B from 1975, reaccredited with 'A' grade by NAAC in 2013, with CPE Phase I in 2011 and Phase II in 2017.

The college follows CBCS with foundation, core and elective courses offering a B.Sc. degree in four areas of Home Science along with first degree vocational course in Food Science and Quality Control. Three certificate courses are offered namely Sports Nutrition, Fashion Design and Interiors. The college is a study centre for IGNOU Dietetics and Food Service Management. Facilities for English Language proficiency are made available through the Digital Education and Learning Laboratory. Students also appear for SCOPE exams. The college also manages an Anganwadi training centre to train various cadres of ICDS workers. The college also run Zaverba Balwadi to cater the needs of working parents.

The vision of the institution is to empower young girls through quality education and the institution is working towards it with great determination and dedication. The institute focuses on skill based education and holistic development of the students. The college aims at professional development and personal enrichment of students along with developing in them a positive feeling of self, thus the logo of the college is an open book which is spreading the light of knowledge with the motto **"Vidyaratanam Mahadhanam".**

Vision

Punch Line : *Ignited Mind Better Tomorrow*

Empowering young girls through quality education to meet current and emerging challenges in global perspective for the development of the self and society.

Mission

- To provide scientifically planned skill oriented courses relevant in present context.
- To continuously upgrade the curriculum that is globally valuable, locally relevant and responsive to upcoming challenges of the society.
- To affiliate, synergize with communities, organizations, institutions at local, regional, national and international level.
- Empowering young girls to respond creatively with a sense of responsibility to the contemporary needs

of the society.

- Capacity building of young girls to inculcate a sound philosophy for holistic living and maintain a sustainable career growth curve.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- College is reaccredited **"A"** since academic year 2013 by NAAC (UGC) and AAA (KCG) in the second cycle.
- The college has UGC Status of College with Potential for Excellence Phase-II
- Awarded **81st and 88th rank among top 120 science colleges of India** by INDIA TODAY-MDRA BEST COLLEGES RANKING in 2018 and 2019 respectively.
- Awarded **four stars by GSIRF** (Gujarat State Institutional Ranking Framework)
- Only girls College in the campus having skill based specializations with interdisciplinary component in four majors of Home Science namely Foods And Nutrition, Family Resource Management, Human Development and Textile and Clothing. It has also one Self - Finance program B.Sc. in Food Science and Quality Control
- Proactive & Visionary Management with a strong commitment towards community service and Women empowerment.
- Choice Based Credit system having emphasis on skill development, employability and transferable skills.
- Excellent infrastructure with provision of **SMART Classrooms** through CPE Funding.
- Experienced and competent faculty
- Wide range of extension, co-curricular and extracurricular activities under **Sapt Dhara** enhances the overall development of the students in terms of creativity, leadership qualities and managerial skills.
- Well-structured Ward Counselling, Grievance Redressal, women cell, anti ragging cell and other student support systems.

- Promotion of research culture and encouragement to faculty and students to take up mini researches and publish papers.
- The college has **Digital Educational and Learning Laboratory**.
- The college has three **certificate courses** namely,
    - Sports Nutrition
    - Interiors
    - Fashion Design.

- The college has facilities for **Distance Learning**.(IGNOU Study Center)
- The college has an **Anganganwadi Workers Training Centre** under ICDS.
- The college has **spacious campus** with well-maintained landscapes along with open stage, summer house and open badminton courts with full time PTI

- The college has a strong network for **Community Outreach Programme.**
- Automated library with **INFLIBNET , SOUL 2** software and **RFID** system
- The library offers facility to view **SANDHAN** and other educational programmes.
- Regular health check-up camps for staff and students.
- MoUs with NGOs

- **CCTV** cameras are installed in the campus for better monitoring.

Institutional Weakness

- To mould the first generation learners of rural background to face global challenges as they come from Gujarati medium.
- Job placement of students soon after graduation is not much as majority of them either go for further studies or get married.
- Since a large number of students commute from remote/rural areas, they are not inclined to take certificate courses due to time constraints.
- Limited budget on various events like youth festival, Annual day etc. so couldn't compete in all events with the self- finance colleges who hire professionals for each and every event.
- Recruitments of non-teaching staff (lab Assistants) not done by the government so extra load on the staff and low commitment on the part of temporary staff.
- Since the alumni association is not registered, formal meetings are very few
- Research constraint due to undergraduate college..

Institutional Opportunity

- Faculties can work for their personal academic enhancement by selecting a mentor from number of institutes as Vallabh Viyanagar is an educational hub.
- The students have ample opportunities for selecting short term courses or certificate courses from other institutes.
- The college under CPE status has ample funds for augmentation of laboratories, research facilities and student development.
- The college gets sufficient grant from UGC for enhancement of teaching-learning.
- The college for its outreach programs has an opportunity to collaborate with government and Non-government organizations due to strong community network.
- To apply for interdisciplinary major and minor research projects from various funding agencies.
- Since our college is a part of trust (Charutar Vidya Mandal) which manages number of Institutions, this gives us an opportunity to call experts from various fields as and when need arise.
- With CPE status II we have ample funds to publish study materials, manuals, booklets for the community which can benefit the stakeholders.
- With strong Wi-Fi network, assignments, projects and teaching materials can be shared with the students.
- Since ours is the only college offering B.Sc. Home in all four majors we can initiate post- graduate courses in the college.
- Faculties can go for structured consultancy as all the faculties are quite experienced

Institutional Challenge

- A large number of students are first generation learners so it's a real challenge for the faculty to improve their English language skills and encourage students to be more professional.
- It is a challenge for the faculty many times to convince the parents to give priority to girls' education and let the student complete their graduation rather than marrying her during the undergraduate

programme.
- To motivate students from other undergraduate institutions to join certificate courses.
- As the self-finance colleges in the state have increased, it is a challenge for the college to sustain and increase the strength of the students.
- To link present education with student's earning with an aim to earn while you learn.
- To motivate the final year students for research.
- To encourage students to understand their social responsibility through college outreach programme.
- Maintenance of laboratories due to Non-availability of support staff.
- Delay in government approvals for filling up of vacancies of aided lecturers and administrative posts

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

S. M. Patel College of Home Science follows the syllabi approved by the Sardar Patel University to cater the needs of students from various family backgrounds.

Holistic development of student is the main purpose of curriculum. All courses offered to students are in tune with emerging trends and global needs. The CBCS system in our college was implemented since 2010-11 providing academic flexibility, in the curriculum. The whole syllabus is updated in the year 2016 - 17 with the program outcomes and course specific outcomes considering the appropriate need based inputs based on feedback from stakeholders.

Implementation of the curriculum from the syllabus to the classroom is delivered through effective planning with the help of academic calendar (planned by IQAC), time-table, teaching modules, teacher's diary etc. Classroom teaching is supplemented with guest lectures, workshops group discussion, experiential learning, preparation of project reports, presentations, seminars, assignments and other aids to promote general communication skills among students and enhance their knowledge.

Curriculum enrichment takes place through various measures like field visits educational trips, conducting workshops, seminars, lectures and conferences which provide first hand experiences. Remedial classes are organized for the academically weak students and bridge courses are planned for Diploma to Degree students in basic sciences. Continuous evaluation is carried out for quality assurance. Certificate courses help to strengthen and enhance the placement and overall development.

The students are sensitized to cross cutting issues relevant to current concerns regularly by organizing guest lectures, study tours, film shows; health awareness programs, interactive sessions, and celebration of various festivals and days. Enrichment of the curriculum beyond the classroom is practiced by organizing curricular and co-curricular activities such as various competitions, debate, role plays and quiz which enhance the potential skills of the students.

Student's participation and experiential learning such as internships, on the job training, industrial visits, field trips and mini research projects have been enshrined in the curriculum to give first-hand experience. Feedback on curriculum is obtained from the various stakeholders, analysed and required changes are informed to the concerned authorities.

Teaching-learning and Evaluation

The bilateral process of teaching-learning and evaluation monitors the orderly functioning of the mainstream activity of the institute, which satisfactorily justifies the excellent academic result of more than 90% of our students. The institute conducts induction programme every year where parents are involved, the teaching schedule is in line with the academic calendar cautiously prepared by the IQAC. An all inclusive policy of the institute based on government norms and policy, gives equal opportunities and assistance to SC, ST, OBC and differently abled (Divyangjan). Various facilities are extended to the teachers to meet national and international professional standards to excel in their fields. Various custom made teaching-learning methodologies viz., collaborative, experiential, individual, problem solving methods are adopted by the institute to impart knowledge.

An in-built system of assessing the teaching-learning process for diverse group of students helps in identifying the slow and advance learners. Slow learners are paid special attention in terms of remedial classes, study material, question bank. Advance learners are given special tasks like presentations, reference work, and quiz to quench their thirst for knowledge.

Research innovations at the final year assists the scientific temperament of the students, linkages with various organizations and communities helps in inculcating research culture in the students. Seminars, conferences, workshops provide a platform to the students to keep abreast with the newer developments in their fields.

Internal Continuous evaluation in practicals and theory classes and University exams help to assess the growth of the students and inturn evaluates the inputs of the teachers. Fair practices and transparency in evaluation is maintained. CCTV Cameras are installed in all classrooms to ensure malpractice free exams. Well defined procedure is exercised for addressing the grievances. Competent faculty members with an average teaching experience of 25 years were recognized at various levels of governing bodies like Board of Studies, Selection Committees, Syndicate and Senate.

Research, Innovations and Extension

The college promotes research culture in the campus by organizing Research Seminar for the students every year which motivates them to take up mini research projects under the mentorship of a teacher in the SEMINAR course. The teachers have four major and minor research projects funded from UGC and GUJCOST. The faculty members of the college have published 40 research papers in national and international journals of repute. College faculties has published number of reference books, also contributed chapters in the books and presented papers in seminar/conference of national and international repute, handbooks for the community were prepared for dissemination of information from lab to land and lab manuals with ISBN no. (Under CPE funds) has helped students a lot and referred in other colleges also for conducting the practical. Our college is recognized study center for IGNOU, Master's program in Dietetics and Food Service Management and number of dissertations are carried out under the recognized faculties.

The extension activities of the college are carried out through NSS, NCC and four departments of the college as

per their specialization. NSS and NCC activities under the umbrella of SAPTDHARA are coordinated through two program officers of NSS and one caretaker for NCC. Our extension activities were well appreciated and felicitated from 16 organizations. Departments promote extension activities by celebrating various weeks like consumer week, Breast Feeding week and Nutrition week etc. every year which include exhibitions, competitions, awareness games, Quiz and lectures by our experienced faculty in other institutes on various topics of interest for generating awareness on various issues.

Anganwadi Training centre is well known in the community for providing training to the anganwadi workers and helpers as per the government schedule. During last five years our college has collaborated with more than 100 institutes for research, providing expertise through guest lectures, inviting faculty of repute from other institutes, internships, on the job training etc along with five formal MOU's to work in collaboration.

Infrastructure and Learning Resources

The policy of our institution, for creation and enhancement of infrastructure that facilitates effective teaching and learning, is to provide various facilities to the students in an environment which will build up their mental, physical and overall personality.

The college has seen a considerable growth in infrastructure with the academic development over the past few years. The Charutar Vidya Mandal (trust) has extended its full support to enhance the infrastructural facilities of the institution. Enhancement of infrastructure such as classrooms, DELL lab, augmentation of labs, renovation of Principal's office, parking and maintenance of building is done from CPE grant. Special focus is placed on upgrading ICT enabled teaching-learning resources like smart classrooms, auditorium, office and departments with ICT, LAN and Wi-Fi facilities.

Basic requirements like hygienic toilets, drinking water facility were made available by renovating toilets with incinerators, sensor lights, LED lights and fans to save electricity. Rainwater harvesting and solar roof tops are in the process as per the suggestions of previous peer team report.

The college has a separate library equipped with INFLIBNET and SOUL 2 software and reading room with Internet and photocopy facility. The college library has been upgraded with installation of RFID system for easy functioning and security. the college has SANDHAN facility relayed by BISAG for the students to listen to experts lectures. The college takes care of physical and mental health of the students and faculty by providing the indoor and outdoor sports facilities and a well-established gymnasium. For upkeep and maintenance of infrastructure and equipment college has allotted duties to the faculties to supervise and maintenance contract is given to the service providers especially for ICT infrastructure.

Student Support and Progression

Students are being supported by well-established student support mechanism of the institute at all levels. Institution channelizes scholarships and freeships for the needy and deserved students through government and non-government schemes. The details are displayed on college notice board and office administration helps in filling the scholarship forms online.

The institution provides guidance for Capability enhancement and development schemes to promote the students. The students are also supported to overcome learning difficulties through student-centric remedial and

bridge courses. Being only girl's college institute offers a strong counseling support to the students i.e. personal, academic, financial or emotional. Indirectly through skits, expert talks, workshops, organization of camps etc. students are sensitized for gender, social sensitive issues and also imparted health and hygiene awareness.

A well-established Students Grievance Redressal Mechanism ensures satisfaction of the students. The suggestion box is placed at the college entrance and students can also approach their counselor, any other teacher or to the principal directly. The campus is free from ragging and sexual harassment problems.

The institute motivates the students to participate in co-curricular and extra – curricular activities to inculcate values of self- worth and responsibility. The college is proud to receive number of awards for sports, NCC, NSS and cultural events in the last five years.every year college publishes magazine "Pragati" to display the creative expressions of the students.

The placement data shows less employment and progression to higher education among students due to socio cultural stigma of either getting girls married at early age, or no need of her monetary help or not allowing them for jobs to other places except Anand town.

Institute does not have a registered alumni association but through mobile phones S M PATEL ALUMNI group is formed wherein passed out students stay in touch with the institutional activities. Alumni guide the institutional students regarding latest field developments and placements. Even through Instagram and Facebook students remain in touch with each other. Formal alumni meets with more number of participants is difficult to organize because of inability   shown by past students due to family responsibilities.

Governance, Leadership and Management

The dedication and long term vision of the management Charutar Vidya Mandal has taken the institution from its inception (1971) to the present status today as 'A' grade college.
The governing body of the college in collaboration with Principal, carries out various responsibilities. The college budget deficit is met by the Management to fulfil the institutions requirements.

Various Committees such as, IQAC, Examination, Time-table, Sports, Cultural and NSS, NCC are constituted to execute the plans and ensure smooth functioning. Students Council comprises of student representatives who play an important role in planning and execution of co-curricular and extra-curricular activities throughout the academic year. The action plans for all operations are made during the Academic Council meetings and when policies are decided and framed, the faculties are taken into confidence. Initiatives are taken for the welfare of teaching and non-teaching staff. The management encourages the faculty to take up research projects, publish papers, organize and attend professional development courses/programs. The internal and external audits are conducted regularly for transparency.

The IQAC plays a major role in ensuring sustenance of quality through effective monitoring and evaluation. The IQAC mechanisms are in accordance with the standards of benchmarking and guidelines of UGC, NAAC, university and the state. The IQAC has been instrumental in submitting the AQAR, applying for NIRF and India Today preparing financial proposal for UGC, RUSA and conducting faculty development Programs. The process of teaching-learning is periodically reviewed through feedback of the stakeholders and records of attendance, assessments, etc. are maintained.

Institutional Values and Best Practices

The institution apart from following university syllabus conducts a lot of extracurricular and co-curricular activities to empower girl students. Gender equity programs are conducted to promote equity. Safety of the girls is prime concerns and cameras are installed at all strategic entrances including hostel. Grievance cell takes care of any unfair means of practice. Anti-ragging cell, counseling are an integral part of the institute.

The college is surrounded by exotic flora and fauna and tree mapping has been done in collaboration with Vidyanagar Nature Club. Non-functional equipment/tools and e-waste is taken care of separately with the help of management. The college is in process of installing rain water harvesting and solar roof top system. Students are encouraged to be environment conscious by putting up various sign boards and use of bicycles. The above green initiatives adopted by the institute contribute to environment sustainability.

Digvijiyan facilities are provided as and when required we have ramps, railings and scribes are given at the time of the examinations if required.

Code of conduct is displayed on the college website and notice board. The institution maintains complete transparency in its financial functions. Major decisions are governed by IQAC committee.

One of the best practice of the college is outcome based education this helps students to enhance technical as well as interpersonal skills which will help them in higher education and placements. Counseling is another highlight of the college which helps students to increase their capacity to take a rational control over feelings, actions and confront social inadequacy. Academic counseling increases student's knowledge of educational opportunities.

Community outreach is one of the distinct features of the college .They bring students and community on the same platform and students are sensitized towards community problems. The college conducts various activities to address locational advantages in form of demonstrations, role plays, health awareness camps, workshops etc. The college tries to inculcate consciousness about national identities, fundamental rights through celebration of consumer week, national nutrition week, voter's day and AIDS awareness programs. The college also celebrates regularly birth anniversaries of national leaders and great personalities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.M. PATEL COLLEGE OF HOME SCIENCE
Address	S.M. Patel College of Home Science Opposite R.K. Complex Mota Bazar
City	Vallabh Vidyanagar
State	Gujarat
Pin	388120
Website	www.smphomescience.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Bhavana Chauhan	2692-230245	9979057152	-	smpcollege@yahoo.in
Associate Professor	Nidhi Gupta	2692-222207	9427857932	-	nidhi.gupta.smp@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	21-06-1971

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Gujarat	Sardar Patel University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	08-09-1975	[View Document](#)
12B of UGC	08-09-1975	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	06-09-2011
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	ICARE rating Gujarat State Institutional Ratings Framework
Date of recognition	28-02-2019

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	S.M. Patel College of Home Science Opposite R.K. Complex Mota Bazar	Urban	1.78	5782.63

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Home Science	36	XII Pass or equivalent	English,Gujarati	30	21
UG	BSc,Home Science	36	XII Pass or equivalent	English,Gujarati	143	133

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				17
Recruited	0	0	0	0	0	0	0	0	15	0	0	15
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				15
Recruited	3	0	0	3
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	6	6	0	12
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	0	1	0	1
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	1	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

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

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	4	8	0	12

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	146	8	0	0	154
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	17	12	22	21
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	28	14	10	20
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	91	48	41	91
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	297	345	303	261
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		433	419	376	393

3. Extended Profile

3.1 Program

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

Response: 198

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
418	393	376	419	433

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
126	132	73	74	136

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
102	112	138	145	117

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

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

File Description	Document
Institutional Data in Prescribed Format	View Document

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

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

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 14

Number of computers

Response: 105

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

2018-19	2017-18	2016-17	2015-16	2014-15
82.13	20.33	10.97	24.87	38.43

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to the Sardar Patel University, Vallabh Vidyanagar offering undergraduate (UG) programme with an aim to make the students employable through holistic education and skill development.

Curriculum Setting

The CBCS system was implemented from 2010-11 onwards providing academic flexibility in the choice of core and electives. While updating the curriculum, feedback from stakeholders is taken care of. The updated syllabus was passed through Board of Studies, academic council, syndicate and then through senate. The whole syllabus was revised as per the global needs in the year 2016-17 with the program outcomes and course outcomes, passed from the Board of Studies, approved by academic council and submitted to the university. It is then offered to the students from the academic year 2018-19. The college offers two UG programs and three certificate courses with an aim to develop skills of students.

Implementation

The implementation of the curriculum from the syllabus to the classroom is possible only through effective planning prior to onset of the academic term.

The institutional calendar is planned by the IQAC before the commencement of the academic year to be implemented when the college reopens. It includes total number of teaching days, the dates of internal and external exams and also tentative planning of curricular and co-curricular activities. The time-table is prepared in the beginning of every semester and displayed on the student notice boards.

To implement the curriculum effectively, teachers are provided with syllabi, academic calendar and teachers diary. They are encouraged to use various teaching pedagogies like group discussions, role plays, team projects, workshops etc. Internet facility, smart classroom set up and availability of ICT facility provides the faculty an access to global resources.

Departments prepare a plan of action to supplement curriculum provided by the University. Departments invite experts from Industry, NGO, Educational Institutes, and Alumnae for effective implementation of curriculum. Industrial and academic visits are arranged to give students an insight and exposure to practical aspects of the curriculum. Internship /on the job training and block placement is the part of curriculum which helps the students to gain confidence and prepare them for various professions.

The library of the institution is enhanced with books, journals, e-books relevant to the need of the syllabus, the demand of the faculty and students is also considered. Students are motivated to use the library for their assignments, presentation and for understanding the subject in depth.

Bridge courses are organized for Diploma to Degree students to clear their concepts of various subjects at beginning of academic year. Internal examinations and continuous evaluation is carried out to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. Remedial / Special classes are conducted for slow learners and efforts are made by faculty to improve their performance.

Faculty are granted leave to attend faculty development programs, workshops, training programs, orientation/refresher courses to upgrade skill and knowledge in keeping with the fast changing market place. The college also organises faculty development programmes under CPE.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 6

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

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

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 175.68

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

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

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 21.21

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

Response: 42

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

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

Response: 100

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

Response: 2

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

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-

on programs as against the total number of students during the last five years

Response: 6.27

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

2018-19	2017-18	2016-17	2015-16	2014-15
41	24	15	15	34

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

1.3 Curriculum Enrichment

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

Response:

The emphasis of the institute is on preparing young women for a profession and dealing with life situations. It also plays an imperative role in building the capacity of the family as well as the community, for a better quality of life through the competencies developed through this education.

Subjects related to Gender, Environment and sustainability, Human values and professional ethics are imbibed in the syllabus itself to address the cross cutting issues.. Each course is elucidated based on the demands of the learners.

Environment Studies is a mandatory course offered at first year level. The students are given an insight of this burning issues partly through prescribed syllabus and partly by arranging expert lectures, demonstrations, study tours, film shows, various competitions to create awareness like poster making, creating best out of waste which motivates the students to become more participatory in their concerned for the nature. A MOU with Vidyanagar Nature Club has been signed to work in collaboration for the conservation of the nature.

Community nutrition deals with the role of nutrition for the malnourished children and women in the community. Role plays, street play, posters, visit to the anganwadies all help the students to understand the issues of the community and work for its betterment by taking up mini projects. **Family Dynamics** subject throws light on the interaction between family members as well as the varying relationships that can exist within a family.

Interpersonal communication at the work place, Soft Skills, Entrepreneurship, Effective speaking and writing prepares the students for their professional growth. Students are shown video clips, are made to participate in activities related to the topics like leadership skills, team building, critical thinking, decision making, and various other skills groom them to deal with situations. These activities get a sustainable assistance from placement cell, which addresses a lot of issues faced by the student during the process of getting a job.

Gender sensitivity refers to the modification of behaviour by raising awareness of gender equality concerns, Legal Rights of women and Welfare program me and services for women through the course **women's Issues.** It is also achieved by conducting various sensitization campaigns, training programs, workshops, interactive sessions on gender sensitization and gender equity by Women Cell of the college.

Continuous celebrations of various weeks and days like World Breast feeding week, National Nutrition Week, Consumer week, World Health Day, World Heart day, world disabled day, consumer day, children's day makes the students aware about these issues. For this the institute organizes expert talks, exhibitions, quizzes, competitions, group discussions in the class, debate competitions, street plays etc.

Under various dharas like NSS, NCC, Gyandhara, Sarjanatmak Abhivyakti dhara, Natya dhara issues on women empowerment, gender equity, reservations for women, environmental issues and other social issues are addressed. The students are given responsibilities to carry out these activities which helps them sharpen their skills in various walks of life and inculcate **values** for personal development.

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

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

Response: 5

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

Response: 5

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 16.75

1.3.3.1 Number of students undertaking field projects or internships

Response: 70

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

1.4 Feedback System

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

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
05	04	05	00	02

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 87.88

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

2018-19	2017-18	2016-17	2015-16	2014-15
154	166	109	124	150

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

2018-19	2017-18	2016-17	2015-16	2014-15
160	160	160	160	160

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

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
126	132	73	74	136

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

2.2 Catering to Student Diversity

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

Response:

After the students are admitted in the institution, an orientation program is organized for all the newly admitted students. In the program the Principal orients the students about the educational trust CVM, the vision, mission and objectives of the college and the subjects offered in the first year. The students are also introduced with the Sapthdhara and its activities for their overall growth.

Teachers assess the interest, skills and knowledge of the students in their related subjects. This assessment is carried out through class deliberations, observations and the student's presentations in the various practical subjects and feedback from their performance in the previous examinations. Moreover, during counseling sessions the counsellors try to assess the skills, knowledge and interest of the students in specific field.

At the end of the second semester, students have to choose the subject of their specialization. Before the selection of the subject of their specialization the students are given detailed guidance regarding the qualities and skills required for each area of specialization. Students are informed about the different courses of each department. They are also enlightened about the job possibilities in the related fields. In the final university examination the toppers of each department are awarded with the gold medals during the annual day of the college.

Advance Learners:

- *The advance learners and their parents are given direction for future prospects of higher studies*

and competitive examinations.

- *The experts are invited to guide the students regarding procedures, skills and scopes of various competitive examinations.*
- *Teachers of the department make efforts to groom the personality of such students and prepare them for job interviews by conducting mock interview sessions in the institute itself. If required the experts are also invited for interactive talk or workshop for the same.*
- *Experts are invited to guide the students in preparing resumes.*
- *They are made team leaders for different activities of the college.*
- *In the projects & assignments, care is taken to assign them more challenging tasks.*

Slow Learners:

- *Each semester one theory and practical test is organized for evaluation of students. The question paper pattern is beneficial to both slow and advance learners. The students who perform poorly are short listed by the subject teachers to discuss about their difficulties. The teacher concerned gives additional input and provide additional test / assignment or project to such students in order to improve their academic performance.*
- *The counsellor of the group tries to identify the slow learners during counselling sessions and support the student to understand and overcome the problems of adjustments. Many times such students require intense personal counselling. A seperate room is dedicated to counselling.*
- *The study materials and question banks developed by our teachers are available in the library.*
- *Informal remedial classes are also conducted by the respective teachers.*
- *Advance learners are asked to help slow learners of their class in understanding and completing the projects or assignments. Buddy groups are created which includes slow learners and advance learners.*

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

2.2.2 Student - Full time teacher ratio

Response: 29.86

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

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

2.3 Teaching- Learning Process

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

Response:

The learning is focused on the needs of the students, the subject taught, the topic covered, the abilities and the interest of the students. Various strategies are adopted to make the learning interesting and receptive. The teaching plans and pedagogic processes include:

Interactive Methods while interacting with the class include number of student centric methods like chalk and board, LCD projectors, Presentations, Group discussions; computer assisted learning, Group Learning, Debates, Quizzes. Self-learning is also encouraged through assignments, exhibitions, open house, surveys, case studies, internship etc.

Experiential learning is provided by imparting opportunities in internships, industrial visits, and celebrations of various weeks by departments like World Breast Feeding Week, National Nutrition week, and Consumer week. These celebrations help the students to get a direct experience in planning, managing, executing, socializing, dealing with corporate as well as rural people. Zaverba Nursery School (Balwadi) laboratory aims to provide live examples and experiences to the students of Human Development. Here the students are expected to plan and execute the programs and activities for children to enhance their interpersonal skills, self-confidence and creativity.

Guest lectures are organized by the departments for interactive and collaborative learning. The departments have individual departmental libraries and the college has well-equipped central library with numerous books, journals, magazines and newspapers along with e-books, online journals that are easily accessed by the students.

FDP is arranged for the teachers for learning newer developments in their respective fields. New pedagogies of teaching further aids to enrich the knowledge of students.

Group learning is used by certain teachers where each group has an advance learner who leads the group, in turn helping the slow learners gain confidence and helping them to grow. Subjects like Seminar, internship and on-the-job training help the students to gain firsthand experience in dealing with people of different cadre, inculcates leadership skills, presentation skills, inter and intra personal skills, communication skills, team building, conflict management etc. These subjects also help the students to gain an inclination towards research, and quenches their thirst of learning newer dimensions of the aspect, Talks by the alumni are arranged for the students to get motivated in taking up the challenges in studies as well as the projects they are offered. The students share their fact sheets on how the courses, the teaching learning methodologies have been useful to them in handling the challenges of their jobs and higher studies. This also helps build trust amongst the faculty and students, and students participate more enthusiastically in all aspects of studies.

Exhibitions by the departments on their skill based subjects have been able to infuse a lot of confidence and vigor in students by showcasing their talent and skills. By doing so, the students also get business orders on a small scale; helping them build confidence, sharpen their management, marketing and

consumer management skills.

Fashion shows of the costumes prepared by the students in the labs, open house, Research Seminars for the students, help the students to learn subjects in more details and in-depth.

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

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

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

Response: 27.87

2.3.3.1 Number of mentors

Response: 15

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

2.3.4 Innovation and creativity in teaching-learning

Response:

Creative learning involves understanding and awareness which allows learner to go beyond abstract attainment of knowledge and focuses on thinking skills. Innovative teaching leads to creative learning, implementation of new methodologies, tools and contents which could benefit the learners.

Our institution follows every possible way of bringing creativity in teaching and thus reaching a mass of students effectively. Beside traditional methods of transmitting education like lecture method, we also follow innovative methods like group discussions, demonstrations, educational visits, workshops based on subject matter. Group learnings are innovatively carried out where the advance learners are made leaders and the slow learners in the group benefited from their group mates. Demonstrations develop inquisitiveness and help to understand the concepts clearly. Educational visits help the students to get hands on experience. Case studies are given to students for experiential learnings. Role plays, Games, Nukkad nataks, Parody, Bhavai, Garbas, all the traditional ways of reaching the masses, help the students to learn the concepts clearly and to disseminate the information to the masses effectively.

Presentations in Seminars and on the job trainings help the students use the tools effectively. It also generates interest in them for their future research projects in higher studies.

Charts, posters and working models are carried out under the guidance of teachers. The exhibitions are visited by the general public where they also come to know about the skills and creativity of the students.

Quiz in majority of the subjects are arranged helping the students in micro learning. Assignment in various subjects enables the students to go in depth of the issues or the subjects, then these assignments are discussed in groups. The practicals are based on theories opening new dimension for the student's skills in thinking critically and logically, making the concepts clearer and more precise. Students are also taught to make best use of discarded material thus contributing to ecology.

Use of ICT by the teachers making the subject more interesting as the classrooms are equipped with smart boards. Clippings of various processes in different subjects give an insight and generate deep interest in students. Learning resources of many subjects are available on website of the institute for the convenience of the students. Games on the subject related topics are prepared by the students and played in the class using a play way method of teaching and learning.

Open-air classrooms also have been conducted in certain subjects that makes the teaching and learning more interesting.

Stories in certain subjects help the students to learn in a very innovative way. Use of internet by the students for reference has been a successful way of learning newer terms, definitions etc.

Fashion shows of the costumes prepared by the students in the labs, open house, games related to certain topics in relevant subjects, new product development, building models of house, working on potter's wheel and various competitions help the students showcase their creativity and talents, and their scientific skills get a boost.

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

2.4 Teacher Profile and Quality

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

Response: 87.06

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

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

Response: 35.48

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

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

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 21.47

2.4.3.1 Total experience of full-time teachers

Response: 300.564

File Description	Document
Any additional information	

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

Response: 27.03

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from

Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	00	00	01

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

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

Response: 5.88

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

Evaluation Process and Reforms are monitored as per the guidelines of the Sardar Patel University rules. The institute has its own examination reform committee that plans the internal theory or practical examinations. The CBCS was implemented in S.Y. and T.Y. in the year 2010-11 and 2011 – 12 respectively. Any matters related to upgrading or amendment in the Internal Evaluations are discussed with the faculty before implementation. Many reforms have been made in the recent years in the continuous internal evaluation. Earlier (i.e. in the year 2013- 14 and 2014 -15) the institute had the practice of conducting two theory tests and an internal practical test in each semester. The students who were not able

to take regular tests due to candid reason, were given additional test or assignments for their internal evaluation. Later it had been realized that giving two tests to the students are not so pragmatic and waste of resources too. The matter was then discussed between the internal examination reform committee and the faculties. Eventually it had been decided that there will be a single theory and practical test and, the students who miss the test due to some obvious reasons, will be given an extra test. Hence, in the year 2015 – 16 the internal evaluation system had been reformed again from two tests to single test per semester besides assignments and quiz for individual subject.

In the year 2016-17 the university examination committee decided to give mock semester examination as preliminary examination for both theory and practical. Accordingly, once again, the reformation in the continuous internal examination was done and it was decided to give one preliminary examination in a semester and an arrear test. Beside these, the continuous evaluation has been carried out in every practical class, where the student is being evaluated for each practical conducted throughout the semester. Also in theory class, presentations and projects by students are prepared and evaluated continuously as a part of their assignments to encourage their critical thinking and creativity in the subjects. As a part of continuous internal examination the students are also taken for educational visits to various institutions and organizations. The students write a report on each of their visits and the discussions about the visits are carried out in the class. Also as a part of continuous internal examination, the students are assessed for other activities such as internship, development of new product, role plays, making of models or designing garment etc.

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

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

Response:

A complete transparency is maintained in the internal assessment by all the departments. During the orientation programme all the students are informed well about the assessment system. When a teacher takes the first class of the subject allotted to her, it is mandatory for the teacher to explain the students about the assessment system. The time tables are displayed well in advance by the examination committee so that the students can prepare well for the examinations. The examinations are conducted as per the examination schedule. If there is a change in the time-table for any unforeseen/uncontrollable/unavoidable reason, the students are informed through phones, notice is displayed and care is taken that each and every student is made aware of the change by putting up their signatures on the notice informing the change in dates. The duties for invigilation are allotted to the faculty members in advance, so that they can plan their time tables accordingly. The question papers are discussed between the teachers and the head of the department for analyzing the quality, the pattern, the marks distribution of the questions. Question papers are submitted 5 days before the commencement of the examination. After the exams are over the question papers are checked by the respective subject teachers. The marks are displayed on the notice board for the students. Students are informed beforehand that they are free to see the answer sheets if they have any doubts about the marks obtained. The students are shown answer sheets if they are interested and are explained about the improvements needed to be done. A compilation of internal marks of all the subjects year wise is prepared and displayed on the notice board for the students. If any discrepancy is noted by the

student, the student discusses it with the subject teacher and the matter is sorted out. After multiple checks the marks are then submitted online to the university.

For certain subjects in the practical courses, every practical is assessed and each practical is graded. These grades are included in the internal assessment. This type of assessment helps the student to perform consistently. Some practical have models, samples, and garments to be prepared which are evaluated practical wise and they are also included in internal assessment.

Some subjects have internal assessment only. In all these subjects the subject teachers make it a point to carry out a macro and micro analysis which includes the regularity in the submissions, attendance, their performance and active participation in the class.

As a whole the mechanism of internal assessment is transparent which can help the student to retain the knowledge critically without much of an effort.

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

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

Response:

With internal and external examination pattern of the college, the internal exams are conducted by the college whereas the external examinations are held under the University. Any grievances with the marks awarded to the student are dealt with by the subject teacher and if the student is not satisfied, then it is discussed transparently and necessary steps are taken. Once the marks are checked by the students and the teachers they are uploaded online on the university portal.

University Examination fee is collected by the college and prior notice is given to the students for the same by announcing the date and time frequently. After the fee is paid the students get a hall ticket for the External examination which has each and every detail of the student and the exams she is appearing. If there is a discrepancy in the hall ticket like misprinting of name, exam number, and subject is not included, it is dealt with immediately by the administrative wing of the college.

Two sets of papers are drawn by the examiner and the convener of the subject. On the day of the examination, by a lottery system, the paper is selected, making the whole process a transparent and unbiased. A surprise visit by the flying squad appointed by the University during the examination makes the examinations more transparent and efficient. An observer is nominated by the University who is responsible to be present during the examinations. He takes care that the exam is conducted with utmost transparency.

Each day of the examination, before the exams begins, the students are reminded of the repercussions of unfair means during the examination, which is also printed on the main answer sheet given to them. Still, if the student is found using unfair means, the senior supervisor takes appropriate action for the same.

The answer sheets have a bar-coded strip which is scanned by the University for entering marks of the respective student. This adds transparency and ensures that the exam number is not known to the person who is assessing the answer sheet.

The college carries out a central assessment of the theory exams which is carried out under the supervision of the Principal and the exam coordinator. Further, the answer sheets are sent to the University for processing. For the practical examinations, the mark sheets need to be sent to the University within 5 days of the completion of the practical exam. The results are declared timely after the marks of practical and theories are obtained by the university.

After the results if a student is not satisfied with the marks awarded, she is entitled to apply for recounting or reassessment. The University takes into consideration all such application on a priority basis. All these means makes the examination a transparent, time bound and efficient too.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institute adheres to the academic calendar to its best. As the institute follows the semester system hence, each department plans and works accordingly. To have the well-organized academic year, the scheduling is done beforehand. The academic calendar of the college is designed on the basis of the term schedules given by the university. Before the commencement of the summer break the academic calendar is chalked out with the following details:

- Program for all internal theory and practical test along with extra tests. Schedule of internal theory and practical tests gives the idea of portion to be covered in for the tests. This is quite helpful to the teachers as well as students.
- Academic calendar comprises the date for majority of extra-curricular activities such as interclass debate, inter collegiate debate, annual sports day, pre youth festival, annual day, etc.
- Scheduling for the various departmental activities throughout the semester i.e. various workshops and demonstrations, celebration of specific weeks i.e. nutrition week, consumer week, various competitions, Parent – Teacher Meet (PTM), guest lecturers and community outreach activities. As soon as the dates are decided each department and the activity in charge teacher work out their strategies for its implementation.
- Each teacher has been provided with a copy of the academic calendar and a time table individually in every term for teaching, in order to plan their teaching in advance.
- Academic calendar is common for all the departments and it is published in the prospectus as well as on the website of the institute. Date for submission of internal marks and last day of teaching of the term are also specified in the academic calendar. This helps the teachers in preparing their chronicle and plans well, in ample time.

Academic calendar also consist of the tentative dates for university examination and central assessment, which all the departments have to follow.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The institute has mentioned all the program outcomes, program specific outcomes as well as course outcomes of all the programs. The program outcomes, program specific outcomes and course outcomes are planned with the team of experts from various fields i.e. education, industries, entrepreneur, alumni etc. Their active participation in planning makes the program more fruitful. It's a regular practice that in the beginning of the new academic session an orientation program is organized for the newly admitted students. In this program the students and parents together are introduced with the program outcomes, program specific outcomes and outcomes of all the programs.

The information regarding outcomes are also made available on the website of the institute as well as on the website of the university The central library of the institute too has the copy of program outcomes, program specific outcomes and course outcomes for all programs offered by the institution. All the departments independently have the details of the program specific outcomes and course outcomes to make the faculty and the student familiar about it. As the new academic year starts the teachers are distributed their workload and each teacher gets the copy of the same. According to the course allotted to them, each faculty individually plan their further course of action. The faculty member is provided with individual time table, a diary, course syllabus that contains program objectives, program outcomes, and various mapping matrices. The faculty make their unit plan, lesson plan, course plan and prepare unit wise material, they also plan means for direct and indirect assessments of student. Every faculty puts lot of effort to fulfill their role and responsibility of a good teacher, mentor, guide, counsellor and facilitator and as a learner too. The various assessment tools used for measuring Course Outcomes includes mid-term and end semester university examinations, Assignments, project-work, practical work in laboratories, presentations, Employer/Alumni Feedback, student feedback etc.

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

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

Response:

The institute has devised a method of evaluating program outcomes, program specific outcomes and course outcomes. The institute follows the evaluation pattern of the university and on that basis the institute chalks out the schedule for mid-term and end semester examinations. To assess the course outcomes, the students are given one mid-term examination that contains 40 percent weightage in each subject. Beside this the students are also given assignments and projects in various subjects. Moreover, in the regular practical class the students contentiously are assessed for each practical. The marks secured by the student in mid-term theory and practical examinations are considered their final internal marks for the subject. Each question in the mid-term examination is mapped to the course outcomes.

The end semester theory and practical examination is planned by the university and as per university norms the students appear for the exams. In the end semester examination of theory and practical subject, the weightage of the marks are 40:60. The student is expected to score 40 percent marks in each of the subjects. For the end semester theory as well as practical exams, especially in the final year, one external examiner is appointed by the university. To improve the standard and quality of the institute every year the outgoing final year students are given a feedback form to share their views on various aspects such as effectiveness and utility of the course, efficiency of the faculty and facilities of the institute. Time to time the institute takes the feedback from parents and other stakeholders to have better outcomes.

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

2.6.3 Average pass percentage of Students

Response: 99.02

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

Response: 101

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

Response: 102

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

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

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

Response: 0.29

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

Response: 04

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

Response: 14

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Our college has an ecosystem to support and promote research and innovation practices in the campus by motivating teachers as well as students to organize seminars, conferences, workshops, capacity building courses, to take major and minor research projects to establish center for excellence. The management and university provide ample support and facilitation to researchers, students and teachers through administrative, infrastructure and other needed support.

To be more precise a research committee in the college monitors small projects to be carried out by the students under the mentorship of the students. Research seminar for promotion of research among final year students is a regular feature of our college.

Faculty members have various research projects which cater to the different fields of Home Science as per their area of interest. Collaboration with SICART has helped the college in getting our Ph.D students registered under its umbrella as ours is a UG college. Our faculty members are invited as chairpersons and resource persons in various national seminars/conferences and also in KCG (Knowledge Consortium of Gujarat) as an expert for workshops organized for preparing research proposals by the faculties of various colleges of Gujarat and help them in applying to various funding agencies. Our faculty members also act as research mentors for the M.Sc. (Home) dissertations carried out by PG department of S.P University. Our college has organized a UGC sponsored National conference on Sustainable strategies for waste management and seminars like Environmental hazards, Geriatrics, Women thy name is strength at regional level.

Our college is a study center for IGNOU M.Sc. DFSM course (distance education) and registered students take up dissertation work under the allotted faculties. The college has a major research project on "Energizing rural women working under MGNREGA" sponsored by UGC wherein number of standardized training modules are prepared on energy management and training imparted to the women labourers working under MGNREGs. Faculty members have published number of books based on their doctoral research work. Faculty members attend/present paper frequently in conference and workshops organized by others institution of repute. The IQAC coordinators have also organized Faculty Development Program on Teaching Pedagogies for the faculty members so that the implementation of curriculum is done effectively.

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

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

Response: 0

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

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

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

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: No

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

Response: 0.54

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	02	20	07	04

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

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

Response: 2.57

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	05	14	17	00

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

Keeping in view the holistic development, students are encouraged to actively participate in various non-academic endeavours of the College like NSS, NCC in the pursuit of its social commitment.

There is a unit of NSS with two Programme Officers and 200 student volunteers.

The NSS wing of the college conducts programmes in villages and in the neighborhood community to educate the villagers on the various aspects like: hygiene and sanitation, literacy, women issues, employment opportunities available for the youth, girl's education, awareness about AIDS, Ecology and many other relevant issues. Students stay in the village for a week, give a patient hearing to the problems of villagers and suggest them possible remedies, arrange for health checkup camps. These have certainly inculcated in the minds of the participant students, the dignity of labour and a desire to serve the underpreviledged.

In addition to this, the NSS wing organizes blood donation camps and awareness camps in collaboration with the Indian Red Cross society, Anand, the neighbouring Rotary clubs and hospitals. These have been so successful that the hospitals and blood bank are willing to associate themselves with all such activities of our student's community.

The College through its various programs seeks to sensitize and engage the faculty and students towards

social responsibility, community building and nation development. The Anganwadi Worker Training Center is given to the college by the Ministry of Education and Social welfare since 2nd April 1983 where enhancement programs are conducted by the faculty and students for the helpers and Aaganwadi workers continuously.

Through dedicated teams, NSS works in the field of health, education, environment, personality development, spiritual development. Students in most of the remote villages create awareness about the possible scopes for higher studies after +2, various scholarship schemes available for higher education and makes conceited efforts to uplift and empower various sections of the society. The students personally visit old age homes, The unit also has tie-ups/MOUs with various NGO's that work for the development of the society. Such tie-ups help in sensitizing students to the realities of life faced by the less privileged sections of the society.

NSS unit organizes many activities like book donation, swachh bharat abhiyaan, **e**nvironment awareness programs, role plays, cancer awareness programme, speaker sessions, cleanliness drives, anti-smoking campaigns, personality development, yoga and self enhancement sessions, social surveys which encourage the student to understand their social responsibility.

Various extension activities provided to students, nurture and compliment their academic value addition. The College firmly believes in inculcating values and consciousness towards different facets of society. Extension activities provide a platform to students for supplementing their theoretical knowledge with practical insights.

The activities are given the necessary impetus to expand the values of compassion, team spirit, altruism, social responsiveness etc. The initiatives of Sustainable Development Society help in developing environmental consciousness among students. The outreach programs provide a unique opportunity to develop awareness towards different social issues prevalent in our society.

.

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

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	01	04	02	04

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 108

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	17	24	20	19

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

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

Response: 43.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
254	103	200	200	125

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 92

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

2018-19	2017-18	2016-17	2015-16	2014-15
27	18	22	09	16

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document

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

Response: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	01	01	01	00

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The S.M. Patel College of Home Science was established in the year 1971. The college is committed to provide required and sufficient infrastructural facilities for the smooth conduct of curricular, extra-curricular and extension activities on campus. The college has progressed impressively after the sanction of CPE-I & CPE-II grant of Rs.2.25 Crores. The college takes great effort to upgrade infrastructure in line with its academic growth.

Depending on the requirements with inputs from the principal and heads of various departments, the management always provides and enhances the infrastructure facilities for effective teaching and learning.

The institution is equipped with spacious and ventilated class rooms with LCD projector facility and Wi-Fi and smart boards, we have well-furnished and fully equipped Laboratories with latest equipment's as per the need of syllabus and with network connectivity along with storage facilities. The college also has RFID Automated library with reading facility, INFLIBNET and photo copier room. During the first phase of CPE college constructed fully air-conditioned Auditorium (Capacity-150 Students) and with CPE phase II it was upgraded with smart board, speaker & cordless microphones.

The infrastructure of administrative wing includes Bio-metric attendance system for teaching & non-teaching staff. Principal's room with a sitting capacity of 10 to 15 people The College has visitor's room, recovery room, photo copier room, intercom as well as stores for office stationary along with individual desktop computer and printer/scanner for administrative staff. Every department has a staff cabin with individual desktop computers and printers.

For students apart from academic facilities the infrastructure facility includes big open stage for cultural activities, Well-furnished ladies room with modular chairs, tables, mirrors and a separate changing room. Ladies washroom equipped with Incinerator machine, Washroom (Western/Indian) for Student and staff and differently abled with sensor control lights Filtered cold drinking water. Ramp for differently able students. Well maintained parking for two wheelers and four wheelers Whole campus with CCTV surveillance. Each floor is installed with fire safety device. We also have a Generator as backup in case electricity fails, the college has a well maintained garden with flora and fauna, medicinal plants etc. with sitting facility. The trust also has a Hostel for girls with dining facility, solar water heater, filter water, CCTV cameras and incinerators and for sports purpose they use the common playground maintained by Charutar Vidya Mandal.

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

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

Response:

The institution has adequate facilities for sports, games and cultural activities.

Outdoor Games

The institution uses the facilities provided by Charutar Vidya Mandal for sports and games. A spacious playground with area of **533696** square feet is available for outdoor and indoor games within a walk able distance from college. The facilities include 3 volleyball courts, 2 basketball courts, 2 Kho-Kho courts, 2 Kabbadi grounds, one hand ball ground. A large cricket ground, a football ground and Running tracks are also available. A well- equipped gymnasium developed by CVM with build up area of **6606** square feet.

The college ground is used for practice of kho-kho , kabaddi, volley ball during inter college competitions.

Indoor Games

The institute has indoor sports area with number of board games like chess, carom, table tennis on college premises for students to practice and use for interclass competitions. As a part of Certificate course in Sports Nutrition the college has Well-equipped Gymnasium as sports laboratory with tread mill, vibrator, multi gym, step-up, cross trainer, exercise cycle, sit-up stand, medicinal ball, gym ball etc. Auditorium is also used for conducting yoga classes for training under the guidance of physical instructor.

Cultural Events

Auditorium with the seating capacity of 150 people with audio visual resources for the conducting the cultural programs, workshops, seminars, conferences, debates, college celebrations, various meetings and inter collegiate meet etc. Students use ladies room and garden area for practice during cultural events like saptdhara activities, Youth festival organized by Sardar Patel University and Volcano by Rotary International Club. For cultural activities the college has harmonium, drums, cymbals, sound system with amplifier, speaker box and wireless microphone.

For hosting the events like annual day and talent evening events open stage is used to showcase the talent. Open terrace and corridors are used for conducting/exhibiting various activities.

Fire Safety Unit:

Each floor and the surrounding premises of the college is installed with adequate fire safety devices, especially in the Laboratories which is high risk area.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

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

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

Response: 25.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
30.09	1.66	0.45	7.11	19.65

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

4.2 Library as a Learning Resource

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

Response:

Dahiba P.T.Patel Library was established in year 1996 situated in college building with **3300** sq.fts. It has seating capacity for 150 persons. **Library is automated with INFLIBNET, SOUl-2. It has online Public Access Catalog for easy access to books. All students, staff can search for book from title, author, publisher, Subject, date of publication. All the books are barcoded so issue & return of books can be done with barcoded scanner.** Library provides conducive atmosphere with provision of tables and chairs for reading and has good ventilation. Every year library advisory committee is formed to oversee its activities. This committee allocates department wise budget for purchase of books, periodicals and also conducts annual stock verification. Information center is also constituted along with the library services. The library has different sections such as reference, journals, magazines etc. To motivate the students to utilize the library four computers with internet facility for browsing is also available. A special rack has been allotted in the library for keeping the bags.

Name of the software-SOUL-2 Software

Nature of Automation-Fully Automated

Version-0.2

RFID system installed in the library for security and easy access to library.

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

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

Response:

The library has total **11763** books, 20 National journals, **01** International journal, **15** National and International magazines and the subscription for new periodicals, Newspaper, competitive examinations materials, employment news, women's magazines for the enrichment of the students and teachers. Out of these books there are few rare books whose list is uploaded

As per library science rare book is distinguished by early printing date and its limited issue the special character of the edition or binding or its historical interest. According to this we have few rare books that provides the knowledge of earlier era to the students and students can relate to the changes and the development which has occured in the particular field like Glimpses of Fashion, Directory of Indian Woman Today, Encyclopedias of Food Science and Technology, child Development etc.

We have identified certain books as rare because they are not available now or their latest editions are not available in the market but they provide guidelines for students to do the reference work. Scanning of the

rare books, which are out of print and treasure for the stakeholders is under process. Resource material donated by faculty after attending conferences and seminars is also maintained in the library.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 0.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.15	0.24	0.36	0.93	1.32

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

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.18

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

Response: 31

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has a well developed system for providing IT facilities to the users. Some of the facilities are as under:

- All departments of the institution have internet facility and Wi-Fi connectivity.
- Almost all the departments have LCD projectors, printers and scanners with softwares and the hardware is maintained from time to time.
- The institute has 3 smart classrooms for effective teaching learning process.
- Well-equipped English language lab with net facility is established for the benefit of students to develop the fluency and accuracy of their communication Skills.
- College has a well-equipped computer lab with internet facility catering to the needs of students and faculty members.
- All the departments, offices, exam cells and library are provided with well-equipped internet connections through Wi-Fi and LAN.
- Computerized Tally software costing Rs.20, 000 has been installed in the college office for accounts.
- Computer lab provides other facilities like typing, printing, scanning and CD/DVD writing.
- Library is equipped with Soul-2 software, internet and inflibnet services.

- RFID system installed in the library for security and easy access to library.
- Namo tablets is provided to students are used by the students as and when required.
- The college website is updated regularly with the recent progress of the college.
- Computers and printers as well as other accessories are updated regularly.
- The library has licensed software and is updated every year.
- Admission related work accounting and examination work is performed on the well equipped computer in the office.
- Updating of software like AutoCAD, Corel draw, Soul-2 and Textile design CAD is done whenever needed.
- The college take the help of experts for maintenance and repairs of computers and also for up gradation of its website.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 3.98

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 60.77

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

2018-19	2017-18	2016-17	2015-16	2014-15
51.96	18.03	10.19	9.09	8.64

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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

Response:

The college administration has made concerted efforts for enhancement and maintenance of infrastructure during the 2018-19 to keep pace with the academic growth of the college and challenges. The college utilizes its infrastructure and learning resources to the optimum so that vision and mission of the institute is achieved.

Some of the features of the policy adopted by the college for infrastructure are as follows:

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

1. PHYSICAL FACILITIES:

Physical facilities includes laboratories, classrooms, computer lab, language lab, libraries, Auditorium, Gym, Indoor sports and cafeteria and lawns are made available to the students who seek admission in UG courses as well as certificate courses and distance learning courses and Institute for self defense.

For laboratory usage they are charged at the time of admission.

- The principal collects reports from all the heads of the departments, library in-charge, sports in-charge ,IQAC for the work done and requirement for the next academic year.

- Estate Department of the CVM and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing etc. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office in the written form. The requirements are collectively processed to the trust and thereafter they take the action. The Estate department also look after the maintenance of rest rooms, approach roads and neatness of the entire premises.
- To make the functioning easy, under NSS, the Charutar Vidya Mandal has given duties to the teaching staff for maintaining cleanliness and hygiene in the college premises. The team has been allotted floor wise duties and authorized personnel from the Charutar Vidya Mandal also keep a check on the system.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- The college has a purchase committee, landscape committee, ICT in-charge, who look after the purchase and maintenance of the equipment after getting quotations and rate contract with the trust.
- Annual maintenance contract are signed to maintain Water filters, computers, LAN, Internet, Photocopier etc.
- Duties for website are allotted to one of the experience of faculty member who is responsible for the updating the website.
- The voltage and power supply is regularly checked by the Charutr Vidya Mandal's electricians. The electrical wiring as it is too old needs to change and the management has agreed for considering the same and expenditure incurred under CPE.

ACADEMIC AND SUPPORT FACILITIES:

- The academic facilities like classrooms and laboratories include equipments, software and smart boards which are used frequently by the students for curricular and co-curricular activities.
- Every department maintains a stock register for the available equipment. Annual stock verification of all departments is a regular process and keep account of non-functional equipment.
- Outsource person and instrument supplier to maintain the instruments and equipment whenever there is requirement.
- Library is maintained by provision of budget by College administration and UGC. The library is also provided with LAN facility for the computers and they are loaded with the library software. Only the students and faculties have an access of the library. The RFID have been installed and as it is in the warranty period so will be maintained by the suppliier.
- Computer, LCD and printer of the college are maintained regularly by a responsible faculty member. As and when any computer or other mass media equipment need any assistance, incharge faculty members was informed and the complaint is resolved as early as possible.
- The sports facility includes indoor gym, common ground owned by trust and university all maintained by the college and cleaned by the support staff hired on the contractual basis.

The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The maintenance committee conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

List is attached herewith.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 20.91

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

2018-19	2017-18	2016-17	2015-16	2014-15
57	78	88	68	136

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

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

Response: 4.31

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

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

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

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 22.5

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

2018-19	2017-18	2016-17	2015-16	2014-15
81	90	100	85	101

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	
Any additional information	

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

Response: 17.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
72	69	70	79	68

File Description	Document
Details of the students benifitted by VET	
Any additional information	

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

Response: Yes

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

5.2 Student Progression

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

Response: 11.53

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

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

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

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

Response: 33.33

5.2.2.1 Number of outgoing students progressing to higher education

Response: 34

File Description	Document
Details of student progression to higher education	View Document
Any additional information	View Document

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

Response: 63.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	02	02	03	02

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	04	03	03	02

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

5.3 Student Participation and Activities

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

Response: 15

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	06	00	02

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

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

Response:

S.M. Patel College of Home Science has an active student council involved in planning and execution of academic, co- curricular and extra-curricular activities. Members of the student council are selected on their academic merit plus their abilities and interest. The Principal heads the Council and a member of the

Staff monitors the activities as the Vice President. Student and institution centric issues are discussed in the council and decisions are taken accordingly. Suggestion box is installed to address student's problems.

Representation of students on various academic and administrative bodies/committees of the institution

- **Saptdhara activities**-'Sapthdhara' is an initiative of Department of Higher Education, Government of Gujarat providing a cultural platform to students focusing on various areas of education, art and knowledge. *Gyan dhara* (knowledge band), *Sarjanatmak Abhivyakti Dhara* (creative expression band), *Rang, Kala Ane Kaushalya Dhara* (fine arts band), *Naatya Dhara* (theatre band), *Geetsangeet Ane Nrutya Dhara* (music and dance band),*Yog,Vyayam Ane Khelkud Dhara* (yoga and sports band), *Samudayik Seva Dhara*(community/ social service band).

- **Pragati-** The Annual Magazine of the college focuses on creative thinking, expressing and writing skills of the students, wherein articles collected by the magazine secretary are edited by the committee and then published in the magazine.

- **Discipline committee**- The discipline committee helps to maintain overall discipline of college also taking care of cleanliness of college premises, water rooms, wash rooms, garden, cafeteria, parking etc.

- **Landscape and surrounding committee**- Selected faculties and four students' members of this committee takes care of the aesthetic looks of the college premises including green lawns and various plantations.

- **Publicity committee**- Responsible for updating and publishing of college activities in local newspapers and on the notice boards.

- **Hostel committee**- The committee takes care of hostel students, their facilities, medical, food, leave permission, health and well- being of hostel inmates.

- **IQAC committee**- The General Secretary with 2-3 student representatives actively participate and discuss the student problems and suggestions in front of various stakeholders.

- **Class representatives**- The class representatives ensure the discipline and order of their concerned classes as well as look into classroom cleanliness, physical facilities and regular commencement of classes.

- **Grievance Redressal committee-** consisting of General Secretary (i.e. a student) in presence of Vice President (i.e. a faculty) and the President (i.e. principal) open the suggestion /grievance box and discuss, redress complains, take note of suggestions by maintaining a register.

- **Eco club**- formed at first year level where students perform activities in group like Best out of waste, tree counting for campus diversity, talks on various topics concerning environment like beat the plastic, cancer awareness etc.

- **Library Committee**- The committee looks into care and maintenance of library facilities for the students.

Apart from these above activities in various committees **every year** student council plans, collect funds and organizes *Teacher's Day, Garba Utsav*, *Guru Purnima*, *Talent's Day*, *Farewell Parties, Independence Day, Republic Day* etc.

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

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

Response: 61.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
68	77	63	42	58

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

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

Response:

S. M. Patel college of Home Science is having an Informal Alumni Association. It is not registered but has contributed significantly to the development of the institution through financial and nonfinancial means during the last five years.

The alumni members are in constant touch with the students of the college and act as stake holders along with the management in carving the bright future of the students. They not only involve themselves in academic matters of the students but also focus on the infrastructural amenities to facilitate the wellbeing of the student community.

The Alumni, as integral part of the institution, plays a vital role in carrying out various activities by imparting valuable feedback on the overall functioning of the institution from time to time which contributes a great deal in assessing the quality of the institution. The alumni share their expertise in their chosen field as and when invited. Some of the alumnus (interested in academics) after completing their post graduate studies and doctoral degrees have come back to the institution in the capacity as Principal, lecturers and contributing immensely for the wellbeing of the institution and student community.

The services offered by alumni are enlisted below:

- Alumni help the institution in effective reforming and restructuring of the syllabus.
- Alumni are invited to deliver talks, conduct workshops and seminars in their field of expertise.
- Some of the alumni render economic help to the financial weak students. Institution acts as a channel between the two.
- Ex-students of the institute sponsors food, decoration expenditure etc. during extra-curricular or co-curricular activities of the college.
- Books and reading materials are donated to the college library or departmental libraries.
- Alumni working with the industries help in placement of the final year students. Many times help in organizing workshops and other activities.
- During admission process, the alumni help in publicity of the institution.
- Two to three alumni every year are member of IQAC and help in planning of academic term, execution and analysis after the completion.

Many of our students are holding positions as Principals, Artists, Journalists, Teachers, Professors, Dieticians, Receptionists, Managers, and Entrepreneurs' which reflects the quality of the institution. Though they are well settled in the country and in other countries, the alumni group is in constant touch with the college through emails, WhatsApp group, and Facebook pages and is a close and well-knit body that always strives for the growth and development of the organization.

File Description	Document
Link for Additional Information	View Document

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

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

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

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

Response: 6

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

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

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION: Empowering young girls through education to meet current and emerging challenges in global perspective for **the** *development of the self and society.*

MISSION: To provide scientifically planned skill oriented courses relevant in present context.

- To continuously upgrade the curriculum that is globally valuable, locally relevant and responsive to upcoming challenges of the society.
- To affiliate, synergize with communities, organizations, institutes at local, regional, national and international level.
- Empowering young girls to respond creatively with a sense of responsibility to the contemporary needs of the society.
- Capacity building of young girls to inculcate a sound philosophy for holistic living and maintain a sustainable career growth curve.

OBJECTVES:

- To give practical experience by industrial linkages and community neighbourhood networking.
- To sensitize the students in identifying the needs advantaged / deprived group in the society and make a positive contribution to the society.
- To identify and nurture the innovative entrepreneurial abilities of young girls for lifelong socio-economic value – addition.
- To development potential and creativity among students and help them in solving academic and personal problems.

The college was established by Charutar Vidya mandal (CVM) in June 1971 under the able guidance of the director Madam Tarabai. Charutar Vidya mandal is the oldest and one of the biggest managing trusts dedicated to education at Vallabh Vidyanagar. The governance of the institution is keen to see that a student's personality is developed as an integrated whole.

The management firmly renew the commitment to providing value added, globally relevant education with an emphasis on the Techno Management Domain, to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global economy.

The perspective plan of the college is prepared every year by the faculty of each department and discussed with the IQAC co-ordinators, Principal and management before implementation.

In order to prepare them for contemporary needs, necessities and abilities, institute provides them scientific knowledge and behavioural skills through upgraded curriculum in present context i.e., Interpersonal communication in workplace, Soft Skills, SCOPE, etc.

In the process of capacity building of young girls they are prepared for the institutional work and community work at local, regional, national and international levels with a belief in philosophy of "*Think Globally and Act locally*".

Keeping in view the Vision and Mission, the institute has signed MOUs with reputed institutes and organizations to fulfil the aims/ objectives of community services. The stakeholders are mostly from the neighbouring areas contributing a great deal in achieving the specified aims and objectives.

Moreover, the institutional logo believes in "Vidhyaratnam Mahadhanam." Keeping this in mind girls are prepared to become responsive towards upcoming challenges of the society. They are trained for the professional development as well as for the personal enrichment also.

In this way rural and semi urban students are groomed with a positive approach and inculcating self confidence in them.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college has mechanism for delegating authority and providing autonomy to the committees formed. Senior faculty of the department in consultation with Principal take important decision in the department.

Decentralization:

The Governing body delegates all the academic and non-academic decisions based on college for common working procedure in consultation with the principal.

As per the prepared schedule the Principal assigns the work and delegates authority to In-charge faculty of the department to execute plan. HODs assign different tasks to concerned faculty members. The college has four main departments. Each department has autonomy to take decisions in the interest of the students and the institution. Each department makes academic plan like organise guest lectures, field visits, demonstration etc. and get it approved by the Principal and then execute as per the available time, adjusting classes and practical's within the overall frame work.

Participative management:

Example: Sports day

A case study to show decentralization and participative management can be well visualize in a small event like sports day which is organized every year by the college in the Shashtri ground from 7.30 am to 1.00

pm.

 Principal and all the staff members jointly take the decision to finalize the date and the Chief Guest of the event in the meeting. The date is decided as per the availability of Shashtri ground from the C.V.M. office which is done by the Physical instructor. The notice for staff and students is circulated for the information about the event, its day, date and time .The sports teacher and the principal assign the duties to the staff for different.

Around 10 days prior to even the Sports secretary of the college collects the names of the students for different events. She goes class to class and there by motivating the students for more participation. For the smooth execution of the event a pre-event meeting is held with the central committee by the Vice President as they are responsible for maintaining the discipline in during the event.

In the year 2016-17 our Retired Principal Mrs. Rekha Emanuel graced the function as the Chief Guest just after the retirement. In the beginning of the event students took oath and the Chief Guest declared it open. All the students took part enthusiastically. On the day of the event, readymade sheets were given to the respective teachers as they have to conduct the assigned sports event and prepare the list of winners after the completion of the event.

During the event the students are provided refreshment. At the end of the celebration some funny events are also organized for staff and students amusement i.e., sacks race, lemon and spoon race, and three – legged race. Subsequently after the event final list of winners was prepared and their names are also announced on the same day. The winners are given prizes and certificates on the annual day function.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

UGC sponsored National Conference "Sustainable strategies for waste management, organized by the institute on 24 th – 25th July 2015 was successfully implemented and well appreciated by all the stakeholders and participants through strategic planning and deployment of documents.

After the acceptance of the proposal from UGC, the detailed plan along with the budget and various committees was put up in front of management through IQAC. Different committees like, Hospitality committee, Physical arrangement committee, Registration committee, etc. were formed according to the interest and capabilities of the staff and duties allotted to them. Brochure was prepared and dispatched to the concerned colleges/ Institutes / organizations beforehand and list of experts/ resource persons was finalized by organizing secretary in consultation with Principal and senior facultyies. Various domains

were finalized after their consent. Each committee was assigned the duties along with the deadlines. The guest speakers were finalized and their responsibility to attend, introduce, arranged memento and their responsibility was given to the senior lecturers. National conference was planned and strictly followed by taking help from third year students. Guest house was booked beforehand after the confirmation of the delegates as per his/ her requirement. The scientific committee and publication committee collaborated with a International Multidisciplinary journal of Applied Research with ISSN No. 2321-7073 for publishing the selected papers in the proceedings of the conference.

Feedback:

The conference was well- appreciated by the participants. Ms. Armaiti Shukla, SVT Mumbai appreciated the selection of experts, time management & hospitality of the conference. Mr. Jemish Lathiya from Architecture College said; this conference of waste management was very successful because the organizers had seen the waste management aspect from various angles as all the stakeholders were involved. Dr. Surbhi Singh from Dantiwada an Agriculture University gave an insight on her expert opinion that all lectures were effective and how waste can be used to earn profit. Dr. V. H. Patel, Head, P.G. Department of Home Science, and Chief Guest of the function talked about waste management and E-waste, which was highly appreciated by all the participants. Many more such participants' approach of the institute has helped it earn a name in the academic fields.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

Many academic and administrative as well as Co- curricular and extracurricular committees are formed by the principal to execute the work plan.

 Admission Committee:

- *Planning for admission process at college level.*
- *Coordination of online admission process with University.*

Examination Committee:

- *Planning of Internal Theory, practical and external practical exam time table and allotment of examiners duty.*
- *Maintain discipline during examination.*

Library Committee:

- *Formulations of Library regulations.*
- *Work towards modernization and improvement.*

Career and placement cell:

- *It prepares students for job and career and helps in placement.*
- *Organizes placement programmes with help of industry, C.D.C., academic institutions and hospitality industry.*

Research committee:

- *Introduces research culture among final year students.*
- *It organizes research seminar to enhance research ability in students and staff.*

Women Cell:

- *It constituted to help, maintain a harmonious atmosphere at the Institute.*
- *To raise the awareness on gender equality, Women empowerment and rights.*

Alumni association:

- *To maintain continuous relations with passed out students.*
- *It communicates the latest development of the college.*
- *It gives an opportunity for the alumni to interact with present students.*

Staff club:

- *To facilitate or organize meetings of the faculty members.*
- *To maintain staff register and minutes of meeting.*
- *To arrange social functions like farewell or any other occasions.*

Anti-ragging cell:

- *To ensure compliances with the provisions of this regulations and any law for the time being in force concerning ragging*
- *To deal and act with the incidents of ragging brought to its notice.*

 Udisha

- *To develop communication skills in students by providing training and SCOPE examination.*
- *Increase skill of the students by providing skill development activities.*
- *Organizing personality development programme.*

Grievances Redressal Cell

- *To assist in smooth college functioning and to create healthy work atmosphere.*

- *This cell comprised of three members: Principal, Vice President and General Secretary.*
- *Any student, staff or parent can approach to Grievances Redressal Cell about their complaints. College has installed one suggestion box in the college. It facilitates students and parents to convey their problems to the authority without disclosing their personal identity. If they want they can drop the complaint in suggestion box on the problems related to college administrative, academic, facilities and any other. Afterwards there complains are addressed by the cell and take step to resolve them. As a result, Cordial relationship exists amongst students, staff and parents.*

SERVICE RULES:

- *The institution strictly follows the service rules and working hours are set according to the UGC and Government of Gujarat norms. The teaching and non-teaching faculty have been benefited by GPF, EPF [self-finance] Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves etc. Recruitments are taken place according to the norms of the University, UGC and Government of Gujarat. The institution follows UGC and Government of Gujarat norms for promotions.*

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

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

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

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

Response:

Institute forms various committees/body/ cells/committees and their functions are properly defined to look into overall development of the institute. All the committees work under the umbrella of Internal IQAC team followed by approval of the governing body. One example of this can be committees formed under CPE status given by UGC.

In the 10th plan period, University Grants Commission [UGC] introduced a scheme called as "College with Potential for Excellence" [CPE] , to identify colleges which have attained high standards of teaching , research and extension activities and hold promise of Excellence . An action plan in discussion with whole faculty including financial estimates was send to UGC and our college got selected for the award of CPE status. The substantial funds helped the college to improve and strengthen its infrastructure which will help in attaining further higher academic standards with a congratulatory note and highest appreciation and effective mentorship from the chairman of CVM.

A faculty meeting was convened on for the utilization of funds under various heads prescribed by the UGC. After a detailed discussion with the staff members, the principal formulated series of committees as per the heading provided by the CPE. Under teaching, augmentation of laboratories, class room enhancements, preparation of study materials, faculty improvement, library for increasing research activities in the college , committees for research seminar , laboratory research , community based research and publication were formed. Another committee formed under extension activities was assigned to work for adopting and enhancing anganwadis, working with adolescent women's, girls and children and also on creating awareness on environment and nature club. Committees for other activities like looking after the enhancement of stage, parking, faculty room and administrative wing were also formed.

With the CPE award funds under aforesaid heads, the colleges have progressed tremendously. The auditorium is enhanced with smart board and the stage of the art audio system, air- conditioning and sitting capacity of 150 students. All class room have LCD projectors and 3 class rooms have smart boards. Question bank and study materials by various teaching faculties have been formed. A 5 day faculty development workshop was organized under research seminar. All laboratories have updated instruments as per the requirement of the subject. Digital English Learning laboratories with headphones and computers were build. The library got digitalized with SOUL software and INFLIBNET with the funds. Various softwares as per the need of the subject, department wise were purchased like AUTOCAD, rich

piece pattern making software and Tally in administrative office. Short term courses on flower arrangement, bakery courses were organized. Students were guided to work on the nutritional status of the children. Upgradation of stage and the parking has enhanced the facilities and the ambience of the college. 50 Angawadies were adopted by the college with the DDO and after scrutinizing white boards were donated to 50 Anganwadis.

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

6.3 Faculty Empowerment Strategies

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

Response:

The institute has effective welfare measures for teaching and non-teaching staff.

- Faculty members are promoted for self development.
- Different types of leave are available to teaching and non-teaching staff.
- Accommodation facility is available to teaching and non-teaching staff.
- Uniform is provided to class IV employees.
- College is equipped with CCTV cameras for security of campus staff and students.
- College supports the faculty to attend various orientation, refresher and training programs.
- Staff is motivated to take up higher studies
- Shastri Maidan is an asset to the faculty for physical, mental and spiritual development.
- A creche in the college has been a boon to all the women staff of the college.
- Incinerator in washrooms is installed for women staff and students.
- Internet and computer facility for staff.
- Yoga day workshops were conducted every year for generating awareness about fitness and gym facility is available free of cost.
- Community radio station with sound proof recording room for sharing knowledge with the community at large.
- Healthy environment with lot of herbs with a serene environment which gives peace of mind.
- Group insurance facility is there.
- Faculty can avail service from University and CVM health centre by paying nominal fees.
- Shri Krishna Hospital of Karamsad run by CharutarAarogyaMandal provide Krupa card for medical facilities.
- The institute encourages the facility to apply for major and minor research projects by offering various facilities to the staff members like, Computer, Printer, high speed internet, Wi-Fi etc

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

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

Response: 0

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

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

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

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

Response: 1.4

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

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

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

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

Response: 100

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

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

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

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

Response:

An effective performance appraisal system leads to greater professional growth. A consistent review of performance helps the college to reach its goals.

The faculty members are required to fill the API form designed by **Charutar Vidya Mandal.**

The academic audit included 32 metrics to cover each and every activity, academic, administrative, co curricular and extracurricular etc. to evaluate the faculty on a given scale.

This audit is conducted by **IQAC at the end of the each academic year** where in, the faculty completes the format and attaches supporting documents and forwards the same through the Principal. The head also has to give his or her feedback about the faculties' efficiency, commitment, sincerity on a five point grade scale. After the analysis the average is worked out from the report of each faculty, confidentially is maintained and the faculty getting the highest point is honored on the annual day. The Principal counsels the faculty to improve performance if necessary.

Faculty appraise is also done through **Student Feedback**. The structured feedback is given at the end of VI semester. The forms are analyzed by IQAC to identify strength and weaknesses of thefaculty. The report is submitted tothe principal and is further intimated to the concerned faculty.

Non teaching: Outgoing student's feedback on non teaching staff is utilized to make necessary change in

the administration. Principal informally conducts appraisal of non faculty staff and are counseled to improve their work if necessary.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external financial audits regularly upload an enumeration on the various internal and external financial audits carried out during last five years with the mechanism for settling audit objections.

The college has both internal and external audit mechanism to verify income and expenditure from different sources and grants received from UGC and income from fees etc.

The internal audits are conducted regularly by the auditors of CVM. Along with this an audit firm is hired for regular audit of the college. Periodically external audit is carried out by the reputed chartered accounting firm Apaji Amin. Accounts of the college are also audited by the State Government, department of higher education. After errors when pointed out by audit team are immediately correct and steps are taken to avoid such recurrence of errors in future. The last audit was conducted on 31st March 2018 and no major audit objections were raised.

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

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

Response: 0

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

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

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

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

Response:

Ours is grant in aid Institute so fund is mobilized through UGC grant, CPE Phase-I and CPE phase-II grant, certificate courses in sports nutrition, interiors, fashion design and a self-finance course B.Sc. Food Science and Quality Control.

The college is also applying for funding to UGC, GUJCOST etc. for organizing seminar, conferences and Research projects. Budget is prepared as per the requirement of the department and is strictly monitored by the Principal. The optimal utilization of funds is done in the following way:

- Budget is prepared every year and given to each department. All senior faculties of the department are requested to spend money accordingly.
- All major decisions are taken by principal along with management, after their approval purchasing process is initiated. The Mandal approves the rate contract of the vendors. Three quotations for purchase of any equipment/furniture are invited from which after negotiation orders are placed in consultation with Secretary of CVM and purchase committee of the college. Purchase committee comprises of Principal, three faculty members and head clerk.
- The grants received from external agencies are utilized for research purpose by purchasing required equipments. These equipments are transferred to the department of the college once the project is over.
- Financial audit is carried out every year internally by CVM auditors and external audit by reputed chartered accountant firm Apaji Amin.
- Accounts are also audited by the state government of education.

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

6.5 Internal Quality Assurance System

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

Response:

IQAC has helped the institute to become more organized and goal specific, thus focused changes were made based on SWOT analysis. IQAC of the college acts as a catalyst in improving the academic and administrative performance of the institution. Under the umbrella of IQAC, number of important tasks are carried out like preparing AQAR and participation in AISHE, NIRF ranking, India Today ranking, GSIRF, Faculty Development Programs, Seminars, Workshops, API for the faculty and many more. Out of these two practices are elaborated below:

- **Preparation of Annual Quality Assurance Report (AQAR)**
  The IQAC formulates the academic calendar along with Principal and then put up in the faculty meeting where it is discussed and finalized. Then each faculty member is given the responsibility for various activities. The concerned faculty member plans the whole event and discuss the feasibility with principal and IQAC coordinators. After the event report is prepared along with the relevant documents and it is submitted to the IQAC. At the end of the year IQAC coordinators compile the data of the events and prepare the AQAR as per the guidelines and parameters of NAAC and submit it to the NAAC regularly.

  Academic Performance Index (API)
  Academic auditing of faculty members of all the institutions under CVM umbrella is being introduced from the academic year 2013-14. This scheme is introduced with the objective to promote learning teaching and research environment in the campus. A uniform credit system has been developed for evaluation of performance of each faculty member. The responsibility of conducting this audit is given to the IQAC. To understand credit point scheme for academic audit IQAC has conducted workshop with the Secretary of CVM.

The criteria's discussed were as under

1. Lectures, practical's, library, administration etc. 360/4= 90 pts.
2. Field trips undertaken by faculty with students: 04 pts.
3. Every article written in newspaper / magazine: 10pts
4. Every published book review: 5 pts
5. Conducting workshop / training program. (3workshop x2pts)=6 pts.
6. Event managed as a team leader / team member = 02 pts per event
7. Every material added to the knowledge bank = 02 pts
8. Coordinator of a committee or annual programme = 10pts.
9. Keynote address at conference.:25 pts
10. Presented paper / delivered talk at regional / national conference: 15 pts
11. Patent generated:50pts
12. Articles in journal:20pts

Unanimously it was decided that each faculty should earn minimum 280 points. Now IQAC conducts this API every year to improve the performance of the faculties.

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

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

Response:

IQAC cell of the college has developed a system for conscious and catalytic improvement in the overall performance of the institution.

IQAC cell reviews the teaching- learning process continuously by holding meetings discussions, feedback from various stakeholders, etc. Academic performance index is carried out every year. Grievance Box also act as medium to convey the complain of students to the administration. Teachers daily diary is also frequently reviewed which reflects the efforts put up by a teacher. Continuous evaluation is a practice in the college where personal attention is given to the students to review their performance. The IQAC along with the principal evaluates semester results to plan out the strategies for improvement. To promote the professional development and innovation in teaching and learning number of workshops / seminar / training / faculty development programs were organized by the IQAC of the college.

 FDP- faculty Development program

The faculty development programme in the college was organized to enhance the faculties teaching skill , make them aware about modern teaching tools & methodologies and to improve their work performance in the area of teaching, scientific writing etc.

The IQAC of the college organized a faculty development program from 11 - 18 Dec'2017 in the college campus with the focus on innovative pedagogies.

The eminent speakers were invited to share their expertise on topics like innovative teaching methodologies by Dr. Sulbha Natraj Hon. Director Education Charutar Vidya Mandal. Collaborative learning by Dr. Dipali Gandhi, Associate professor, Way made College of Education, Dr Kamla Rathnam Certified life educator, Professor in Syracuse University , Mr. Hitesh Bhatt dealt with managerial skills; Suresh Rajagopal head of the Human Resources Charutar Arogya Mandal in Yoga & meditation for relieving stress. The programme was well - appreciated by the faculty when feedback was taken Two sessions namely of Dr. Sulbha Natraj and Mr. Hitesh Bhatt were liked a lot by the faculty.

Developing study materials by the faculty:-

    The main aim of developing study material for the students was to impart in depth insight into their subject matter in vernacular language as large number of students are first-generation learners or from rural background, and there are difficult to comprehend from reference books at the first year level, so, the

IOAC team decided to develop study materials and question bank for specific number of courses in English and Gujarati under the CPE grant. The format for preparing the study material was developed and disseminated to the concerned faculty.

The study materials were also developed in the subjects like, Biology, Chemistry etc. for the community in Gujarati language so that the information can be spread from laboratory to land in the CPE grant with the title like,

- Satvik Aahar ane Arogya
- Kautumbic Sansadhan ane Vyavastha
- Saundarya Prasadhan ane laundry agent
- Mahila nu Swasthya
- Self Defense for women (swavachav)
- Tarunavastha ane samaj, Margdarshan ane Salah.

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

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

Response: 9.4

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

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

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

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

    2.Academic Administrative Audit (AAA) and initiation of follow up action

    3.Participation in NIRF

    4.ISO Certification

    5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response:

The college has implemented the quality enhancement initiatives in three categories:

- *Initiatives to meet recommendations given by NAAC and AAA.*
- *Significant initiatives to reach quality bench marks*
- *Post accreditation initiatives relevant to different criteria's.*

INITIATIVES TO MEET RECOMMENDATIONS GIVEN BY NAAC AND AAA:

S.N	Recommendations	Initiatives taken
1	*Specialization in Education and Extension at UG level may be introduced*	*Introduced foundation course in Extension Education in Home science (I already have two courses in IV and V semester on Communication Process and Programme for Rural and Urban Development.*
2	*PG programmes need to be introduced*	*The institute plans to start M.Sc. in FRM and FN in near future, the pr forwarded to our trust and governing body for approval*
3	*Courses and syllabi to be reframed to make them more professional*	*Reframed the syllabus in 2016-17 with programme outcomes and course spe enhance transferable and employable skills as per the markets demand and new courses for the same. Stakeholders' feedback including alumni suggest enhance the curriculum.*

4	***Encourage students for project and field work***	*Projects and internships are an integrated part of the syllabus including ce Mini research projects are carried out by the students every year.*	
5	***Introduction of Earn while Learn scheme***	*S.Y & T.Y FRM students are invited to organize & manage the activiti Madubhuvan Resort & Spa for the guests.* *S.Y & T.Y. TC Students organize exhibition cum-sale of the garments stitched by them.* *Ms. Hemangini Patel (F.Y.FSQC) organized wooden craft ?Exhibition 2014".Ms. Hasti Davda (T.Y.FSQC) made nutriblast chocolates and s and students, also given to the guest and invitees during 2014-15.* *In the course of Interiors students organized exhibition 'ABHIVRUTI' accessories prepared by them.*	
6	***Playground and better sports facilities***	*College does not have a large playground in the campus but utilizes the lawn of KHO-KHO, Badminton. An Indoor sports area with table tennis table, car available to the students. The Shastri Maidan developed by our trust (at w with gymnasium and courts is used.*	
7	***Grievance Redressal ,Placement and career counselling cell strengthening***	*The college has added an Internal complaint cell, Anti-Ragging Comr development cell to address redressal issues.* *To improve career counselling the college has been getting funds from Consortium of Gujarat.* *Various activities are conducted under placement cell like improving grooming, how to prepare for UPSC and GPSC exam for third year st*	

SIGNIFICANT INITIATIVES TO REACH QUALITY BENCH MARKS:

The IQAC cells takes initiatives to upgrade the bench marks by applying in NIRF, GSIRF, India today MDRA ranking. The institution has been accorded the status of CPE phase I and II by UGC from 2011-2021 in its recognition for quality assurance.

POST ACCREDITATION INITIATIVES RELEVANT TO DIFFERENT CRITERIA'S

Institutional vision and mission have been reframed keeping in mind the changing scenario. Core values and Code of conduct for students and visitors are displayed on the college website. Three faculties were awarded with Ph.D. degree. Five faculties have received the awards for best paper and poster presentation. Numbers of awards were won by our students during NSS and NCC activities at various camps outside Gujarat also. NSS activities are centralized under the umbrella of CVM. The faculty contributes for transferring technology from Laboratory to land by preparing booklets, training modules, standardizing recipes and conducting numerous workshops for the community. The college has MoU's with five organizations to carry out various extension activities in the community.

ICT facilities are enhanced under the CPE grant including renovation of the campus like Principal's office, computer laboratory, language laboratory, auditorium, recovery room, ladies room with modular furniture. Wash room with latest facility like incinerators, sensors for lights and exhaust fan.

Updated version of Soul Software 2.0 and introduced Radio-frequency identification (RFID) system in the library. Purchased licensed software's like Ergo software, AUTOCAD for the students.

Complete transparency in evaluation system is maintained. Earlier remedial classes were informally carried out for slow learners but now it is shown in timetable. Personal counseling is made the integral part of teacher's and student's time table. During counseling meets students fill the anti-ragging forms since 2016-17. Students are briefed about the grievances box during orientation program, counseling meetings and central committee meetings.

Online admission process is introduced from 2017-2018.During orientation program parents are invited with their ward and oriented about course outcomes, library, sports and also familiarize them with Vidyanagar as an educational hub. Alumni association works informally through a WhatsApp group, Facebook page and other social medias. It is also used as a platform to display the job opportunities, sharing of subject development, redesigning of syllabus etc.

Many new students committees were framed under the mentorship of the faculties like Alumni, Udisha, Career and placement, Women cell, Cleanliness committee, IQAC, Hostel, Gymnasium, Website ,Computer and ICT facility, Land scape and Discipline. Framed new organizational structure (Organogram) under the mentorship of new trust.

Biodiversity of the campus was enlisted and tree mapping of the campus is done with the help of Vidyanagar Nature Club and numbers of activities were jointly organized. Rain water harvesting and solar roof top system is in process. Tree plantation is a regular feature of the campus and teachers and central committee students have adopted the trees. The faculty and student participated in Greenathon / Cyclothon /run for Unity/digital poster on environment, to create awareness among the faculties and students. Old lights and fan were replaced by LED lights and power saving fans in view of saving light bill. The College underwent green audit conducted by Charutar Vidya Mandal and college received B+.

*On the whole the college tries to live up to its motto " **Vidyaratnam Mahadhanam**" and punch line "**Ignited Mind Better Tomorrow**"*

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 25

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	02	05	06	04

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

7.1.2

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

Response:

All programs are geared towards women empowerment, special attention is given to students belonging to lower socioeconomic group, SC, ST, and OBC. The co-curricular programmes are planned keeping in mind gender equity.

1. Safety and Security:

Various aspects of gender sensitivity are carefully observed and addressed in the institution with the help of Anti- ragging and Grievance Redressal Cell.

The campus has the facility of security guard for 24 hours and all the strategic entrances have cameras installed at all the floors. The helpline numbers are written on the walls and all the students are given helpline numbers like 1091. When some programs are conducted in the college involving local community, the administrative staff of the college along with the security guards is vigilant to avoid unwanted incidences. For the educational trips of the students in various departments, the parents written consent is taken in in advance, the CVM bus is arranged and the students are accompanied by the four or five

teaching staff and few non-teaching staff along with supporting staff for the safety of the students. Exit Points and areas of significance are under CCTV surveillance.

Girls' hostel is provided with eminent facilities and guarded under strict observation by the hostel warden. A teacher from the college is given charge of the hostelites for smooth coordination between the college and hostel, especially when the hostel students attend some important programmes after college hours. The hostel students, who attend programmes like college educational visits and annual day celebrations, are picked up from the spot and dropped at the hostel by the teachers. Some important information of the students like ill health is conveyed duly to the parents from time to time.

Self-defence training programme is conducted free of cost on regular basis in the college campus after college hours by an expert. The students are advised to keep self-defense tools and are regularly updated about the new trends available in the market for self-defense like pepper spray, special torches to protect themselves.

Pollution free campus, good hygiene and sanitation practices are contributing in maintaining a secured environment for the stake holders. Hygienic washrooms for girls are located on each floor of the college with the incinerator. Health check-up for girls is a regular practice in the college.

- ○ **Grievance Redressal Cell :**

The Grievance Redressal Cell is formed in order to ensure transparency in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Minority or Disabled Categories, scholarship issues and to provide a mechanism to innocent students and stakeholders for redressal of their grievances. Any grievance reported is scrutinized and necessary actions are always taken by the Cell. In case of emergency, the Principal conducts meetings and addresses the problems immediately. The students feed- back on the issues are discussed from time to time. The students are also encouraged to inform their grievances on functioning of physical facilities provided by the college, academic and peer group problems on regular basis.

- ○ **Anti-Ragging Cell:**

- The college also has an anti ragging cell in the college and we have taken an undertaking from parents and students regarding anti ragging given by the UGC.
- We also have a sexual harassment cell though it is a women's college and a women cell. The objectives of the women's cell are detailed in the criteria 5th. The Mahila helpline number 1091 and 181 is given to the students in case they need.
- For any medical assistance the doctors from our Primary Health Centre and Karamsad Medical College are always available.
- Hostel has been installed with security cameras and security guards are available round the clock and one faculty has been appointed as hostel in charge to support and address the problems faced by the hostelites.

2. COUNSELLING:

Counseling is an integral part of the college and one of our strong points. Each faculty is allotted 30 students and they are counseled on academic, financial social and medical grounds and any other if they face. The students are told to use Mahila helpline and numbers are written on the college wall in case of

any issues. The university has women development cell which also helps if need arises.

3.LADIES ROOM:

Even though it is a girl's college students are provided with common room along with changing room with mirrors and modular furniture where they can sit and relax. The room has power plug sockets to permit working of students on their laptops and tablets provided at low cost to students by Government of Gujarat.

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

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 20647.00

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 16.57

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

Response: 3421.44

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 20647.00

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

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

Response:

The waste generated in the campus includes wrappers, glass, metal, paper , plastic etc. Old news papers, used papers, journal files workshop scrap are given for recycling to external agencies through centralized system operated by the trust where they are segregated and disposed/ recycled according to the nature of the waste,

Waste Management steps including:

Solid waste management:

1. The labeled dustbins are placed for wet and dry biodegradable wastes (from different laboratories) for disposal of plastic wrappers and non-biodegradable wastes also meant for paper and glass bottles.

2. Cleaning or emptying of the dustbins is being done on a regular basis every day with the help of contractual staff.

3. Composting of refuse in collaboration with sister institution (B. & B. Polytechnic) and its used as a organic fertilizer is a common practice. Since ours is the large campus with variety of flaura and fauna producing lot of garden waste, since they are maintaining the compost pit the waste is given to them.

4. Incinerators are used for disposing sanitary napkins.

5. Awareness programs were organized

- A Two day National Conference on waste management was organized in the college and representatives of various colleges from different states have presented papers in different sessions, which concluded by suggesting steps to be taken to deal with solid waste management.
- An intervention programme was organized on solid waste management or a week in the college premises for the local community and the college students were involved in organizing the programme, to create awareness in the community and students.

Liquid waste management:

Liquid waste from the points of generation like the canteen, laboratory and toilet is let out as effluent into a

common drainage facility of Vidyanagar Panchayat..

E-waste management:

There is a simple process of e-waste management .At the end-of computers useful life, they are collected from different locations of the campus by designated technicians and sent to Charutar Vidyamandal. At the center, the computers are sometimes repaired and some which are not repaired due to the level of damage are inspected by the authorities and it's open for disposal through contractors or vendors, who pay certain amount of money to dispose them.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is a technology used in our campus to collect, convey and store rain water for later use from relatively clean surfaces such as a roof, land surface or rock catchment. RWH is the technique of collecting rain water from roof, Filtering and storing for further uses. Rainwater Harvesting is a simple technique of catching and holding rainwater. RWH system provides sources of soft, high quality water RWH system is economically cheaper in construction compared to other sources, we have rain water tanks above the chemistry lab and use water for practical purpose only. We are in the process for installing rain water harvesting system and have received quotations for the same.

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

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

Response:

We have established an eco-club of students where we conduct a lot of activities like tree mapping, lectures on biodiversity and we also have a subject on environmental sciences to sensitize the students for their environment. We have done a MOU with Vidyanagar Nature Club to continue with our effort for conservation of nature. We have carried out mapping of trees, arranged excursions and guest lectures on environmental awareness. Institute organizes competitions on best out of waste.

- **Bicycles:**
  The Institution provides bicycles for the attenders and support staff and few students use bicycle as a mode of transport.A separate cycle stand is provided for them. Awareness is created on the use of bicycles for health benefits and environmental factors.
- **Public Transport:**
  With bus stand nearby and frequent bus service available for nearby villages , lots of students commute in public transport and buses allotted by Charutar Vidya Mandal to visit sister institutions in the campus.
- **Pedestrian Friendly roads:**
  As the college is a part of Charutar Vidya Mandal campus, pedestrian friendly roads are available and used by all the staff as well as students.

Plastic Free Campus:

- Our college encourages students and staff not to use plastic bags and prepare bags from used saris.
- Students are educated on the harmful effects of plastics. The management conducts awareness programmes and the institution also conduct lectures to promote plastic free campus.
- Avoiding the burning of plastic waste in the campus.
- Providing a large number of dustbin at all major parts of the campus
- Students are motivated to bring reusable Stainless Steel/copper water bottles to reduce use of plastic bottles.

Paperless Office :

- The Wi-Fi enabled on the campus helps every department in the college and college administration in utilising internet facility extensively and in maintaining paper free communication.
- Instead of using physical paper documents, the office is making availability of digital document depository by scanning it as and when we can.
- For making paperless office, the documents are shared using official emails and whatsapp.
- With the paperless office, we can access the data anywhere, anytime and much quicker.
- The documents are scanned and filed electronically.

Green Landscaping With Trees And Plants:
Environment consciousness is enshrined in the mission of the college, and tree plantation is the major concern of the management to maintain the pristine purity and beauty of the college to provide a congenial atmosphere for the academic and non-academic pursuits . Conservation and maintenance of flora and fauna is our commitment. Our campus diversity consists of herbs, shrubs and trees. Felling of one tree for the construction of building to meet the growing academic requirements is replaced by planting a few trees on the campus.

- The NSS and NCC volunteers of the college are engaged in planting tree saplings regularly. Areas are assigned to NSS Volunteers for watering and maintaining the plants.

- Planting, watering, weeding and maintaining the plants is done by horticulturist hired by the Charutar Vidya Mandal centrally.

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

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

Response: 3.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.07	1.02	0.90	0.82	0.77

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 48

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	07	09	10	13

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

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

Response: 43

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	07	06	08	13

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

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: No

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

Response: Yes

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

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

Response: 34

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	06	10	07	05

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

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

Response:

The Institution organizes following national festivals and birth/death anniversaries of the great Indian personalities like Gandhi Jayanti, Sardar Vallabbhai Patel Jayanti is celebrated centrally by the Charutar Vidya Mandal and series of lectures are arranged . The institute celebrates Youth day on birth anniversary of Swami Vivekanand.and also celebrates national festivals.

Independence Day

Independence Day on August 15th is celebrated every year across the nation. It is the day when we all get together to thank and remember our great freedom fighters who brought freedom. On that day the Principal and General Secretary of the student council hoist the National Flag. Students of the college do take part in the celebration. After the hoisting of flag, organise a small cultural programme and distribute the sweets.

Teachers day:

The institute celebrates Teachers' Day every year on September 5 to commemorate the birth of Dr.SarvepalliRadhakrishan, the second President of the nation. He was a philosopher and a great teacher whose contribution toward the Indian education system is incontestable. On that day the students felicitate the faculty.

Republic Day:

Every year Republic Day of our Nation is celebrated in a colourful and grand manner. On that day flag hoisting is carried out in Shastri Maidan where all the colleges of CVM participates. NCC students of our college do march-past along with oter college cadets with the Indian flag paying tribute to the motherland 'INDIA'.

National Yoga Day: Every year 21st June is celebrated as National Yoga Day with great fervor to emphasize the health benefits for the students and teachers in terms of psychological as well as physical health. Though we conduct yoga, pranayama and meditation classes on regular basis in sports sessions, to create the awareness we celebrate the Yoga Day and most of the students and teachers attend practice from a week before in the college premises. The Yoga Day is celebrated centrally by CVM colleges and the NCC Units in Shastri Maidan.

Gurupurnima: The third year students of the college, from all the departments together celebrate Gurupurnima every year around June- July in the college auditorium where, the students invite all the teachers and pay respects by sharing positive qualities of each teacher with love. They also participate in singing those songs which emphasizes the importance of the Guru and some of the students express the positive changes in their personality by the influence of teachers during the three years of their college education.

Vidyanagar Day: The Vidyanagar Day is celebrated every year on 3rd of March, to pay respects to the eminent personalities like Sardar Vallabhbhai Patel and Bhaikaka, who with a great vision started an educational hub named 'Vallabh Vidyanagr'. The Day is celebrated by Charutar Vidya Mandal by inviting the teachers and students of the colleges maintained by the Mandal. This has become a platform for recognizing and awarding the outstanding performances of students and teachers. The Mandal also felicitates the retired teaching and non-teaching staff of the colleges under its umbrella.

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

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

auxiliary functions

Response:

The institution maintains the transparency in its financial, academic, administrative and auxiliary functions.

It statutes outline for the financial, administrative, and reporting requirements for higher education institutions. Ethical and responsible conduct permeates the institution, from its financial functions, through its academic and personnel policies, to its varied auxiliary functions. To ensure that the college is visible and open in all activities, the institution develops and updates policies. The college has a dynamic history of policy of review/revision that reflects the University's ongoing commitment to integrity and ethical actions.

Financial:

There is proper system of expenditure audit system done by internal & external auditors every year. This decision is always taken unanimously in the general body meeting (Governing Council meeting) of Charutar Vidya Mandal. Every expenditure is audited by accountant by the end of each semester and every three months by the CA of Charutar Vidya Mandal and yearly by the government audit department of higher education Gujarat state and total transparency is maintained.

Administrative:

The information regarding the College is freely made available to the public through our website smphomescience.edu.in. We always take care of our students from their enrollment to their overall development i.e .holistic development. Recruitment of faculty and all necessary procedures are practiced as per the guidelines given by higher education department, University & UGC.

All circulars regarding, students, teaching staff & non- teaching staff are circulated & displayed on the notice boards. All decision making is governed by the IQAC committee. This consists of members from the management, teaching staff & non-teaching staff, stake holders, student representative. Planning & execution of different auxiliary functions are discussed and decided in this committee which is communicated to all stake holders.

Academic Audit:

There is system of academic audit in the college which monitors every academic activity of the college. Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken in staff council meetings.

Through internal Academic & Administrative Audit (AAA) the transparency is maintained. All the stake holders are involved in A & A Audit. Every year API is filled by the faculty and submitted.

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

7.2 Best Practices

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

Response:

Best Practice 1:

1. **Title of the Practice: OUTCOME BASED EDUCATION**
2. **Objectives of the Practice:**

- To focus classroom instruction on the accomplishments i.e. skills/competencies those students must demonstrate when they exit.
- To provide instruction in order to enable students to understand the interrelationships among the social and cultural bases of human behavior.
- To equip students with knowledge of research methods appropriate to conduct investigations in community and socio-cultural settings.
- To provide students with sufficient opportunities to practice using the new/acquired knowledge and skills that they gain, so that, under the faculty's guidance, they can explore and experiment with their new learning.

1. **The Context**

The Institution has planned curriculum in outcome based education model which has core syllabus with specific outcomes and objectives. It is student centric and focuses on the outcomes achieved by the students.

Views of stakeholders, alumni, parents and government are taken into consideration before planning as it encourages continuous improvement in curriculum and also assesses graduates in knowledge, skills and attitudes to be industry ready.

Workshop, seminars are organized and students apply their knowledge in field in form of internships and training and demonstration in the community.

OBE is found to be the best practice in most of the organizations to improve the students and help them either in higher studies or placements. Mostly the training programs start in the final year in our institute; but we train the students from second year onwards through workshops and trainings which will help them to enhance their both, technical & interpersonal skills.

1. **The Practice**

The practice involves, students, faculty and experts from respective field are invited to teach students the craft. The experts who are currently working in textile industry, hospitality industry hotels, furniture

designers, ergonomists, experts from consumer grievances cell, art specialists, entrepreneurs, other professors from related fields, . We follow new concepts and on hand field experience in terms of community work specially in field of nutrition and finance management or chosen form in projects, assignments, and collection of data all give first- hand experience to the students and idea about the global needs of the industry. The students are also trained in soft skills and personality development, giving interviews and how to take part in competitive exams. Assessment is an integral part of outcome based programme.

Direct assessment:

- Internal Examinations and Assignments
  - One internal is conducted for students as prescribed by the university norms. There shall be 2 midterm examinations (30 marks for 3 credit and 20 marks for 2 credits), along with 1 assignment/quiz.
- End Semester Examination
  - For theory subjects, the distribution shall be 40 marks for Internal Evaluation and 60 marks for the End Examination. The marks scored by the students in Internal Examinations, Assignments and End Semester exams are used to assess the attainment level of the whole course and the course outcome attainment level.
- Practical
- For Labs, there shall be a continuous evaluation during the semester for 20 internal marks and 50 end examination marks. Out of 20 marks for the Internal, day to daywork in the Laboratory are evaluated by the concerned laboratory Faculty. The end examination shall be conducted with external examiner and subject teacher.
- Internships and seminars and on the job training:
- An internship offers the students a chance to learn by doing, in a setting where they are supervised by a work-place professional and has the opportunity to achieve your own learning goals, without the responsibilities of being a permanent employee.
- The students are sent for internships either in hospitals or ICDS or food industries and there they interact with the people in community or get a firsthand experience in food industry in the community the nutrition students for example plan out series of activities with the help of Anganwadi workers and conduct nutritional assessment, demonstrate low-cost recipes for all ages, discuss sanitation and hygiene outcomes do various role plays in school, in-fact get an opportunity to apply whatever they have learnt in last five semesters. The students of human development department are placed in prep schools, NGOS and old age home where they plan activities enhancing motor skills, creativity in children, share problems of old age people ,join in their activities teach them new activities. The family Resource Management students get experience from hospitality management industry through earn while you learn and in front office management. Many students from the college become entrepreneurs with the experience of interactions with the above mentioned industries.

1. **Evidence of Success**

The college has clearly stated all program outcomes, program specific outcomes and course outcomes for all programs.

- The faculties are actively involved in preparing program outcomes, program specific outcomes and course outcomes of all programs in the college.

- Orientation program for all the new students is conducted every year at the beginning of the academic year to educate about all course outcomes.
- Every year students attend workshop and trainings and have internships and on the job training as a part of their syllabi organized by each department with respect to specialization, the students organize exhibition and display objects which can be purchased and orders.

1. **Problems Encountered and Resources Required**

- OBE is also called performance based education and it emphasizes in measuring out- comes rather than inputs.
- Problems are encountered in field while travelling and interaction with the community and (while) learning to manage in limited resources and sometimes inability to apply their skills in practice.
- In our case no money is paid for the services rendered by the students.
- Since it's a rural setup and traditional society, training in good institution and outside city is not feasible and parents don't permit girls to stay late or go to other cities unless it's their hometown.

BEST PRACTICE 2:

1. **TITLE OF THE PRACTICE: COUNSELLING AND FINANCIAL SUPPORT TO ECONOMICALLY WEAK STUDENTS**
2. **Objectives of the practice:**

- Aims of Counseling:
- The aims of counseling are broad. They may depend on the situation and the environment, and on training. The basic aims of counseling include the following:

1. To help students gain an insight into the origins and development of emotional difficulties, leading to an increased capacity to take rational control over feelings and actions.

2. To alter maladjusted behavior.

3. To assist students to move in the direction of fulfilling their potential, or achieve an integration of conflicting elements within themselves.

 4. To provide students with the skills, awareness and knowledge, which will enable them to confront social inadequacy.

1. **The context:**

The contextual features of counseling are to increase bonding between the teachers and students. Since they are first generation learner's young people develop degrees of freedom in their lives as they become aware of options and may take advantage of them. Most of the time they are not able to handle freedom as they come from conservative families having different socioeconomic backgrounds.

At its best, helping should enable people to throw off chains and manage life situations effectively. Unprecedented economic and social changes have, over the years, changed these young girls deal effectively with life situation to create a balance with society, relationships, learning skills and effectively deal with challenges of modern times. The need for counseling has become paramount in order to promote

the well-being of the students. Effective counseling should help to improve the self-image of young people and facilitate achievement in life tasks.

1. **The Practice:**

The counseling section in our college is really the best practice that we have. Each faculty is given 25-30 students for counseling a record of counseling is maintained by the faculty, students have the privilege to call the faculty any time in case of discomfort and if they are facing any problems. The hostel students are in touch with the hostel in charge, if they have any issues the faculty is informed. The students have the freedom to share and discuss the problems with any faculty they feel comfortable with.

- **Academic counseling**:

A term first coined by Truman Kelley in 1914 (Makinde,1988), educational counseling is a process of rendering services to students who need assistance in making decisions about important aspects of their education, such as the choice of courses and studies, decisions regarding interests and ability, and choices of college. Educational counseling increases students' knowledge of educational opportunities. For e.g. Our College offers specialization in four subjects such as Foods and Nutrition, Family Resource Management, Human Development and Textile and Clothing .The institution also offers three certificate courses in Sports Nutrition, Interiors and Fashion Design. When the forms are filled in first year second year students are counseled on selection of subjects and scopes of these subjects and when they complete graduation then these students are counseled for higher education and for the jobs if they are interested. Those who are staying in hostel for the first time have problems adjusting from rural area to urban area if they face any problems then counselors help them. We have a small percentage of students from other states and if they find problems in Gujarati language, food or the culture the college students and faculty and administrative staff try to make them comfortable. Study material is provided in both English and Guajarati for first year students. Generally few students have a problem of low attendance and in that case we intimate parents and counsel the students .

- **Personal/Social Counseling:**

Personal counseling deals with emotional distress and behavioral difficulties, which arise when individuals struggle to deal with developmental stages and tasks adjusting with peer groups. Any aspect of development can be turned into an adjustment problem, and it is inevitable that everyone encounters, at some time, exceptional difficulty in meeting an ordinary challenge. Students get married while studying and few are married during their studies find it difficult to cope up with family life so they are counseled to balance the both, the counselors take special care of these students.

- Few other problems are
  - Lingering anger over an interpersonal conflict
  - Depressive feelings when bored with work (due to lack of interest).
  - Excessive guilt about a serious mistake
  - A lack of assertion and confidence
  - Grief over the loss of a loved one
  - Family problems specially if they get married by own choice and facing problems in terms of family acceptance
  - Very few students facing divorce or separation or are not allowed to study further.
- **Vocational Counseling:**

Vocational counseling is defined as individual contacts with those counseled, in order to facilitate career development. This definition and category encompasses counseling situations such as these:

* Helping students become aware of the many occupations to consider
* Interpreting an occupational interest inventory to a student
* Assisting them to decide what to do after college.
* Helping a student apply for post -graduation or university abroad.

1. **Evidence of success:**

Activities of the Counseling:

○ One- to- one counseling sessions
○ Group counseling sessions
○ Psychological support for students with difficulty in academic performance
○ Motivation sessions for bright performers
○ Counseling for parents

Some common issues of our students that counselors have been solving over the years:

○ Academic pressures (Lack of concentration and motivation
○ For / to study, underachievement, backlogs, exam stress, and unhealthy competition)
○ Loneliness and homesickness
○ Adjustment difficulties
○ Peer pressure
○ Relationship issues
○ Family Problems
○ Behavioral problems (anger outbursts, disobedience, lying etc.)
○ Low confidence and self esteem
○ Suicidal thoughts
○ Depression, anxiety and other mental health problems

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

Girl students are basically introvert in nature and don't share their problem very easily, so the counselors have to coax them and most of the time read their faces or expressions and if their grades are down then the problems are discussed with them.   There should be a provision of proper room for counseling and counselor having a degree of psychology is recommended but that needs resources. Most of the time parents do not respond to the call of the counselors and don't attend parent teacher meetings, so solution to any problem faced by the students does not get dealt with effectively.

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

7.3 Institutional Distinctiveness

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

Response:

Outreach is an activity of providing services to any populations who might not otherwise have access to those services. A key component of outreach is that the groups providing it are not stationary, but mobile; in other words they are meeting those in need of outreach services at the locations where those in needs are. In addition to delivering services, outreach has an educational role, raising the awareness of existing services.

Empowerment of girls and women in community services with respect to health, nutrition and self-earning practices is one of the distinctive characteristics of our institution in collaboration with National Service Scheme, Junior Chamber International, LIONS club, ICDS and other voluntary organization. As a part of vision mission of our college to enrich professionally and personally students of rural and urban population the team which includes faculty formulate activities which relates to problem faced out by the people in the community. These activities bring students and community on a same platform where students come face to face with problems faced by people in community they plan out activities which address the problem.

The students learn the five key elements of community outreach i.e.

A good understanding of the target audience

Be proactive

Community partnerships

Engage in-person

Be responsive

Community outreach activities are teams of faculties and students in partnership with community organization to fulfill human community and environmental needs.

The programmes include:

- Enhancing abilities of Anganwadi workers where anganwadies are taught various nutritious recipes which they can again create awareness about these at village level and students also get a chance to showcase whatever they have learnt.
- Nutritional assessment of children:

Every year the students are given project to work with anganwadies and acquaint themselves with the workings of Anganwadi, how they work in fields, what problems they face and they conduct nutritional assessment of children enrolled in anganwadies and see if they actually benefit from the programme .

- Interventional programme on ergonomical choices for energizing women under MNREGA as a part of project with an objective to understand women's activities in rural areas under MGNREGS and their ergonomic implications and to identify the areas where maximum ergonomic interventions are required for rural women workers. Standardized modules were developed in the form of a manual for the purpose of the intervention programme and the impact of the training was analysed. The post intervention feedback was opted and discussed with the group which was satisfactory and well appreciated.

- Consumer week celebration with Grahak Suraksha Mandal.

The week provides an opportunity to highlight the importance of the consumer movement and the need to make every consumer more aware of their rights and responsibilities. The day is celebrated annually on 24 December to mark the enactment of the Consumer Protection Act, 1986, that was enacted on December 24, 1986. Special talks are arranged and students also spread awareness.

- World breastfeeding week is celebrated to promote breastfeeding in the community our girls take an active part and organize various programmes related to it.
- National Nutrition Week:

National Nutrition Week is used to make the people aware about the Nutrition and its Importance for the Human Body. It is used to celebrate from the 1st of September to the 7th of September to make the people focus on the Nutrition for their better Health.

- Intervention programme on managing household waste.

- Medical checkup camp for village people is done every year in collaboration with Ayurvedic college, eye specialist and dentist through NSS and to create health awareness
- Demonstration to detect adulteration is done to create a healthy society so that people don't eat adulterated food and make right food choices.
- Demonstration to promote low cost nutritious recipes is again done by the students to upgrade nutritional status using locally available nutritious ingredients.
- Workshop on making soaps and detergent, Tie and dye printing, Making toys from the waste material is a part of income generating activities for local girls, women and men.
- Preparation of games for children of all ages using scientific methodology and locally available material by human development students
- Workshop on Net banking/ digital banking
- AIDS awareness
- Training Anganwadi workers on consumer right and perception of quality marks.

These programmes are implemented on regular basis so that students learn communication skills, application of their knowledge and get first-hand knowledge. With training and internship, mini projects and seminar the students get in touch with NGOs, hospitals and hostels, school and are absorbed also. Various such programmes are conducted throughout the year with the help of students and faculty and so as to give back to community what they have learnt.

Our goal is to develop strong and engaged relationships with members of the local community as well as with governmental, advocacy, and service organizations. This provides our students opportunities for hands-on learning and working experiences, and it makes it possible for some of the academic resources at

our college to be used for addressing the various environment-related problems and needs in the local community and broader regional area.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

After the second cycle of NAAC accreditation in 2013-2014, the college started working on the recommendation of the PEER TEAM report (NAAC). After the curriculum upgradation in 2016-2017 Internship is added in Family Resource Management exam for final year students and also courses relevant in current context were added like tourism, event management, Nutraceutical and functional foods which will be implemented in next academic year as per suggestion from the stakeholders. College intends to apply for Post graduates courses which are in pipeline since three years due to some inevitable reasons. The college applied for India Today ranking of science colleges and got 88th rank in the year 2019.

Our college has been selected in "UNNAT BHARAT ABHIYAN" a flagship programme of MHRD and 5 villages are adopted to address the developmental challenges through appropriate technologies. Under Namo- E-Tab scheme first year students were distributed tablets since last two years.

The college runs Anganwadi Training centre for Ministry of Child and Family Welfare and IGNOU study centre for M.Sc. (DFSM) course. Numerous workshops were organized to enhance their employability potentials. Moreover to accelerate the creative ability of the students and expressions the College publishes an Annual Magazine PRAGATI every year.

The institute is committed for environment sustainability projected through its efforts to install rain water harvesting (in process) plastic free campus etc. To inculcate explicit concern for human values among students our practice of chanting of AUM after the prayer with a focus on breathing exercises was well appreciated by the parents. The IQAC facilitates to create an healthy atmosphere and the learner-centric environment in the college.

Concluding Remarks :

This college is empowering young girls by continuously upgrading the curriculum that is globally valuable and locally relevant and responsive to upcoming challenges of the society. To meet these challenges UGC-CPE-I and II funds have contributed a great deal in upgrading the infrastructure and ICT facilities. Internal continuous evaluation in theory and practical helped to continuously monitor the academic growth of the students. IQAC committee is the core strength of the college which facilitates academic excellence and strengthens the bond among the various stakeholders.

One of the distinctive features of our college is community neighbourhood networking which brings students and community on the common platforms sensitizing them towards cross cutting issues. Community outreach activities through NCC and NSS under the umbrella of saptdhara are always the strength of the college. It is an integrated with curriculum as sustainable practices of the institution leading to successful outcomes. Although an undergraduate college, we have teachers with an inclination for research which is well reflected in research projects undertaken by the faculty, and for undergraduate students in form of seminars where they take micro projects. Institute has a facilitating mechanism supported by various cell/committees along with organised guidance and counselling system.

To sum up, the institute stays rooted to its core values; vision mission in its entire endeavour's and consistent

in its effort towards empowering our students leading to self-sustained life.