The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges) 2016-17

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. The AQAR period would be the Academic Year.2016-17

Part – A

Data of the Institution

1. Name of the Institution	**SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE, VALI**
Name of the Head of the Institution	**Dr. Ashwinbhai D. Pandya**
Designation	**PRINCIPAL**
Does the institution function from own campus	**YES**
Phone no./Alternate phone no.	**02643271363**
Mobile no.	**9427465696**
Registered e-mail	**mahilaarts334@gmail.com**
Alternate e-mail	**niyatinarang1973@yahoo.com**
Address	**Shree Rang Navchetan Mahila Arts College, Valia. Dist. Bharuch Ta. Valia**
City/Town	**Valia**
State/UT	**Gujarat**
Pin Code	**393135**

2. Institutional status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Grants-in aid/ UGC 2f and 12 (B)/ Self finance**

Name of the Affiliating University	**Veer Narmad South Gujarat University, Surat**
Name of the IQAC Co-Ordinator	**Dr. Niyati Buddhisagar Bhatt**
Phone no.	**9427465696**
Alternate phone no.	**7990926201**
IQAC e-mail address	**mahilaarts334@gmail.com**
Alternate Email address	**niyatinarang1973@yahoo.com**
3. Website address	**http://www.srnmartscollegevalia.org**
Web-link of the AQAR: (Previous Academic Year):	**Nil**
4. Whether Academic Calendar prepared during the year?	**Yes**
If yes, whether it is uploaded in the Institutional website:	**Yes**
Web link	https://www.srnmartscollegevalia.org/assets/pdf/academic-calender/2016-17%20academc%20calendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.31	2009	from: 2009 to 2014

6. Date of Establishment of IQAC	**08-Jul-2012**

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date	Number of participants/beneficiaries
Meeting of IQAC	**10/07/2016**	**08**
Meeting of IQAC	**02/01/2017**	**08**
Students' Feedback	**20-02-2017**	**100**

8. Provide the list of funds by Central/ State Government
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC
etc.

Institution/ Department/ Faculty	Scheme	Funding agency	Year of award with duration	Amount
"	**Saptadhara**	**Government of Gujarat**	**2016-17**	**Rs.60,000/-**
"	**UDISHA**	**Governmentof Gujarat**	**2016-17**	**Rs. 5,000/-**

9. Whether composition of IQAC as per latest NAAC guidelines	**YES**

Weblink	
*Upload latest notification of formationof IQAC	https://www.srnmartscollegevalia.org/assets/pdf/iqac/2016-17/Composition%20of%20IQAC%202016-17.pdf
Weblink	**https://www.srnmartscollegevalia.org/assets/pdf/academic-calender/2016-17%20academc%20calendar.pdf**

10. No. of IQAC meetings held during the year	**02**
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….	**YES**
Weblink	https://www.srnmartscollegevalia.org/assets/pdf/iqac/2016-17/Minutes-2016-17.pdf

11. Whether IQAC received funding from any of the funding agency to support its Activities during the year?	**No**
If yes, mention the amount	**Nil**

12. Significant contributions made by IQAC during the current year (**maximum five bullets**)
  - ➢ **Eye Camp Seva Rural, Jhagadiya NSS Team of College**
  - ➢ **Seminar on Yuva Ghadtar Matdaan Jagruti.**
  - ➢ **AIDS International Day Celebration.**
  - ➢ **Thalassemia/Sickle Cell Diagnosis Camp Indian Red Cross Society**
  - ➢ **Guidance to students for competitive exams, seminars etc. under UDISHA Club.**

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	**Achievements/Outcomes**
The POA was designed in the beginning of the year with the coordination from various committees viz. curricular, co-curricular, and extra co-curricular and research committee.	As per the structured plan all the committees carried out the activities with at most dedication and enthusiasm invoicing maximum students in each activity.

14. Whether the AQAR was placed before statutory body?	YES
Name of the statutory body	Local Administrative Committee.
Date of meeting(s)	1) 22-12-2016 2) 06-04-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?	**NO** Date: ---
16. Whether institutional data submitted to AISHE	**YES**
Year	2016-17
Date of Submission	17-12-2016
17. Does the Institution have Management Information System?	**YES**

The management, Local Administrative Committee, Principal, teachers and administrative staff are involved in exchanging and sharing of vital information in execution of duties, policy direction and in decision making. This is done through collaborative efforts of the management and the stakeholders with the help of electronic network. The college is unique in its way as we have Executive committee of Navchetan Education Trust who appoints the Local Administrative Committee which comprises representative of management, Principal, teaching and administrative staff.

The Local Administrative Committee (LAC) looks after the overall functioning of the college. The LAC meets regularly to discuss the plans and development and progress and policy matters of the Institution. The principal, one teacher and one administrative staff are members of the LAC so the information is transferred from academic staff to management or vice versa. Apart from that there is a Local Staff Association which works as a bridge between the principal and staff.

The IQAC is formed according to the guidelines of the NAAC. The IQAC plays important role in quality improvement of education in college. Every year the Cell outlines the goals and sets targets regarding the overall quality of the institution which includes the plan of action for the next year and taking feedback from the stakeholders. The meetings of IQAC are held regularly wherein all the concerned issues regarding quality improvement are discussed and solutions are implemented. The AQAR is posted on our college website.

Apart from that the college uses technology to do administrative as well as record academic progress. All the routine operations of the administrative office as students' admission, students' records, examination procedure, reports and financial records are computerized. Bonafide certificate, Transfer certificate, Migration certificate, transcript are provided in computerized format. Camera is installed in each classroom and campus to keep vigil of the activities happening in the class rooms and on campus and any

complaints are immediately addressed.

The admission procedure in the first year is centralized and done by VNSGU. The application form for admission is uploaded on the university website. The admission is based on the students' preference for the college on merit basis and keeping in mind the reservation policy of the Government. The college is the help centre appointed by the university to help students to verify their admission forms. After verification the students who have given preference to the college is sent message by the college to report at college. The guidance is given to them to choose the elective subjects.

Students evaluate institution and teachers on line and outcomes are evaluated and analysed. Information regarding college, notices and announcements are uploaded on the website. All fees are paid on-line by students. Messages to staff are circulated through SMS and verbally through meetings.

The public address system is used to make announcement.

The bio- metric is installed for noting presence of all staff members in the college.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
Shree Rang Navchetan Mahila Arts College is affiliated to Veer Narmad South Gujarat University. The college operates at both UG and PG level, keeping in mind the goal of transforming lives through learning and nurturing an environment of intellectual excellence, inculcating values, identifying talents and above all making good human beings. In line with the academic calendar prepared by the University, the college prepares its academic calendar, specifying available dates for significant activities to ensure proper teaching –learning process and continuous evaluation. The timetable committee designs the timetable which is displayed on the college notice board and college website. At the beginning of the year, departmental meeting is held to discuss the course contents and the syllabus is distributed. The teachers prepare lesson plans to make teaching process effective. Such a practice not only ensures planned delivery of curriculum but also reflects the use of innovative teaching methods such as ICT and participative teaching. The college library provides teachers and students with necessary learning resources. Also, in tune with the changes of syllabi made by the university, the college procures required number of books and research journals in the library. At the end of each academic session, the students appear for the semester examination. The College follows the curriculum prescribed by the respective Board of Studies and makes its representation through the heads of departments who become members of the Board of Studies. Constructive feedback and suggestions for improving syllabus are invited by Head of the department from respective members teaching the subject and in this way all teachers are involved in the process of finalizing the suggestions to be made to the Board. There is an Internal Quality Assurance Cell in the college for overall academic guidance. The IQAC monitors the overall process by collecting feedback from teachers and students regarding the curriculum. The results of the feedback are evaluated and reported to the authority for corrective

actions.

There is a regular up-gradation of teachers' knowledge-base by participation in Orientation Programmes, Refresher Courses, other short time courses, seminars and workshops. As many as 06 teachers have received their doctorate degree, while six teachers are pursuing their Ph.D.A considerable number of our teachers have published their papers in peer- reviewed journals of National and International repute and also in book chapters. Some of them have sole books and edited books to their credit.

The social impact of the College can be assessed with the activities of NSS. Students are exposed to the latest developments in their respective fields through Guest Lectures and Seminars. Feedback is collected from students and teachers for getting response on Curriculum. Thus, the college provides ample encouragement and opportunity for the overall development of the students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and Duration	Focus on Employability/ Entrepreneurship	Skill Development
SCOPE	NIL	December 2016 60 hours	Employability	Communicative Skill, Students develop their reading, writing, speakingabilities in English

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG/PG	Date of implementation of CBCS / Elective Course System	UG/PG
1)B.A. Sanskrit 2) B. A. Gujarati 3) B.A. Hindi 4) B.A. Home-Science 5) B.A. Economics 6) B.A. English Self -Finance	UG	Academic year 2011-12onwards	UG
1)M.A. Sanskrit 2)M.A. Hindi 3) M.A. Economics	PG	Academic year 2011-12 onwards	PG

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

	Certificate	Diploma Courses
No of Students- 115	SCOPE	NIL

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled (2016-17)
SCOPE	**2009**	**115**

Project/Programme Title	No. of students enrolled for Field Projects / Internships
NIL	NIL

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	No

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

The College has a clearly set mechanism of obtaining the feedback from the students to improve the performance of the institution. The teaching – learning outcome is evaluated by providing the feedback form. Accordingly, the students record their responses. The students' responses are evaluated and analysed using SPSS. The forms and the analysis is converted into a report with a chart. Feedback on students and teachers were taken. The analysis and interpretation of the data is as follows…

Students Feedback:

Student Feedback on courses attributes such as applicability of the courses to real life situations, extent of coverage of course, clarity and relevance of reading material, depth of course content, learning value (in terms of skills, concepts, knowledge, analytical abilities) were considered for student feedback on courses. As per the response of the students, majority of the students were satisfied with the course, the teachers and teaching evaluation of the college. This shows that they have trust in the teaching learning process that aims at their growth and are hopeful that it will help them reap rich dividends.

By the observation it was found that the all teachers opined that sufficient number of prescribed books was available in the Library and aims and objectives of the syllabi were well defined and clear to teachers and students. The examinations were conducted well in time with proper coverage of all units in the syllabus.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. Sanskrit	260	F.Y. Admission process is	42
B. A. Gujarati	260	centralized so college does	78
B. A. Hindi	260	not receive	30
B.A. Home-science	260	application.	34
B.A. Economics	260		68
B.A. English	260		29
M.A. Sanskrit	88	Centralized admission in	26
M, A, Hindi	88	Semester 1.	16
M.A. Economics	88		55

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	696 (GIA)	97 (GIA)	12 Full Time Teachers 06 Full-time Filled by Management (GIA)	---	12 Teachers GIA – U.G. 04 Teachers (GIA)- UG & PG

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers usingICT foreffective teaching with Learning Management Systems (LMS), E-learningresourcesetc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
12+ 06 Ad hoc	07	Laptops, Projector, Audio - Video System	-	-	Power-Point Presentations, Showing Video through Sandhan and Biasag..

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

Mentoring is a mechanism of problem solving and guiding students in addition to transferring knowledge and skills from experienced teachers to students. As Education sector has found mentoring quite effective tool, the college has established 'Mentoring System' in each class adoring to their respective subject. Every subject is allotted one teacher as a mentor. The system is adapted for the value additions to the students like – bridging the gap between the teachers and students. Students can approach teachers for academic and career guidance, personal counselling, advice and support for improvement in academic performance. Mentor Continuously monitors, counsels, guides and motivates the students in all academic matters. Teachers are available to solve the queries of students outside the classroom as well. Teachers guide the students and clear the doubts of subject related topic. This way the institution tries to maintain the rapport between students and mentors.

The list of mentors:

M.A. Hindi Sem -I II, III IV Dr. Sharmilaben K. Patel

Dr. Roshan Kumar N. Gamit

M.A. Sanskrit - I II, III IV Dr. Alkaben N. Chauhan

 Asso. Prof. Dinesh Bhai G. Raj.

M.A. Economics - I II, III IV Dr. Ashwinbhai D. Pandya.

Dr. Dilavarkhan Pathan

B.A. Hindi – Sem-I, to VI Dr. Sharmilaben K. Patel

Dr. Roshan Kumar N. Gamit

 B.A. Gujarati– Sem- I, to VI Dr., Pushpaben K. Patel Gujarati

Dr. Kusumben S. Patel Principle of Literary Criticism

B.A. Sanskrit – Sem-I, to VI Dr. Alkaben N. Chauhan Asso.

 Prof. Dinesh Bhai G. Raj.

B.A. English Found. Comp. – SEM-I, to VI Dr. Niyati B. Bhatt. Environmental Studies (Fond. Elect.)

 SEM -I II Dr. Niyati B. Bhatt Population Education

 (Fond. Elect) Sem- III IV Dr. Niyati B. Bhatt.

B.A. Economics– Sem-I, to VI Dr. Ashwinbhai D. Pandya.

Dr. Dilavarkhan Pathan

B.A. Home-Science– Sem-I, to VI Asso.

Prof. Bhavnaben K. Gothana HomeScience - Life Span (Foun. Elect.) Asso, Prof. Anitaben c. Vagh

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
917	11	83.36

2.4 Teacher Profile and Quality

2.4.1 Number of full-time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of facultywith Ph.D
11	11	0	0	0

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of theaward, fellowship, received from Government or recognized bodies

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
B.A.		Sem -II, IV and VI	26-04-2017	27-05-2017
				31/05/2017
MA		Sem-II, IV	26-04-2017	

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation is followed by the prescribed pattern by Veer Narmad South Gujarat University. On the completion of teaching sessions internal tests are conducted at institutional level and papers are assessed by teachers. Students are given full understanding of the paper style, examination method, weightage of marks, etc. by the faculties in the beginning of the academic year.

Total weightage of marks consists of 50 marks for external and 20 marks for internal. The total weightage of internal marks is 20 marks, out of each 10 marks for internal test while 5 marks for assignment and 5 marks for attendance of students. Continuous evaluation of students through regular Internal Tests and assignments strengthens learning. Students' progress is tracked through semester wise analysis of result. The participation of teachers in internal exam paper framing, doing supervisions and assessing the papers plays an important role. Additional exams are taken for those students who could not appear in internal exam. ATKT exams are conducted by the University for the students who are not able to appear or pass in the first attempt. All staff member are kept informed about any amendments in evaluation methods done by the university by written staff notices and the university circulars which we receive time to time.

A committee of college teachers evaluates the final results of college students. We are proud to state that the percentage of successful candidates in examinations at all levels has always remained more than 80%. Not only the percentage of successful candidates at various university examinations has been higher than the university percentage but also our students have topped the lists at various university exams.

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

Academic Calendar lay down a very strong foundation of academic delivery. It further propagates institution's vision and mission. The institute has built in mechanisms to ensure syllabus completion in ime frame. The college is affiliated to the Veer Narmad South Gujarat University and follows all rules and regulations of the university pertaining to continuous internal evaluations. In the beginning of the academic year the university prepares and publishes academic calendar which comprises of time frame of semesters exams and other activities. On the basis of this calendar the college prepares its own academic calendar comprises of enrolment of UG and PG students, college and University exams, planning of various curricular, co-curricular and extracurricular activities by various committees.

To maintain the quality and standard of teaching, regular meetings of different departments are held. Proper distribution of teaching work is done among teachers and departmental heads take care to see that their respective department work efficiently. According to allotted teaching work, every teacher prepare teaching plan and devise their class work so that syllabus is completed within the given time frame. Heads of departments also distribute assignment work and assessment work among teachers of their department so that internal evaluation mark sheets are prepared efficiently and on time.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

 https://www.srnmartscollegevalia.org/assets/pdf/learning-outcome/programme-outcomes.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NA	BA Hindi	22	22	100
NA	BA Gujarati	43	42	97
NA	BA Sanskrit	20	19	95
NA	BA English	30	30	100
NA	BA Home-Science	21	21	100
NA	MA Hindi	14	13	92.85
NA	MA Sanskrit	29	27	93
NA	MA Economics	63	62	98.41

2.7 Student Satisfaction Survey

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

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects*(other than compulsory by the College)*	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	05 Years(JRF)	Ministry of Minority Affairs	Rs. 3,70,000/-	Rs.3,70,000/-
Total			Rs. 3,70,000/-	Rs. 3,70,000/-

3.2 Innovation Ecosystem			
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year			
Title of Workshop/Seminar	**Name of the Dept.**	**Date(s)**	
Seminar on Western Poetics Dr. Sharmilaben S. Patel.	Hindi	12/07/2016	
Seminar on Yuva Ghadtar Matdaan Jagruti (UDISHA)	Economics	01/12/2016	
Allocation - Janmjayanti of Shri Ramdharisinh Dinkar	Hindi	27/07/2017	
Seminar on UPSC/GPSC Exam & Aptitude Test	UDISHA CLUB	22-07-2016	
Seminar on Personality Development Positive Attitude by UDISHA Co-Ordinator Dr. Pathan	. Economics	24/01/2017	
Seminar on Hindi Grammar. Dr. Sharmilaben S. Patel.	Hindi	09/01/2017	
Seminar on 'Career in Information Technology'	UDISHA CLUB	24-02-2017	

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
---	---	**---**

Name of the Start-up	Nature of Start-up	Date of commencement
---	---	---

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
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3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph.Ds Awarded
-	-
-	-

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

Department	National	International	Average Impact Factor, if any
Sanskrit	**01**	-	**---**

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

Department	No. of publication
Sanskrit	**02**

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

Title of the paper	Name of the authorr	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
---	---	- - -	---	- - -	---	---

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
---	---	---	---	---	---	---

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	08	63	03	17
Presented papers	05	20	--	00
Resource Persons	--	--	--	02

3.4 Extension Activities			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	**Organising unit/ agency/ collaborating agency**	**Number of teachers co-ordinatedsuch activities**	**Number of students participated in such activities**
NSS Activities			
Blood Donation Camp	Surat Raktadan Kendra and Research centre	04	50
Preventio n Trough Awarene ss Program me	India Renal Foundation, Surat	04	100
Plants Distributi on to the Primary School	S.M.C. School No. 8 & 9	04	60
Swachhat a Abhiyan	S.M.C. School No. 8 & 9	04	30
Ekta Chain On "Beti Bachavo, Beti Padhavo" and Unity in Diversity	Airport Connectivity Committee , Surat	04	220
Organ Donation Awarene ss and Form Filling Program me	Ms. Sejal V. Kothari	04	200
Spaecial Annual Camp	Talad Villege	04	44

Programme on Awareness of Cash Less Transaction	Mr. Pravinbhai Vora , Honorary Secretary, Gujarat Productivity Council	4	200
Lecture on " BE Good Do Good"	Dr. Ketan Desai, P.T.Science College ,Surat and Prof Chirag Joshi, SCET College ,Surat	04	120

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NCC	Selected for Republic Day Parade	5-GUJ BN NCC Surat	01
NCC	First Prize in Debate	5-GUJ BN NCC Surat	02
NCC	First Prize in Tug Of War	5-GUJ BN NCC Surat	10
NCC	Second Prize in Group Dance	5-GUJ BN NCC Surat	08

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS	Blood Donation Camp	Surat Raktadan Kendra and Research centre	04	50
NSS	Swachhata Abhiyan	S.M.C. School	04	30

NSS	Ekta Chain On "Beti Bachavo, Beti Padhavo" and Unity in Diversity	No. 8 & 9		
		Airport Connecti vity Committe e , Surat	04	220

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
---	**---**	---	**---**

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

Nature of linkage	Title of the linkage	Name of the partnering institution / industry /research lab with contact details	Duration (From-To)	participant
Short Time	Summer Training /Internship	The Surat People's Co-op Bank	45 Days	4
		Aum Insure & Secure PVT. LTD		3
		City Tadka		2
		K.A.Shah & Associates		2
		Hit Consultanc y Services		2
		The Sarvodaya Sahakari Bank LTD		2

		Vinay Narang & CO		1
		RPR & Co		1
		HPA & Co		1
		Jignesh & Assocites		1
		Jagdish K. Kapadia and Company		1
		Sutex Co-op Bank LTD		1
		Bharat B. Navsariwala		1
		Dharmesh Enterprise		1
		EBIZ. Com, Pvt. LTD		1
		Adarsh Flimnets PVt. Ltd		1
		Mahesh Bhalal & Associates		1
		Hasmukh Dudhagara		1
		Agarwal Mour & Associates		1
		Aditya Birla		1
		Standard Motors		1
		HVK &		1

		Associates		
		S.N. Chandak & Co		1
		Laxmipati Sarees		1
		Guru Ram Das Textiles		3
		Paresh G. Vekariya		2
		Maheshwar i & CO		2
		Eklavya Coaching Classes		2
		Mody & Mody Chartered Accountant		2
		Akhand Anand Co-op Bank Ltd		1
		Amizara Textiles		1
		Rama Physical & Sports Academy		1
		Gems Valley English Academy		1
		Rapicut Carbides LTD		1
		R.G. Savaliya		1

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
All India Radio, Surat and Swarr Music Academy, Surat	11-02-2017	Cultural Activities	55

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 50,000/-	---

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	15985Sq.M.	---
Class rooms	20	---
Laboratories		---
Seminar Halls	01	---
Overhead Projector	02	
Classrooms with Wi-Fi/ LAN	-	---
Seminar halls with ICT facilities	01	---
Video Centre	---	---
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		----
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others	---	---

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2005-06

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1410	Rs.68,375/-	90	Rs. 8,550/-	1500	Rs.76,925/-
Reference Books	47,175	Rs.61,17,811/-	577	Rs. 249.965/-	47,752	Rs. 63,67,776/-
e-Books	---	---	---	----	---	---
Journals	3919	Rs.2,70,600/-	43	Rs.34,905/-	3962	Rs.30,55,505/-
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	----	---	---
CD & Video	59	---	---	---	59	---
Library automation	02	Rs.27,500/-	---	---	---	Rs.27,500/-
Weeding (Hard & Soft)	13,200	Rs.4,50,000/-	3477	Rs.1,57,048	16,677	Rs.6,07,048/-
Others –Newspapers & Magazine	108	Rs. 96,108/-	60	Rs.62,291	168	Rs.1,58,399/-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGB PS)	Others
Existing	25	01	01	0	01	0	2	100	---
Added	0	---	---	---	---	---	---	---	---
Total	25	01	01	0	01	0	2	100	---

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

100 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility

---	---

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
---	---	---	---

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 21,59,250/-	Rs.4,21,087/-/-(excluding Adhoc staff salary	Rs.13,07,500/-	Rs.9,02,601/-

4.4.2 Procedures and policiesfor maintainingandutilizingphysical,academicand support facilities - laboratory,library,sportscomplex,computers,classrooms etc.*(maximum 500 words)* **(information to be available in institutional Website, provide link)**

Procedures and policies of all the colleges on college campus are framed by Navchetan Education Trust centrally. The Management Executive Committee along with the Local Administrative committee office bearers conducts meetings to take decisions regarding requirements of each colleague on the campus. A special Estate department is run to implement the decisions taken in regard to create new facilities as well as maintenance and repair on the campus. At local level the principal co-ordinates with Local Administrative Committee and Estate department and implements the decision taken at college level. In line with the academic calendar prepared by the University, the college prepares its academic calendar specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation. The Time Table committee designs the timetable which is displayed on the college notice board and college application. At the beginning of the year, department meeting is held to discuss the course contents and distributes the syllabus. The teachers prepare lesson plans to make teaching process effective. Such a practice not only ensures planned delivery of curriculum but also reflects the use of innovative teaching methods such as ICT and participative teaching. The college library provides teachers and students with necessary learning resources. Also, in tune with the changes of syllabi made by the university, the college procures number of books and research journals in the library. At the end of each academic session the students appear for the semester examination. The college follows the curriculum prescribed by the respective Board of Studies and makes its representative through the teachers who become members of the Board of Studies. Different committees are formed to conduct co-curricular and extracurricular activities. Equipment of Sports Complex are regularly maintained. ICT tools maintenance Contracts are given. Furniture of classrooms are repaired immediately as and when required by the Estate Department. Service of Electrician, Carpenters is provided by the Estate Department.

https://srnmartscollegevalia.org/assets/pdf/studentscorner/4.4.2.Physical%20Facilities.pdf

CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	**Number of students**	**Amount in Rupees**
Financial support from other sources			
a) National	Government Scholarship to Reserved Category Students		
b) International	---	---	---

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Celebration of International Yoga Day	21/06/2016	155	Sarvajanik Education Society
Seminar on 'UPSC/GPSC Exam' and Aptitude Test	22-07-2016	150	Pro Talent IAS Academy
Seminar on 'Tips on Success of Life'	11-08-2016	245	Ashish Publicity Group
Seminar on 'CHM'O' Level Hardware Programme for ST and SC Students'	12-08-2016	260	National Group
Seminar on 'Research Methodology' for M.Com. Students	31-08-2016	75	Dr. Guarang Rami, Dept. of Economics, VNSGU,Surat
'Campus to Corporate' Training for 100 Hours for ST, SC and OBC T.Y.B.Com. Students	29-09-2016 to 20-10-2016	49	Tata Consultancy Services

Digital India Workshop	04-10-2016	08	Veer Narmad South Gujarat University
Seminar on 'Resume Preparation' for T.Y.B.Com. Students	23-12-2016	150	National Group Education Foundation,
Seminar on 'Right to Information Act, 2005' for T.Y.B.Com. Students	23-12-2016	180	Mr.Ajay Jangid, RTI Activist and Trainer
Seminar on 'Anticorruption Bureau'	24-12-2016	140	National Group
Seminar on 'Career in Information Technology'	24-12-2016	152	Prakshal IT Academy
Seminar on 'UPSC/GPSC Exam'	06-01-2017	190	People's Classes
Seminar on 'Career in Chartered Financial Analyst(CFA)'	06-01-2017	47	Finacle Institute
Aptitude Test for T.Y.B.Com.	13-01-2017	459	People's Classes
Seminar on 'Career in Law'	04-02-2017	180	Dr. Jagruti Patel, Principal, V.T. Choksi Law College
Seminar on 'Self Employment Programme'	06-02-2017	175	Baroda Svarojgar Vikas Sanstha
Training Programme on 'English Language Improvement, Communication Skills, Mock Interview, Resume Preparation'	10-03-2017 to 18-3-2017	55	National Group Education Foundation

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2016-17	UDISHA CLUB Seminar on 'UPSC/GPSC/SSC Exam' and Aptitude Test	150	---	---	03
	Seminar on 'UPSC/GPSC Exam'	190	---	---	---
	Seminar on 'Non Net Junior Research Fellowship for M.Phil. & Ph.D.' Ministry of Minority Affairs	100	---	---	---
	Seminar on 'Career in Information Technology'	---	152	---	---
	Seminar on 'Career in Law'	---	180	---	---
	Seminar on 'Self Employment Programmes'	---	175	---	---
	Training Programme on 'English Language Improvement, Communication Skills, Mock Interview and Resume Preparation'	---	55	---	---

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	--

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Name of Organizations Visited**	**Number of Students Participated**	**Number of Students Placed**
Tata Consultancy services	49	03	---	---	---
Gujarat Mitra, Surat ICICI Bank Sales Acedamy ICICI prudential Life Insurance ICICI Bank Triveni Sarees & Ethenics Star Health& Allied Insurance Co.Ltd. DRC Techno, Surat R.Soni Associates,S urat Kataria Automobiles Pvt.Ltd. HDFC Securities, Surat	150	50 (Short Listed)	---	---	---
First ERP Software Solutions Pvt. Ltd. Appolo Pharmacy,Su rat Computer Accounts, Surat Modern Trade Vodafone		61 (Short Listed)	---	---	---

West Ltd., Surat					

5.2.2 Student progression to higher education in percentage during the year 39.37%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2016	10	B.A	Economics	NANDKUNVARBA MAHILA COLLEGE,	MSW
2016	2	B.A	Economics	J.Z.SHAH ARTS COLLEGE, AMROLI	M.A
2016	1	B.A	Economics	M.K. LAW COLLEGE, BHARUCH	LLB
2016	3	B.A	Economics	SHRI S.R.PATEL B.Ed. COLLEGE SURAT	B. ED
2016	6	B.A	Hindi	POST GRADUATE DEPARTMENT, SURAT	M.A.
2016	2	B.A	Hindi	NAVYUG COLLEGE OF EDUCATION , SUKHPUR, JUNAGADH	B.Ed.
2016	1	B.A	Sanskrit	NANDKUNVARBA MAHILA COLLEGE, BHAVNAGAR	MSW
2016	1	B.A	Sanskrit	ARADHANA COLLEGE OF EDUCATION, GANDHINAGAR	B.Ed
2016	2	B.A	Gujarati	TRANSVAD B.Ed. COLLEGE, TRANSVAD	B.Ed.
2016	1	B.A.	English	AMITY B.Ed. COLLEGE, BHARUCH	B.Ed.

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

Items	No. of Students selected/ qualifying
NET	---
SET	---
SLET	---
GATE	---
GMAT	---
CAT	---
GRE	---
TOFEL	----
Civil Services	---
State Government Services	--
Any Other	---

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

SPORTS

Activity	Level	Participants
VNSGU Inter college Basketball (Men) Tournament	University	15 Team (150 participants)
Gujrat State college South Zone Basketball League (Men)2016-17	State	03 Team (36 participants)
Inter Class Chess Tournament (Men & Women)	Inter Class	11
Inter Class Badminton Tournament (Men)	Inter Class	21
Inter Class Carom Tournament (Women)	Inter Class	13

Cultural Activities

Activity	Level	Participants
Patriotic Song Competition	Inter Class	43
Garba Competition	Inter Class	100
Group Song Competition	State Level	55
Mehndi Competition	Inter Class & Inter College	325
Ex Tempore Drawing Competition	Inter Class & Inter College	200
Poetry Recitation	Inter Class & Inter College	65
Handicraft Competition	Inter Class & Inter College	80

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
				---		

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

Our college has Students' Council under seven different heads. The Students' Council comprises of Principal, teachers and elected students. The elected students are the representative of each class and division elected democratically. The General Secretary and Cultural Secretary discuss with the elected student for representation in different committees and nominate them. The meeting is held with chairpersons and elected students. The Principal gives all the information regarding the activities of the students' council. The Finance committee plans the Budget of Students' Council, and the funds are used to undertake various activities of Students' Council committee during the year. Audited report of the Students' Council is published every year in college magazine. Gymkhana Committee encourages students to participate in various sports events. Gymkhana is equipped with latest sports equipment and facilities. The committee also organizes various interclass/ Inter college sports events. It also trains and motivates students to participate in State/ National/International events. The Cultural committee of the college works with the objective of developing the cultural talents of the students, improving their capabilities to work as a team and raising their level of selfconfidence. The committee conducts various programmes at Inter class/ Inter college competitions like Patriotic songs competition, Hair Style competition, Mehndi competition, Handicraft competition, Drawing, Rangoli Painting competition, Talent Hunt and Poem recitation. Our student also outshined at State, National and International level competition. Students also participate at the Veer Narmad South Gujarat University Youth festival and bring laurels to the institution especially in the field of Academic. Debate and Elocution Committee works for personality development of the students and develops among the student's public speaking skills and ability of critical thinking. Different programmes like Elocution, Essay, Debate, Quiz Competitions are organized. The College magazine Rang Setu depicts the graph of the college in both English vernacular language to encourage students to take part in curricular. Co-curricular extra - curricular activities extension activities. Magazine Committee provides platform to the students for self-expression in written form and to cultivate the literary taste and reading habits in students. It also highlights the activities organized in the college through the reports of various committees. The magazine is one of the ways to motivate students as we publish the photographs of students who outshined at College, University, State, National and International level. Planning forum Committee organises various guest lectures on different issues related to Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 38 economic, social, political and environmental situation prevailing at global level. In all the above committees, students representatives participate in the meetings and their opinion are considered. IQAC of the college also comprises students as members

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes but Not Registered

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

Nil

5.3.4 Meetings/activities organized by Alumni Association:

The Institute has unregistered Alumni Association which contributes significantly to the college activities. Alumnus opinions are also taken into consideration. IQAC of the college also comprises students as members. Presently alumni have been working in the institution. 04 Alumnus are working as ad hoc assistance professor in institution. 01 alumnus are working as permanent faculty of the office staff. (Junior clerk Leenaben Vasava) 02 alumnus are working as visiting faculty in M.A. They give their neutral suggestion while fill up the Alumni form Remain present at prize distribution ceremony and motivate the students. Participation in organizing cultural programme. Active participation in NSS activities and provide support in Annual NSS camp. Providing guidance to the present students. Remain present during social service activities like Eye Camp, Sarv Rog Nidaan Camp. They play very significant role to persuade the student's mostly economic, social, political and environmental situation prevailing at global level, all the above committees, students' representatives participate in the meetings of student council before arranging any activities in the college. They play very significant role to persuade the students (girl's students) to take admission and continue their higher studies. Alumnus -girls advice other girls to take admission in our institution and not to quit studies for social reasons.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Vision:

To cater quality education to particularly in women and tribal in general.

To empower women with values and skills that will make them good citizens contributing quality to the national and global corporate world. Empowerment of Women especially from suppressed race.

To bridge the gap between the tribal and the urban cultures by encouraging dialogue between them through education.

1. Local Administrative Committee :

The LAC comprises of management representatives, principal, teaching and non-teaching staff, representativesof the guardian of students all together take collective decisions in the benefit of the institution. This committee believes in managerial concepts, like strategic planning, teamwork, and decision making. The management, the principal and faculties work in tune for implementing the policies and plans. The administrative powers and responsibilities are delegated to the faculties on the basis of their experience, competence, commitment and attitude to meet the institutional goals and objectives. The list of Local Administrative Committee for 2016-17

The Colleges practices various decentralization and participative management operations as methods

1. Local Administrative Committee: The LAC comprises of management representatives, principal, teaching and non-teaching staff, representatives of the guardian of students all together take collective decisions in the benefit of the institution. This committee believes in managerial concepts, like strategic planning, teamwork, and decision making. The management, the principal and faculties work in tune for implementing the policies and plans. The administrative powers and responsibilities are delegated to the faculties on the basis of their experience, competence, commitment and attitude to meet the institutional goals and objectives. The list of Local Administrative Committee for 2016-17 is as under:

1. Vice Prin. Bhavanaben K. Gothana Chairman

2. Dr. Niyati B. Bhatt Co-Ordinator

3. Dr. Sharmilaben S. Patel Team Member

4. Dr. Pushpaben K. Patel Team Member

5. Dr. Alkaben N. Chauhan Team Member

6. Dr. Dilavarkhan N. Pathan Team Member

7. Retd Prin. Kesrisinhji Sayaniya Secretary

8. Pro. Sonal Gharia Alumni

2. <u>Students council</u>

The students' council consists of seven committees. However, to assist the smooth functioning of the college, 17 internal administration committees are formed to support the holistic development of students, which are headed by faculty members. The institution provides opportunity to the teaching and non-teaching staff by appointing them on various committees of students' council to monitor the functioning of different activities. All committees are constituted with a judicious combination of experience and youth.

Students' council committees

(1)   Finance and student welfare committee
(2)   Gymkhana Committee
(3)   Cultural and Social activities committee
(4)   Debate and elocution committee
(5)   Educational excursion committee
(6)   Planning forum committee
(7)   Magazine committee

Internal Administration Committees

(1)   IQAC committee
(2)   N.S.S. committee
(3)   N.C.C. committee
(4)   Sexual harassment committee
(5)   Discipline & grievance committee
(6)   Career Counselling / Udisha committee
(7)   Research committee
(8)   Time table committee
(9)   Internal evaluation committee
(10)   Library committee
(11) Campus development committee
(12) Anti-ragging committee
(13) SC/ST cell committee
(14) Saptadhara committee
(15) Alumni Association committee

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial: **Partial**

6.2 Strategy Development and Deployment

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

❖ **<u>Curriculum Development</u>** :
❖ The college follows the syllabus prescribed by VNSGU which is structured by the Board of Studies.
❖ Constructive feedback and suggestions for improving syllabus are invited by Heads of Departments from faculties and in this way all teachers are involved in the process of finalizing the suggestions to be

made to the board.
- ❖ The syllabus of each subject is upgraded every 3 years by the University
- ❖ **Teaching and Learning** :
- ❖ ICT oriented teaching and learning in every class room
- ❖ Teachers schedule their lectures and distribute their syllabus in accordance with college and university academic calendar
- ❖ Arranged Guest lectures by learned and experienced professors of other colleges
- ❖ Seminars, workshop and guest lectures are arranged for students in which professionals of the respective fields are invited
- ❖ The College library is updated every year with required books and publication. Infibnet facility is provided to each teacher.
- ❖ **Examination and Evaluation** :
- ❖ The details of Semester Test, weightage of marks for Internal and External Exams are fixed by the Veer Narmad South Gujarat University at UG and PG level, which are promptly provided to students in case of change and are incorporated in the college prospectus and website.
- ❖ Students are given full understanding of paper style, examination methods, weightage of marks, etc. by the faculties in the classrooms.
- ❖ All faculty members are regularly updated with any amendments made in exam or evaluation method done by the University.
- ❖ The evaluation process of the students is fair and transparent with no malpractices. CCTV cameras are constantly monitored through Principal's office. Faculties vigilantly keep an eye in the examination hall to avoid cases of copy and cheating.
- ❖ Question papers are kept confidential and answer books of Internal test are checked meticulously and results are displayed on the notice boards. Students are allowed to view their answer books on demand which shows high level of transparency.
- ❖ Assignment, attendance and Internal marks are allotted as per University rules and displayed on notice board. In case, a student needs help, they can approach a mentor.
- ❖ The final exam answer books are blinded and allotted dummy numbers and checking of papers is looked into by the University.
- ❖ **Research and Development**:

  Due to the support of management Faculties are encouraged to do research. Out of 10 faculties 07 qualified as Ph.D. 01 Faculty is M.Phil. Degree holders. 02 Faculties passed SLET. College faculties regularly participate in conferences and workshops. 29 papers have been presented published in ISSN/ISBN magazine.

  All teachers completed Refresher Course and Orientation course.

  3 teachers attended Faculty Development Programme.

  02 Research papers were published in peer reviewed international journal j during the year.

  29 Research papers were presented.

  04 published in Peer Reviewed journal in current year.

  02 Students cleared competitive exam G-Set Net.

  02 Students of Post-graduation get gold medal in M.A. Sem-IV Economies. A National Level Seminar on "Modern Treads in Higher Education "conducted by the Head of Sanskrit Department- Dr. Alkaben N. Chauhan. All faculty members and students took advantage of this enriching sessions.

  03 faculty is perusing Ph.D. 01 Faculty of the institution (DR. Dilavarkhan PathanEconomics) is perusing Ph.D.

under the guidance of Principal. Dr. Ashwinbhai Pandya. Head of Hindi Faculty is servings M.Phil. Guide. Hindi. 03 Faculties served as guest lecturer.

All Faculties conducted seminars (Especially Hindi, Home-science Economics) are very much active in conducting Seminar, Workshop, Conference, Discourse etc..

❖ **Library, ICT and Physical Infrastructure / Instrumentation:** The college has a rich collection of

- The college has a rich collection of books, magazines, journals. In addition, the library facilitates… - Books for competitive exams Book Bank facility (SOUL) software for Library Management Access to N-list Programme through INFLIBNET Wi-Fi facility in Library ICT – Overhead Projectors in 02 classrooms CCTV camera in classrooms and campus – Language lab Physical Infrastructure Vast lush green campus with 20class rooms and large staffrooms Principal office Common room Multipurpose Hall Stage for cultural Activities Administrative office for Trust NSS office – Gymkhana Strong Room Large Playground Separate parking zone for girls and Canteen in Campus for the safety of girls.

Physical Infrastructure

❖ The college has a rich collection of books, magazines, journals. In addition, the library facilitates… - Books for competitive exams Book Bank facility (SOUL) software for Library Management Access to N-list Programme through INFLIBNET Wi-Fi facility in Library ICT – Overhead Projectors in 02 classrooms CCTV camera in classrooms and campus – Language lab Physical Infrastructure Vast lush green campus with 20class rooms and large staffrooms Principal office Common room Multipurpose Hall Stage for cultural Activities Administrative office for Trust NSS office – Gymkhana Strong Room Large Playground Separate parking zone for girls and Canteen in Campus for the safety of girls.

❖ **Human Resource Management** :

The institution can boast of a very progressive and supportive management body. Required number of qualified and expert teachers are appointed as and when need arises. Visiting faculties, Ad hoc teachers and administrative staff are appointed in case of urgency or vacant post. Leave record and attendance record of staff is monitored and maintained. Attendance records of teaching and non-teaching staff is regularly updated Regular notification and circulars of varied activities are displayed on college notice board. Meetings of various committee for academic and administrative purposes are scheduled periodically. Feedback forms from students are taken annually and analyzed

6.2 – Strategy Development and Deployment

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

Curriculum Development

The college follows the syllabus prescribed by VNSGU which is structured by the Board of Studies Constructive feedback and suggestions for improving syllabus are invited by Heads of Departments from faculties and in this way all teachers are involved in the process of finalizing the suggestions to be made to the board. The syllabus of each subject is upgraded every 3 years by the University.

Teaching and Learning

Teachers schedule their lectures and distribute their syllabus in accordance with college and university academic calendar. Arranged Guest lectures by learned and experienced professors of other colleges. Seminars, workshop. Allocation, Discourse Guest lectures are arranged for students in which professionals of the respective fields are invited The College library is updated every year with required books and publication. 01 Seminar Hall that is used as multipurpose hall is equipped with LCD projectors and 02 classrooms are equipped with overhead projector.

Examination and Evaluation

The details of Semester Test, weightage of marks for Internal and External Exams are fixed by the Veer Narmad South Gujarat University at UG and PG level, which are promptly provided to students in case of change and are incorporated in the college prospectus and website. Students are given full understanding of paper style, examination methods, weightage of marks, etc. by the faculties in the classrooms. All faculty members are regularly updated with any amendments made in exam or evaluation method done by the University. The evaluation process of the students is fair and transparent with no malpractices. CCTV cameras are constantly monitored through Principal's office. Faculties vigilantly keep an eye in the examination hall to avoid cases of copy and cheating. ?Question papers are kept confidential and answer books of Internal test are checked meticulously and results are displayed on the notice boards. Students are allowed to view their answer books on demand which shows high level of transparency. Assignment, attendance and Internal marks are allotted as per university rules and displayed on notice board. In case, a student needs help, they can approach a mentor. The final exam answer books are blinded and allotted dummy numbers and checking of papers is looked into by the University.

- ❖ The institution can boast of a very progressive and supportive management body. Required number of qualified and expert teachers are appointed as and when need arises. Visiting faculties, Adhoc teachers and administrative staff are appointed in case of urgency or vacant post.
- ❖ Leave record and attendance record of staff is monitored and maintained. Attendance records of teaching and non-teaching staff is regularly updated.
- ❖ Regular notification and circulars of varied activities are displayed on college notice board and on website.
- ❖ Meetings of various committee for academic and administrative purposes are scheduled periodically.
- ❖ Feedback forms from students are taken annually and analysed.
- ❖ **Industry Interaction / Collaboration** :
- ❖ Students of HONORS section each year visit BSE, RBI and Monetary museum for practical sessionwith Chief Operating Economist.
- ❖ As a part of curriculum, S.Y.B.Com Honors and M.Com-1 Honors students undergo Summer Trainingfor 4 and 6 weeks in financial sector to get a preview of the corporate world.
- ❖ **Admission of Students** :
- ❖ Admission process is centralized under Veer Narmad South Gujarat University.
- ❖ The College website and prospectus contains information about the institution and the programmesoffered.
- ❖ The prospectus is prepared every year prior to the commencement of admissions.
- ❖ The prospectus also gives details of eligibility norms for admission. It is given to the applicants alongwith the application form.
- ❖ Proper counselling is done by the Admission Committee of the college to the students regarding selection of subjects at the time of admission.

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

Planning and Development

Planning for each academic year begins with preparation of Academic Calendar which covers schedules for teaching, extracurricular, co-curricular and extension activities, so as to cover all the activities on time as well as make timely preparation for events.

- ❖ **Administration:**

The Administrative office handles the operation and communication with university through use of ICT. With students our institution uses both manual and ICT, as our college is located in Tribal -rural background.

- ❖ **Finance and Accounts:**

Finance and Accounts The total accounts of the institution are maintained through TALLY software. Scholarship to deserving and needy students is given through cheque. Payment of the institution are made through cheque, RTGS and NEFT

❖ **Student Admission and Support:**

Each student is timely upraised with all activities, events, notices and important academic schedules through notice board academic calendar. The college syllabus and set of past question papers are also uploaded for students' reference.

❖ **Examination:**

. The result of final exam is displayed online by the University. F.Y. B.A. and M.A. Sem -I marks of university examination are entered manually by the faculties. Internal marks are also submitted to the University before each semester online. The exam timetable for Internal and Final exams are displayed on the notice board for the students.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : NO

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
2016-17	---	---	---	---	

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)	
		---			---	

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme	01	07-11-2016 to 04-12-2016
Faculty Development Programme	01	27-02-2017 to 04-03-2017
Faculty Development Programme	32	20-02-2017
Training CCC+	01	03-11-2016 to 17-11-2016
Workshop	02	26 & 27-08-2016

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

Teaching		Non-teaching	
Permanent Full time	**Temporary Full time**	**Permanent**	**Full time/temporary**
--	--	05	--

6.3.5 Welfare schemes for

Teaching	The co-operative society loan facility is available to teachers on demand
Non teaching	Loans are provided to non-teaching staff. - Credit society functions promptly - Tuition fees concession to children of staff - Rain coats to peons -Uniforms and washing allowance to support staff
Students	Book bank facility -Students Aid fund -Scholarship schemes to needy students.

6.4 Financial Management and Resource Mobilization

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

Internal Audit: - The accountant in the college under the guidance of the Principal, records day to day financial transactions.

Internal Auditor Sanghvi & Sons audits the accounts of the college.

External Audit: - All the financial documents are then submitted to external auditor, Dalal & Sons for external audit.

Specific Development grant received from UGC and all the files in relation to grant are verified by external auditor Natvarlal Vepari & Co. and audit certificate is issued.

Auditors from Government verify books of accounts of the college every two years.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	**Nil**	**Nil**

6.4.2 Total corpus fund generated   =

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	No	---
Administrative	No	---	No	---

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

6.5.3 Development programmes for support staff (at least three)

(1) Bicycle to peons.

(2) Financial help for medical treatment.

(3) Loan facilities from co-operative society.

(4) They are sent for computer training if required.

(5) Diwali bonus is given to all support staff by the teaching staff

(6) . Even before summer vacation support is given token of money gifts.

(7) As a human gesture, three support staff, were given financial aid during medical crisis, collectively by all staff members.

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

The women empowerment cell is formed which regularly conducts programmes for growth, awareness, empowerment thereby enhancing the employability of girl students, Carrier guidance for NET, SLET other competitive exams are given. All cultural activities like Garba, classical and modern dance, drama, Folk dance etc. dance, are performed. Self-defense training is given to girls by Selffinance English Professor Dr., Heena L. Patel

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) - **YES**
b. Participation in NIRF   : (Yes /No) - **NO**
c. ISO Certification   : (Yes /No) - **NO**
d. NBA or any other quality audit   : (Yes /No) - **NO**

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2016 -17	Seminar on 'Research Methodology and Practical Training on SPSS' for M.Com. Students	31-08-2016	01 Day	75
	Seminar On 'Non NET JRF for M.Phil. & Ph.D."	06-01-2017	01 Day	100
	State Level Group Song Competition in Collaboration With All India Radio and Swarr Music Academy	11-02-2017	01 Day	55
	National Conference on 'GST and its Implications on E-Commerce'	25-02-2017	01 Day	250
	Summer Training of HONS. Students	1-5-2017 to 15 -6-2017	45 days	57
	03 Projects by Honors Student	August-2016 to February-2017	7 months	35

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	**Male**
Poster Competition on 'Beti Bachavo, Beti Padhavo' and 'Unity in Diversity'	15-08-2016	160	40
State Level College Basket Ball League(Women)	26-09-2016	36	---

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
To support environment and create awareness amidst the students , the college undertakes the following measures:
  ▪ A compost pit is dug in the college to produce manure for trees and plants within the campus.

- Two Solar Panels are installed in the campus.
- Separate dustbins for dry and wet wastage are kept in the campus.
- Dustbins are provided in each class rooms.
- Medicinal plants are planted in the garden to educate students about medicinal plants.
- Students participated in cleanliness drive organised on 2nd October.
- To save paper, the office uses apps for online fees, notices.
- Lectures are organised on environment/cleanliness awareness frequently.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	Yes	for all
Ramp/ Rails	Yes	For handicapped
Braille Software/facilities	No	---
Rest Rooms	Yes	for girls
Scribes for examination	Yes	As & when required
Special skill development for differently abled students	No	
Any other similar facility	Yes Yes	1.Wheel Chair 2.Special arrangement is given to students who fall sick or in case of accident during examination.

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	---	01		Essay and Poster Completion on Voting Awareness	social awareness	09+02+02 Faculties
2016-17	---	01	27-07-2016	Blood donation camp	social service	110+ 04 Faculties
	---	01	05-08-2016	Tree Plantation at University Sports Sankul	save environment	80+04 Faculties
	01	---	05-08-2016	Plants Distribution to Primary Scholl	Save Environment	600+4 Faculties

01	---	08-08-2016	Prevention Through Awareness Programme With Indian Renal Foundation	Health awareness	100+ 04 Faculties
01	---	15-08-2016	Ekta Chain on 'Beti Bachavo, Beti Padhavo' and Airport Connectivity in Surat	Social Awareness	220+ 04 Faculties
01	---	27-08-2016	Organ Donation Awareness Programme	Social Awareness	200+ 04 Faculties
01	---	01-10-2016	Cleanliness Drive	Health and Hygiene	103+ 04 Faculties
01	---	05-10-2016	Oath and Rally for Cleanliness	Health and Hygiene	158+04 Faculties
---	01	05-10-2016	Blood Donation Awareness Programme	Social Awareness	125+04 Faculties
01	---	15-10-2016	Bharatiya Sanskruti Gyan Exam	Promotion of Indian culture	53+02 Faculties
---	01	02-12-2016 to 08-12-2016	Special Camp – Balkas Village	social service	47+04 Faculties
---	01	19-12-2016	Programme on Awareness of Cashless Transactions	Commercial Awareness	200+04 Faculties
Total	07	06			

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of conduct for Teaching, Non –teaching staff and Students	13-06-16	All the stakeholders follow the Code of Conduct prescribed by the college. No case of misbehaviour has been reported.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to ------)	Number of participants
Blood donation camp	27-07-2016	110
Tree Plantation	05-08-2016	80
Plants Distribution to Primary School	05-08-2016	60
Cleanliness Drive at Corporation Primary School	05-08-2016	30
NSS Oath Ceremony	11-08-2016	2000
Patriotic Song Competition	12-08-2016	43
Poster Competition on 'Unity in Diversity'	15-08-2016	200
15th August - Independence Day celebration	15-08-2016	220
Tiranga Flag March	22-08-2016	114
Cleanliness Drive	01-10-2016	103
Essay Competition on 'Cleanliness'	02-10-2016	08
Oath for Cleanliness	05-10-2016	115
Cleanliness Awareness Rally	05-10-2016	158

Blood Donation Awareness Rally	05-10-2016	150
Blood Donation Awareness Seminar	05-10-2016	125
Bharatiya Sanskruti Gyan Exam	15-10-2016	53
Essay Competition on 'Voting Awareness'	18-10-2016	09
Poster Competition on 'Voting Awareness'	18-10-2016	02
NSS Annual Camp - Balkas	02-12-2016 to 08-12-2016	47
Blood Donation Camp	27-12-2016	85

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

Though in the heart of the city, the college has a vast spread and well maintained campus. Enormous efforts are put in to develop this campus in an eco-friendly manner.

- Compost pit is dug in the backyard where natural manure is regularly produced and is used for the plants within the campus
- Solar panels are installed within the campus as a drive towards generating and using natural power.
- Medicinal garden constitutes of plants and herbs which serves the purpose of beautification as well as educates the students with its benefits.
- A regular affair to inculcate the habit of conserving and preserving the environment is done each year by conducting tree plantation and cleanliness drive in the campus at regular intervals.
- Wet and dry dust bins are located at vital junctures throughout the college.
- Dustbins are provided in each class room.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website
https://www.srnmartscollegevalia.org/best-practices

7.3 Institutional Distinctiveness

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

https://www.srnmartscollegevalia.org/institutional-discreteness

8. **Future Plans of action for next academic year (500 words)**

- We will organize National Seminar.
- We will introduce the digitization of office work
- We will try to improve library facilities and purchase books for enhancing knowledge
- We shall arrange various activities under committees as –Cultural Committee, Debate and Elocution Committee and Saptadhara Committees which is a common practice of the college since its inception.
- We shall plan various seminars and career guidance Programme, skill oriented soft skills programmers and conduct various campus interviews and job fair under Udisha Club.

Name :- .-Dr. Niyatiben B.Bhatt.

Name:- Vice- Prin.Bhavana.K.Gothana

For Incharge Principal
Shree Rang Navchetan
Mahila Arts College, Valia,
Dist. Bhaurch-393 135

Signature of the Co-ordinator IQAC

Signature of the Co-ordinator IQAC