



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	S. B. MAHILA ARTS COLLEGE, MEHTAPURA, HIMMATNAGAR
Name of the head of the Institution	Dr.Nazima R. Shaikh
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02772222142
Mobile no.	9426427048
Registered Email	sbmahila@gmail.com
Alternate Email	Nazimashaikh6@gmail.com
Address	Mehtapura, Vijapur Road
City/Town	HIMATNAGAR
State/UT	Gujarat
Pincode	383220

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Ms. Shadab Rose			
Phone no/Alternate Phone no.		02772222142			
Mobile no.		9925389359			
Registered Email		roseshadab@yahoo.com			
Alternate Email		roseshadabkhan@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://sbmartscollege.org/wp-content/uploads/2021/01/AQAR-2018-19.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://sbmartscollege.org/wp-content/uploads/2021/01/AC-2019-20.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.03	2008	28-Mar-2008	28-Mar-2014
2	B+	2.63	2017	22-Feb-2017	21-Feb-2021
6. Date of Establishment of IQAC			04-Apr-2018		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

IQAC Meet 2	13-Feb-2020 1	13
IQAC Meet 1	27-Jul-2019 1	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S. B. Mahila Arts College, Himmatnagar	Udisha Placement Grant	MHRD	2019 210	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Sr.No Contribution 1 Utilization of RUSA grant. 2 Guided teachers for FDP/Seminars/Workshops. 3 Participation in Youth Festival. 4 Health awareness program. 5 Voter Awareness program 6 Conducted Soft skills and spoken English certificate course. (Finishing School) 7 Prepared Academic Calendar and followed tentatively. 8 IQAC Presentation. 9 The website is updated. 10 Successfully Conducted teachers workshop. 11 conducted certificate course in Food and Nutrition. 12 Proposal submitted for new program and courses.

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

Plan of Action	Achievements/Outcomes
Faculty Development Programme.	Attended IFDP/FDP by various faculties.
Soft skills and spoken English certificate course.(Finishing School)	Running.
Academic Calendar.	Prepared and followed Tentatively.
Power point presentation of AQAR (2018-19)	Prepared and showed.
Construction of Auditorium	Under construction
Website Updation	Under maintenance
IQAC Meetings	Smoothly conducted.
Grant of RUSA Component 9.	Received
Seminar/Workshop/conferences	Conducted one for Staff
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
MMI Trust	23-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	16-Feb-2017
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	30-Sep-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, the Institute is well operational with an information system that takes care of various activities such as admission (online), office management, students' feedback, and a continuous internal assessment process. The Institutional official website provides detailed information to all the stakeholders. The Library is fully automated and digitalized. The students are able to get their test scores at
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the end of examinations. Examinations - The information system takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection, and compilation of continuous evaluation marks, and declaration of results using the CGPA system. All important notifications to all stakeholders of the college are notified through WhatsApp. The notes and materials are available in multiple formats such as pdf, word, ppt, and other channels. The IQAC gathers the data from various sources for the better achievements of the institution. The head of the institution in coordination with the coordinator calls a meet to communicate the strategic plan to the management. Then the IQAC conducts the same meet with the staff members to communicate the yearly agendas for achieving the institutional goals thoroughly and prosperously. The management information system supports building a healthy, preferable and disciplined academic and administrative atmosphere in the institution. It bridges building between the perceived present situation and the desired future situation. The MIS involves stock of the educational policy, economy, and other social responsibilities. It adapts the organization to its environment but, on the other hand, tries to exert a positive effect on the development of its local community wholeheartedly. The management information system improves the efficiency of administrative services. It gathers data through questionnaires from various welfares like Alumni, stakeholders, teachers, and parents. The data are analyzed for the better performance and progress of the institution. It includes the technologic, infrastructures, academics, and administrative insufficiency of the college. To remove its demerits, it is analyzed in the meet of the IQAC.

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

All students begin their academic flight with the wings of this three-year degree course by attending an Orientation programme which is most probably organized for them between 15th to 30th June at the beginning of every academic year by the institute. It determines them their expedition of life for how and where to achieve their goal or ambition. The well-planned curriculum which is designed by the experts and scholars of the concerned subjects of Hemchandracharya North Gujarat University is communicated and explained thoroughly in this orientation. The institute strictly follows the academic calendar provided by the university. The teachers prepare their Objective Driven Teaching Plan in their daily diary. The College encourages its faculty members to participate in Orientation/ Refresher Courses/ Workshops/ Seminars organized by the university or other universities to update their knowledge and to improve their teaching practices. The Principal conducts meetings with the HoDs of all departments for novel ideas for effective implementation of the curriculum. The teachers motivate the students for active participation in presentations, assignments, discussions, workshops, seminars, and various visits related to the curriculum. For the betterment of the students, the teachers stay connected with the students through a tutor ward system. Every staff member is assigned 15 to 20 students to whom the tutor remains friendly, always acts as a counselor, and guides them benevolently. The Tutor maintains a record of academic and co-curricular progress by interacting with them at least once a week to see or check their growth. The IQAC monitors all these academic and co-curricular activities on regular basis to ensure timely and proper placement of timetable, unit tests, mock practical examinations, peer learning, group discussion, case studies, projects, quizzes, etc. The Vision, Mission, and Objectives are informed and communicated to these stakeholders by the college website, MIS, brochures, hoardings, college walls, display boards, academics, and administrative departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Finishing School	00	23/09/2019	100	To inculcate adaptive and positive behaviour, that enables individuals to deal effectively with the demands and challenges of everyday life in their fields and day today life.	Life Skills: Critical and creative thinking, decisionmaking, effective positive attitude.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	00	Nil

BA	00	Nil
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	NIL	Nil
BA	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	46	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
00	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Nil	Nil
MA	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback is collected at various levels in every academic year. The collected feedback is kept in front of the IQAC during the meet to analyze for necessary action where ever applicable. The academic feedback is taken every week from the class representatives and the Girls' Representative of the college checks and interact with the girls' feedback on monthly basis regarding the general facilities including, the canteen, general hygiene, and cleanliness also. The actions to problems of urgent nature are addressed by the authority immediately. The other problems which require management decisions are put up before the Chairman and also addressed accordingly. The Parents' Feedback is collected when the parents meet is conducted in college apart from other issues enables parents to give suggestions regarding the curriculum of their wards.</p>

The Alumni of the college who have on the job, business, or for higher studies also provide feedback on how their years in the institution have groomed, shaped their personality, and made them special at their places of work or study. The alumni also give encouraging proposals that motivate or inspire the students a lot to achieve improved greater goals. The teachers track students progress by assigning work more regularly through problem sets, such as written homework or classwork helps to achieve a major goal and develops students' general problem-solving ability. Teachers also assess the students through the mechanism of interaction with students, quizzes, assignments, daily attendance, and mid-term examinations. Accordingly, the students are assessed and awarded marks in consultation with the department and as per the university/institute's guidelines or policies.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hindi, Sociology, Gujarati, & English	Nil	412	412
MA	Hindi, Sociology & Gujarati	Nil	151	151
No file uploaded.				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	412	151	8	8	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
10	8	12	8	Nil	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, a students mentoring system is available in the institution. It strengthens the academic relation of students and teachers. Each faculty is allotted 15 to 20 students mentorship. Faculty members give additional time to academically weak students by engaging in remedial classes, providing previous years question papers to solve, question banks with solutions, conducting tests quizzes, etc. Every year after result declaration a Parents Teachers Meet is organized for each semester to show the progress and updated performance of students. The

faculty motivates and boosts students' confidence by conducting various co-curricular activities also. When students encounter any learning difficulty then they are guided or mentored by respective faculty regular lectures. In short, a teacher behaves, counsels, and mentors the students as a friend, philosopher, and guide that allow the students to contact the teacher freely friendly, and confidently.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
412	8	1:52

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	Nil

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil
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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
MA	59	SEM IV/2019-20	23/04/2020	01/10/2020
MA	59	SEM II/2019-20	23/04/2020	21/10/2020
MA	59	SEM III/2019-20	23/10/2019	28/01/2020
MA	59	SEM I/2019-20	23/10/2019	05/03/2020
BA	59	SEM VI/2019-20	23/04/2020	09/10/2020
BA	59	SEM IV/2019-20	23/04/2020	17/10/2020
BA	59	SEM II/2019-20	23/04/2020	23/10/2020
BA	59	SEM V/2019-20	23/10/2019	18/01/2020
BA	59	SEM III/2019-20	23/10/2019	04/03/2020
BA	59	SEM I/2019-20	23/10/2019	14/05/2020
No file uploaded.				

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

The institution is an affiliated college of HNGU, Patan. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice boards, departmental notice boards, the college website, and also verbally by the faculty members of the department. All departments conduct an internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded on the college website. The orientation programmes are conducted at the beginning of the semester. The faculties inform the students about the examination pattern, schedule and regulations also. The schedule is displayed on the Notice Board too. The Principal conducts Review Meetings department-wise to give necessary feedback for the improvement of students' performance. RE- Examinations are conducted for the absentees and students who fail in Continuous Internal Evaluation as per university guidelines.

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

The Academic Calendar contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates, examination dates, extra co-curricular activities, semester-based and annually based examinations. Before the commencement of every semester, the respective department prepares a detailed study plan of assignments, presentations, and submissions. Finally, this is distributed to the departmental teachers and the students and also made available on the college Website. The effectiveness of the process is maintained through effective monitoring by the IQAC coordinator and Principal. The Principal sees to it that all departments follow the academic calendar strictly.

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://sbmartscollege.org/p-o-p-s-o-c-o/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
59	BA	Hindi, Gujarati, Sociology & English	73	47	64.38
59	MA	Hindi, Gujarati, & Sociology	55	26	54.16

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2.7 – Student Satisfaction Survey

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

<https://sbmartscollege.org/feedback/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
No file uploaded.				

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
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Physical Education	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	Nil	0
No file uploaded.			

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

Department	Number of Publication
Physical Education	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	20	7	Nil
Presented papers	2	6	3	Nil
Resource persons	Nil	Nil	Nil	2
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Essay writing	Ranger	2	25
Guest Lecture	Ranger	8	57
Workshop	CWDC	3	65
Jungle visit	Eco club	1	32
Visit of Leprosy Centre	Ranger	1	24
Swami Vivekananda Jayanti	Ranger	2	35
Guest Lecture	CWDC	6	92
Netaji Subhash Chandra Bose Jayanti	Department of Hindi	2	55
Shaheed Diwas (Essay writing)	Ranger	1	17
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	Govt. of Gujarat, NSS Cell of Higher Education Department.	National Integration Camp Junagadh	Nil	2
No file uploaded.				

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
NIL	00	NIL	00
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	00
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

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	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11842	722883	133	12390	11975	735273
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

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
0	0	0	0

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

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for those students who take admission in our college. The college collects the fee from them for curricular and co-curricular as per the norms of Hemchandracharya North Gujarat University, Patan. Teaching-learning: Each department is given laptops with a connectivity of the internet. Other than this, the college has an adequate number of computers with internet connections. The computers and ICT enabled Class Rooms, laptops, computers and every technical related issue are maintained by the local experts on a contractual basis through AMC. General Maintenance: The office maintains register(s) to record the complaints related to AC, furniture, fixtures, plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of them are resolved by the in-house staff. If required, the experts from outside agencies are called. Annual Maintenance: Contracts are signed for AC, Pest Control, Water Purification and Coolers. Some software is also under AMC. Library: Staff members, students and ex-students can easily access the library facilities for borrowing books, magazines, periodicals, CD_ROM and other materials as per the rules. On holidays it is made available for the other governmental and the non-governmental organizations for conducting the recruitment exams. Annual audit of the college library is conducted regularly. Language Lab: The maintenance of the laboratory is managed by the Laboratory technician under the supervision of the Principal or lab Co-ordinator. IT Infrastructure: Each year, the IT support staff has to carry out preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment. Sports: Students are not allowed to use indoor sports facility while lectures sessions are in progress and during the examination period.

<https://sbmartcollege.org/infrastructure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	SC,ST and BakhshiPanch	230	682430
b) International	Nil	Nil	Nil

No file uploaded.

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	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
NIL	Nil	Nil	0
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	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
Cosmo, Gandhinagar	4	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nil	NIL	NIL	NIL	NIL
No file uploaded.					

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

Items	Number of students selected/ qualifying
Any Other	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volleyball (Five Teams)	college	60
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	West Zone Inter-University Vollyball (Selected)	National	Nil	Nil	BA059183 5611	Dhvni Gohil

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

The mission of the students' council of the college viz. Wise Girls Students Union (WGSU) is to protect and promote the interests of the student community inside the college campus by conducting the Annual College Week and Fresher's Week of the college, the annual Youth Festival of the affiliating university and publication of the college magazine in time. Prevention of ragging in the campus, participation in various activities through Ranger, NSS and Sports Club. WGSU suggests the administrative machinery of the college for improving the amenities of the students. The President of WGSU is an active member of the IQAC. IQAC has taken arrangement for GB approval to include student members in 15 inhouse bodies in addition to the previous 4 inhouse bodies viz. Career Guidance Cell, Academic Committee, Campus Beautification Committee, Extension Education Advisory Committee, Library Advisory Committee, Sports and Games Promotion Committee, Students' Discipline Maintenance Committee, Ranger Advisory Committee, NSS Advisory Committee, Health Care Committee, Students' Grievance Redressal Cell, Canteen Monitoring Committee, Students' Counselling Centre, Anti Ragging Committee, Internal Complaints, RUSA and Internal Quality Assurance Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

91

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

14677

5.4.4 – Meetings/activities organized by Alumni Association :

-Funfair -Parents-teachers meet - Conducted Course of Tailoring and Beauty parlour. -GPSC training workshop

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)

Best Practice 1. The management information system supports building a healthy,

preferable and disciplined academic and administrative atmosphere in the institution. It bridges the gulf between the perceived present situation and the desired future situation. The Management Information System runs the institute in a well-planned manner. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in the building of the college. Their involvement and cooperation in devising and implementing decision-making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. The college secretary who is the management representative works, guides, and offers wise suggestions in a friendly manner to the IQAC team comprising the principal, co-coordinator, few senior faculties, and administrative staff as well. The Institute has actively functioning IQAC. The IQAC meets twice a year with academic and administrative staff to communicate the strategic plan. The principal, Heads of the departments, teaching, and non-teaching faculty along with, class student representatives together concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution and act according to the aims and objectives of the Institution. The Institute promotes and empowers students, academic and administrative staff at all levels by including them in various plans like Grievances Redressal Cell, Anti-ragging Committee, Examination Committee, Extra-curricular, Research and Extension, Admission committee, IQAC, Alumni, and Placement cell. The placement cell is given freedom in Arranging pre-placement training and programs for the students, communicating with the potential employers to arrange for the job placement at the campus, Arranging the entire placement event, and communicating with the employers on the offer letters to the students and ensure the necessary arrangements. The examination system is monitored and controlled by the convener. The convener of the examination has the autonomy to operate the entire activity related to the assessment such as examination, hall tickets, question papers security, collection of assessments, results declaration, Issue of the statement of marks, and approving the results. Best Practice 2. The college has its own Board of Studies comprises all the heads of the department where they carry out revision of the syllabus, changes the assessment policies, implement and execute the best practices in the teaching and learning process, monitored Students academic activities and their progression after results, and runs remedial classes timely in major subjects. The Head of the department has full autonomy in operating the department in terms of subject allocation, Assessment preparation, conference, seminars, and guest lectures in such areas the department has its own autonomy. These are the notable areas where the institution encourages the decentralization process and autonomy to run the operation and academic activities.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	S. B. Mahila Arts is an affiliated College of HNG University, Patan. It follows the admission norms of HNGU. However, The Institution ensures wide publicity and transparency in the admission process through prospectus and College website. The prospectus and

application form are uploaded to the College website. Prior to the results of higher secondary examinations, the counseling Center inside the College helps the parents to inquire information about the range of courses, eligibility criteria, and process of admission as well as academic support facilities. Students eligible as per the University Norms are selected on a first come first served basis. Online registration and admission facility can also be available. Electronic Data Collection and fee payment mode are enabled. The student information is maintained online for verification and approval.

Curriculum Development

The College has a well-organised mission to achieve its vision with the various goal acquiring activities. The curriculum specified by University is effectively introduced, imparted and taught to the students of UG and PG through well planned academic calendar. The Institution maintains a cordial relationship with all its stakeholders to ensure that the objectives of the curriculum are achieved. The College provides additional skill-based programmes for the students to keep pace with regional and global employment markets. Faculty members give additional time to academically weak students by engaging remedial classes, providing previous years question papers to solve, question banks with solutions, conducting tests quizzes etc.

Teaching and Learning

The students mentoring system is available in the institution. Faculty members give additional time to academically weak students by engaging remedial classes, providing previous years question papers to solve, question banks with solutions, conducting tests quizzes etc. Every year after result declaration a Parents Teachers Meet is organized for each semester to show the progress and updated performance of students. The faculty motivates and boosts students' confidence by conducting various co-curricular activities also. Use of ICT makes the classroom live and technologically upgraded. Teachers provide study materials to the students in various forms like printed,

handwritten, soft copy, PPT slides/PDF presentation and organize student seminars on recent trends and developments in respective subjects.

Examination and Evaluation

The institute follows the academic calendar of our university. However, at the institutional level, the institute conducts Preliminary examinations, Retest, assignments, Guides the students to attempt answers correctly and accurately, and Evaluation of received answer sheets and timely declaration of results. The examination system is monitored and controlled by the convener. The convener of the examination has the autonomy to operate the entire activity related to the assessment such as examination, hall tickets, question papers security, collection of assessments, results declaration, Issue of the statement of marks, and approving the results and remedial for weaker students in all major subjects.

Research and Development

It includes responsiveness and administrative support in the institution in utilizing the supports and resources available at the Government agencies and other agencies. Provides infrastructure in terms of space and equipment. In short supports all those facilities that are made available on the campus. The institution provides academic and administrative support and resources required to enable the faculty to submit the project proposals and approach to funding agencies for mobilizing resources for research. The faculties are motivated, inspired and guided timely to take up research activities.

Library, ICT and Physical Infrastructure / Instrumentation

The library has a good collection of books, journals (National/International), audiovisuals, CDs, newsletters, etc. It aims to serve the needs of Faculty, Research Scholars, Students and other members of the center by providing an excellent collection of literature. The center has nearly a collection of 12,942 resources not only covering books but also references, Encyclopedia, CDs, DVDs, and others.

Human Resource Management

The College has specific norms and policies for Human Resource Management.

The selection of the right candidate is done through the interview Panel board comprises of the Principal, senior teachers, one member of the management and external expert of the university for transparency. Advertisement is published in a state as well as in the local newspaper. The new recruiters are encouraged to attend orientations, seminars, workshops, conferences and other academic improvements through Duty leave apart from this they are given all employee benefits as per the norms of UGC, State government and University.

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

E-governance area	Details
<p>Planning and Development</p>	<p>To use ICT in the process of planning college events and activities, the institute uses personal e-mails, WhatsApp, and Weblink. Important notices and reports are also circulated via e-mails or WhatsApp to the staff and students. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize manual efforts and improve communication, create a transparent system, and be cost and time-effective. To facilitate the same college is using Tally ERP 9.0 for Students, Examination, Finance Account, Employee, and Library Modules. The College maintains a website that acts as a portal to view the updated information. The Institution follows UGC procedures for the planning of academic curricular programs. To facilitate effective planning and development of an Internal Quality Assurance Cell (IQAC) is functioning and effective through online services. An IQAC cell provides the updated standards, guidelines, appropriate training for all the faculty members every year to get exposure and have effective implementation of academic activities. An academic calendar is prepared and circulated to the students and teaching faculty. The academic calendar provides information regarding the dates of commencement of classes in the odd and even semesters, last dates for paying tuition fees, dates of commencement of internal tests, last working day, date of remitting</p>

	<p>examination fees, department wise faculty list, holidays for odd-even semesters, course wise scheme of examinations as per the norms of affiliated Hemchandracharya North Gujarat University, Patan.</p>
<p>Administration</p>	<p>To achieve the target of Paperless work, the IQAC committee starts using personal e-mails. The college has Biometric attendance for teaching and non-teaching staff. ICT is in Administrative work. The College campus is equipped with Hikvision's 16 CCTV Cameras at various places and software is available for surveillance on the computer for college authorities. College staff uses a Smartphone with an inbuilt social app like Gmail to communicate. WhatsApp Group helps to provide brief notices of any event to happen in college. Facebook is also used for awareness and smooth functioning of the college. The institution has initiated decentralization in every aspect. Every department has been provided with its own autonomy in terms of operations. The Principal of the institution leads and watches all academic and non-academic activities. The principal monitors the entire operations of the institution. And the principal reports academic progress to the management every year with the support of the IQAC coordinator. The convener of the examination operates the examination with autonomy and are for maintaining the standard of university norms and procedures Administrative office reporting to the principal on all the operational matters. The Heads of the department are provided with autonomy for their academic operational activity. All the Heads of the department are reporting to the Principal and Heads are in charge of the programme coordinators and faculty members. Various committees are formed such as Grievance Committee, Examination Committee, Admission Committee, Library Committee, etc. which help the principal to run the institute in a well-planned manner.</p>
<p>Finance and Accounts</p>	<p>To produce immediate information in finance and Accounts, the institute has a "Single Click Accounting", through the system of e-governed. The college</p>

uses the software Tally ERP 9.0 for the transparent functioning of Accounts and Finance. The same software is used to generate various reports. The financial records and budget relating documents of a grant received/ receivable from UGC, RUSA, fees collection and etc are maintained by the admin department. The principal and the governing body keep watch on these records by conducting audits every year.

Student Admission and Support

Student admission for the year 2019-2020 is partially implemented online. The software named, 'college Management System' is used to fulfill the need for Student admission and Support. As the admission process is semi-online, admission forms are also provided to the students to submit printouts and required documents at respective counters. The institute uses software for student support like for issuing transfer certificates, Bonafide certificates, I cards, etc. The Institution has designed a college Course detail Brochure with vision, mission and goal. The same information is uploaded on the college website with the course outcome. Separate counseling is given to the students during the admission process. The strategies like Mentor mentee System, Orientation programme, Saptdhara, Sports, curriculum and assessment planning, etc. provide exposure and support to the students to enhance their skills.

Examination

To achieve Paperless communication between Exam and other departments, the institute uses Tally ERP 9.0 software for the following: Seat Numbers, Hall Ticket, College results Class wise, Roll call list for all classes, Student fee Records, Print the exam seat number wise and list of Seating Arrangement of University Exams. The College maintains a website that acts as a portal to view the updated information's. The institution follows University or UGC procedures for the planning of academic curricular programs. To facilitate effective Planning and development an Internal Quality Assurance Cell (IQAC) is functioning. The IQAC cell provides the updated standards, guidelines, appropriate training to all faculty members as per their requirement for effective implementation of academic

activities. An academic calendar is prepared regarding the dates of commencement of classes in the odd and even semesters, last dates for paying tuition fees, dates of commencement of internal tests, last working day, date of remitting examination fees, rules and regulations of the college, distribution of marks for internal assessment.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Importance and Effective use of ICT	Importance and Effective use of ICT	27/02/2020	27/02/2020	9	6
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	2	16/12/2019	22/12/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employee Provident Fund. Gratuity. Duty leaves to attend conferences, Seminars, FDP's, Summer Internships, and Workshops.	Employee Provident Fund. Gratuity. Duty leaves to attend conferences, Seminars, FDP's, Summer Internships, and Workshops.	•Govt. Scholarships • Fee waive in sports quota and financial weak students

6.4 – Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution yearly which is appointed by the management. The report of the internal audit is submitted to the management through the principal. The external audit is conducted once a year by the external agency that comes from the Commissioner of higher education, Gandhinagar. Both internal and external audit includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges, etc. and nonrecurring expenses like lab equipment purchases, furniture, and other development expenses.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	Commissioner of Higher Education, Gandhinagar	Yes	CA appointed by Management

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

The parents-teachers association is held in regular intervals during 2019-20. The key areas of the support and activities from PTA are as follows: 1. Feedback collected from the parents. 2. One of the parents is a member of the Internal Quality Assurance Cell (IQAC) which drives the institutional academic and non-academic activities. 3. Students academic performance and improvement are communicated with the respective parents when needed. 4. Placement and opportunities are discussed with the parents in order to make their daughter prepare for such a job placements opportunities.

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

PowerPoint Presentation online Format of AQAR Workshop on ICT Training of Yoga And Meditation

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

Nil

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC meet 1	27/07/2019	27/07/2019	27/08/2021	12
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self-Defense Workshop for girls organized by Department of Physical Education	15/07/2019	20/07/2019	23	Nil
Seminar on Gender Sensitization	28/09/2019	28/09/2019	82	3
Awareness Program on Women Safety and Respect	22/12/2019	22/12/2019	103	7
Role of women in freedom movement	08/03/2020	08/12/2020	92	3
National Girl Child Day	24/01/2020	24/12/2020	56	2

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

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
No file uploaded.			

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

The Institute is always interested in making its campus more preservative and protective for the environment. The college has a dedicated Eco Club to strengthen this objective. Focus is laid on reducing the waste stream like using papers for printing only when it's very required. Use of one side printed papers for printing also is carried out. Additionally, an adequate number of trashes and dust bins are placed all over the campus for maintaining a healthy environment. Green Initiatives: We involve students in green activities throughout the year. Some of the initiatives in this regard are Tree Plantation Programmes, Sparrow Shelter Drive, Cleanliness and Beautification Drives, Swach Bharat Abhiyaan with the involvement of students. The green cover on the campus takes care of the air quality. E-waste management: Electronic goods are put to optimum use by keeping the professional technician on contract. E-wastes are exchanged with the companies when new electronic appliances are purchased. Efforts for Carbon neutrality: All the types of equipment are based on the latest technology causing very minimal or no environmental hazard. Refrigerators are environment compliant. The College has made arrangements for the parking of vehicles of students and staff at a separate space demarcated for the same. This helps to keep the Campus clean and pollution-free.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Best Practice: Financial Aid to the deserving students by the college. Objectives of the Practice: To motivate the students coming from rural areas with low economic backgrounds. To save them from discontinuation of their studies owing to poverty. To support financially all the deserving poor students without any discrimination of caste and creed. To inculcate the values

of 'generosity' and a 'sense of social responsibility among the students. The expected outcome is that the students would be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand without discrimination.' The Context: The noble objective had faced challenging troubles in its design and implementation. The college struggled a lot in deciding the eligibility criterion for the aid. After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government scholarship without any discrimination of caste and creed.

Verification of the financial backwardness of the aspirants was yet another challenge. The Practice: In and around areas of the college, there have been people into miserable conditions of abject poverty, illiteracy, and ill-health.

In a situation of such dire poverty, whatever meager resources available are used primarily to make both ends meet. So, sending their children away for higher education stuck the poor parents in rural areas. Though sometimes, they do venture to admit their children to colleges in the town unable to give sustained financial support due to weak financial condition either this or that reason. (Loss in Farming, irregular labour works, etc.) So, it is evident that without financial support from an external source, the rural youth cannot hope to complete their higher studies. 2. Title of the Practice: MENTORING

Objective: To achieve the vision of the institution viz., to develop the all-around personality of the girl students on progressive lines. To provide a continuous learning process for both the mentor and the mentee. To establish the mentor as a role model and to support the mentee for personal and academic development. The context: The necessity of mentoring has been realized to opt as one of the best practices by the institution on the recommendation of NAAC for keeping healthy academic practices at the institutional level to attract the girl students for better education. The absence of a proper system of mentoring, guidance, and counseling in other colleges motivated the institution to adopt the system of mentoring in the campus for the students who come from remote areas. The main focus of the institution is to impart guidance for the all-around development of the students for academic as well as aesthetic development. Moreover, it clears the institutional mission and vision to the students for making them responsible citizens. The Practice: Mentoring session is conducted after every internal exam from 11.30 AM to 12.30 PM regularly. The session is compulsory for every student to attend without fail after realizing their weak academic and professional points. Mentors are assigned 30-35 students for the whole duration of a semester each. The mentors are provided with all details of the mentee's performances in terms of curricular and co-curricular records (weekly test, class test, and mid-term and end-semester exam) by the concerned departments. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline, and career-related issues. The mode of communication between the mentor and mentee establish through, Phone and E-mail, WhatsApp, and in-person. The practice of the mentoring system is evaluated by the Principal with the IQAC coordinator and HODs of various departments. The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions. Evidence of Success: Improvement in mentees discipline, interaction, and communication skills. Improvement in internal and external exams. The establishment of a friendly and confident relationship between teachers and students has provided a congenial atmosphere in the classroom as well as on the campus. Problems encountered and resources required: Due to the burden of labour and domestic responsibility, the girl students dont want to stay in the college after 11.00 AM neither for any academic activities nor for academic development. The parents only concern for the government scholarship and their wards graduation and not for girls empowerment. Inadequacy in general guidance, career, and professional-related materials except for government-driven projects. This is due to the financial constraints faced by the

management because the institution is dependent on grants.

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

<https://sbmartscollege.org/institutional-practices/>

7.3 – Institutional Distinctiveness

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

Our college believes in Beti Padhao Sashakt Banao, thus it is important to educate a girl child to make her empowered, confident and self-reliant through overall progress and development. For the same purpose, the college has its own vision, mission, and goal so accordingly, the institute always tries to function uniquely, innovatively, and distinctively from the other institutions. As far as our Mission and Vision are concerned, the college always tries to implement distinctiveness in the work. The girl students who come from the surrounding areas belong to rural areas with poor backgrounds, but they are not poor in talent, knowledge, and humility. Our college staff identifies the talent and encourages the students as per our mission and tries hard to bring them into the mainstream of higher education. This institution was established in the year 1993. The main aim is to provide an opportunity for the rural girl students of this area especially to pursue higher education for their development and progress of the family. In this regard, there are various government schemes for HEI to provide exposure to the girl students to get an opportunity to participate in every curricular, extracurricular, and extension activity very actively. Through the NSS, RANGERS, LEARN and EARN, and GOVT., schemes the girl students develop their academic, professional, cultural, social, and national responsibilities. Student welfare offers them to earn their own by participating in the earn and learn scheme to stand independently. To cope up with the financial struggle, the college organizes the women empowerment programs like a funfair, Mehndi making, tailoring, etc. Special health-related camp like Thalassemia Check-up is organized for new entrants. Department of Physical Education allows them to actively participate in games like Kho Kho, Chess, Volleyball, Badminton, Cross-Country, Relay race, etc. Our students get selected as university blues. Our girl students represented Hemchandracharya North Gujarat, University, Patan in the following events in 2019-20: 1. Our 4 girl students were represented in Volleyball in the All India Inter-University and National Level Championship, held at Govind Guru Tribal University, Banswara - Rajasthan. 2. One of our girl students selected and participated in the All India Athletics Championship, held at Rajiv Gandhi University of Health and Science, Bangalore. 3. Again a girl student was Selected from our college in the university team for the All India cross-country inter-university competition held at Vishakhaputtanam, Andhra Pradesh. 4. Further a girl student was Selected in Gujarat girls Team and played in the Volleyball Senior National Championship held at Bhuneshwer - Cuttack. 5. Our girl students also participate in various events and bags medals in District Khel Mahakumbh also. I am happy to share that the college first time organized Half Marathon (charity run) at the district level successfully in which 586 people participated and the amount which we collected from this run was donated for a noble cause. Additional Information: Our college provides an opportunity for rural girls especially for the economically underprivileged students from villages. The literacy rate is gradually improving every year.

Provide the weblink of the institution

<https://sbmartscollege.org/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

1. Prepare question bank (MCQ) for competitive and college Examinations. 2. The institution is aiming to increase skill-based development training programmes for the students to raise employability for placement for the students with the concept of "Girl at the right place", through the Placement Fair. 4. Conduct of External Academic and Administrative Audit. 5. Green Audit to make the campus completely eco-friendly. 6. Online feedback system for students other stakeholders. 7. Activities for the promotion of universal Values and Ethics. 8. Increase Certificate/Diploma Courses to provide additional employable knowledge. 9. Add Value added courses that provide the students with an understanding of the expectations of the industry, employability, bridge the skill gaps and make students industry-ready and opportunity for developing inter-disciplinary skills. 10. Increase extension and outreach programmes in collaboration. 11. To develop E-content for students in support of teaching-learning through various delivery modes for formal and non-formal education, for supplementing and complementing. 12. Number of capability enhancement and development programmes to Inculcate confidence in students through practical learning. 14. Conduct more Sports and cultural activities/competitions organised at the institution level. 15• Arrange the Number of professional development / administrative training programmes for teaching and non-teaching staff. 16. Activities and support from the Parent-Teacher Association. • Number of gender equity promotion programmes by the institution. 17. Include Situational programmes. 18. For the year 2020-21 the institution aiming for a more industry-linked employability programme. 19. To increase research and publication in UGC approved journals. Maximum participation in international workshops, seminars and conferences in 2019-20. 20. To apply for Government and non-government grants. 21. The institution aims to achieve a higher grade in the 3rd cycle.