To.
The Director
National Assessment and Accreditation Council (NAAC)
(An Autonomous Institution of the University Grants Commission)
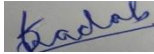P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560072

Sub: Submission of Annual Quality Assurance Report (AQAR) for the year 2017-2018

Registered NAAC <u>Track ID: GJCOGN13572</u>

Respected Sir,

Warm greetings from S.B.Mahila Arts College, Himmatnagar, run by MMI Trust.

The college offers 4 UG courses & 3 PG courses and has been accredited by NAAC

with B+ grade in 2016-17 on its 2nd cycle. As a NAAC accredited institution, we hereby submit

the Annual Quality Assurance Report (AQAR) for the academic year 2017-2018. Kindly

consider our AQAR submission and acknowledge the same.

Thanking you

Ms. Shadab Rose   Dr. N. R. Shaikh

(IQAC Coordinator)   (I/C Principal)

                                                         (IQAC Chairman)

Mobile: 9925389359   9426427048

The Sarvodaya Nagrik Sahkari Bank Ltd. Mahila Arts College

Mehtapura, Vijapur Road

Himmatnagar, Dist. Sabarkantha, Gujarat

383 220

NAAC Track ID <u>Track ID: GJCOGN13572</u>

Annual Quality Assurance Report (AQAR)

2017-18

Submitted to the National Assessment and Accreditation Council (NAAC)

By

The Sarvodaya Nagrik Sahkari Bank Ltd. Mahila Arts College

Mehtapura, Vijapur Road

Himmatnagar, Dist. Sabarkantha

Gujarat

383 220

NAAC Track ID Track ID: GJCOGN13572

Name of the Affiliating University:

Hemchandracharya North Gujarat University, Patan

Phone: 02772-222142

Mobile: 9925389359, 9426427048

Website: www.sbmartscollege.org

Email: sbmahila@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC

2017-18

Content

Part- A

Part – B

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

Data of the Institution

1. Name of the Institution

The Sarvodaya Nagrik Sahkari Bank Ltd.

Mahila Arts college.

- Name of the Head of the institution :

  Dr. Nazima R. Shaikh (I/C)

- Designation:

  Associate Professor

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   02772-222142

- Mobile no.:   9426427048

- Registered e-mail: sbmahila@gmail.com

- Alternate e-mail :   nazimashaikh6@gmail.com

- Address   : | Mehtapura, Vijapur Road

- City/Town   : | Himmatnagar

- State/UT   : | Gujarat

- Pin Code   : | 383 220

2. Institutional status:
- Affiliated / Constituent: | Affiliated

- Type of Institution: Co-education/Men/Women: | Women

- Location : Rural/Semi-urban/Urban: | Rural

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) | Grant-in aid/ UGC 2f and 12 (B)

- Name of the Affiliating University: | Hemchandracharya North Gujarat, Patan

- Name of the IQAC Co-ordinator : | Ms. Shadab Rose

- Phone no. /Alternate phone no.: | 02772-222142

- Mobile: | 9925389359

- IQAC e-mail address: | roseshadab@yahoo.com

- Alternate Email address: | roseshadabkhan@gmail.com

3. Website address: | www.sbmartscollege.org

Web-link of the AQAR: | http://www.sbmartscollege.org/activities_u.aspx

(Previous Academic Year):

  For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during

   the year?

Yes/No....., if yes, whether it is uploaded in the Institutional

Website:

Weblink:

Yes

No

www.sbmartscollege.org

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.03	2008	from: 2009 to:2014
2nd	B+	2.63	2017	from: 2018 to: 2022

6. Date of Establishment of IQAC: DD/MM/YYYY:

1 July, 2008

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 & duration	Number of participants/beneficiaries
IQAC Meeting	23 April,2018	12

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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

State Government (Department of Education)	Saptdhara	K.C.G	2017-18	40000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

Yes

*upload latest notification of formation of IQAC

No

10. No. of IQAC meetings held during the year:

01

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No

No

(Please upload, minutes of meetings and action taken report)

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

No

If yes, mention the amount: Year:

N.A

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

- Films based on syllabus

- Quiz competitions.

- Health awareness programmes.

- Social services camp.

- Essay competition.

- Conducted career guidance camp.

- Organized guest lectures.

- Fun fair.

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
1. Faculty Development Programme.	Attended IFDP/FDP by various faculties.
2. Soft skills and spoken English certificate course.	Under process.
3. Beautification and Renovation of the campus.	Applied to RUSA 2.0 under component 9.

14. Whether the AQAR was placed before statutory body?   Yes /No:

Yes

Name of the statutory body: M. M. I. Trust

Date of meeting(s):   16/12/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes

Date: 16-17 Feb, 2017

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 06/02/2018

17. Does the Institution have Management Information System?   Yes

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Yes, the Institute has well functioning Management Information Systems called IQAC. 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 to build the 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 organisation to its environment but, on the other hand, tries to exert a positive effect on the development of its local community whole heartedly. The management information system improves the efficiency of administrative services. It gathers data through questionnaire from various welfares like Alumni, stakeholders, teachers and parents. The data are analyzed for the better performance and progress of the institution. It includes technologic, infrastructures, academics, and administrative insufficiency the college.

To remove its demerits it is analysed in the meet of the IQAC. The management information systems play a vital role in enhancement of college management.

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 flight or journey 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 in the beginning of the 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 concern subjects of Hemchandracharya North Gujarat university is communicated and explained them 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 so as 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 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 tutor ward system. Every staff member is assigned 25 to 30 students to whom the tutor remains friendly, always acts as a counsellor and guides them benevolently. The Tutor maintains a record of academic and co-curricular progress of the by interacting them at least once in 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, quiz etc. The Vision, Mission and Objectives are informed and communicated to these stakeholders by college website, MIS, brochures, hoardings, college walls, display boards, academics and administrative departments.
1.1.2 Certificate/ Diploma Courses introduced during the Academic year : NIL

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1.2 Academic Flexibility: NIL
1.2.1 New programmes/courses introduced during the Academic year

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

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.   NA

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year): Academic Year 2012					

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

No of Students	Certificate	Diploma Courses

1.3.1 Value-added courses imparting transferable and life skills offered during the year: NIL		
Value added courses	Date of introduction	Number of students enrolled
—	—	—

1.3.2 Field Projects / Internships under taken during the year: NIL

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

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	Yes	Yes	Yes	No

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

The feedbacks are collected at various levels in the every academic year. The collected feedbacks are kept in front of the IQAC during the meet to analyze for necessary action where ever applicable. The academic feedbacks are taken every week from the class representatives and feedback is taken on weekly basis regarding the general facilities including, 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 are collected when the parents meet is conducted by college in every semester apart from other issues enables parents to give suggestions regarding the curriculum of their wards.

The Alumni of the college who have on job, business or for higher studies also provide a 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 their students' progress by assigning work more regularly through problem sets, such written homework helps to achieve a major goal and develops students' general problem-solving ability.

Teachers also assess the students through mechanism of interaction with students, quizzes, assignments, daily attendance and mid-term examinations. Accordingly the students are assessed and awarded marks to them 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	Number of seats available	Number of applications received	Students Enrolled
UG	260	200	115
PG	65	60	35

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
2017-18	291	65	08	08	08

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
Permanent: 08 Visiting: 02	08	-Desktop and laptops -Projectors -Digital camera -Printers -Photocopiers -tablets -Pen Drives -Scanners -interactive white board -DVDs and CDs	08	08	-Overhead projectors -PPT -YouTube Internet for references.

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

Yes, students mentoring system is available in the institution. It strengthens the academic relation of students and teachers. Each faculty is allotted 30 students mentorship. 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. When students encounter any learning difficulty then they are guided or mentored a 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 between 7:30 am to 8:30 pm.

Number of students enrolled in the institution		Number of fulltime teachers	Mentor: Mentee Ratio
UG	291	08	1:36
PG	65	08	1:9

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year : NIL				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

2.4.2 Honours and recognitions received by teachers: NIL

(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

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
BA	059	2017-18	Sem I- 28/11/2017 Sem III- 09/10/2017 Sem V- 09/10/2017 Sem II- 17/04/2018 Sem IV- 26/03/2018 Sem VI- 26/03/2018	Sem I- 14/03/2018 Sem III- 16/02/2018 Sem V- 23/05/2018 Sem II- 04/06/2018 Sem IV- 07/05/2018 Sem VI- 15/05/2018
MA	059	2017-18	Sem I- 30/11/2017 Sem III- 01/12/2017 Sem II- 20/04/2018 Sem IV- 21/04/2018	Sem I- 30/01/2018 Sem III- 20/01/2018 Sem II- 25/05/2018 Sem IV- 28/05/2018

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

No Reforms have been initiated on Continuous Internal Evaluation (CIE) system at the institutional level as we follow the academic calendar of our affiliated university HNGU.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words): No.

No, as we follow the academic calendar of our affiliated university HNGU

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)

NO

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
059	BA	Sem I- 115 Sem III- 82 Sem V- 94 Sem II- 91 Sem IV- 78 Sem VI- 92	73 72 61 63 64 73	78.26% 87.80% 64.89% 69.23% 82.05% 79.34%
	MA	Sem I- 35 Sem III-30 Sem II-33 Sem IV- 30	32 30 33 29	91.32% 100% 100% 96.66%

2.7 Student Satisfaction Survey: In process and will upload in 2018-19 definitely
2.7.1   Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research: **NIL**

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)				
Total				

3.2 Innovation Ecosystem: NIL

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by
NIL		

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

3.3 Research Publications and Awards: NIL

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

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	No. of Publication	Average Impact Factor, if any
National	Gujarati	3	4.002
International	Gujarati	2	1.785

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

Department	No. of publication

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

Title of the paper	Name of the author	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) **:** NA

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 : NIL

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	07	08	NIL	NIL
Presented papers	05	08	NIL	NIL
Resource Persons	NIL	NIL	NIL	02

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year: NIL			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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: NIL

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities

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

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
150th Birth Anniversary of Mahatma Gandhi	College	Swatch Bharat	08	35

3.5 Collaborations

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

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: NIL

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3539.11	NIL
Class rooms	10	NIL
Laboratories	NIL	NIL
Seminar Halls	01	NIL
Classrooms with LCD facilities	08	NIL
Classrooms with Wi-Fi/ LAN	NIL	NIL
Seminar halls with ICT facilities	NIL	NIL
Video Centre	NIL	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL
Others	NIL	NIL

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	2015-16

4.2.1 Library Services: OPAC, Internet, Blog

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11659-11758	679195.00	11759-11841	20659	11841	707007.55
Reference Books	2653-2844	189921	Nil	Nil	Nil	189921
e-Books	Nil					Nil
Journals	20	10,000	Nil			10,000
e-Journals	Nil					Nil
Digital Database	Nil					Nil
CD & Video	1-225	16091	Nil			16091
Library automation	SOUL	20,000	Nil			20,000
Weeding (Hard & Soft)						
Others (specify)	681-743	103,306	744-775	9819	775	113125.00

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Compu ters	Comput er Labs	Intern et	Browsing Centres	Computer Centres	Office	Departm ents	Available band width (MGBPS)	Other s
Existin g	45	25	05	-	15	05		10 MGBPS	NIL
Added	00	00	00	00	00	00	00	NIL	NIL
Total	45	25	05	-	15	05		10 MGBPS	NIL

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

………………… MBPS /GBPS

4.3.3 Facility for e-content : NIL

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

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: NIL			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

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 fee from them for curricular and co curricular as per the norms of Hemchandracharya North Gujarat University, Patan.

On holidays it is made available for the other governmental and the non-governmental organizations for conducting the recruitment exams.

Each department is given laptops with connectivity of internet. Other than this, the college has adequate number of the 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 contractual basis through AMC.

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	UG: Sports Quota Management Quota Financially weaker students	09 09	7720 7050
	PG: Financially weaker students	06	19500

Financial support from other sources			
a) National			
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., NIL

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

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

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

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

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

5.2 Student Progression

5.2.1 Details of campus placement during the year: NIL

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

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

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): NIL

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
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

Activity	Level	Participants
Cricket	Institutional	30

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
2017-18	Selected	All India Junior National Championship, Nagpur	Athletics	-		Jagruti R. Suvera Ruby A. Suvera Pinal D. Kharadi
2017-18	Selected	All India Inter-university Championship, Belgaon, Karnatak.	Cross-country			Jagruti R. Suvera Pinal D. Kharadi Mettal M. Kharadi
2017-18	Selected	All India Inter-university Athletics Meet, Guntur, (AP)	Athletics			Jagruti R. Suvera
2017-18	Selected	West Zone Inter-university Volleyballs	Volleyballs			Ayman Bhatt Shafin Motla Sweety Damor

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

5.3 Alumni Engagement

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

5.3.2 No. of ~~registered~~ enrolled Alumni: 92

5.3.3 Alumni contribution during the year (in Rupees) : 21534

5.3.4 Meetings/activities organized by Alumni Association**:** Funfair, Parents-teachers meet, Tailoring and Beauty parlour.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The management information system supports to build the healthy, preferable and disciplined academic and administrative atmosphere in the institution. It bridges gulf between the perceived present situation and the desired future situation. The Management Information System runs the institute in a well planned manner. The college convenor who is the management representative works, guides and offers wise suggestions in a friendly manner to the IQAC team comprising with principal, co-coordinator few senior faculties and administrative staff as well. The Institute has actively functioning IQAC. The IQAC meets twice in a year with academic and administrative staff to communicate the strategic plan. Then the HoDs of the concern departments conduct the meet with their teachers to communicate the semester wise planner for achieving the institutional goals prosperously. The non-teaching staff members also run the administrative system smoothly in coordination with the teaching staff.

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 & Extension, Placement cell, Admission committee, IQAC, Alumni, etc

Thus, they play an active role in policy making and its implementation.

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

Yes/No/Partial: 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):

- ❖ Curriculum Development: The College has 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 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: We follow the Academic calendar of our university. However, at institutional level the institute conducts Preliminary Examination, Re-test, assignments, Guides the students to attempt answers correctly and accurately, evaluation of received answer sheets, apply for revaluation and challenge evaluation.
❖ Research and Development: It includes responsiveness and administrative supportiveness in the institution in utilizing the supports and resources available at the Government agencies and other agencies. Provides infrastructure in terms of space and equipments. In short supports all those facilities that are made available in 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), audio-visuals, CDs, newsletters, etc. It aims to serve the needs of Faculty, Research Scholars, Students and other members of the centre by providing an excellent collection of literature. The centre has nearly a collection of 15,705 resources not only covering books but also references, Encyclopdia, CDs, DVDs, and others.
❖ Human Resource Management: The College has specific policies and processes 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 national as well as in local newspaper. The new recruiters are encouraged to attend orientations, seminars, workshops, conferences and other academic improvement and enhancement programmes by Duty leave. They are given all employee benefits as per the norms of UGC, State government and University. Salary, pay-scale and increments are given to staff members as per Government norms which lead to employee satisfaction.
❖ Industry Interaction / Collaboration : NIL
❖ Admission of Students: S. B. Mahila Arts is an affiliated College of HNG University, Patan thus it follows the admission norms of HNGU.
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development
❖ Administration
❖ Finance and Accounts
❖ Student Admission and Support
❖ Examination

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: NIL

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

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

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: NIL

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
UGC Sponsored physical education	01	08-10/01/2018

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	Nil
Non teaching	NIL
Students	• Fee waive in sports quota and financial weak students also. • Govt. Scholarships

6.4 Financial Management and Resource Mobilization

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

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

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

6.4.2 Total corpus fund generated: NIL

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				

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):   NIL

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

6.5.5
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: NIL

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

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)   NIL

Title of the programme	Period **(from-to)**	Participants	
		Female	Male

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: NIL

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	00
Provision for lift	NA	NA
Ramp/ Rails	Yes	00
Braille Software/facilities	No	00
Rest Rooms	Yes	00
Scribes for examination	No	00
Special skill development for differently abled students	No	00
Any other similar facility	No	00

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

7.1.5 Human Values and Professional Ethics: NO

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics: NIL

Activity	Duration (from-------to-------)	Number of participants

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

7.2 Best Practices:	NIL
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, provide the link	

7.3 Institutional Distinctiveness:	NIL
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words	

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

- Permanent appointment of the Principal.
- Student training programme for competitive Exams.
- Frequent Alumni interaction with faculties and parents.
- Frequent visit of students from nearby schools to promote & aware hygiene.
- Prepare question bank (MCQ) for competitive and college Examination.
- Renovation of the college building and extension.
- Start Skill development training programmes for the students and to raise employability.
- Placement Fair
- Installation of Biometric for paperless attendance.
- To Place the Female security guard for girls protection.
- To establish Eco-club.
- Purchase of books for library.
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Name: Ms. Shadab Rose   *Name: Dr. N. R. Shaikh*

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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For Communication with NAAC

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