



YEARLY STATUS REPORT - 2020-2021

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**
- Designation **Principal (In-charge)**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02772222142**
- Mobile No: **9426427048**
- Registered e-mail **sbmahila@gmail.com**
- Alternate e-mail **nazimashaikh6@gmail.com**
- Address **Box No. Post 56, Mehtapura,
Vijapur Road**
- City/Town **Himmatnagar**
- State/UT **Gujarat**
- Pin Code **383220**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated (grant-in-aid)**
- Type of Institution **Women**
- Location **Rural**

- Financial Status

- Name of the Affiliating University **Hemchandracharya North Gujarat University, Patan, Gujarat**
- Name of the IQAC Coordinator **Ms. Shadab Rose**
- Phone No. **9925389359**
- Alternate phone No. **02772222142**
- Mobile **9925389359**
- IQAC e-mail address **sbmahila@gmail.com**
- Alternate e-mail address **roseshadab@yahoo.com**

3. Website address (Web link of the AQAR (Previous Academic Year))
<https://sbmartscollege.org/>
4. Whether Academic Calendar prepared during the year?
Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sbmartscollege.org/wp-content/uploads/2023/11/AQAR-2020-21-ACADEMIC-CALENDER.pdf>
5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.03	2008	28/03/2008	28/03/2014
Cycle 2	B+	2.63	2017	22/02/2017	21/02/2021

6. Date of Establishment of IQAC
04/04/2018
7. Provide the list of funds by Central / State Government
UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	0	0	0	0

8. Whether composition of IQAC as per latest NAAC guidelines
Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

National Level Faculty Development Programme (3 Days)

Timely completion of Auditorium, Yoga room, and Smart classes

Beginning of Certificate Courses

A virtual visit to Gandhi Ashram

One Day National Webinar on Hindi

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

Plan of Action	Achievements/Outcomes
Covid-19 Awareness Quiz	The participants learn what is Corona and understand how to keep themselves safe from this fatal disease by following certain precautionary measures of hygiene This online awareness program gives a work from home opportunity.
Yoga Diploma Training	To release stress, fight with Corona, enhance immunity and keep fit.
Teacher's Day	To honour Dr. Radhakrishnan who was the first Vice President and second President of independent India. To commemorate the importance of teachers in our lives.
Hindi Divas	To showcase the importance of the day and the language. Adopted Hindi as one of the official languages
Seminar (State)	To Acquire knowledge in a particular field from experts of the specific field. To learn about the latest information and new skills related to the concerned subject.
Gandhi Jayanti	As a gesture of love and respect for India's beloved leader, a special virtual tour of Gandhi Ashram was set up for the students to commemorate his birthday. The teachers highlighted the significance of the day and encouraged the students to imbibe his teachings in their day-to-day life.
MS Teams (2nd Training)	To introduce teachers the basics of Teams, ready them for teamwork with others and

	motivate them to begin the technical use of the platform.
Online Examination	To upgrade the teachers technical skills of teaching learning. The teachers were totally new for engaging online examination thus they required a training for the same.
International Women's Day Seminar (National)	The day was celebrated to spread awareness regarding breast Cancer by inviting a team of Doctors of Lions Club.
Traditional Attire Competition (National EBSB)	Our country is rich in traditional and cultural values thus to make the students understand the cultural values of Chhattisgarh the competition was virtually conducted. (Project of HEI)

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
M M I trust	15/08/2022

14. Whether institutional data submitted to AISHE

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
• Designation	Principal (In-charge)
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• if yes, whether it is uploaded in the Institutional website Web link:	https://sbmartscollege.org/wp-content/uploads/2023/11/AQAR-2020-21-ACADEMIC-CALENDER.pdf				
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
M M I trust	15/08/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	27/01/2022
15. Multidisciplinary / interdisciplinary	
Nil	
16. Academic bank of credits (ABC):	
NIL	

17.Skill development:	
NIL	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
NIL	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
NIL	
20.Distance education/online education:	
NIL	
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	171
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	638
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	374
File Description	Documents
Data Template	View File
2.3	192

Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	8
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	1159750.6
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The institution is affiliated with Hemchandracharya North Gujarat University, Patan. University experts design the curriculum. An orientation program is organized by the institute between the 15th to 30th of June at the beginning of every academic year. But this	

year, due to COVID-19, the institute introduced the program outcome, course outcome, and learning outcome to the students from time to time in online classes. The teachers prepare their teaching plans in their daily diaries. The Principal conducts meetings with the HODs of all departments for novel ideas for effective curriculum implementation. The students actively participate in presentations, assignments, discussions, workshops, seminars, and various visits related to the curriculum. The teachers stay connected with the students through a tutor ward system and maintain students' progress reports. Every staff member is assigned a group of students whom the tutor remains friendly, counsels, and guides benevolently. The IQAC monitors these activities to ensure regularity of timetables, unit tests, external and internal examinations, peer learning, group discussion, case studies, projects, quizzes, etc. The Vision, Mission, and Objectives are informed and communicated to the stakeholders through the college website, brochures, hoardings, display boards, academics, and administrative departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sbmartscollege.org//wp-content/uploads/2023/11/AQAR-2020-21-PROSPECTUS.pdf

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

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 notice boards, the college website, WhatsApp, and verbally also. The faculties inform the students about the examination, paper pattern, schedule, and regulations. The schedule is displayed on the Notice Board too. All departments conduct internal assessments of students through unit tests, mock tests, peer learning, group discussion, case studies, projects, quizzes, etc.

The students are well informed about CIE in advance by the examination committee and the departments. The 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 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 CIE as per university guidelines. The tutor ward system helps the teachers in maintaining students' academic and co-curricular progress. Every staff member remains friendly, counsels, and guides the students benevolently whenever they are in need.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sbmartscollege.org/wp-content/uploads/2022/11/AQAR-2020-21-PROSPECTUS.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

40

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

40

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Institute integrates cross-cutting issues relevant to professional

ethics, gender, human values, environment, and sustainability into the curriculum. The university decides the syllabus and the college has to follow it. The college N.S.S. unit organizes a Thalassemia check-up camp for our new entrants every year. The College Women Development Cell (CWDC) conducts programs on Women empowerment like Laws for Women, Health and Hygiene, Women's Day, International Yoga Day, World Environment tree plantations, cleanliness, and plastic-free drives. and, etc. N.S.S and Ranger units are very active in conducting different extension activities on college premises and in adopted villages. Experts are also invited to spread Talks on such awareness programs from industries and hospitals. The N.S.S. program officer drove sanitization work in neighboring schools, colleges, NGOs, and hospitals. Major gender issues are addressed through Save girl child, Essay writing, Poster exhibitions, and Visit of NGOs. The cultural committee also takes great interest in promoting moral values among the students by organizing folk dances, folk songs, Rangoli, Debates, Quizzes, and Posters competitions. To inculcate nationhood and patriotism among the students the institute celebrates national festivals like Independence Day and Republic Day. Due to COVID-19, a few activities were carried out online during the year.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sbmartscollege.org/wp-content/uploads/2022/11/FEEDBACK-2020-21-REPORT-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

680

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

374

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. It strengthens the academic relationship between students and teachers. All the students have to attend orientation and counselling sessions after admission which the institute organizes for the new entrants. It helps to identify the slow learners and the advanced learners. When students encounter any learning difficulty, they are guided or mentored by respective faculty in regular lectures. Institute implemented the following Components for slow and advanced learners: 1. Academic and personal counselling is given to the slow learners by the tutor, mentor and the counselling cell. 2. Remedial Classes for slow learners, absentees and sports students while Group Studies are for advanced learners. 3. Bilingual teachings for the slow learners after class hours and self-study for the advanced learners through references and websites for study material. 4. Assignment and Seminars for confidence building. 5. Participation by the students in competitions like Debates, Group discussions, Quizzes and other programmes conducted by various committees are also encouraged. 7. The institute honours and motivates the academic achievements of the students securing Ranks in the University Examination with Medals on the Annual Day every year.

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

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

Number of Students	Number of Teachers
638	08

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The institute imparts education through a student-centric approach. This methodology transforms students from passive recipients to active participants and boosts their confidence. The teacher facilitates learning for every student at their personal level by ensuring their involvement in class activities for effective and better understanding. The syllabus designed by the University experts highlights course objectives, program-specific objectives, and program outcomes. Feedback on the Syllabus and teachers, submitted by the students of the final semester provides an opportunity to identify institutional shortages and weaknesses. Teachers make classes live through Audio-Visual, Language Lab, Google Classroom, Ms. Teams, Dramatization, and Projects for experiential and participative learning. Seminars and Written Assignments help students to overcome stage fear and speech skill through their class presentations. Discussions and debates-dramatization encourage students to present thoughts and responses. Ability Enhancement, Generic, and Skill Enhancement courses are offered to teach and prepare students for life skills. Sports, NSS, and Rangers train the students to participate, integrate and learn. The institute believes in the all-round development of the girl students. The Girl Representative serves as a member of committees like the Internal Quality Assurance Cell, Cultural club, and Grievance Cell to run the institute transparently.

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

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

The Institute follows ICT-enabled teaching in addition to traditional classroom education. Today, it is essential for students to learn and master the latest technologies to be

corporate-ready. In addition to traditional teaching methods, the faculty members are using tools such as PPT, Video clippings, Audio system, web resources, Google classroom, and Ms Teams to expose the students to practical learning. ICT is used for paper presentations, seminars, speaking, etc. The college has the following tools and technologies: 1. Projectors are available in different classrooms. 2. Desktops are arranged at Computer Lab and Faculties have laptops. 3. Printers are placed in the Staffroom, NAAC office, Library, Principal's cabin and Examination room for academic and administrative. 4. Photocopier machines - Multifunction printers are available at all prominent places. 5. Scanners- Multifunction printers are available at prominent places. 6. Auditorium cum seminar hall is digitally equipped with a mike, projector, cameras and computer system. 7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom) 8. Digital Library resources. (Inflibnet) 9. Faculties prepare Quizzes and MCQs after the completion of each unit with the help of GOOGLE FORMS. 10. Students are counselled with the help of Zoom / Google meet applications and Ms Teams application.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sbmartscollege.org/wp-content/uploads/2022/11/AQAR-2020-21-E-RESOURCES-TECHNIQUE.pdf

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

2.3.3.1 - Number of mentors

8

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year**8**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****7**

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****26**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution is an affiliated college of HNGU, Patan. Examinations are conducted at the end of each semester by the affiliating University. College informs the students about the university notices and circulars related to the examination from time to time through 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 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 programs 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 for 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. After examination, the Departmental faculties show answer sheets to the students and guide them on necessary improvements for both slow and advanced learners.

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

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

The college conducts the internal exams very fairly thus the institute hardly receives any grievances regarding the internal examination in undergraduate and postgraduate courses. Internal examinations are purely based on the college exams, assignments, presentations, class tests and quizzes as per the university guidelines and course content. When the college receives any grievance regarding the examination, it is immediately brought to the notice Examination convener.

The grievance is resolved in the following manner: (a) The principal, admin staff, and academic staff all help the students with form filing to the end of the examination. (b) If a question paper has any discrepancy regarding incorrect options out-of-syllabus questions, students may report it to the convener. The college examination committee takes cognizance and resolves the grievance. (c) After the result declaration faculties show answer sheets and if any student has an objection to the result, it is rectified in the presence of the examination committee if it is justifiable. If students are not satisfied with their marks, the supplementary is evaluated by the HODs. For students who do not appear in the exam for a genuine reason or fail in an examination, the college also conducts Re-Test.

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

2.6 - Student Performance and Learning Outcomes

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

The institution runs B. A. Hindi, Sociology, Gujarati, English and Psychology and M.A sociology, Hindi and Gujarati courses for the students to help them achieve knowledge, and develop their all-around personalities and their goals. The experts who are members of the BOS design the curriculum by stating the Programme and course outcomes of every course and programme. The institute uploads the same on the college website with the institute's vision, mission and goals. Hard copies of syllabi and Learning Outcomes are available in the departments and college library for ready reference to the teachers and students. The importance of the learning outcomes is communicated to the teachers in IQAC meetings or College Committee meetings as well. The students are also made aware of the same through an orientation programme conducted every year at the beginning of the academic session. Guest lectures, Alumni and tutorial meetings are also arranged to aware the students about teaching learning Objectives and Learning outcomes at the college level. Learning Outcomes of the Programs and Courses are observed and measured periodically by conducting peer learning and quizzes. Besides, they are communicated to the students and other stakeholders through college prospectus, notice board and in classroom teachings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sbmartscollege.org/wp-content/uploads/2020/11/PO-PSO-CO.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institute follows an academic calendar for the attainment of Programme outcomes and course outcomes to measure the levels of attainment of course outcomes, programme-specific outcomes and programme outcomes. The course outcomes are measured through the syllabus, completion of syllabus, continuous evaluation, setting up of question paper, evaluation, and results.

Heads of the Department and the teachers who teach classes strive to complete the courses in time and in some cases conduct extra classes for slow learners also. 75% attendance is compulsory for additional 5 marks. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, dramatization, fieldwork and so on.

The programme-specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

At the Undergraduate level and Post Graduate levels, the attainment of programme outcomes is measured through students' progress to higher studies and students placement in companies and institutions. The feedback system also helps for the attainment of the programme outcomes pertaining to the relevance of the course, availability of the course material, employability and so on measures its learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sbmartscollege.org/wp-content/uploads/2020/11/PO-PSO-CO.pdf

2.6.3 - Pass percentage of Students during the year

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

115

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

2.7 - Student Satisfaction Survey

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

<https://sbmartscollege.org/wp-content/uploads/2022/11/FEEDBACK-2020-21-REPORT-1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

The college regularly organizes various extension activities for students in the neighbourhood community to sensitize social issues and students' holistic development. every year, programmes are organized under which students and staff participate voluntarily in community-based activities within the neighbourhood.

The institute conducts programs to empower the girl students through workshops, rallies, cleanliness drives, green environment & tree plantations, gender sensitization, traffic rule awareness, digital payment, etc.

Cleanliness of the campus and neighbouring villages are maintained by the volunteers of the NSS club, girls-related programmes are

organized by CWDC, environment-related issues are jointly conducted by Rangers and Eco-club, and the Cultural club and Sapthdhara organize such activities for the girl students that remove stage fear, inculcate the spirit of leadership and strength of unity.

Extension and outreach activities sensitize the students toward social, moral and legal issues and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, refugees and displaced persons etc. The learning outcome of these activities is to gain social and moral values, a deep interest in environmental-related issues, to become a good citizen and lead to all-round development.

Due to COVID-19, the institute conducted very few activities.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

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

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

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

273

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**1**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The physical facilities including Laboratories, Classrooms, Computers, etc. are made available for 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.

Teaching-learning: 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, experts from outside agencies are called.

Annual Maintenance: Contracts for AC, Pest Control, Water Purification, and Coolers are signed. Some software is also under AMC. **Library:** Staff members and students can easily access the library facilities for borrowing books, magazines, periodicals, and other materials as per the rules. On holidays it is made available for the other governmental and non-governmental

organizations to conduct the recruitment exams.

Infrastructure: Each year, the IT support staff has to carry out preventive maintenance. Students are also encouraged for sports participation.

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

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

The college has adequate facilities for sports, Yoga, and cultural activities. The college runs sports activities on and out of campus by using Sabar stadium with permission from the government. Institute encourages the students to participate in indoor and outdoor games as well.

Every year, many players from our college bag medals at district, university, state, and national levels and Khelmahakhumb. The college has its own basketball ground where the girls practice regularly under the guidance of a sports teacher. Our girl students mostly shine in Basketball, Kabaddi, Kho-Kho, Handball, Badminton, Table-tennis, Chess, and Carrom Board. To conduct cultural activities in the college, there is a cultural and Saptdhara committees. The committees organize a debate, fancy dress, hair-dressing, rangoli, painting, mehndi, quiz, model and poster making, essay writing, slogan writing, classical dances, drama preparation, etc.

A recently constructed well-equipped auditorium is used for multipurpose activities like Prayers, Annual days, Cultural events, Seminars, Yoga practicals, etc.

The college recently extended the first floor with a number of classrooms and a yoga room. The institute provides a certificate course in yoga and the room is used for theory and other teachings while practicals are conducted in the auditorium.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

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, the Community and other members of the centre by providing an excellent collection of literature. Library also includes dissertations, doctoral theses and project reports on various subjects.

The institute provides WI-FI, internet access, and download and printout facilities to the students. It also organizes Book Exhibitions. The students are not allowed to enter the library without IDs. Exit and Entry are given to students in the library after signing the register to maintain the record of visitors.

The library is automated with integrated library management software SOUL 2.0 (Software for University Libraries) of INFLIBNET. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software.

OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. The books are bar coded and the users are given unique barcode IDs. College orientation provides the various facilities services and resources available in the library. For Enhancing security cameras have been installed.

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

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The institute has one computer lab, laptops for HODs with other related accessories, desktops in major departments, smart classes, and a well-equipped auditorium. All the faculty members utilize facilities of IT including the internet and update themselves with current trends. The students can use the computer as per the

allotted work, assignment, projects, etc. The language classes are also conducted in the computer lab. The library is fully automated through software SOUL2.0. OPAC system for book search has been devised and regularly updated. There are different digital technological facilities available in the college. There is a plan to extend the Wi-Fi connectivity facility to the newly constructed building (under the RUSA scheme).

Teaching-learning: The computers and ICT-enabled Class Rooms, teachers' laptops, computers, and every technical-related issue are maintained by the local experts on a contractual basis.

General Maintenance: Depending upon the nature of the complaints, the majority of them are resolved by the in-house staff. If required, experts from outside agencies are called. . Annual audit of the college library is conducted regularly. **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.

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

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****15,88650.60**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

Following are the procedures for maintaining physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc:

Teaching-learning: The computers and ICT-enabled Class Rooms, teachers' laptops, and every technical-related issue are maintained by the local experts on a contractual basis through 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 non-governmental organizations to conduct their recruitment exams.

Language Lab: The maintenance of the laboratory is managed by the Laboratory technician under the supervision of the Principal or lab Coordinator to carry out preventive maintenance such as servicing, cleaning, formatting, updating antivirus software, etc.

Sports: The institute has major tools for games and sports a newly constructed basketball court where students can practice under the supervision of a sports teacher however, students are not allowed to use indoor sports facilities during lectures and the examination

Annual Maintenance: The office maintains a record register(s) of Annual audits depending upon the nature of the complaints, the majority of them are resolved by the in-house staff. If required, experts from outside agencies are called.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

191

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

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

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The Wise Girls Students council protects and promotes the interests of the student community inside the college campus by conducting various activities. They are responsible for representing any issues related to academics/non-academics to concerned teachers. The president interacts with class representatives at least once during the semester. All classes have two students designated as class representatives. One of the Girls' representatives is also a member of the Internal Quality Assurance Cell of the college. The students' council maintains a healthy rapport between the student community and the teachers. The members of the Student Council are selected by the students for the tenure of one academic year. The students' representatives play a vital role in the coordination and co-operation of various activities. Prevention of ragging on campus, participation in various activities through Ranger, NSS, and Sports Club. WGSU suggests the college's administrative machinery for improving the students' amenities. Career Guidance Cell, Academic Committee, Campus Beautification Committee, Extension Education and 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.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Shaikh Shifa the current president of the Alumnae club and one of the active members of IQAC trains and motivates the students to participate in curricular and co-curricular activities. The Alumni club acts as a link between the "Alma Mater" and the "Alumni". It supports and gives unconditional time for the growth and development of the college and the girl students. The club provides a platform for interaction between alumni, present students, faculty of the institute, and institute administration. The Alumni Meet is organized every year. The alumnae are invited to the meeting through personal contacts for the improvement and development of the college.

The Alumni club provides financial assistance, books, and stationery, and pays the fees to the poor and deserving students, at a personally appropriate level. The Alumni club gives funds to conduct certificate courses like beauty and wellness, Basics of computers, etc. It provides career and vocational guidance for professional and career development also. The members of the Alumni club get involved in every possible assistance.

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

5.4.2 - Alumni contribution during the year

E. <1 Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The governance of the institution is reflective of and in tune with the vision and mission of the institution. The vision and mission of the college are reflected for the students on the college website and the same is informed during orientation also. The governance of the college matches the vision and mission of the college. The motto of the college is to make girl students academically, financially, and socially strong. Mission: By adopting innovation in teaching-learning methods, and a diversified curriculum, the college aims at providing a learning environment, empowerment, and equal opportunities, through academic excellence, skill enhancement, and value-added programs. Vision: To help the girl student to embark on life's journey as an empowered woman. Institute promotes and empowers students at all levels by including the following committees: Grievances Redressal Cell, Anti-ragging Committee, Examination Committee, Extracurricular, Research and Extension, Admission committee, IQAC, Alumni, and Placement cell. The placement cell is given the freedom in arranging pre-placement training and programs for the students, in communicating with potential employers to arrange job placement at the campus and manage the entire placement event with the employers on the offer letters to the students and ensuring the necessary arrangements.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	
Decentralization bridges the gulf between the perceived present	

and the desired futuresituation.From the President to the secretary, the staff, and the students, all the stakeholders play a vital role in the progress of the college. The actively functioning IQAC meets twice a year with IQAC team members including Alumna and a girl representative to communicate the strategic plan. The institute concentrate on fostering the institution's progress by sharing the responsibilities through the IQAC, Alumni, and Placement Grievance Redressal, Anti-ragging cells, Examination, Extra-curricular, Research and Extension, and Admission committees.

The placement cell is given freedom in arranging pre-placement training and programs for the students. The institute also runs certificate courses in computers, Beauty and Wellness, Spoken English, etc. College Board of Studies comprises all the heads of the departments where they carry out revision of the syllabus, change the assessment policies, implement, innovate and execute the best practices in the teaching and learning process, monitor students' academic activities and their progression after results, and runs remedial classes timely on significant subjects. The heads of the department have full autonomy in operating the department in terms of subject allocation, Assessment preparation, conference, seminars, and guest lectures.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being the head of the college, the principal presents the academic growth and development of the institution at the end of the year in presence of members of the management. Various committees and clubs are formed for the better progress of the institution. Various plans and strategies are discussed in the agendas IQAC meets for effective and meaningful implementation. Through interaction with the conveners of the committees and students, the principal monitors the effectiveness of all plans. The management extends its support in all possible manner. The management, the principal, and all the staff members are always keen to ensure an efficient

quality process.

To provide education through the medium of online classes A workshop on "Microsoft Teams" was organized for teaching and examination guidance. The teachers of the college used Microsoft Teams to conduct online classes, tests, and assignments. National Webinar and FDP organized by inviting eminent experts were great. A seminar was conducted on "Awareness of Breast Cancer" with the cooperation of Lions club Ahmedabad. The college conducted online Internal Examinations of the students through NextGen software. The organization of Finishing school classes is also a great effort of the institute during pandemics.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The S. B. Mahila Arts College is run by MMI on its own campus. The managing trustees are very cooperative. The vision and mission and goals of the college point toward the concerns of the managing trustees and their endeavors for the empowerment and upliftment of the girls in the vicinity. The Board of Managing Trustees comprises the following members: 1. Mr. Gulam Mohyuddin Harsoliya: President 2. Mr. Salim Vaktapuriya: Vice President 3. Mr. Mohd. Hakim Haradwala: Secretary 4. Mr. Mustakim Valjiwala: Member The in-charge Principal and chairperson of IQAC is the major link to the management, academic and administrative. The IQAC of the college comprises 11 members as per the size of the staff and the norms of IQAC (NAAC). IQAC forms various committees to help in monitoring and facilitating several activities organized in the college. The college plans the policies in accordance with the rules of the UGC, the Government of Gujarat, and HNGU. The principal looks after the functioning of academic and administrative activities. All decisions are taken by the principal in coordination with the management, and the teaching and non-teaching staff. IQAC conducts internal assessment twice in a year to verify

the effectiveness of quality measures.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sbmartscollege.org/wp-content/uploads/2022/11/Organogram-2020-21.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. Twelve casual leaves for teaching and fifteen casual leaves for non-teaching staff are granted. 2. The college makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of pension, Earned Leave encashment, Medical and LTC. The institute provides Duty Leave for attending National/international Projects, conferences, FDP, Orientation Refresher courses, short-term courses, etc. 3. A provision of Maternity leave of six months for lady teachers is available and male teachers can claim paternity leave as per the government rules.

4. The benefit of the Group Insurance scheme of the government is also available for all permanent staff members. 5. The college runs

a credit society for teaching and Non-teaching staff. It provides loans to its shareholders up to a limit. 6. The management encourages the staff when the staff secures a remarkable 7 . Facilities such as Wi-Fi, Xerox, parking, etc. are also available for the staff. 8. For health and fitness health checkups are arranged and a yoga center is also available for the staff. 9. Leave on duty is provided to the teaching staff to attend guest lectures and conferences. 10. Faculty Enrichment programme in the form of a workshop on "Microsoft Teams" was organized.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. The performance of each employee is assessed at the end of the academic year on grade points. Teaching Staff: The performance

of the faculty members is assessed by the principal according to the filled Self-Appraisal forms they submit at the end of the session. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are primarily voluntary. The Self-Appraisal forms filled by the Faculty members are checked and verified by the Heads of the Departments and then submitted to the IQAC coordinator. The in-charge principal discusses progressive and unprogressive issues of the faculties in the IQAC meetings and suggests improvements. Non-Teaching Staff: The non-teaching staff is also assessed through Annual Self-Appraisal forms. The final year students' filled-out feedback forms comprise of various parameters on a seven-point scale. On satisfactory performance, all employees are appreciated in meetings and college functions. The Annual Self-Appraisals systems and students' feedback significantly help evaluate employees' performance, motivating them, analyzing their strengths and weaknesses, and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

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

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 carried out by the Government of Higher Education, Gujarat. The accountant and the principal jointly scrutinize and verify the financial data on daily bases. They follow the directions from the Higher Education Department and external Chartered Accountant for internal audit. At the end of every financial year, annual financial receipts and expenditures are prepared and sent to the authorities in the Department of

Education. 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 non-recurring expenses like lab equipment purchases, furniture, and other development expenses. The audit wing of the government visits and inspects all the files relating to financial matters of various schemes that the college avails.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college has various committees. The principal, coordinators of various committees, Senior clerk, and a member of the management monitors the mobilization of funds and ensures that the funds are spent for the purpose for which they have been allocated. However, to ensure the optimum utilization of resources, the Principal issues directions. Sources of funds are as follows: 1. Fees charged as per the university and government norms from students of various granted and self-financed programmes. 2. Scholarship

from state government directly deposited in students' Bank Accounts by the Government 3. University fund for NSS 4. Salary grant from state government - The College receives a salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full-Time Permanent teachers, non-teaching and part-time permanent teachers working on granted posts. 5. Finishing School Training Grant from Knowledge Consortium of Gujarat. 6. Financial assistance from management is used for the salary of self-financed teachers, telephone bills, electricity bills, travelling, postage, uniform for class IV sanitation water supply, advertisement, maintenance of furniture, equipment, etc.

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

6.5 - Internal Quality Assurance System

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

The institute attempts to focus on imparting quality education, through its innovative, comprehensive, and flexible education policy. The Internal Quality Assurance Cell actively monitors and suggests improvement measures regarding curricular and co-curricular aspects. The IQAC at SBM was reconstituted on 4th April 2018 for a higher grade for the 3rd consequent cycle. Since then, it has been performing and guiding actively. The IQAC has immensely contributed to the implementation of quality assurance strategies at all levels. Apart from general meetings twice a year, the Staff members of IQAC regularly meet and discuss improvement measures with the principal once a month also. The Institute Annual Quality Assurance Report is sent to NAAC on regular basis. Self-Appraisal System provides the upgradation of the teaching and non-teaching staff. Action Taken Reports of the meetings and work done are prepared and uploaded on the college website regularly. The IQAC plans to organize and execute the necessary steps that include the key performance indicators. Efforts of IQAC lead to the successful implementation and function of modern technology in administrative, library, and teaching-learning. Automation of admission, financial, and examination processes, upgradation of Wi-Fi and LAN facilities, significantly contributes to enhancing the quality of the teaching-learning

experience.

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

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

The IQAC regularly evaluates the teaching-learning process and takes action to raise its quality. The Academic Calendar is created in advance and displayed in the staff room, principal's cabin and on the students' noticeboard. Exam schedules, summer, winter, and midterm breaks, admission to various programmes, and result announcements are all announced via notices and WhatsApp also.

All new entrants have to participate in the orientation programme, where they learn about the programme outcomes, course outcomes, course-specific outcomes, the mission, vision, and goals, and the teaching-learning process. They are also made aware of the system of continuous evaluation, the core compulsory courses, various co-curricular activities, and the discipline and culture of the institution through this orientation programme.

Before the semester begins, students are informed of the timetable, programme structure, and course syllabi. Most of the important announcements are delivered at the morning assembly.

The head of departments and girls' representative keep an eye on students' behaviour in class and attendance.

Following are some o significant actions on the teaching-learning procedures

Adding daily homework assignments

Automation of the admissions process

System of online fee payment.

Automation of the library.

Three classrooms have been transformed into smart classrooms.

Construction of Auditorium cum Seminar.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

a. Safety and security: The college is equipped with CCTV cameras that covered each and every corner of the campus including all classes.

b. Counseling: The system of Mentor and Mentee is a great support to counsel the girl students.

c. Common Rooms: There is one common room where girl students can relax, study, and enjoy informal discussions in their free time.

d. Daycare center for young children: Daycare center, is also available in the institution that provides supervision and care of infants and young children, particularly during exams for the girl students.

e. Any other relevant information: To start college for girls with safety and security is one of the topmost priorities of the MMI Trust which shows a gender sensitivity and vision of the institution and the management as well. The college is only 3 KM away from the railway station and bus station. There is a government girls' hostel within walking distance with a pick-and-drop facility.

The institute also organizes various Safety, security, and Counseling development programmes to provide physical and mental strength and to increase empowerment and awareness among the girl students.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

- **Solid waste management: (Dry and Wet waste management):**

The Institution implements solid waste management by enforcing the waste segregating rules. Dustbins are placed in every classroom, library, office, canteen, and different locations in the campus. All waste collected from the campus is segregated at source as dry and wet and disposed of in a proper manner adopting reusing procedure or giving it to the bio-fertilizer producing unit.

- **Liquid waste management:**

The institution has liquid waste in form of water only as there is no chemical or any other liquid is used for practical's or so. For liquid waste management, the institution has recharging well that help uplift the water level of the area

- **Biomedical waste management: NA**

- **E-waste management:**

The Institution has undertaken a number of E-waste management initiatives with the objective of creating an eco-friendly environment in the campus. E-waste such as computers and its peripherals are upgraded regularly by proper agencies.

- **Waste Recycling System:**

Recycling is the process of converting waste material into new material and objects. The garden waste like branches, leaves, and other parts, lawn etc. are collected and converted to compost fertilizer using proper procedure which is used for the plants in the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- The college is run by the trust of minorities (Muslims), the teaching staff, non-teaching staff and the students of the college come from all community without fear.**
- Each and every of them is treated equally without any bias and prejudice. The festivals and rituals of all community**

are respected and celebrated equally with utmost care and joy which creates peace, harmony and national integration automatically.

- Various activities are done directly and indirectly involving students of all community to spread feelings of peace and harmony.
- Various social and cultural programmes are done to develop inclusive environment for the students and local people.
- Organized different activities for inculcating the values of tolerance and harmony towards cultural diversities.
- Provided equal opportunities to the students without any bias of caste, creed, religion and region
- Anti-ragging cell acted as a key factor in maintaining tolerance and harmony among students.
- Grievances Redressal Cell is also constituted to address the grievances among students to maintain harmony in the college.
- Celebration of days of eminent personalities, National Festivals.
- Republic and Independent Day are celebrated with the spirit of nationalism and patriotism. Social and cultural activities are celebrated by NSS, cultural Activity Cell to promote national harmony and unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Response:

The module of Indian Constitution is displayed in our college at different places. The faculties of the college impart the knowledge of the constitutional values, rights, duties and moral responsibilities to the students through direct or indirect instructions, teaching, and different activities...

TREE PLANTATION Week is celebrated from the World Environment Day - 5th June to make society aware of the importance of trees in human life. During this week, N.S.S. unit and the other students

of the college plant a number of trees in the college campus and surrounding areas.

CLEANLINESS FORTNIGHT is celebrated by N.S.S. unit in the College campus and also outside the college. NSS unit during the 7 days camp spread awareness regarding constitutional Values and duties N.S.S. volunteers do different activities like cleaning the village streets and school. N.S.S. unit served at different places to help and guide people terrified of the pandemic COVID 19

Ek Bharat Shrestha Bharat Club create awareness about Swachhta, Save Water and Earth and the most importantly of feelings of Unity in the society.

Different activities are done for plastic free environment not only in the campus but also surrounding areas of the city.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

- INDIAN INDEPENDENCE DAY & REPUBLIC DAY are also celebrated regularly in the institute Most of the students remain present on these national days.
- TEACHER'S DAY (5th September) is celebrated on a grand scale in the college. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the college. At the end of the day, they felicitate their real gurus.
- GANDHI JAYANTI (2nd October): On that day Students clean up the college campus and Sing prayers.
- WORLD AIDS DAY (1st December): is the message about healthy living and the dangers of this deadly disease are conveyed to the society.
- SARDAR PATEL JAYANTI (31st October) - It is celebrated as "National Unity Day".
- HINDI DAY (14th September): is celebrated in India to commemorate the date 14 September, 1949 on which a compromise was reached- during the drafting of the constitution of India.
- VIVEKANAND JAYANTI (12th January): This day is also celebrated as "National Youth Day" to commemorate the birth anniversary of Swami Vivekananda.
- INTERNATIONAL WOMEN'S DAY (8th March): This day is celebrated on 8th March every year to make the students aware of women's rights.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1

1. Title of the Practice: Finishing School

2. The objective of the practice:

The objective of Finishing School isto impart soft skills and spoken English training to the girl students in addition to the knowledgethat makes them Industry ready.

3. The Context:

It is difficult to find various skills, hobbies, and interests. Some students have many and others have little excessive talent.

4. The Practice

It groomed life skills, moulded personality, increased confidence, and removed stage fear through soft skills and communicative English.

5. Evidence of Success

A batch of 40 girl students completed this certificate course successfully.

6. Problems Encountered and Resources Required

- Additional responsibility, paperwork & extended working

hours.

- Need of computer operator, projector and good speed of internet.

Best Practice: 2

1. Title of the Practice: Financial Aid.
2. Objectives of the Practice: To motivate the students coming from rural areas with low economic backgrounds
3. The Context: To extend the benefit to all the poor students
4. The Practice: Financial education support poor and deserving girls.

5. Evidence of Success

- Students completed the degree.

6. Problems Encountered and Resources Required

- Health and safety of students.
- Need of computer and good speed of internet.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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.

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 rural areas are not poor in talent, knowledge, and humility. 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 in 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 funfair, Mehndi making, tailoring, etc. Special health-related camp like Thalassemia Check-up is organized for new entrants.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To develop E-content for students in support of teaching-Learning for formal and non-formal education, for supplementing and complementing.

2. Aim 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.

3. Online feedback system for students and other stakeholders.

4. Activities for the promotion of universal Values and Ethics.

5. Increase Certificate/Diploma Courses to provide additional employable knowledge.

6. 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 opportunities for developing interdisciplinary skills.

7. Arrange the Number of professional development / administrative training programmes for teaching and non-teaching staff.

8. Number of gender equity promotion programmes by the institution.

9. Include Situational programmes.

10. For the year 2020-21 the institution aims for a more industry-linked employability programme.

11. To increase research and publication in UGC-approved journals.

12. Maximum participation in international workshops, seminars and conferences in 2020-21.

13. To apply for Government and non-government grants.

14. The institution aims to achieve a higher grade in the 3rd cycle.