YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	S. M. PATEL COLLEGE OF HOME SCIENCE
• Name of the Head of the institution	DR BHAVANA CHAUHAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	2692-230245
• Mobile No:	9979057152
• Registered e-mail	smpcollege@yahoo.in
• Alternate e-mail	bhavnp@yahoo.co.in
• Address	Mota bazaar, Opp R.K. complex
• City/Town	Vallabh Vidyanagar
• State/UT	Gujarat
• Pin Code	388120
2.Institutional status	
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Sardar Patel University**
• Name of the IQAC Coordinator	**Ms. Kalpana Srivastava**
• Phone No.	**9974032981**
• Alternate phone No.	**2692230245**
• Mobile	**9974032981**
• IQAC e-mail address	**kalpanaiqac20@gmail.com**
• Alternate e-mail address	**smpcollege@yahoo.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.smphomescience.edu.in/downloads/2017/AQAR2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.smphomescience.edu.in/downloads/2019/ac/9.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.71**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**A**	**3.01**	**2013**	**25/10/2013**	**24/10/2021**
Cycle 3	**B++**	**2.99**	**2020**	**14/02/2020**	**13/02/2025**

6.Date of Establishment of IQAC	**27/06/2007**

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
S M Patel College of Home Science	**CPE II**	**UGC**	**2017-2022**	**1,2000000**

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	8
• 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	No File Uploaded
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

* Finishing School organized for the final-year students (2 batches)

* Parent-Teacher Meet

* Pandemic Protocols Initiated

* Leadership and Communication Skills Event

* e-Newsletter to be launched

* Pandemic protocols during exams

* Regular online classes and examinations

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

14-06-2022 12:30:52

Plan of Action	Achievements/Outcomes
Alumni Association Registration	work in progress
Online Orientation for the First year students	successfully organised
Parent-Teacher meeting	successfully organised
Finishing school for the Third year students	successfully organised 2 batches
Leadership and Communication Skills event	successfully organised
E- News letter launching	designed and under progress
National Faculty Development Program	successfully organised
Training to teachers for online classes	undertaken
Pandemic protocols during the exams	rigidly followed

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Chairperson	24/02/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	21/01/2020

Extended Profile

1.Programme

1.1   06

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **381**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **105**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **133**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **13**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **24**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	06

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	381

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	105

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	133

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	13

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	24

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	07
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8,34,940/-
4.3 Total number of computers on campus for academic purposes	121

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 UG program under the Choice Based Credit and Semester System (CBCS) has a duration of three years consisting of six semesters. In the academic year, 2020-21 the institution revised the curriculum as per the global needs and feedback from stakeholders and the University guidelines with program-specific outcomes and course outcomes and passed from the Board of Studies and approval by the academic council.

The academic calendar is issued by the University and the institution executes the syllabus through modern teaching aids, smart classrooms, internet facilities, and ICT tools and e-resources. The college has well-equipped laboratories and classrooms with projection facilities for both faculty and students.

Departments organize field trips and visits for hands-on training, Seminars, Conferences, Workshops, Symposia, student paper

presentations, and Projects to supplement and complement the prescribed curriculum. Internship /on-the-job training is an integral part of the curriculum which helps the students to develop professional skills.

The college library provides RFID and INFLIBNET facilities. As this was the pandemic year the students were motivated to use the e-resources for their assignments, presentation. The slow learners are supported through remedial coaching and mentoring. Continuous Internal Evaluation is done based on the attendance, assignments, seminars, and internal tests conducted by the institution.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.smphomescience.edu.in/downloads/2019/ac/9.pdf

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

The University declares the academic calendarwith probable dates of external exams. The college academic committee plans the tentative dates of internal exams, curricular and co-curricular activities. The timetable is prepared based on the academic calendar at the beginning of every semester and displayed on the student notice boards and website.To implement the curriculum effectively, teachers are provided with syllabi, academic calendars, and teachers' diaries. The curriculum includes lectures, tutorials, seminars, laboratory sessions, fieldwork, projects, and other activities. The departments plan the co-curricularactivities accordingly.

The plans prepared by the Departments and the Clubs and Cells are also in sync with the University Calendar of events. This also takes care of curriculum plans, activities like internships, industrial visits, community activities, besides Continuous Internal Evaluation strategies like tests, assignments, quizzes, presentations, etc.

Examination Cell convener issues a timetable of common courses to all in charge of different departments to prepare the departmental timetable 10 days in advance and the same is notified and circulated to students and staff. Continuous Evaluation is done based on the attendance, assignments, seminars, and internal tests conducted by the institution. External Semester Exams of all the courses in all semesters are conducted by the University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.smphomescience.edu.in/AReport.php

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	A. All 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	No File Uploaded

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

100

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

100

File Description	Documents
Any additional information	View File
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

The College has incorporated various types of courses into the curriculum, some of which aim to enhance professional competencies while others aim to instill general competencies such as social values, human values, environmental sensitivity, rural development.

Ethics, Human Values, Human Resources & Organizational Behaviour, and Community Outreach through NSS and NCC, as well as Environmental Studies, are all part of the curriculum. Environmental awareness is promoted through seminars, workshops, and guest lectures. The College has a facility for rainwater harvesting.

Gender sensitization, women's rights, human rights, child rights, gender justice, and gender equality, among other topics, are taught in core courses.

Although students participated virtually to spread the awareness regarding hygiene practices by making posters and videos. Women cell organized various activities for gender sensitization. Developments of soft skills inculcate human values, while community nutrition inculcates professional ethics.

Along with International Yoga Day celebrations, a National webinar and Workshop on "Seven Secret of Happiness" were also organized. Interpersonal Communication skills imbibe soft skills in students that help in developing Professional Ethics. Career Guidance and Placement Cell organized placement activities including training, development of students, aptitude tests, etc. on a regular basis as per the requirements of industries.

File Description	Documents
Any additional information	View File
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

16

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

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

114

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://www.smphomescience.edu.in/Feedback.php

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

150

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

134

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 admission process is done online by the University. As the students are of varied learning levels, assessment of students for differentiating is carried out after the assessment of the first internal test, feedback from the assigned mentors is also taken. The performance of a student in each subject is tallied and then conveyed to the mentor. Their performance in practicals, assignments, and class participation is also looked into. Advance learners, are encouraged to use INFLIBNET, reference books, and are also given the opportunity of peer teaching.

The slow learners are given special attention by all the subject teachers. Remedial classes are arranged. Some teachers also practice peer mentoring techniques. Students are given group activities to uplift their performance. The mentors and subject teachers take personal care of slow learners. Those who are financially weak are supported by the student welfare scheme of the college.

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
381	**11**

File Description	Documents
Any additional information	View File

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 Institution adopts various methods of student-centric learning apart from the lecture method. All departments engage their students in various experiential learning techniques viz., role play, fieldwork, project work, workshops, exhibitions, and others. Case studies and real-world situations, Brainstorming, On job training, demonstrations, group discussions, debates, video clips are also used to impart knowledge and make the learning interesting.

As this was the pandemic year, most of the teaching was held through online mode. Teachers were trained for using Microsoft Teams by the Government of Gujarat, which in turn helped the teachers to get updated for teaching online using various platforms. Google forms, Google Classroom, Google meet, Microsoft Teams, all formed the base of teaching and evaluation. PowerPoint presentations are uploaded on the website for the students' reference.

File Description	Documents
Upload any additional information	[View File](#)
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

Pandemic brought about the compulsion to adapt to the ICT completely and more effectively. Teachers training program by Microsoft Teams was organized by the Government of Gujarat for all the colleges and our staff too was trained for the same. With practice, the staff adapted to the newer techniques efficiently. The IQAC of the institute also organized a National Faculty Development Workshop for the college and teachers across the nation, on "Smart Pedagogical Skills for Teaching-Learning Process in the Classroom" from 1st to 6th March 2021. The college staff also undertook many training workshops and seminars on learning the newer technology. All these trainings helped the teaching faculties to effectively use ICT tools like laptops, headphones, PPT presentations, virtual labs, e-contents; youtube videos, soft wares like AUTOCAD, COREL, are used by the faculty members to teach the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.smphomescience.edu.in/KRepository.php

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

11

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	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

13

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

04

File Description	Documents
Any additional information	View File
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

21

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.

Response:

The college is affiliated Sardar Patel University, and hence, follows its all rules and guidelines regarding the assessment and evaluation process for internal and external examinations. The academic calendar is prepared at the beginning of each semester and is made available on the college website and noticeboards of the college. The examination schedule is displayed on the notice board of the college, ten days before the commencement of the examination. Moreover, the examination schedule is posted in all the WhatsApp groups of the students.

At the time of Deekshrambh, the students are elucidated about the Internal and external examinations. Furthermore, the subject teachers explain the pattern of both the examinations. The Question paper is set by an individual subject teacher. The

internal assessment comprises:

- One Theory test
- One quiz
- Assignment/Project
- One practical test

The concerned teacher prepares a schedule of presentations of students regarding the assessment of seminars, internships, and projects, and is communicated to the students.

The marks of the test/ quiz/ assignments/internship/projects are discussed in the class with the students and then displayed on the college notice board.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.smphomescience.edu.in/Examination.php

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

Response:

The university prepares the Academic calendar and decides the dates of all the examinations. As per the given dates, the college sets the timetable for the internal examination. All the students are made aware of the pattern of internal examination. Marks obtained in all the CO's are grouped and is considered as 33% of total marks for the Internal Exam.

Slow learners are identified and permitted to improvise their marks. The related subject teacher helps them by giving assignments or arrear tests. Also, the students who could not appear for the test due to some genuine reasons are, asked to appear for the arrear test.

Marks of all the tests (Theory + Practical) are discussed with the students and displayed on the notice board of the respective departments. In case of any apprehension, students can approach the related subject teacher. It is mandatory for teachers as well

as students to finish with all the internal examinations and submissions, 15 days, before the commencement of the final examinations. The final check of the internal marks is done by the principal and all subject teachers before forwarding it to the university.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://www.smphomescience.edu.in/Examination.php

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.

Response:

The institution strongly believes in adopting outcome-based education and efficiently working for the same. All the teachers are aware of the course outcomes of the program offeredby the institute.

At the beginning of the new academic year, during the Orientation Programme for the freshers, the students are enlightened about the program outcome by the principal and IQAC. The course outcomes of the Programmes are comprehended to the students by each subject teacher in their class. At the beginning of the term, each teacher gives the first class for introduction and understanding of the subject with the learning outcome. During the staff and departmental meetings, the significance of the program and course outcome is communicated to the teachers.

The Programme and course outcomes of the Programmes offered by the institution are uploaded on the institute's website along with the syllabus. A hard copy of the same is available in the college library too for teachers and students' reference.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.spuvvn.edu/students_corner/syllabi/#1618898284822-cbc88b19-2883
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.

Response:

The college is affiliated with the Sardar Patel University so all the rules of the university, related to curriculum and examinations, are followed. The curriculum is designed by the subject experts as per the directive of the university. Attainment of the program outcome and course outcome is regularly evaluated by the college. The college takes utmost care to measure the program outcomes and course outcomes.

Program and Course outcome evaluation modes adopted are:

- **One internal test (Theory + Practical)**
- **Quiz from different units**
- **Written assignments and class presentations**
- **Project work**
- **Internship and its evaluation**
- **Continues internal practical evaluation (CIE)**
- **Final Semester Examination conducted by the university at the end of the semester**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

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

128

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	http://www.smphomescience.edu.in/downloads/2022/Academic-Report2020-21.pdf

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)

http://www.smphomescience.edu.in/doc/2021/SSs/sss20-21.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)

NIL

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)	View File

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)	[View File](#)
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

16

File Description	Documents
Report of the event	**No File Uploaded**
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

2

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

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

2

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

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

For holistic development, students are encouraged to actively participate in various non-academic endeavors of the College. In the pursuit of its social commitment, NSS provides a platform for students to come forward in the field of social service.

The College organizes programs i.e., hygiene & sanitation, literacy, women's issues, ecology, girls' education, COVID -19 & its vaccination, etc., that promote the holistic development of faculty and students leading to good citizenship. moreover, sensitizing them towards social responsibility and national development.

The NSS unit has tie-ups with various NGOs that work for society and indirectly help in sensitizing students to the realities of life. The NSS team of the college provided a platform to women of NGO, SEWA, and Mitra foundation whereby they sell their self-made articles and take donations of old clothes, bags, footwear for needy people.

NSS unit organizes many activities like Joy of giving, Swachh Bharat Abhiyaan, Role Plays, Health Check-up Awareness Programme, speaker sessions, cleanliness drives, anti-Tobacco campaigns, yoga, and self-enhancement sessions, etc.

The college firmly believes in & organizes various activities that give the necessary impetus to expand the values of compassion, team spirit, altruism, social responsiveness, etc.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/doc/2021/nss2122.pdf
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)	View File
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

27

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
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

900

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

4

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

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

0

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	[View File](#)

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.

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

The institution is equipped with

- **The institution is equipped with spacious and ventilated classrooms with LCD projector facility and Wi-Fi and smart boards,well-furnished and fully equipped Laboratories with the latest equipments as per the need of syllabus.**
- **Well-furnished and fully equipped Laboratories with staff cabins and storerooms. All the departments have updated laboratories according to the requirements in respective subjects.**
- **Fully Air-conditioned Auditorium with 150 seating capacitywith smart board, speaker & cordless microphones.**
- **The infrastructure of the administrative wing includes a Bio-metric attendance system for teaching & nonteaching staff. The College has a visitor's room, recovery room, photo copier room, intercom as well as stores for office stationery along with individual desktop computers and printer/scanner for administrative staff. Every department has a staff cabin with individual desktop computers and printers.**
- **Air-conditioned computer laboratories**
- **The college also has RFID library with a reading room facility, INFLIBNET, and a photo copier room.Library also has a subscription to INFLIBNET which makes it easy for the**

students as well as the staff to do reference work online.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.smphomescience.edu.in/fnLabs.php

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

The institution has the following facilities for sports and games at Shastri Maidan of Charutar Vidya Mandal:

- **A spacious playground with an area of 533696 square feet for outdoor and indoor games such as tennis, badminton, basketball, volleyball, Handball, Kho-Kho, and Kabaddi. A large cricket ground, a football ground and Running tracks are also available.**
- **A well-equipped gymnasium with a buildup area of 6606 square feet.**
- **Facilities for Indoor games (Chess, Carom, Table Tennis) on college premises.**
- **Yoga center (Auditorium) for training under the guidance of a physical instructor or video clips.**
- **The college has a visitor room, storerooms, restrooms, Xerox copier room, parking, telephones as well as stores for office stationery and laboratories.**
- **Auditorium with the seating capacity of 150 people with audiovisual resources for conducting the cultural programs, workshops, seminars, conferences, debates,various meetings, and intercollegiate meet, etc, and a spacious room for NSS, Sports, placement cell, and recovery room.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.smphomescience.edu.in/RFIDLibrary.php

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.smphomescience.edu.in/SmartClassroom.php
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)

400000/-

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)	View File

4.2 - Library as a Learning Resource

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

The library is situated in a college building with 3300 sq. ft. It has a seating capacity of 150 persons. A special rack has been allotted in the library for keeping the bags. The library has a conducive atmosphere with the provision of tables and chairs for reading with good ventilation. It has been established with OPAC (Online Public Accessing Catalogue) facility for easy access to the books. Every year library advisory committee is formed to

oversee its activities. This committee allocates a department-wise budget for the purchase of books, periodicals and also conducts annual stock verification. The information center is also constituted along with the library services.

The library is fully automated and digitalized. The library has different sections such as referencejournals, magazines, etc. To motivate the students to utilize the library, Internet facilityis also available. Library provides the e-resources like INFLIBNET, provided with fully automated SOUL Software, Version-0.2 for library automation, and further enrichment. The Library Management System helps the librarian to maintain the catalog and circulation of books. For thisbarcoding is done. This software helps in reducing time and overhead costs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.smphomescience.edu.in/RFIDLibrary.php

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 | A. Any 4 or more 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)	View File

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)

1,15871/-

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

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

18

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

4.3 - IT Infrastructure

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

- **All departments of the institution have internet facilities and Wi-Fi connectivity inside the campus.**
- **The institution adopts ICT enabled teaching-learning process through LCD and OHP.**
- **A well-equipped English language lab with a net facility is established for the benefit of students to develop the fluency and accuracy of their communication skills.**
- **Our College has a well-equipped centralized net lab for the needs of students and faculty members.**
- **All the departments, offices, exam cells, and the library isprovided with well-equipped internet connections through Wi-Fi and LAN.**
- **Computerized Tally software costing Rs.20,000 has been installed in the college office for office automation.**
- **Computer lab and net lab provide other facilities like typing, printing, scanning, andCD/DVD writing.**
- **The library is equipped with INTERNET, OPAC, INFLIBNET services.**
- **Application Software such as MS Office, Antivirus,**

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

4.3.2 - Number of Computers

121

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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)

400000

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

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.

- The In-charges put in a demand to the Principal for any equipment required on a priority base and the lab in charge maintains the equipments.
- Cleaning service is done by appointed non-teaching support staff and peons. All classrooms, bathrooms and college premises, and infrastructural materials are maintained by the non-teaching support staff (Sweeper).
- The electricians of Charutar Vidya Mandal maintain and upkeep all the electrical instruments and generators and do all other electrical works.
- Stock verification such as electrical lab instruments, library books, stationery, furniture, sports equipment is done once a year.
- The instruments are calibrated by an available electrician, technician, and mechanic when it is required.
- Outsource person and instrument supplier are maintaining the instruments and equipment whenever there is a requirement.
- The voltage and power supply are regularly checked by the Charutar Vidya Mandal's electricians.
- The arrangement of UPS battery backup protects computer accessories for constant power supply and common water tank available with Charutar Vidya Mandal for constant and regular water supply. A proper drainage system is available on college premises.
- The sports room, Gym, and PlayGround are maintained by the Physical instructor.
- Respective department HOD, faculty members maintain the academic records daily.
- The principal supervises and maintains all academic activities of the institution

File Description	Documents
Upload any additional information	[View File](#)
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

86

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)	<u>View File</u>

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

86

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)	<u>View File</u>

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)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

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)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	**A. All of the above**

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	View File
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	View File
Upload any additional information	View File

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

43

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)	<u>View File</u>

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 institution conducts various co-curricular and extracurricular activities, every year. The Teacher-Student Council is formed to carry out the activities effectively, where the students are exposed to leadership, interpersonal communication skills, team building, decision making and much more.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/doc/2019/stcouncil/2021.pdf
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

35

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)	View File

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

The Alumni Association registration is under process.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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

As ignited minds of the youth are the most powerful, catching the young minds to motivate them to acquire knowledge, be innovative, and aim high, the teachers participate in planning the scientific, skill-oriented curriculum with a global perspective.

The governing body practices participative management by comprising various bodies of teachers, which participate, assist, advise in decision-making processes, and hold periodic meetings. For effective decision-making and functioning, various committees are formed in a democratic manner usually for a period of two years. Participation is rotational and structured as well as invited and voluntary. To ensure effective and smooth conduct of activities, the management invites volunteers to participate as convenors, co-convenors, and members of various committees, which extends to students as well. The college recognizes a duly selected merit-based / volunteered student body, which is part of institutional decisions, and actively engages with both faculty and administration conveying the concerns of their peers and seeking amicable solutions to issues and grievances of students.

The committees make annual plans and a schedule for achieving their goal which in turn are approved by the governing body. This helps in structuring its tasks effectively for better coordination and functioning.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/doc/2019/stcouncil/2021.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study:

The department of physical education of the college organized and conducted a webinar on "Fostering Wellness during Covid-19 outbreak through Yoga and Healthy Dietary practices' on 4th June 2020, where more than 500 people participated along with a workshop for three days on the eve of International Day of Yoga, June 21st.

The faculty of physical education conceptualized the idea and supported it by the rest of the faculty, the Principal, and the Management. Probing and contacting different Keynote speakers like Dr.Niraj Silawat, Professor, Gujarat Vidyapith Sadara, Gandhinagar; Dr.Yogendra Chauhan, Sports Director, Kalupur College, Ahmadabad; Dr.Kailasgiri Goswami, I/C-Principal, Bapunagar College, Ahmadabad; Dt. Minal Panchal, Yoga Expert, Ahmadabad; Dipika Bhakta, Yoga Expert, Anand; Mr.Chetan Fumakiya & Team (Pratibha Academy, Anand), was distributed among the teaching faculty. The ICT committee, which oversees the up-gradation, maintenance of instruments looked after physical arrangements, the teaching faculty contributed in Comparing, introducing the guests, giving the vote of thanks and other logistics were looked after by office and supporting staff. The Principal reviewed the overall arrangements of the program.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/downloads/2019/cca/1/fn/8.pdf
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The faculty of the college applied for an experimental leadership project "Finishing School" for students, under Knowledge Consortium of Gujarat, with approval from the Principal and CVM, and was granted 2 Lakhs for the purpose. The objectives of the project were nurturing future leaders, addressing variety of

leadership styles & skills, fostering team work & developing communication skills.

Four batches were formed altogether, A, B, C & D comprising 42 students on a voluntary basis. A & C batches were formed for soft skills and B and D were for language skills and were themed on 'International Family Day 2021 celebrations', with the title "Vasudeva Kutumbakam"(the world is a family), under this each group had different sub-themes.

The activities of the finishing school were decided and conducted by the students under the able guidance of Ms. Priti Zaveri, Ms. Vijaya Agarwal, and Ms. Pinky Kumari. The idea to celebrate was cultivated during the leadership session and after brainstorming of the participants, named 'Abhi-Jan'.

The distribution of work for all sessions like forming group leaders, designing logo, tagline & hashtag were generated by the students of different groups including making of teaser & videos and posting on social media.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.smphomescience.edu.in/finishing schoolKCG.php
Upload any additional information	[View File](#)

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.

Many academic and administrative as well as Co-curricular and extracurricular committees have been formed by theprincipal to execute the work plan. Admission Committee looks into the admission process, timetable committee formulates the regular timetable for theory and practicals. Examination Committee prepares the internal examination schedule for both theory and practical. The committee also preparesexternal practical exam timetables and allotment of examiners' duties. They are responsible for maintainingdiscipline during the examinations.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.smphomescience.edu.in/doc/2019/Organogram.pdf
Upload any additional information	View File

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	View File
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

Existing Welfare Measures for Teaching Faculty:

Institution organized Microsoft teams for communication and online teaching during the pandemic, which made it easy for the teaching staff to adopt the same. A week of Faculty Development Program was conducted on Smart Pedagogical Skills for Teaching-Learning Process in the classroom was conducted by the Institution from 1st to 6th March 2021. A webinar on Future Trends in Academics was organized for teaching staff by the management for two days.

On the occasion of International Yoga Day, three days Yoga workshop has been conducted for the teaching and non-teaching staff, from 19th -21st June 2021. The Institution also conducted a webinar for a holistic approach on fostering wellness during the Covid -19 outbreak through Yoga and healthy dietary practices, on

the 4th of June 2020.

For the welfare of non-teaching staff, the college demonstrated COVID-appropriate behavior and practices.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/downloads/2019/cca/1/fn/8.pdf
Upload any additional information	View File

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

1

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	View File
Upload any additional information	View File
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

10

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

Self-Appraisal for Academic Performance Index (API) is an affixed format wherein the faculty submits the filled form every year to the management. This is tendered every year with an objective to evaluate and document one's own performance and also to facilitate

the Career advancement of teachers.

Self-appraisal helps to figure out what the teacher's strengths and weaknesses are. It allows one to take an honest look at oneself. It is a process of self-evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges, it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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 conducts internal and external financial audits regularly upload an enumeration on the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections. The college has both internal and external audit mechanisms to verify income and expenditure from different sources and grants received from UGC income from fees etc.

The internal audits are conducted regularly by the auditors of CVM. Along with this, an audit firm is hired for regular audits of the college. Periodically external audit is carried out by the reputed chartered accounting firm Apaji Amin.

Accounts of the college are also audited by the State Government, department of higher education. After errors when pointed out by the audit team are immediately corrected and steps are taken to avoid such recurrence of errors in the future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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)

NIL

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

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

The budget is prepared as per the requirement of the department and is strictly monitored by the Principal.

The optimal utilization of funds is done in the following way:

The budget is prepared every year and given to each department. All department in-charges are requested to spend money accordingly. All major decisions are taken by the principal along with management after their approval purchasing process is initiated.

The Trust approves the rate contract of the vendors. Three quotations for purchase of any equipment/furniture are invited from which after negotiation orders are placed in consultation

with the Secretary of CVM and the purchase committee of the college. The purchase committee comprises of Principal, three faculty members, and the head clerk.

The grants received from external agencies are utilized for research purposes by purchasing required equipments. These equipments are transferred to the department of the college once the project is over. The financial audit is carried out every year internally by CVM auditors and external audit by reputed chartered accountant firm Apaji Amin.

Accounts are also audited by the State government, Department of Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

Quality assurance is the prime objective of IQAC, and the college IQAC has implemented many strategies to improve the quality of work in the institution.

Timely submission of GSIRF, NIRF, AISHE, and ARIIA, India Today Rankings iscarried out by the IQAC team and Nodal officer.

National level Faculty Development Programme, National Seminars, Workshops are organized for the upliftment of staff and students.

For a smooth teaching-learning process, IQAC collects the API of staff, Daily work Diary, preparation of teaching modules on a regular basis.

Departments are asked to submit an advance plan of action for co-curricular and curricular activities.

The Extracurricular (Sapt Dhara) activities are also planned in advance.

The time-tables for regular classes are planned and displayed on

the notice board.

Placement Cell took the initiative to conduct Finishing School for the students of the third year in which they were taught communication techniques, interview skills, resume writing, goal setting, decision making, and English language enhancement.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/
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 teaching-learning activity is the back bone of any educational institute.

The Internal Quality Assurance Cell of the S. M. Patel College of Home Science organized a National Level Faculty Development Programme on the theme of "Smart Pedagogical Skills for Teaching-learning process in the Classroom" from 1st to 6th March 2021.

As this was the Pandemic year, a training program by the Government of Gujarat was arranged for online teaching methodologies. Microsoft Platform was taught in detail in a two-day workshop to all the teachers of the college, which helped them immensely.

Different teaching platforms were used by the teachers for teaching online viz. Google classroom, Zoom, etc.

Placement Cell initiated the Finishing School for the students of the third year for their better job prospects.

Because of the Pandemic, many students were affected mentally and for their mental wellness, the student counselors took personal counseling sessions of the students.

File Description	Documents
Paste link for additional information	http://www.smphomescience.edu.in/
Upload any additional information	View File

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	http://www.smphomescience.edu.in/
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)	View File

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

One of the pioneer women's colleges in the area S. M. Patel College of Home Science has a strong ethical work culture that is based on inclusivity. It observes the highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinions, national or social origin, property, birth, or another status. The college has initiated various measures, various activities to promote confidence, self-employment, awareness regarding health on campus and among the community. Due to covid 19, many online webinars were conducted on social entrepreneurship, healthy dietary

practices, and yoga, national webinars on nutrition and health were organized, apart from this the institution constituted the following committees as per norms laid by University/UGC: Grievance Redressal Committee, Women development cell Anti-Ragging, and Mentoring Programme care for the well-being of students in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs.

File Description	Documents
Annual gender sensitization action plan	http://www.smphomescience.edu.in/downloads/AQAR/2021/7.1.1(b).pdf
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	http://www.smphomescience.edu.in/downloads/AQAR/2021/7.1.1(a).pdf

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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

The solid waste management is centralized as all the waste goes to the bins of Nagarpalika. The college has bins to separate the dry and wet waste and an e bin also hasbeen provided to the institute.

No biomedical waste and e-waste were generated this year. There is no water recycling system in the institute and hazardous chemicals were also not used due to pandemics as practicals were conducted

online.

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	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File
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

B. Any 3 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	<u>View File</u>
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	<u>View File</u>
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).

S.M. Patel College of Home Science is undertaking various

initiatives in the form of celebration of days of eminent personalities, national festivals, NSS activities, Sports consumer week celebration, national nutrition month celebrations, and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on a single platform for creating an inclusive environment, these functions help in developing tolerance harmony towards culture, region and linguistics and also communal social economics and other diversities. Constitution day is celebrated by taking the oath. A farewell ceremony is conducted every year, where the address is delivered to inspire and motivate the students for future journeys in all four fields of specialization. Two important national festivals, Republic Day and Independence Day are celebrated every year on campus, and all teaching, non-teaching staff, and students participate for the cause of the nation. The inspiring speeches are conducted. This year being covid 19 years many programs were conducted online.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

S.M. Patel college of Home science takes all possible initiatives in organizing various events and programs for molding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. During Independence-day the Principal appealed to remember the struggle for freedom and respect the National Flag and National Anthem. Singing of national anthem after every program so as to bring a feeling of patriotism among all is practiced. The students also being responsible citizens take many community services and provide services to the society by providing masks, sanitizer, and distribution of food at the time of pandemic was encouraged. Plantation drives in Poshan Mass to provide fresh vegetables and herbs at home and increase consumption of nutrients plus provide safety from the pandemic. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized a sanitation drive with the help of staff members and Nagarpalika by fumigation process. During constitution day the NSS

faculty narrated the fundamental rights, duties, values, and responsibilities of citizens as mentioned in the Constitution of India, and an oath was taken. In the Voter awareness program, all the students were sensitized about their constitutional powers of voting.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 | **C. Any 2 of the above** |

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

Sr. No.

Activity

Resource Person

Date

Beneficiaries

1.

Independence-day was celebrated on 15th August was celebrated in college premises

-

15/08/2020

Staff and students of College and Higher Secondary stream

2.

Vidyanagar day was celebrated by organizing a cleaning camp and faculties attending common celebrations at Charutar Vidyamandal office

-

03/03/2021

All staff and students

3.

On the occasion of Swami Vivekanand Jayanti, students made bookmarks on thoughts of Swami Vivekanand

Dr. Nidhi Gupta

Trusha Lad

26/02/2021

24 students of the college

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

Title of the Practice: Online teaching in times of Covid-19

1. **Objectives of this practice: what are the objectives/intended outcome of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)**

Covid-19 has forced universities across India and the world indeed, to suspend physical classrooms and shift to online classes. In India, while this transition has been smooth for most private universities, the public ones were still adapting. There have also been debates on the nature of classes and the future of examination and evaluation— whether they could be conducted online or not.

An initiative was taken immediately by the university and faculties to search for ways to impart education so that the students were not facing any losses and in the time of pandemic when there was so much chaos and disturbance going on in the society help them maintain their sanity.

1. **The context: what were the contextual feature or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)**

Online education is conducted in two ways. The first is through the use of recorded classes, which, when opened out to the public, are referred to as Massive Open Online Course (MOOCs). The second one is via live online classes conducted as webinars or zoom

sessions. Universities require high-speed internet and education delivery platforms or learning management systems, besides stable IT infrastructure and faculty members who are comfortable teaching online. Students also need high-speed internet and computers/mobiles to attend these sessions or watch pre-recorded classes.

Various arrangements were made by the administration in this regard, at the faculty level meetings were conducted, various ways of teaching was discussed, faculty prepared to teach the material, and before that those who required assistance were taught how to take online. One of the challenging issues which were faced by the institute was the availability of mobile or computer and internet facilities which was not provided to many students by their families as they were girls and students staying in a remote area had internet accessibility issues.

1. The Practice: Describe the practice and its uniqueness in the context of Indian higher education. What were the constraints, limitations if any, faced (400 words)?

The pandemic of COVID-19 caused several schools and colleges to remain temporarily closed. This had negative impacts on educational activities, as the social distance was crucial at that stage. Educational agencies were trying to find alternative ways to manage this difficult circumstance. This shutdown stimulated the growth of online educational activities so that there would be no interruption to education. Many faculties have been involved in how best to offer online course material, involve students, and perform evaluations.

This crisis made the new technology accepted by organizations that were previously resistant to adapt. This was a difficult time for the educational sectors to deal with the current situation; professional education, particularly the field of Home science where skill-based education required face-to-face teaching and was more challenging for the faculties and administration to justify syllabus. After many meetings with the authorities, the Zoom platform was enabled for teaching the faculty to prepare PowerPoint presentations, those who were not comfortable made notes and scanned and shared in WhatsApp groups.

This was a measure to cater to the needs of quality education higher education utilising the full power of technology. Technology can enable different teaching methodologies, and also allow teaching a large number of people. Though face to face

teaching had its merit adapting suddenly to online classes, has been difficult both for faculties and students

Education is not just about classes. It is about interactions, broadening of ideas, free-flowing open discussions, debates, and mentoring of each student. While we try to do all of this, a lot gets lost in translation on the online platform. The absence of face-to-face teaching and cutting off from the library was a disadvantage.

For capacity building through co-curricular activities, many webinars were conducted by departments so as to promote a gain in knowledge. The students got an advantage to listen to speakers of international level from reputed institutes which would not have been possible otherwise and were more interactive after one or two sessions.

Most faculty in the institution agreed that there is a need to invest in creating standardised online education platforms, and not using apps and Google hangouts only; and to train both students and teachers. Others highlight the necessity to introspect on the nature of these platforms and how students are taught using different online tools and methods while keeping accessibility and equity challenges in mind. There is also the need to understand all this across academic disciplines and institutions.

1. Evidence of success: Provide evidence of success such as performance against target and benchmarks, review results. What does this result indicate? Describe in about 200 words.

After many initiatives from the government, Microsoft teams were given to the colleges and lectures could be recorded, the material could be uploaded, by the students and the faculty and evaluation could be done with ease. Online exams were conducted easily and education was continued even in pandemics.

The students benefitted as they became more technology-friendly, parents understood the role of technology in imparting education and became positive to give access to technology to the students.

The results indicate that online teaching is good definitely engaged students in the time of pandemic they did not have any loss in the field of education but examination and evaluation needed more scrutiny, adoption of higher technology to prevent cheating should be adopted.

1. Problems encountered and resources required:

The pandemic came uninvited disrupting the lives at the global level, faculty and students at a mental level were not prepared for this transition, mentally, and emotionally it was challenging to cope with the situation and at the same time with all the technical glitches continue normal teaching.

Resources were required with internet speed, better computers with latest features, audio-visual facilities, and skills to use this.

2. Title of the practice:

"Gyan ke liye Anudaan"

2. Objectives of the Practice: (100 words)

One of the barriers to girls' education is a priority of son's education over daughter's education. If the family has to choose between the education of a son or daughter because of financial restriction son will be chosen. A negative parental attitude towards a girl's education is also a barrier as many see it as a waste of money as daughters will eventually live with their husband's family and higher education demands higher dowry expenses.

The college is situated in the rural area where there are still first-generation students and still gender bias is seen in terms of girl's education, seeing this for years and helping at the personal level for years, it was decided unanimously that a fund be formed and financial aid should be given systematically and recorded.

3. The Context:

What were contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The college administration when decided to make this an official act then, a few issues were to be addressed as to who will be handling the fund, how do we find the authenticity of the student requesting the fund. It was seen in the past that even if financial aid was given few students did not complete the course.

So, a committee was formed which consisted of Principal, senior

faculty and senior accountant and a bank account was opened and every year as per the requirement the money is collected from the staff member and the amount is put in the bank to be used to pay fees. The committee would talk to the students who could not pay fees and call the parents to confirm take an application and the decision was taken accordingly. And all the documents were kept for future reference and fees would be paid for all three years.

4. The Practice

Describe the practice and its uniqueness in the context of Indian higher education. What were constraints /limitations, if any, faced (in about 400 words)?

With changing times and state of mind growing broader parents are also accepting the need to educate the girl child. But it is often observed the high cost of education often becomes a barrier for girls belonging to families with not-so-prosperous financial backgrounds. Apart from the various socio-cultural norms and conservative gender biases, Money also becomes a major factor for parents to draw their daughters out of schools or to refrain from letting them go for higher studies. In order to curb this barrier and situation, several government departments and private organizations offer a number of scholarships. Apart from the scholarship given and since girls' education is free in Gujarat and the students are exempted from this then also the faculty on interaction during admission counseling realized that few students from the rural area could not take admission because of financial constraints as they are not eligible for any scholarships.

Financial aid gives the students confidence and the opportunity to learn, develop leadership qualities, skills to enhance their knowledge and employability. The constraints faced by the college were not able to reach more students in need as still they find it difficult to ask for help and don't know how to do it.

5. Evidence of success

Provide evidence of success such as performance against targets and benchmarks. Review results. What does this review indicate? Describe in 200 words.

In the year 2020-2021 around Rs. 48,330 was given to the students. The counselors in normal situations keep a track of these students by counseling and make sure that these students give their exams regularly, attend classes and submit their projects and practical

work. 2020-2021 due to pandemic and as teaching was online not much could be done. Moreover, all the students were given mass promotion. But our target was achieved to help the students financially and make sure they succeed and move on to their next class.

List of the students who received financial assistance:

Date

Name

Amount

13-07-2020

Vaishki Solanki

2690/-

13-07-2020

Daxa Bharvad

2690/-

14-07-2020

Tejal Vaghela

2690/-

14-07-2020

Leela Solanki

2690/-

15-07-2020

Megha Tadvi

2690/-

17-07-2020

Divya Thakor

1000/-

07-08-2020

Ashiyana Banu Malek

3450/-

07-08-2020

Payal Parmar

830/-

02-09-2020

Malvi Kirit Ka Patel

2520/-

21-08-2020

Sweta Pachasara

1320/-

01-09-2020

Ishita Soni

1000/-

03-09-2020

Shakuben Parmar

2520/-

28-08-2020

Krishna Sakaria

3520/-

03-09-2020

Shreyaben Parmar

3520/-

04-09-2020

Ekta Vishwakarma

4730/-

07-09-2020

Anjali Prajapati

2000/-

07-09-2020

Krishna Goswami

4730/-

07-09-2020

Taruna Joshi

2730/-

15-09-2020

Janki Parmar

320/-

28-09-2020

Anjali Sakaria

690/-

Total

48330/-

6. Problems encountered and resources required to implement the process. (150) words

- **The problem that we encountered was that the students did have any respect for faculty even though they were being paid by them. Few students didn't do submissions online on time.**
- **Funds should be collected and disseminated in a systemic way.**
- **The college should tie-up with NGOs and other government organizations to provide scholarships to needy students so as to maintain the dignity of the students by providing financial aid.**

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

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 has included community service as a part of the curriculum where the students learn leadership development, as well as traditional information and skill, which is also learned and passed on to the needy section in the community. This is a form of experiential learning aimed at enhancing and enriching student learning of their courses. Basically, we aim for small changes through actions.

Though we could not do community service due to the pandemic and online classes still we were able to conduct certain programs

online and offline to create awareness regarding the disease and how to stay safe and healthy.

During the pandemic, theelderly were the most affected as being vulnerable,so the Foods and Nutrition department organized a webinar in collaboration with the Indian Dietetic Association on the topic of Health of Elderly during Covid - 19 on May 26' 2020 to sensitize the young generation regardingthe problems faced and ways to overcome the same.

The speakerwas Dr. Samir Patel, Professor, Department of Psychology who gave insight on the mental health of the elderly and waysto tackle them. Dr. Komal Chauhan stressed traditional foods and healthy foodfor the elderly.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

Plan of Action for 2021-22

- Faculty Development Program
- Office Etiquette Training for administrative staff
- Lab to Land / Open House
- International / National Seminar
- Pre - Placement Training for outgoing students
- MoU
- Reinitiating the Certificate Courses
- Student Exchange Programme
- Student Orientation Programme (Deeksharambha)
- Initiation of Departmental Clubs
- E-Newsletter