YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   Mahila Arts College, Motipura

- Name of the Head of the institution   Dr K L Patel

- Designation   Principal

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   02272244621

- Mobile No: +91 9925531707

- Registered e-mail   macvidhyanagari@gmail.com

- Alternate e-mail   dr.klpatel233780@gmail.com

- Address   Vidhyanagari Campus, Bypass Road, Motipura

- City/Town   Himatnagar

- State/UT   Gujarat

- Pin Code   383001

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution   Women

- Location   Semi-Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Hemchandracharya north Gujarat University, Patan**

- Name of the IQAC Coordinator **Dr B L Patel**

- Phone No. **+91 7016951699**

- Alternate phone No. **+91 9426503180**

- Mobile **+91 9426503180**

- IQAC e-mail address **macvidhyanagari@gmail.com**

- Alternate e-mail address **blgrowmore@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://www.mahilaartshimatnagar.org/naac-aqar.html

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.mahilaartshimatnagar.org/pdf/academic-calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.11**	**2009**	**31/12/2009**	**31/12/2014**

6.Date of Establishment of IQAC **05/07/2010**

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
NIL	**NIL**	**NIL**	**NIL**	**NIL**

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   `2`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File]()

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

- If yes, mention the amount

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

`1.Organized cybercrime awareness programme`

`2. Monitoring and enhancement of the teaching learning process.`

`3.Students were given training of kite making by Sakhi Mandal.`

`4.Self-defense training given to girl students.`

`5.Embroidary workshop for the girl student was organized.`

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

Plan of Action	Achievements/Outcomes
Prepared Academic Calendar	Academic Calendar is prepared in beginning of the year
Analysis of results	Analysis of previous years result and given suggestions to the faculty for betterment of result.
Formation of different committees and work allocation	Co-Ordinator's of different committees arranged programmes accordingly
To organize various extension activities.	NSS/Sports units perform social service, activities. Cleanliness Drive, Mask making, Yoga Day..etc
To organize alumani association meeting	Alumni were invited and suggestions taken
To give skill base training to the students	Kite making training give to students with the help of sakhi mandal
To make aware about environment	Plastic free campus movement, eco friendly Ganesh Idol, tree plantation
Republic day Celebration	Faculty, staff, members of the management, local body members joined to celebrate Republic day
To organize general knowledge exam.	GK test was organized by library department
To provide information of Government scheme	Information was given about Jivan Raksha Kavach, medical Treatment, Govt Scholarship ect

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of Trust	**07/01/2023**

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**Mahila Arts College, Motipura**
• Name of the Head of the institution	**Dr K L Patel**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**02272244621**
• Mobile No:	**+91 9925531707**
• Registered e-mail	**macvidhyanagari@gmail.com**
• Alternate e-mail	**dr.klpatel233780@gmail.com**
• Address	**Vidhyanagari Campus, Bypass Road, Motipura**
• City/Town	**Himatnagar**
• State/UT	**Gujarat**
• Pin Code	**383001**
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• Type of Institution	**Women**
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• Name of the IQAC Coordinator	**Dr B L Patel**

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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mahilaartshimatnagar.org/pdf/academic-calendar-2020-21.pdf

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**	

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• If yes, mention the amount			

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body of Trust	07/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	17/01/2023

15.Multidisciplinary / interdisciplinary

NEP - 2020 is yet to be implemented. In view of NEP 2020, Our Institute has taken steps towards the multidisciplinary/interdisciplinary courses. Courses such as Humanity and social science, soft skill, communication skills are conducted for the students. Subjects like Personality Development and Environment are offered to the students of commerce.NEP - 2020 is yet to be implemented. In view of NEP 2020, Our Institute has taken steps towards the multidisciplinary/interdisciplinary courses. Courses such as Humanity and social science, soft skill, communication skills are conducted for the students. Subjects like Personality Development and Environment are offered to the students.

16.Academic bank of credits (ABC):

As per the instruction of state government, our university will prepare the data regarding ABC, which would be implemented from July 2023 onwards. Our Institute is affiliated to Hemchandracharya North Gujarat University (HNGU) Patan and has the credit-based system since 2011. Faculties are actively participating in the syllabus designing of their courses at university level. For assessment of the courses, faculties define the assessment tools and design the assignments, tests, quizzes for assessment of the students.

17.Skill development:

Our Institute has established Innovation Club under the guidance of KCG - state government. Innovation Club trains the student for computer operating, repairing of electrical and electronics equipment, carpenter, plumbing work and photography also. More skill development programs would be introduced after the final design of NEP - 2020 will be prepared by our university. Computer training, Competitive exam training are given to the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our Institute teaches Sanskrit, Gujarati and Hindi as a core subject in each semester. All these subjects include Indian shastras and traditions in the syllabi of under graduate level. The Bhagvat Geeta is a part of the syllabus for UG students. The students learn Indian Epics like The Ramayan and The Mahabharatas a part of Elective Generic. We have cultural activity Committee to arrange tradition and cultural programs during Navaratri, Independence Day, Republic Day and Vasant Panchami. The sole vision of the committee is to connect the divine through rhythms and ragas. The committee has performed various activities on various occasions and festivals throughout the year. After Implementation of NEP - 2020 next year, we will focus on it as an independent program.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our Institute has well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Program Education Objectives (PEO) for each program. The POs, PSOs and PEOs are satisfied through the teaching-learning process and the additional programs conducted at the Institute. As the part of curriculum, each course has defined Course Outcomes (CO) which are mapped to Pos and PSOs. Assessment tools are designed considering the requirements of POs. The activities and programs are organized in the Institute to achieve POs. At the end of the semester, analysis of PO, PSO attainment is done by each department.

20.Distance education/online education:

The Institute is affiliated to Hemchandracharya North Gujarat University (HNGU) Patan. As per the guidelines of university, all lectures are conducted in physical mode. During pandemic, the system has adopted the change from classroom teaching to blended learning. Google drive and MS Team are effectively used for course conduction and evaluation process. Each course contents are available on MS Team including syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Google platform. Online sessions are conducted on Google meet and MS Team. Various

student activities are conducted online using Google meet and MS Team.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**3**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**669**

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	**559**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**226**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**12**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**13**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**12**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1649408**
4.3 Total number of computers on campus for academic purposes	**82**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution scrupulously follows the curriculum and Academic Calender prescribed by the university for the coursesoffered.Though the college does not have a direct involvement in the framing the curriculum.

Teaching plan

- **IQAC holds meeting at at the beginning of the academic year and discusses academic plan of the year. Academic Calender, Time Table, Teaching Plan are prepared for the academic year.**
- **Principal holds meeting with the FacultyMembers and HODs of each subject and discuss about distribution of papers semester wise. HOD allocates papers and distributes lectures**

- paper wise.
- Academic Diary is prepared for the effective implementation of the curriculum.

- The institution takes feedback from the students regarding curriculam, activities and about quality of teaching faculty. Feedback committee anlyses the responses and make discussion with the Management, Principal, IQAC and Faculty members. Necessities and requirements of the students taken into consideration and all stake holders try to fulfil the requirements.

- Assignments and Term Papers are introduced, so that participation of students are involved.
- Use of ICT for Teaching
- Due to Covid teaching was possible through online platform like Google Meet, Microsoft Teams Etc. Faculty make use of such platforms on smartphones and teach the students online.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.mahilaartshimatnagar.org/

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

Academic calender prepared in tune with university Academic Calender. Principal, IQAC and the faculty members discuss and plan academic, co-academic and extra-curricular activites.It is planned month wise and distributed various activities in two terms.

Teaching Time Table is prepared subject wise and papers are distributed. Internal Tests, assignments,question answer in class room are implemented.Students level is checked and necessary steps are taken to improve their educational level. Practise material, study material are also provided.

Sports committee arranges Annual Sports day in which various sports games are arranged. Sports students are given coaching for various sports, games during the year. Trained students participate in inter -college level at HNG University.

Seven division committee perform various activities like Rangoli, Drawing, Mahendi, Clay modelling, Elocution, mime, One-act Play, Teachers Day, Essay Writing, Singing, Dance..etc. According to Academic Calender different activities are performed during the year uner the supervision of that particular activity. At end of academic year the best performer is awarded in annual function.

NSS performs regular avtivities like cleanliness, special camp in village, weekly activity, siocial service, different competitions, distribution of clothes to needy people, mask mask making, helping people etc..

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.mahilaartshimatnagar.org/pdf/academic-calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	View File
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)

04

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

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

523

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

523

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

Our college is located in semi urban area of Sabarkantha District. The district is declared as back -ward district of Gujarat State. Majority of the students are from SC/ST/OBC castes. Ours is womens' college so 100 students are women.

We offer three main subjects and one subsidary subject in our college,Gujarati, Hindi and Sanskrit and Psychology is offered assubsidary subject which inculcate human values, knowledge of literature and ethics of life. Various subjects are offered as Elective Generic subject.Elective Generic subjects include history of India and Gujarat, Indian Constitution, great epics, sports,environment and disaster management, study of great leaders, health, food, Personality Development and soft communication etc.These subjects inculcate human values, national pride, honesty, social service, cultural heritage,sportsmanship, inspiration from great leaders.

Almost 100 percent students are girl students.

There is a Women Cell in our college inwhich Principal and two women faculty look after girls issues. Different kinds of activities are organised to empower the girls like self defance, woman law, medical awareness pertining to woman issues...etc.

We organise awareness programme regarding Save Girl Child in special camp of NSS in village.

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

03

File Description	Documents
Any additional information	View File
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

100

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	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mahilaartshimatnagar.org/pdf/feedback-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1040

File Description	Documents
Any additional information	View File
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

559

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

Mahila Arts College, Motipura, Himatnagar

Special Programme for Slow Learner and advance learners

The Assessment of Learning Level:

• **Information regarding the learning level of the 1st year at UG level is acquired from the**

results of the standard 12th, diagnostic test and internal test. Likewise for the 2nd and 3rd

year at graduation level as well at PG level the results of internal test and university

examination are taken into consideration.

Programs for slow learner:

• **Remedial coaching and personal guidance are provided to students in difficult subjects.**

• **Students are encouraged to take active part in question - answer sessions**

• **Students are encouraged to solve previous years question papers which increases their**

confidence regarding various subjects.

• **Model answer books of previous internal examinations are provided.**

Programs for Advanced Learners:

• **Advanced learners are provided extra facilities in library.**

• **Apart from acquainting them with reference books and important magazines, students are also**

encouraged to watch programs on educational websites and Network Resource Centre

available in the library.

• **Students are encouraged to participate in subjects related co-curricular activities.**

• **Students are encouraged to prepare for GPSC and UPSC.**

• **Students are given opportunity to join various certificate programmes and "Add on**

Programmes".

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
669	**12**

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

Experiential and participative Learning.

Students are encouraged to recall the incidents where they might

have experienced emotions like love, compassion, non-violence, truth, anger etc. based on the study of various literary texts. An effort is made to make the students empathise with the protagonist of the story and

make predictions about their behaviour in the certain situations. This method widens the students' real understanding regarding the subject. Commerce students are given the first-hand experience of a company's balance sheet or tax computation process. Moreover, the educational tours organised by the institution to help students gain first-hand experience and knowledge of subjects like environment, sociology and economics.

Problem Solving Methodologies:

Through this method students are given basic information on a given topic and then encouraged to solve a problem based on that information on their own. Teachers provide necessary guidance where needed. This makes the students see and solve the problems with different perspective which widens the horizon of their understanding.

ICT based Learning:

The teachers of the institution, at intervals, take help of ICT mediums like video lectures, films, charts etc. to make their presentation interesting

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

Utilizing the grants of UGC in the benefit of students and teachers, there are 05 classes equipped with the LCD Projectors, 01 smart class with smart boards and Projectors, All the teachers use laptop, LCD projectors, smart boards and multimedia for effective teaching. Besides that all the teachers use social media as well as online platform like Ms Team for effective teaching learning process. During Covid-19 pandemic situation, students could not come to college for a long time, so teachers had to

teach online through Ms Team. ICT based Learning: the teachers of the institution, at intervals, take help of ICT mediums like video lectures, films, charts etc. to make their presentation interesting.

In addition to.....

Students are given opportunity to give their opinions freely during class-room seminars, quiz, question-answer session, etc. The teacher then gives his opinion and tries to compare and analyze different opinions to come to a fruitful conclusion. This process helps in expanding students' understanding of various topics. Subject wise, one or two expert lectures are organized in the institution every year. If a student has any difficulty in grasping any topic, efforts are made to explain it in group or individually.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

12

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

2.4 - Teacher Profile and Quality

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

10

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

12

File Description	Documents
Any additional information	View File
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.

- **Students are informed about the internal examination during the orientation programme orally and through the prospectus delivered during the admission process.**
- **Examination date is announced a month in advance and time table is displayed before fifteen days on the notice board and the college app.**
- **The principal and the chairman of the examination committee convene a meeting of the outsiders and the faculties and instruct them for the smooth running of the examination. During the examination the senior supervisors and the principal supervise the entire system. Web cameras help maintain transparency in the examination.**
- **The results of the examinations are displayed on staff notice board and college website within 15 days after the examination. Students' complaints about the assessment are solved through rechecking and reevaluation.**
- **The answer books of internal examination are kept in archive for six months so that no questions are raised on the credibility of assessment.**
- **30 marks internal assessment include: marks obtained in examination, assignment, class room seminars and attendance. Passing standard is 12 out of 30 marks.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

In order to minimize the examination related complaints, the students are well furnished with the information related to the structure and time limit of internal and external examination in the orientation meeting.

Internal examination

- **If the students have any complaint regarding the results, they are allowed to review their answer books. For this they have to apply in a particular form with a little fee for it**

in a specific time limit. If the result improves the fee is given back to the student. The entire process takes place within five days.

- Complaints regarding the question papers are addressed by the principal and the examination committee. Written explanation is sought from the responsible paper setter. And it is seen that the students do not suffer for a fault of their own.

- Any complaint during the examination such as room arrangement, seating arrangement, answer-books etc. are promptly resolved by the Examination Committee. Answer books with wrong role numbers are rectified on the students' application.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

(A) Details about POs and COs:

The information regarding all the programmes and POs and COs of various courses is available on the college website.

(B) Mechanism of Communication of the Course Outcomes and Programme Outcomes.

- The information regarding HNGU sanctioned programmes and courses as well as independent courses introduced by the institution, like certificate course/skill based course etc, is displayed on the college website in the form of Programme Outcome (PO), Programme specific Outcome (POs) and Course Outcome. With the help of college website students, guardians, teachers, management or even community can find information about the POs or COs of any programme or course.

- At the beginning of the year, students are informed about

the outcomes and purpose of the course or programme. Students or teacher can get the information regarding the syllabus from the college library or university website.

- Apart from this, students can know about the course outcome from the university website. Students and parents can get information regarding the outcomes of the certificate Course / Skill – based course / Add – on Course on the website. Moreover, students are informed about course outcomes by college faculties.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mahilaartshimatnagar.org/admission-po-co-and-pso.html
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

- The President holds meeting with The Principal, IQAC committee, Faculty members and discuss the yearly planning.
- Last year's weak area is also discussed and suggestions are welcomed and implemented accordingly.
- At the end of the Academic Year above mentioned body meet once again and evaluate the yearly programmes.
- Suggestions are given by the Management and from the principal.
- The whole staff work in tune with the Vision-Mission of the college.
- The evaluation and attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution for they serve as a yard stick to ascertain the role and purpose of the academic endeavors.
- The POs, PSOs and Cos are communicated to the faculty and students.
- The coursework and allied activities are planned and executed in relation to the stated objectives.
- Internal Examination and classroom activities serve as the parameters to gauge the achievement of these objectives.
- The prescribed course is delivered and evaluated on the basis of the prescribed aims and objectives.

- **The final results achieved by the students and the average result of the college in relation to the university result is used to measure the outcome**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mahilaartshimatnagar.org/admission-po-co-and-pso.html

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

226

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	[View File](#)
Paste link for the annual report	http://www.mahilaartshimatnagar.org/pdf/annual-report-2021-22.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.mahilaartshimatnagar.org/pdf/sss-2021-22.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)

50000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

NIL

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

10

File Description	Documents
Report of the event	View File
Any additional information	View File
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

01

File Description	Documents
Any additional information	View File
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

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

One of the objectives of institution is to impart education and to inculcates human values and makes them ideal citizens so along with their professional development they keenly contribute to the development of society and nation. The college organizes extension activities with active participation of students in surrounding area to achieve this objective. The details of the activities are as below:

- Extension activities in surrounding areas:

1. Distribution of clothes in slum area.

2. Voters Awareness Programme.
3. Tree Plantation Vyasan Mukti Programme.
4. Sensitizing students to Social Issues.
5. Gender Inequality Awareness Women Feticide Awareness.
6. Superstitious Awareness Programme.
7. Service to the pilgrimage.

Moral value regarding cleanliness. Got aware and make the people aware about their fundamental duties toward the nation. Convince the society about the value of Democracy and importance of vote. Awareness about Environment Make the people aware about gender equality. Awareness on verse result of Superstitious on society.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/audit-report-2021-22.pdf
Upload any additional information	View File

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

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

471

File Description	Documents
Reports of the event organized	View File
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

471

File Description	Documents
Report of the event	View File
Any additional information	View File
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

02

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

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

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

06

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

- **The institution has adequate facility for teaching-learning process.**
- **The management has built a new building in a campus of about 5 acres for college in the year 2005.**
- **The institution has total 12 classrooms. Five class-rooms are equipped with ICT facilities.**
- **The college has rich library with many text books, reference books and academic journals/magazines.**
- **The library has soul software 2.0 purchased from INFLIBNET.**
- **The college has a seminar hall with seating capacity of many students, an LCD projector and other necessary facility are there.**
- **The college has a separate NSS room, Sports room, NAAC room with Computer sets and necessary furniture like tables, chairs and iron vaults.**
- **The college has a Principal room and an Administrative room also.**
- **Administrative room is well- equipped with 3 computers, 2 printers, internet connection, and a photo – copy machine.**
- **The institution has a small garden with flowers and plants.**
- **Fire safety plant is installed in college building.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mahilaartshimatnagar.org/admission-facilities.html

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

- **The institution has adequate facilities for sports and cultural activities.**
- **The college has a big Mphi theatre for cultural and academic activity. It was built in 2005. It has a stage, a mike, a podium, a sound system with speakers, a Casio, 2 microphone, drum, a pair of Tabla to practice and perform cultural activities.**
- **Dance, singing, annual day celebration and other festival are celebrated in this theatre.**
- **The sitting arrangement is in ascending order.**
- **General lectures and Expert lectures, Thalassemia test, seminars are conducted at this place.**
- **Yoga day is also celebrated in this theatre.**
- **The college has a big open ground for sports activities.**
- **It has various outdoor grounds like kho-kho ground with 27*16 square meter, Kabaddi ground with 13*10 square meter, Volley-ball ground with 18*4 square meter, Hand-ball ground with 40*20 square meter.**
- **Indoor games have chess / carom facility**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mahilaartshimatnagar.org/admission-facilities.html

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mahilaartshimatnagar.org/admission-facilities.html
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)

492954

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

SOUL software 1.0 purchased in Library in 15/12/2008. In which data entries of all books and reference books entered. Full details of various topics are entered in SOUL software. Then the Soul software 2.0. was updated in 2016. After installing soul 2:0 software in 2016 and converting the data, the process of further data entry is now underway. SOUL 2.0 has different types of models such as acquisition, circulation, serial Control, OPAC and administration. Each has a different types operation.

1. Describe I.L.M:S with the name of the software: - SOUL 2.0 software updated in the year 2016 in which circulation is processed after data entry of books and magazine.

1. SOUL software INFLIBNET

2. Computers for library access

3. A wide repository of books, journals, CDs, online educational videos, films, newspapers, e-

resources, previous years question papers etc.

4. Internet band width/ speed 10 mbps

5. Special sections of books earmarked for NET/SET Coaching, State Public Service Examination.

6. Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and

book search.

7. Partially

8. 2:0 Version

9. Updated 2016

5. Automation has been partially done.

6. Semi-Automation started from the year 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.mahilaartshimatnagar.org/admission-facilities.html

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	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
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)

136301

File Description	Documents
Any additional information	View File
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

7

File Description	Documents
Any additional information	View File
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

IT facilities, including Wi-Fi are frequently updated in the institution. ICT is used to support teaching

learning activities in the college. The administrative office and library of the college also employ ICT in

their functioning. The College has 82 computers, Printers, Scanner, Pen drives, Projectors, Screens, Speakers, etc. for academic and administrative support of the students. Moreover, students have been given tablets, under government scheme, to enhance the teaching learning experience. The college has constantly upgraded its IT facility

The college has adequate computers, printers, L.C.D Projectors, a Computer Laboratory with a set of 25 computers and CPU.

The institution upgrades its computer system as per requirement with necessary software, anti-virus.... etc. computer laboratory, office and Principal office have internet connections and with Wi-Fi Facilities

The College has signed annual maintenance contract with IT professional.

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

4.3.2 - Number of Computers

82

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

567174

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 Governing Body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the Principal and the IQAC. The Principal and the hired agency monitor the quality of maintenance of infrastructure and equipments. Senior students in the classes take care of preserving facilities in the college intact.

Though college does not have a duly appointed System Administrator to oversee the maintenance of the Computer Systems, there are two people from Non-teaching staff and one from teaching staff who oversee the maintenance of computers in the college.All Sports amenities are under the in charge of the Director of Physical Education.

Students can avail Language Lab facilities on rotation basis.Seminar Hall is used to organize small functions like various competitions at college level, meetings of Alumni or Parents' Association etc.

Maintenance and utilization of library resources are done through strictly following the library rules. A register is maintained to keep the record of all the visitors. Back issues of periodicals are issued to the readers. A book, if damaged or lost by a member, he/she shall pay the cost of the book as compensation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mahilaartshimatnagar.org/admission-facilities-utilization.html

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

453

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

14

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	http://www.mahilaartshimatnagar.org/
Any additional information	View File
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

177

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

177

File Description	Documents
Any additional information	View File
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

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

25

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

77

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

`10`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

`09`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

STUDENTS COUNCIL ACTIVITIES (2021-22)

At the beginning of an academic year, 'Students Council' was formed under Guidance of Principal. Students representative have been appointed college level in various committees. Various Committees were formed for academic, co-curricular and extra-curricular activities. In-charge professors were appointed with other member professors in the various committees. One or two students representatives were appointed in each committee. Career Counseling Cell, Grievance Redressal cell, NSS Committee, IQAC various committees have students' representatives. College has 'Saptadhara' committee; under which there are various seven committees were formed.

1. Knowledge committee

2. Social Service committee

3. Music-Dance committee

4. Yoga-Sports committee

5. Art-Skill committee

6. Drama committee

7. Creative expression committee

Role of Student Representatives:

- To bring into notice of the authorities of student related grievances and the steps taken by authorities to address the grievances.
- To spread the initiatives taken by the IQAC to improve the quality of education.
- To bring into notice the issue regarding sexual harassment and complaints or suggestions about facilities provided to female students.
- To help in arrangement of orientation meeting to students.
- To instruct and complain with reference to curricular, co

curricular extra-curricular activities.
- To celebrate Teacher's Day.
- To motivate students to take part academic as well as extra-curricular programmes.
- To help organise festivals.
- To help in maintaining discipline and cleanliness in college.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/student-council-2021-22.pdf
Upload any additional information	View File

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

177

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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 institute has an active registered alumni association. Alumni registration is done free of cost.

Meetings of alumni association are held at regular intervals, at

least once a year. The alumni association is a mix of working women and homemakers and all are eager to contribute their share of experience through interaction with current students in the form of lectures, activities, sharing work knowledge and the like. Alumni are employed in different departments like education, police, administration, revenue, law etc. Few alumni are also self-employed. Alumni provide guidance to current students as and when needed Alumni are invited to the college functions and events. Alumni, still living in neighboring villages, assist during N.S.S camps, extension programmes, outreach programmes, plantations etc. One alumni member is inducted into the IQAC committee.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/alumni-association-registration.pdf
Upload any additional information	View File

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

Vision

Set up programmes to develop social awareness, overall development of students through educational & co-curricular activities, Continuous monitoring to improve quality of education

Mission

Provide higher education to girl students in the region, enhance & improve the quality & standard of living, and empower them to contribute to the Nation and the Society

The vision and mission of the institution is to provide higher-education to the students of rural, interior and backward areas. To create educated women with better citizens to serve society and nation. Continuous efforts are made to enhance the quality of education in terms of curricular, cocurricular and extra – curricular activities.The institute has created tradition of an academic excellence. Students attend various seminars, work-shops for self-development.

Governance:

The Trust provides necessary financial assistance to the institution to maintain and develop required things. The Management having meeting with staff and faculty, get information, make analysis and provide necessary suggestion and guidance to enhance academic quality.Principal is the head of the institution in terms of academic and administrative work. The principal and IQAC Co-Ordinator plan every year and evaluate previous year's result and programmes.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/index.html
Upload any additional information	View File

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

Decentralization and participative management is perceptible in the functioning of the institution at various levels. The management- Principal-IQAC-Teaching staff- Nonteaching staff-support staff-Student representatives-Alumni-Parents Association independently and jointly, through various committees, are empowered to propose, design and execute their plans within the framework of governance.

The Management

The Management of the institute is the torchbearer while the

Vision and Mission of the College serve as the polestar. The Management interacts with the Principal, Staff, and students at various occasions. Management representative is an essential part of the IQAC.

Principal

Principal works as a link between the institute and Management. Being the administrative head of the institute he coordinates and delegates different academic and administrative activities.

IQAC comprises of the Principal, Teachers, Management Representative, Administrative staff, Student Representative, External Representative, Community Representative, Alumni. The planning and execution of institutional activities is collectively decided and implemented through IQAC

Teaching Staff

Heads of each subject plan and delegate academic work amongst teachers within the department. Class room activities, presentations etc. are planned and executed with the support of the class representatives. Teaching staff also mentors allotted students. This reflects participative practice

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/about-management.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At college level Principal forms various committees like IQAC committee, Discipline Committee, N.S.S. Committee, Examinations Committee, Career Counseling Cell, Sports Committee, Library Committee, Saptadhara Committee...etc. One faculty member is appointed as in-charge of the committee, and one or two faculty members appointed as members of the body. Students' representative also taken in the various committees. The committee is given independence to arrange programmes, activities with the consent of the principal. – Besides curricular programme, co-curricular and extra-curricular activities organized round the year. N.S.S. units

are working. The institution runs B.A. programme which has six semesters. - Time- Table is prepared, distributed to every faculty and department, it is also displayed on the notice board. - Work load is distributed among faculty members. - Academic diary is prepared for the effective implementation of the curriculum. Orientation programme is organized for the freshers to make them aware about curricular, co-curricular, extra-curricular activities, examination pattern of semester system.... etc - Various departments invite experts and arrange lectures of related subjects. - ICT: the faculty make use ICT also, Online lectures were introduced through various platforms like Microsoft Teams, Google Meet, YouTube channels'.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mahilaartshimatnagar.org/about-management.html
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.

The governing body of the institute is headed by the managing trustee Dr D. L. Patel. The governing body is the torchbearer and patron of the institution. The Vision and Mission of the institution point towards the concerns of the management and their endeavors for the upliftment of women students.

Principal

The Principal Dr K L Patel is the administrative head of the institute. He is a vital link between the management and the institute. All policy decisions are taken by the principal in coordination with the management.

IQAC

The Internal Quality Assurance Cell of the institute collectively plans and executes the policies and decisions in accordance with the rules of the UGC, University and the State Government.

Teaching Staff comprising twelve faculty members also function as

coordinators and members of different committees along with their teaching responsibilities. Heads of each department coordinate with their colleagues in the distribution and sharing of academic responsibilities. Nonteaching staff comprising three administrative staff members support the teaching learning process. Support staff comprising two peon, one watchman and one sweeper. The post of the librarian has not been sanctioned by the government, as per its policy. The management has appointed a librarian.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/about-management.html
Link to Organogram of the Institution webpage	Nil
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	View File
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

The Children of staff members are exempted from paying fees in the school managed by trust.

The credit society of the college provides loan to teaching and non-teaching staff.

The profit of the credit society is distributed equitably among the staff members every year.

The College provides a lot of welfare schemes to its staff and has availed as and when they are needed.

12 days of casual leave is available to the teaching staff

15 days Casual leave is available for non-teaching staff.

The non – teaching staff can avail 30 days of Earned Leave every year.

20 half pay leave of ten days leave can be commuted every year by every employee

Lady teachers can avail six months Maternity Leave as per Government rules

Male teachers can avail Paternity Leave as per Government rules.

Gratuities, Pension, and all other such Government welfare schemes and measures are given to the

staff.

The management appreciates the staff and teachers for noteworthy achievement.

Leave is granted to teachers to participate and present papers in seminars.

Grievance Redressal Cell takes care of the complaints of the students as well as staff.

Prevention of Sexual Harassment cell for women at the workplace is active.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/naac-documents.html
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

12

File Description	Documents
Upload any additional information	View File
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

06

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
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

02

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
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

As per UGC regulation 2010, It is mandatory for all faculty to prepare performance based appraisal in the prescribed format for career advancement. Promotions are based on the prevalent rules of UGC career advancement scheme by the appraisal parameters.

Institution has formed self-appraisal from for the Teaching staff. It includes participation in academic, co-curricular, extra-curricular, various bodies, administration, research and publication. The self-appraisal from includes lectures, examination duties, participation in seminars, training workshops, publication of research articles, research work, extracurricular activities, preparing results … etc.

- Students feedback on teachers are arranged and collected.
- Management meeting with Principal and staff-members for evaluation of yearly activity.
- Timely activities and programmes of various committees.
- For non-teaching staff CCC computer examination is compulsory.
- For Teaching staff "CCC+" computer examination, and 'Hindi' subject of 10th or 12th standard or equivalent or above passing is compulsory as per rule of Gujarat government.
- Four employees passed above examination and some

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 college has both internal audit mechanism as well as external audit mechanism regularly.
- The office accountant keeps daily account update and after every fifteen days Principal checks the account sheet regularly.
- Financial income like various grants from Gujarat Government and UGC are updated by office accountant.
- Quotations are received and then purchase are done in terms of UGC grants.
- At the end of the financial year the audit sheet contains all credit of the financial sources and all debit of purchase and spent money.
- The internal audit is done at the end of every financial year by authorized Chartered Accountant P P Patel & Bros, Himatnagar.

- **Last internal audit was done on dated No objection is found in internal audit by Chartered Accountant.**
- **External Audit is done by Senior Auditors from Higher Education Commissionaire Office, Gujarat Government, Gandhinagar.**
- **Last External audit for the years2016-17, 2017-18 was done on by Senior Auditors from Higher Education Commissionaire Office, Gujarat Government, Gandhinagar.**
- **No Objection was found in the report by external auditors.**
- **Audit of UGC grants were done by chartered Accountant and at the end of UGC Plan, utilization certificates were sent to UGC, Pune.**

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/audit-report-2021-22.pdf
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)

4000 Thousand

File Description	Documents
Annual statements of accounts	View File
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

Mobilization of Fund:

Financial Resources:

- **Grants from the Government and UGC.**
- **Fees from admission of the students**

- **Donations from Community / Society**
- **Financial Assistance from the Management / Trust**

Utilization Policy:

- **All Financial transactions are managed in a transparent and effective manner.**
- **There are two Bank Accounts. College Bank Account and The Trust Bank Account.**
- **Grants from the government and UGC are deposited in college Bank Account.**
- **Donations from Society, alumni and other resources are deposited in account**
- **Principal, President, Secretary are authorized persons to operate the Bank Accounts.**
- **Internal Audit is done by Professional Chartered Accountant P P Patel & Bros, Himatnagar.**
- **External audit is done by senior officials of Higher Education Commissionaire office, Gandhinagar.**
- **The President, the Principal and the Accountant allocate necessary budget to various departments, committees according to requirements.**
- **The Principal, the President of the College Trust and College Accountant are responsible for monitoring and controlling the financial procedures.**
- **Maintenance Committee decides about budget allocation and repairing and maintenance of the infrastructure and furniture.**
- **For UGC grants utilization Purchase Committee is formed of The Principal, The President, The Office Accountant and a Senior Professor.**

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/audit-report-2021-22.pdf
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

Internal Quality Assurance Cell has made significant contributions, as per the guidelines of the National Accreditation

and Assessment Council. Quality assurance strategies have been formed and institutionalized through the adaptation of various tried and tested methods of systematic functioning. Regular meetings are held to plan, strategize and review various activities and functioning of the institute. AQAR is submitted annually to NAAC.

Promotion of Learner Centric Ecosystem

Largely owing to the combined efforts of the IQAC and the faculties the institute has been successful in creating learner centric ecosystem. Classroom activities, library as a learning resource, use of computers and ICT are some of the initiatives adopted to support class room teaching. ADD on Courses, fieldwork, projects, continuous evaluation is some of the initiatives introduced by IQAC

Feedback System

Formal feedback is acquired from the students, alumni, Parents association and Teachers of the institute.

Documentation

Due to the initiatives of the IQAC all departments and committees create and store relevant documentation in support of their activities

Best Practices

The institute has developed a culture of initiating various academic and community centric activities as its Best Practice. Best practices of the institution are planned and implemented annually to realize new potentials.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/iqac-activities-2021-22.pdf
Upload any additional information	View File

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 institution reviews its academic, co-curricular and extracurricular activities. The institution has a mechanism to evaluate all aspects. The Managing body, The Principal and IQAC committee held meeting to discuss, review and for quality improvement at regular intervals. The IQAC plans and execute academic and co-academic activities in tune with academic calendar.

- Teaching- learning:

The president and the secretary held meeting with the Principal, IQAC body, faculty and staff at the beginning of the academic year. They provide guidance. They also ask about requirements. They put emphasis on quality improvement in all aspects of education. Teaching- Non teaching staff works under vision of principal. Various committees are formed and principal allocate work. Faculty is placed as In- Charge, students' representative is part of many committees. The committees are given full authority to plan and implement any activity. IQAC committees held a meeting with faculty. The principal gave guidance and authority to IQAC committee to plan and implement all the set-up for teaching and learning.

Teachers participate in faculty development programmes, seminars and conferences. The institution also organizes seminars and workshops with the active involvement of teachers and students. Annual report of the institutional activities is prepared and presented during annual function.

File Description	Documents
Paste link for additional information	http://www.mahilaartshimatnagar.org/pdf/iqac-committee-2021-22.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)	C. Any 2 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mahilaartshimatnagar.org/pdf/annual-report-2021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution is a women's college, primarily to provide equal opportunity to girl students in the vicinity who were forced to discontinue education after school largely due to lack of gender parity. The number of rural girls seeking education has increased over the years and the social rigidity has seen a steady decline. In spite of being solely a women's college the institution is conscious of its social responsibility of teaching and practicing inclusiveness. Students are sensitized about gender issues through syllabus discussion in literature classrooms, primarily dealing with gender issues a thought in the classroom. The need for gender parity and equality is promoted through various cultural programmes, rallies, debates and discussions, workshops and extension activities. Security of girls is maintained through security watchman and CCTV surveillance. Self defense training programmes are organized Stage plays and role plays dealing with issues of women safety are organized.Rallies and campaigns for social awareness about women safety, legal rights are organized. Anti-Ragging Cell, Prevention of Sexual Harassment Cell, and College Women Development Cell are active in collaborating different issues of women safety. Counseling is provided both formally and informally on various issues related to women and safety,

File Description	Documents
Annual gender sensitization action plan	http://www.mahilaartshimatnagar.org/pdf/7_1_1_ags_plan.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.mahilaartshimatnagar.org/admission-facilities.html

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste Management is practiced by curtailing the generation of waste. The institute is a plastic free zone. The misuse of paper is avoided in office. Students participate in Swachchh Bharat programmes. NSS unit through its volunteers performs various activities and spread awareness regarding recycling, degradation and management of waste. Solid Waste Management is achieved through placing garbage collection bins at various locations of the college. Solid Waste collection pit has been dug and used for proper disposal. Misuse of paper is avoided in office and classrooms. Incineration machine has been procured and installed. Liquid Waste Management is achieved through proper sewage. Solid waste is collected by Himatnagar Nagarpalika. They collect dry and wet garbage from campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

B. Any 3 of the above

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

`C. Any 2 of the above`

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

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

`The institution has a culture of inclusive environment. Students and teachers belonging to different socioeconomic and religious`

backgrounds pursue academic and allied activities, complete harmony. Students belonging to different socio economic strata study and participate in different activities. Cultural activities Cultural programmes organized by the college include dance, songs, and presentations representing various socio-cultural, religious and linguistic diversities. Dance forms of Rajasthan, Punjab, Maharashtra, Gujarat and tribal dance forms are some of the popular presentations during cultural events. Role play during enactments from the syllabus in classroom activities includes examples from Gujarati, Sanskrit and English literature. Literature of different countries and regions allows a representation of numerous diversities. Culinary competitions include preparations from the length and breadth of the country. Punjabi, and South Indian food is very popular among participants of culinary competition. Students of college visit deaf and dumb school every year. The activity inculcates a feeling of empathy for the differently abled. Students contribute to flag day donations.Physically impaired people are invited to various programmes organized by the institute

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	[View File](#)

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

The College starts with morning prayer and the National Song is sung every day. Independence day and Republic day are celebrated every year. Flag hoisting and respect to national symbols is preached and practiced. National struggle for freedom and its cherished ideals are practiced through curricular discussions, cultural programmes, celebrations and commemorations of important events such as Sardar Jayanti, Gandhi Jayanti, Vivekanand Jayanti etc. The unity, sovereignty and integrity of India is upheld and various programmes and activities epitomizing the same are organized. Students volunteer for National Service Scheme and camp in nearby villages for seven days to educate the general public about various aspects of National Service. Various programmes are held to promote harmony and common brotherhood. Being a woman's college the institution consciously promotes equal opportunity, gender parity and dignity of women. Students value the rich

tradition and heritage of the country. Classroom teaching, extension programmes, educational tours, cultural programmes etc are planned to showcase and uphold the composite culture of the nation.Students promote conservation of forests, lakes, mountains, rivers and wildlife through rallies, cultural programmes. Students also participate in Swatchh Bharat Abhiyan, Voter Day activities, electoral awareness initiatives etc. The values enshrined in the constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	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

The institution organizes national / international commemorative

days, events and festivals. International yoga day is celebrated on 21st June. Independence day is celebrated on 15th August is observed with full reverence and pride. Cultural programmes commemorating the valor and contribution of national leaders and freedom fighters is organized. Teachers' day is celebrated on 5th September. Similarly, on 2nd October the birth anniversary of Mahatma Gandhi is celebrated. In recent years the day is also celebrated as Swatchh Bharat Abhiyan Divas. Students participated in a rally. Sardar Jayanti is observed on 31st October to commemorate the birth anniversary of Sardar Vallabhbhai Patel. On 25th December the birth anniversary of Sri Atal Bihari Vajpai is celebrated as Sushasan Divas. On January 12, each year, the birth anniversary of Sri Vivekananda is celebrated as Youth Day. Students participate in various elocution events organized on this day. Netaji Subhash Chandra Bose Jayanti is celebrated on 23rd January. 25th January is celebrated as National Voters Day. 26th January is celebrated as Republic Day. On 8th March the institution observes women's day. Guru Purnima is celebrated each year. The role of the teacher and teacher's relation with the students and society is discussed on the day.

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	View File

7.2 - Best Practices

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

Best Practice-1

Title: ICT Enabled Teaching – Learning Objective:

- To enable students to visualize and virtually experience the literature, (poetry, Novel, Drama, etc) taught in the class.

Context:

- Academics is at the heart of our higher education system.

Use of ICT has redesigned the concept of teaching.

Practice:

- College employed innovative teaching practices which results in high-quality learning.

Evidence of Success:

- Students have found this use of technology for learning an innovative and interesting.

Problems Encountered and Resources Required:

- Efforts are required to improve the English communication.

Best Practice:2

Title of the Practice:Fostering Art and Creativity for Lifelong Engagement

Objective:

- To enable students to learn and use different forms and functions of arts and techniques

The Context:

Sapt-Dhara initiative is a broad concept launched by KCG, Government of Gujarat.

The Practice Seven Dharas

1.Knowledge Band

2. Creative Expression Band

3.Fine Arts Band

4.Theatre Band

5.Music and Dance Band

6 Yoga and Sports Band

7..Community/Social Service Band

Evidence of Success:

- **The boys and girl students are encouraged to participate themselves.**

Problem Encountered and Resources Required:

- **At the initial stage, students hesitate to participate in some of the competitions.**

File Description	Documents
Best practices in the Institutional web site	[View File]()
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

The priority and thrust of the institute is in tune with its vision and mission. The stated vision of the institute is- 'Education of Women for Social Transformation' The institution believes that education can enable women to participate more meaningfully in the social, economic, and the changing scenario of contemporary, transforming Indian society. The institute seeks to empower women through education. It is a proven fact that education can obliterate rigid social stratification. It can empower through knowledge and inculcate a sense of self-confidence. The college was established with this specific urge to provide better opportunities to girls in the region who could not continue education after school. By imparting value based quality education to women in Himatnagar and surrounding villages the college has successfully helped to enhance social participation of educated women. It has brought about intellectual as well as economic independence in women through education. The college has thus been able to promote social integrity and core universal

values along with an objective perception so that the students may become worthy citizens and contribute towards social transformation and thereby the development of the nation

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. To Prepare data for SSR submision.

2.To prepare and submit AQAR 2020-21.

3. To organise woman empowerment programme.

4. To prepare platform for online teaching and learning.

5.To organize various extensin activities through NSS units.

6. To promote teachers to participate in research work.

7.To evaluate continuously academic performance of students.