



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SMT. M. M. SHAH MAHILA ARTS COLLEGE, KADI
• Name of the Head of the institution	Dr. Hina M. Patel
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02764242072
• Mobile No:	9925032421
• Registered e-mail	prinhmpatel@gmail.com
• Alternate e-mail	mmsmac@yahoo.com
• Address	Near N. C. Desai Petrol Pump, Highway Cross Road, Kadi
• City/Town	Kadi. (N.G.)
• State/UT	Gujarat
• Pin Code	384440
2.Institutional status	
• Type of Institution	Women
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	Hemchandracharya North Gujarat University, Patan				
• Name of the IQAC Coordinator	Dr. Sangeeta C. Acharya				
• Phone No.	02764242072				
• Alternate phone No.	8160721746				
• Mobile	8160721746				
• IQAC e-mail address	dr.sangeeta.c.acharya@gmail.com				
• Alternate e-mail address	mmsmac@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mahilaartskadi.org/Content/IOAC/47.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mahilaartskadi.org/Content/IOAC/1062.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.22	2009	31/12/2009	30/12/2014
Cycle 2	B	2.48	2016	16/12/2016	15/12/2021
6.Date of Establishment of IQAC			31/12/2009		
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
Institutional 1	NSS	State Government	2021	9200
Institutional 1	Adjustment Grant	State Government	2021	16980
Institutional 1	Adjustment Grant	State Government	2021	16140
Institutional 1	UDISHA - Placement Cell	KCG State Government	2021	50000
Institutional 1	Finishing School	State Government	2021	125000
Institutional 1	DEDF	KCG State Government	2021	50000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	5
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	

Organized Online Webinar on Intellectual Property Rights: Emerging Issues, Challenges and Human Rights on 28/05/2021.

Application English Medium Economics & Psychology to University.

Application for the B.Com program in English Medium to the University.

Capacity Building workshops for Non-Teaching staff.

MoU for Faculty Exchange, Student Exchange, Technology Exchange.

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
1. Academic calendar should be prepared in line with state Govt. University calendar.	1. prepared as provided by state Govt. University and doing activities
2. To Distribute work during the year to all faculties and students representative through several committees	2. Prepared committee list and distributed work to all faculties. Students representative instruct to do activities under that committee whole year.
3. to be fill Anti Ragging form at the beginning of the year.	3. filled Anti Ragging forms by all new comer students.
4. To give choice of any two Dharas to new comer students under Saptadhara Activities (An Initiative of Knowledge Consortium of Gujarat, Gujarat State) like Gyandhara, Srjanatmak Abhivvyakti Dhara, Rang Kala Kaushalya Dhara, Natya Dhara, Geet-Sangeet Nutya Dhara, VyayamKhelkud-Yog Dhara & Samudayik Seva Dhara, NCC, NSS & Sports.	4. Give form to each students they select any two Dharas and NCC/NSS/Sports they Participated Concern Activities during the year.
5. Review of Syllabus	5. Reviewed and suggestions made.
6. Orientation (Induction) of new students.	6. Executed effectively.

7. Staff contribution in 'Student Aid Fund' need to	7. 10 % increased as previous Year
8. Management should wave entire fees for BA	8. Entire fees waved having first class in HSC and got admission in BA -sem-I
9. Activities & Achievement should be presented before IQAC in PPT form	9. All department have presented before IQAC in PPT form
10. To motivate students regarding competitive examination	10. WDC and College Counselling and Placement Cell Jointly organized and expert lecture on "How to Face Competitive Exams". 100 Students were participated in this programme During the Year.
11. Enrich Library by adding new reference books/journals/periodicals/ E resources	11. Every year we added new books and journals in the library.
12. To organized faculty/ students/ development programme	12. Number of faculty / students development programmes were organized during the year.
13. To organized sports events and NSS and NCC Events	13. Various Sports/ WDC / NCC and NSS Activities were organized by the respective unit in the institute and prepare students for University / State and National level competitions.
14. Students Counselling	14. Executed on regular based
15. Boosting Research Activities.	15. Executed on regular based through motivation and guidance to both faculties and students. It can be noticed in the presentation made in the seminars and publications done by the faculties as well as students.
16. Introduce classes for slow learners and advance learners.	16. Executed.

17. Celebration of International Yoga Day/World Population Day/Teachers Day/ Guru Purnima /Geeta Jayanti/ Gandhijayanti etc.	17. Executed effectively.
18. Development of students through activities like Rangoli / Mahendi / Drawing / Poster Making / Debate / Essay Writing Competitions etc.	18. Executed effectively.
19. To develop physical and academic infrastructure in the campus.	19. During this year one sports room develop with facilities. Number of rennovation work were conducted.
20. Enhance research enviourment by promoting research activities of teachers and students.	20. Time to time all department motivate to present a research paper in International / National and State Level Conference Seminar / Workshop . Department of Economics M.A. Students do dissertation as a part of syllabus.
21. To start B.Voc Courses	21. Start 5 Diploma Courses under UGC MHRD approved skill based courses under NSQF

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

Name	Date of meeting(s)
M. P. Shah Education Society, Kadi	22/09/2020

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	30/01/2020

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	219
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	629
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	407
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	148
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	13
File Description	Documents
Data Template	View File

3.2	01
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	10
Total number of Classrooms and Seminar halls	
4.2	546922
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	44
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Reverberation:

Smt. M.M.Shah Mahila Arts college is a Affiliated to Hemchandracharya North Gujarat University, Patan and adheres to its curricular aspects. The process emblazons planning and executions of curricular implementations in the meetings of Staff Members and Departmental Heads along with Principal of the college to determine workload, allocation of work, preparation of Time Table and enhancement of learning outcomesto accomplish effective delivery of the curriculum.

The College augments important innovative interventions in the Teaching-Learning process to facilitate the expansion of the prescribed syllabus in multiple directions and encourage the students of the entire spate to participate in various activities and courses with expert guidance from their mentors. The essential components of the curriculum include acquisition of related prowess, handling technology along with application-based testing to

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1. Our students used to score high percentage in university examination to shine the college in educational arena of the city.
2. The college has effervascent results in every class still we analyze the result every year in staff meeting with principal and new strategies are framed for more improvement.
3. To mark the recording and monitoring of progression of courses, a system of maintenance of a Teaching plan has been implemented.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mahilaartskadi.org/Content/IOAC/1063.pdf

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

The college adheres to its academic calendar on the guidelines of the university. The timetable of the college was prepared based on the activities enshrined in the academic calendar with allotted subjects, students' preferences, workload distribution and it has been displayed on the notice boards at the commencement of the new academic year.

In accordance with these details, our institution's academic calendar is prepared by Academic Calendar, Time Table and Class Arrangement Committee and IQAC.

Our college follows Hemchandracharya North Gujarat University, Patan internal evaluation patterns. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments.

Time table for the internal evaluation is displayed at the college website and on notice board. Students are informed about the CIE schedule through social media also. Due to some problem if a student is unable to attempt the scheduled examination, the absent student gets a chance to appear for the re-test.

Co-curricular Activities such as field visits, study tours, guest lectures and Prize Distribution Ceremony are also mentioned in the calendar. Different Add-on Courses are also scheduled in the semester. Induction program for newly admitted students and staff, Parent Teacher Meeting and Alumni Meeting also have mentioned.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.mahilaartskadi.org/Content/IQAC/3062.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.

B. Any 3 of the above

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	
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	
2	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
17	
File Description	Documents
Any additional information	No File Uploaded
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

287

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

287

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

1.3 - Curriculum Enrichment

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

Reverberation:

The College is strictly adheres to the curriculum prepared by the board of study of the Hemchandrachary North Gujarat University, Patan. Most of the programs do have these issues addressed in their syllabi.

Bachelor of Arts and Master of Arts:

The curriculum of B.A and M.A, includes various issues on women empowerment, sustainable development, human values:-

Gender sensitization :**A-Sociology:**

1. Gender issues
2. Women and society

B-English Literature

Gender sensitized literature

C-Sanskrit

Portrayal of women

D-Gujarati

Gender Equality

Human values:

A-Sanskrit

value based literature

B-Gujarati

Human value based stories

C-History:

1. Historical aspects of ancient India
2. Women Emperor

D-Sociology:

1. Indian Culture and Social Issues
2. Individual, Family and Community in Indian Social Thought.
3. origin of society

E-Psychology

1. Need and importance of healthy mind and healthy body.
2. Importance of mental health.

Environment and sustainability:

A-Economics:

Development and Environmental Economics

B-Sociology:

1. Family system and Environmental issues
2. Social problems and environmental issues

Professional Ethics

A-Economics-

1. Importance of paying tax for nation building.

2. Role of consumers.
3. How to run a business?
4. Industrial policy

B-English Literature-

1-Communication skills

2- Business skills

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

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

1

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

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

13	
File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.mahilaartskadi.org/Content/IOA/C/1052.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of sanctioned seats during the year

680

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

407

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The assessment of the learning levels of the students is accomplished by the teachers in the classrooms during lectures, class tests, assignments and tutelage on the basis of which slow and advanced learners are identified. The College is empathetic to this aspect and takes maximum steps to optimize the learning outcomes of all the students. The College endorses mentoring system where faculties help students with their personal and academic challenges. Continuous internal assessments facilitate consistent progress of students.

1. Bilingual explanations in Gujrati and English-classroom teaching imparts discussions in the class with the aim of reaching to the slow learners so that they can be brought at par with the rest of the class.
2. Personal, academic and career-related counseling are imparted from time to time.
3. Additional tests are conducted outside the curriculum to assess the learning ability of students..

The college emblazons participation of advanced learners during lectures, tutorials, class tests, assignments and interaction during the class. All the Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential.

1. Advanced learners are encouraged to participate in inter college competitions.
2. They are also motivated to secure rank and distinction in University examination.

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

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

Number of Students	Number of Teachers
527	13

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college is dedicated to cater the academic and practical needs of the students to synchronize add-on and certificate courses to enhance experiential learning.

1. Collaborative and Peer learning are part and parcel of the regular classroom teaching to traverse new vistas of knowledge with interactive teaching.
2. The teachers are particular to solve students' problems regarding to contents of the subject matter.
3. Participative learning and problem solving methodology are clubbed in regular classroom teaching.
4. Faculty members have the responsibility of supporting and guiding their wards in their academic and personal glitches.

5. Participative learning and problem solving methodology are clubbed in tutor-guardian scheme. Each faculty member is assigned a small group of students comprises maximum of 41 students as their wards.

The college has following implications for enhancement of learning experiences-

• Review of attendance • Students' Behavioral monitoring • Marks obtained in Continuous Internal Assessments • Internal Marks • Availability of Sufficient Learning Materials • Learning difficulties • Assignments and component submissions • Extracurricular activities • Project work • Poster & Chart Making in Concerned Subject

Teachers are natural mentors of their students and to formalize it the College has a proper student mentoring system.

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

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

Teachers of the College amalgamated to make the best use of the technology in their teaching process by imbibing new digital tools to redress all the students to achieve high academic standards. ICT has enabled better and swifter communication along with effervescent presentation of ideas in a potent and trenchant demeanor.

1. The teachers use and share E-books which are very useful for the students .
2. Teachers have anticipated lectures online on MS Team.
3. The use of ICT enabled tools reached at maximum level during the Covid- outbreak. Since students could not come to college due to the pandemic, teachers extensively used ICT equipment and online platforms from their home.
4. Teachers used Zoom and MS Team to reach students during the period of social distancing.
5. Since the beginning of the Covid-19 period, teachers on work-from-home basis were attending online webinars,

workshops, and Faculty Development Program .

6. Digital platforms, Printer, Photocopier, Pen Drives, Scanners, DVDs and CDs are used by teachers as per requirement.
7. The college conducts webinars, online quiz and guest lectures for effective teaching and learning.

The Institute endeavors continuously to improve the competence and efficiency in assessment of Teaching, Learning and Evaluation Processes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.mahilaartskadi.org/Gallery/Detail/Tvw8AAAY

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

13

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

13

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

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

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

2.4.3.1 - Total experience of full-time teachers

222

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

2.5 - Evaluation Process and Reforms

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

The College is a Affiliated to Hemchandracharya North Gujarat University, Patan and obliged to implement all directives of the University regarding continuous internal evaluation. The College adheres to the factor of student attendance in all assessments, which serves as an incentive for regularity and academic discipline.

1. The schedule for class tests and assignments are notified to the students in advance .
2. The Principal of the College monitors the effective implementation of the schedule.
3. Discrepancies or grievances of the students, if any, are assessed and resolved by departments before submission to the Principal of the College which is an interface between the College and the University.
4. Internal Examination is conducted at end of the session based on University exam pattern at departmental level.
5. Subject teachers also conduct various academic activities for assessing the students' progress.
6. Viva voce and mock tests are conducted with the current topics to give an exposure to the students of the various disciplines.
7. The College has a system of Student Feedback which facilitates effective implementation of evaluation processes.
8. Teachers assign innovative projects to students to build and check their creative skills.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.mahilaartskadi.org/

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

The Grievance and Redressal Meeting was held thrice in an academic session to enquire from the students if there were any Grievances .

1. Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and

systematic manner.

2. The institution has a well-defined system in place to deal with examination related grievances.
3. The college forwards examination related grievances of the students to the university .
4. There is an examination committee that looks into any discrepancies and takes requisite steps to ensure transparency and objectivity.

Auspicious contribution of the college:

In the beginning of each session after the admission process is over, each department is required to assign a teacher mentor to each student of first year. It is also required that the same mentor continues to be with the ward for whole span of education in the college.

1. The college is very particular for adequate Mentor-Mentee ratio to enhance the success ratio of the students.
2. Mentors conduct a meeting with their mentees once a month to discuss their problems and issues.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.mahilaartskadi.org/MyAdmin/MyLogin

2.6 - Student Performance and Learning Outcomes

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

The College facilitates holistic growth of the girls' students and communicate Program outcomes and Course outcomes to all stakeholders. The motivation for doing so is to provide the students and the teachers a clear and comprehensive idea of the courses so their learning objectives are accomplished. Defining the learning outcomes, much care is taken so that they describe the knowledge, skills and competencies that students are expected to acquire as a result of completing their program of study.

- o The program outcome (PO), program specific outcome (PSO) and course outcome (CO) of all programs and courses are framed properly.

- The College Prospectus provides the basic structures of all programs offered by the college.
- The outcomes are communicated to the faculty-members by the IQAC . The faculties take active participation in formulation and review of the outcomes.
- The course outcome clearly reflects the knowledge and skills that the students will acquire by learning a course, and it defines the cognitive processes a course provides. The framework of the Program Outcomes (PO) and Course Outcomes (CO) designed by the faculty are discussed in the academic meet.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
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 college has an effervescent mechanism to take a note of the progress of the students and identify their specific learning needs to ensure that the stated objectives of the curriculum are achieved during the session. Class tests and class presentations are arranged. Staff meetings are regularly held to review the progress of the students and to ensure the timely completion of the syllabus .

The college offers various programmes with clearly defined outcomes. The college has a systematic process of collecting and evaluating data on program and course outcomes and uses them to overcome the barriers to learning.

1. Preparation of the learning outcomes is done across all the Programs and Courses.
2. The IQAC regularly monitors the attainment level for every course.
3. The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students .
4. The departments impart various activities to accomplish the objectives.
5. To familiarize the students with their personality traits by conducting various co-curricular activities to enable

them in selection of jobs or for higher studies.

6. To enable the students to analyze the strengths and weakness of their personality.

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

2.6.3 - Pass percentage of Students during the year

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

94

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.mahilaartskadi.org/Content/IQAC/5071.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)

<https://www.mahilaartskadi.org/Content/IQAC/5067.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)

00

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

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

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

00

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

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

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

1

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

3.2 - Research Publications and Awards

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

13

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

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

8

File Description	Documents
Any additional information	No File Uploaded
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

The college organizes extension activities in the neighborhood communities that sensitize students towards community issues, gender disparities and social inequity along with other relevant issues to inculcate social values and commitment to society.

1. The college aims to develop the personality of students by organizing community services on regular basis and to make them sensitive and responsible human being.
2. The National Cadet Corps (NCC) & National Service Scheme (NSS) unit of the college is the most appropriate platform to execute welfare services for enhancement of sensitivity among students.

3. The college organizes various activities to emblazon awareness and sensitivity in the students and instill the desire to work for an equitable, safe, and just society for women through various approaches such as poster making, slogan writing, debates, workshops, seminars, expert lectures and panel discussions with eminent personalities.
4. Each department conducts Seminars, Workshops, Talks and many other activities to sensitize students .

The college provides an environment conducive for the holistic development of students. .The outreach and extension activities have not only made students socially aware of several socio economic and cultural problems affecting the everyday lives of people; some of them have also further pursued humanitarian work in several fields.

File Description	Documents
Paste link for additional information	https://www.mahilaartskadi.org/Events/ViewMore/KFQQAAAA
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

1

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

07

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

790

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

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

2

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**

30

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

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

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

The college has constantly endeavored to provide quality education and ensure all round development of the students in order to create awareness, responsibility and nurture the girls' students as empowered women of tomorrow.

1. The Teaching Block has well-appointed and spacious classrooms, Library, girls rooms, tutorial rooms, psychology lab, sports room, Seminar Hall, N.S.S and N.C.C office along with neat and clean ambience.
2. The classrooms are properly ventilated with all the basic amenities for strengthening academic discourse. The room receives optimal natural light.
3. The well-managed and spacious college library is there to support the students
4. Students are encouraged in the classes for making use of library resources for seminars, projects, lesson plans and other such activities.

The Administrative Block of the college consists :-

1. Principal's Office;
2. The General Office

Student support facilities

The college provides the latest infrastructure and facilities that contribute to the academic growth of students and faculty.

1. The college offers short-term courses and add-on courses on various important aspects.
2. The college has a common staff room, psychology lab, sports room and computer room for faculty.
3. Each department has its own room provided with a desktop.
4. The college is particular to provide subject-specific content for students .

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

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

The college is committed to offer resourceful infrastructure for holistic growth of students. The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching-learning ambience and comprehensive development of students.

The College believes in the importance of imbibing our cultural values on the young minds. Along with academics and sports, cultural activities play an important role in the holistic development of students.

1. A spacious auditorium, Common Room and Multi-Purpose Halls are available for the students to organize and participate in co-curricular, recreational and cultural activities.
2. The firefighting system is in place.
3. The college also has a physiotherapy centre and yoga center

The college has an active space used for cultural activities like music, theatre in particular street plays, talks, poetry reading sessions and art and craft competitions. Institution facilitates

the conduct of these activities for the benefit of students. The College also encourages students to take part in various cultural activities. The institution organizes various cultural events like celebration of International Yoga Day, International Women's Day, Gandhi Jayanti, Republic Day, Constitution Day, Youth Day, Martior Day, World Population Day, Independence Day and all the days of national importance to emblazon students.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mahilaartskadi.org/Gallery/Detail/Tvw8AAAY
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)

546922

File Description	Documents
Upload any additional information	No File Uploaded
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)

Integrated Library Management Software (ILMS)

Library of Smt. M. M. Shah Mahila Arts College, Kadi had purchased a commercial library management software SOUL 2.0 and library functioning is Partially automated. This ILMS is used to manage all library collection like books, journals, magazines, CDs/DVDs, maps, bound volumes, braille books, etc. Bar Code technology is used in the library for issue and return of books. All functions like Issue- return, Renewal, Reports Generation, Stock Verification for multiple databases etc are partially automated.

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

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

E. None of the above

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

82627

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

6.76

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college ensures an extensive use of ICT resources by providing adequate access to computers and internet to its students and faculty. The college has ample additional digital facilities.

1. The college website is maintained and upgraded through competent faculty members of the college.
2. The college is the epitome of excellence by organizing number of workshops and seminars on use of ICT to update the faculty and students.
3. These workshops are held in ICT enabled seminar hall and through online mode.
4. Teaching materials prepared by the faculty members are shared with the students through Whats App groups.

5. College has Wi-Fi enabled advanced computer labs where students and teachers search study material, download images, videos and audio to facilitate teaching-learning process.
6. Students also prepare presentations by using graphical representations and diagrams.
7. Students develop Audio visual aids like PowerPoint slides to develop and deliver their presentations in the classroom.

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

4.3.2 - Number of Computers

44

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

25956

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 college has policies and procedures for maintenance and utilization of infrastructure and facilities.

1. In case of malfunctioning projector and any other equipment the authorized committees take care of the repair.
2. Electrical equipments are switched off after use and classrooms and labs are locked in the evening.
3. Students are oriented to take care of the college property.
4. Computers are password protected and are to be used only for academic purposes. Computers are shut down properly after use.
5. Desktops and ACs are maintained and upgraded regularly with prompt approach.
6. The library is marked as "Silence Zone".
7. Daily cleaning and dusting of all equipment are done very punctually.
8. Stock registers for purchases and utilization of consumables are maintained.
9. Sports ground is also maintained by maintenance officer through continuous monitoring.
10. Sports equipments are purchased and upgraded as per requirement.
11. Cleanliness and sanitation of the entire premises is maintained by maintenance staff through sanitation staff.
12. Dustbins are placed at various places to avoid littering and the agency cleans the premises twice a day to maintain hygiene and cleanliness.
13. Sanitizers are installed at strategic locations in the premises.
14. The college is very particular for maintaining of the premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
321	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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	
117	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	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	C. 2 of the above
File Description	Documents
Link to institutional website	NIL
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	
100	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
100	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

government examinations) during the year

00

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The Student Council is the representative body of students in the College. It consists of academic toppers from all classes. IQAC cell and different committees of the college also has students' representation.

1. The NCC unit is an proactive unit for organizing various activities
2. The NCC unit also carries out activities like Blood Donation camps, Tree plantation, cleanliness campaigns and traffic safety awareness programs.

3. Activities showcasing art and culture of the region are organized.
4. The students also contribute to Placement and Alumni Committees by actively helping in organizing their activities.
5. The college organizes gender equality programs to sensitize students on gender issues.
6. The objective is to foster holistic and all round development of the students of the college.
7. The student council members also help in organizing Orientation Program, Teacher's Day, Annual function and Farewell to the Final year students along with other students of the college.
8. The College focuses on educating young women and training them in responsibility and accountability, enabling them to take their positions in a competitive world.
9. Students of the college are encouraged to participate in activities beyond their academic curricula so they become confident and well balanced individuals.

File Description	Documents
Paste link for additional information	NIL
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

23

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

5.4 - Alumni Engagement

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

Alumni association is one of the strong inspirations for the students of the college.

1. The Alumni members play vital role in the well being of the organization. Expert advice is derived from them.
2. The Alumni association is the Old Students Association, it's a non-profit making registered Association, bearing the Registration No: F/443/Mahesana with Maniben M P Shah Mahila Arts College Bhutpurva Vidhyarthi Mandal
3. The Mission of the alumni is to provide a vibrant, global network and forum that connects and engages the alumni with their Alma Mater.
4. The family of Smt M.M.Shah Mahila Arts College is proud privileged to have students who are achievers in every field, along with the values imparted by the college for significant contribution to society.
5. In order to foster a warm relationship, the College maintains regular contact with the alumni and former faculty through various email groups and social networking sites such as Facebook, Whatsapp, Instagram, etc...
6. The Alumni is very active in promoting, mentoring and guiding the current students of the College.
7. The objectives of the Alumni Association are:
 - To plan and organize successful reunions.
 - To promote best practices in different areas of social life for the benefit of society.

File Description	Documents
Paste link for additional information	NIL
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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Smt. M. M. Shah Mahila Arts College is a women's Institute with a motto of imparting excellent education in a safe, secure and serene atmosphere. The college is dedicated to nurture the girls' aspirants equipped with latest skills to meet challenges of modern world along with to equip the prospective teachers with theoretical inputs and practical skills.

1. The institution's Vision and Mission reflect the distinctive characteristics of the institution.
2. The Vision and Mission of the college are reviewed and redefined in view of changing national and global trends in education.
3. The institution strives to stand true to the aspirations of the college for the cause of women education.
4. High quality educational programs and healthy practices are being implemented keeping in mind the policy of uncompromising adherence to the values and principles of inclusion, responsibility and social accountability.
5. The various administrative and academic departments of the College are effectively governed through a constitution of mandatory bodies and principles keeping in pace with the vision and mission of the College.
6. The teacher makes efforts to motivate students for their overall development through various skill-based and talent-enhancing activities so that they can contribute to society as responsible citizens.

File Description	Documents
Paste link for additional information	https://www.mahilaartskadi.org/
Upload any additional information	View File

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

Smt M.M.Shah Mahila Arts college is governed by the society of learned people who works pennilessly and holds the spirit of inclusiveness .The managing trust is working for the noble cause

of education. No member is getting any salary or honorarium.

The practice of decentralization and participatory management is reflected in all the activities of the College through a strong and efficient Organogram .The practice of decentralization emblazons in its true sense in all the three important pillars of the institution -

1-Academics

2-Administration

3-Extra-curricular activities

1. Management ensures that all the infrastructural needs are fulfilled.
- 2.
3. The annual report of various activities of the college is prepared every year and is being presented to management.
4. Principal holds meetings with teaching and non - teaching staff regularly and frequently.
5. The Principal acts as the coordinating link between the management and the staff.
6. Before inception of new academic session staff meeting is held in which academic calendar.
7. The IQAC discusses constructive suggestions of staff for desirable changes in the next academic session.
8. The strengths and weaknesses, major outcomes of the previous academic session are also discussed in regular meetings.

File Description	Documents
Paste link for additional information	https://www.mahilaartskadi.org/Content/IQAC/5071.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors

for improving academic quality, policies and strategies. In the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution,

1. The College is cosmopolitan, in the sense; there is a mix of cultures among the students because entry to the College is based purely on merit.
2. The College adopts a multi-stakeholders approach in its enthusiastic journey towards achieving its vision and mission.
3. Teachers teach the students with full responsibility and interest.
4. Teachers put their full energy to develop and polish the skill of teaching in students.
5. Extension lectures by experts are also organized which are related to our mission and helps us to realize our goals.
6. The students are given maximum opportunity to participate in different activities organized by the University.
7. The college celebrates important days like International Women's Day, World Environmental Day, World AIDS Day, Teachers' day along with birth anniversary of great leaders to generate awareness among students.
8. The National festivals like Independence Day and Republic Day are also celebrated with full enthusiasm.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mahilaartskadi.org/Content/IQA/C/2063.pdf
Upload any additional information	No File Uploaded

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

The Organizational Structure of the College consists of the Management, the Principal, the teaching staff, the non-teaching staff and the students.

1. The Management of the College is the highest decision-making body which is in constant touch with the Principal on all matters of the institution.
2. The Principal is assisted by the teaching, non-teaching and

supporting staff to oversee the smooth functioning of different activities of the college .

3. The IQAC plays an important role for monitoring the internal quality of the institution.

U.G.C Committee: The Principal invites the committee to have advice for taking important decisions related to policy matters.

Internal Quality Assurance Cell:The cell work for improving quality of academic and non-academic activities of the college.

NAAC Committee: NAAC Committee helps to maintain the college standards according to the NCTE and UGC norms.

NSS and NCC Committee: NSS and NCC Committee comprises Program Officers and committee members to perform numbers of activities.

Staff council Committee: The committee plans and conduct different activities round the year.

Guidance and Counseling Cell:The members of guidance cell provide counseling services to students.

Discipline Committee: The discipline committee ensures the discipline in the college during routine days and on special occasions.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.mahilaartskadi.org/Content/IQA/C/5063.pdf
Upload any additional information	View File

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

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
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 College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. NonTeaching staff are encouraged to participate in Professional Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.

Leave Benefits(As per University rules)

12days of casual leave are provided to both teaching and 15 for non-teaching staff. 10 medical leave can be availed by the permanent teaching staff on the basis of medical certificate. .

Credit Society Facility for Teachin and non-Teaching Staff Members.

Support Facilities-Grievance Redressal cell. Suggestion Box, Parking facilities for both teaching and non-teaching staff.

The college has well furnished staffroom with small cupboards and separate washrooms.

For efficient management of curricular and co-curricular activities, separate committees of staff are formed where the staff members have freedom to take decisions for the execution of college activities.

Class IV employees of the college are given uniforms every year.

Financial assistance is provided to the members of Progressive

Education Society employees' credit Cooperative Society.

Parent Teacher Meets are conducted every year for the Healthy Environment and smooth conduct of Teaching-Learning Process.

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

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

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

00

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	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

13

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

Performance appraisal system of the staff includes the following mechanisms:

- Students' feedback

- Parents and alumni feedback
- Self-appraisal report

The college is putting tireless efforts to maintain Performance Appraisal System for teaching and non-teaching staff. The institution right from its inception has maintained a transparent and democratic system of Performance Appraisal.

Self appraisal Performa is filled by the teachers and assessed by the Principal. The feedback is sought from the students on feedback performa for teacher's feedback forms.

1. Teachers ensure that the students of the department fill the feedback questionnaire.
2. These forms are then evaluated and analyses all the reports and meets with teachers with constructive feedback and corrective measures.
3. Principal observes the lectures by taking round of the classrooms. Interaction by the Principal with the students is encouraged.
4. The IQAC of the college assesses the report submitted by the faculty and department and does an academic audit which is then shared with the departments.
5. Non-Teaching AppraisalThe College follows the performance appraisal procedures as per UGC norms. Each employee fills and submits the Annual Performance Appraisal Report. A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency.

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

Internal-external audits are conducted regularly. Internal auditor is appointed by parent society. Internal auditor checks

1. 1. All receipts and payment vouchers
2. Utilization of funds received from various agencies.

College has separate mechanism to ensure financial discipline. Parent society has created separate post "VISITOR" to monitor financial transactions. Each payment voucher is signed by accounts office, Principal and Visitor.

Internal auditor checks whether all funds received from various funding agencies are utilized as per guidelines and utilization certificate is sent to respective agency.

Report of internal audit is sent to parent society every Year. Internal auditor is changed every Year.

External audit is done annually after completion of financial year. External auditor is also appointed by parent society.

External auditor checks

1. Purchase register and dead stock register.
2. Library records and accession register.
3. Receipts and payments.

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

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

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

06

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

College raises its funds through various resources such as fees from students, Salary grant received from government foe aided staff. Endowment Scholarships from alumni are also source of funds for college.

Purchasing Committee takes decision of purchase of capital equipments. Well defined procedure is followed for purchases. Committee reviews quotations given by vendors thoroughly and final decision is taken on the basis of comparative analysis.

College has building committee which authorizes infrastructure development or creation of permanent structure at campus.

Every year budget is prepared taking into consideration requirements of each department, office and various committees. Budget is presented before parent society and approved by same. Utilization of budgeted amount is closely monitored. Special permission is required for non-budgeted expenditure.

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

6.5 - Internal Quality Assurance System

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

Under the aegis of IQAC the Academic Planning Committee prepares detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is

prepared and uploaded on the institutional website. IQAC has improvement strategies like curriculum development, teaching-learning, examination and evaluation, research and development.

1. To set quality standards for various activities.
2. Quality plans of the institution are monitored and controlled on regular basis.
3. To develop a system for conscious, consistent and catalytic improvement in the performance of the institution.

The principal objectives of IQAC:

1. Continuous improvement of the institution.
2. IQAC is supported by other committees.
3. IQAC finalizes the plan for next session and evaluates the performance based on SWOC analysis.

The functions of the IQAC:-

I. In order to improve teacher quality the IQAC of the college has been motivating the teachers to attend seminars, workshops and conferences like IPR etc.

II To maintain institutional data base and to prepare annual quality assurance report academic year.

IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. Awareness about research based pedagogies is generated through workshops. IQAC tries to involve extra mural support by roping in professional bodies for MoUs and FDPs.

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

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

The College has continued to move towards quality enrichment in its 3rd Cycle of accreditation .

1. **Effective teaching learning and monitoring process:** the College has been prompt in organizing workshops and seminars to highlight the changes and implement them.
2. **Teaching Pedagogies:** The IQAC promotes modern teaching pedagogies.
3. **Optimization of Students' Potential:** Students are classified as slow and advanced learners based on their performance in the internal examinations and class tests.
4. **Experiential Learning:** To encourage participative learning, intra-departmental activities are organized.
5. **Monitoring the Teaching- Learning Process:** For effective monitoring of teaching learning process, periodic class tests are conducted.
6. **Feedback Mechanism:** The feedback mechanism has been strengthened to receive responses from all the stakeholders. The feedback is analyzed and appropriate action is taken.
7. **Personality development of the students:**The college believes in developing the holistic personality of the students.
8. **Sports Committee:** Sports Committee of the college guides students to participate in many intercollegiate, district and national level activities.
9. **The initiatives of IQAC contributing in incremental improvements since its inception are:**
 - Mapping of Course and Program Outcomes,
 - FDPs on Research Awareness for faculty ,
 - Strong Mentoring System ,
 - Organizing Alumni meet,
 - Organizing workshops and Conclaves for teachers and students .

File Description	Documents
Paste link for additional information	https://www.mahilaartskadi.org/Content/IQAC/5065.pdf
Upload any additional information	View File

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

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	https://www.mahilaartskadi.org/Content/IOAC/5071.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Smt. M. M. Shah Mahila Arts college, Kadi is being exclusively a girls' college is always sensitive and empathetic towards social problems pertaining to the girls taking admission to the college and is always concerned with their betterment and social, cultural and economic empowerment. The Institution organizes various activities and programs on women-related issues. Institution adheres gender sensitivity in providing facilities such as -

A- Safety and security- The institution amalgamated following safety and security norms

1. Safety norms are strictly followed by the College in all respects and students are permitted to leave the college before scheduled time .

2. ID cards are issued to the students and staff to prevent the entry of outsiders into the College premises.

B. Counseling: The college is very particular for the counseling of the students.

C. Programs for progress: The institution is very particular for the overall growth and development of the students. Some issues which have been discussed in last some years are as follows:

Save the girl child

Declining sex ratio

Gender equality

Infant mortality rate

Women empowerment

Gender sensitivity and youth

Health Aid Facilities:

1-Health check-up camps that includes vaccination drives for the students of the college and slum area.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mahilaartskadi.org/Content/IOAC/5072.pdf

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

D. Any 1 of the above

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

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

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

The college is very particular to take all the measures for pollution free ambience and in order to manage the waste effectively.

Solid Waste Management:

1. The first step is Segregation of waste at source collected from the grounds and rooms.
2. Green and Blue Dustbins: Throwing the waste anywhere is strictly prohibited. The dustbins are emptied in movable carrier which carries the waste to the garbage dump provided.

E-Waste Management:

1. The non functional computers, equipments and its peripherals are safely disposed.
2. The cartridge of laser printer is refilled outside the college campus.

Green landscaping with trees and plants:

1. The college campus has trees and plants that make the environment carbon dioxide free.
2. Awareness among the students and staff on energy conservation is created by workshops and seminars.
3. Switching off all the electrical activities when they are not in use and Swachh Bharath slogans are also displayed.

Plastic free campus:

It has collaborated with number of government and non-government NGO to generate awareness among the students, teachers and non-teaching staffs about the hazards of plastic by organizing seminars, workshops and expert lectures on this issue.

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

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

D. Any 1 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	No File Uploaded
Certification by the auditing agency	No File Uploaded
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 values inclusionary practices at multiple

levelswere students from diverse cultures are admitted.

1. The college has numbers of initiatives to encourage inclusion and diversity. We celebrate and protect cultural, regional, linguistic, communal, socio-economic diversities through students' activity. The college inculcates values of inclusion and respect for people from all strata. It makes students key agents in the process of empowering young minds through education.
2. The college encourages and promotes linguistic diversity through the celebrations of International Mother Tongue Day with a range of events.

Various events are organized:-

1. PATRIOTISM: Celebrating Independence Day, Republic Day, and undertaking National flag collection drive during these days.
2. CIVIC SENSE: Election awareness seminar and Voters ID Drive were conducted to guide the students to get their voters' ID.
3. World AIDS and Human Rights Day: World AIDS and Human Rights Day are celebrated in order to inculcate moral values, ethics and empathy among students.
4. ENVIRONMENTAL CONSCIOUSNESS:
 1. Students are encouraged to participate in activities like Tree plantation drives,
 2. The staff room and office are frequently sanitized and sanitizers are made available at many points in the College.

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 has been committed to educate our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. Every year the College organizes the national

festivals and birth anniversaries of great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular. It is the day when we all get together to pay homage to our great freedom fighters.

The unity which India has in its diversity that serves as the melting pot of cultures, religion and ethnicity and develops qualities of tolerance and understanding amongst students. The college believes that promoting religious harmony is very important to maintain peace in our diverse society in accordance with the principle of secularism as enshrined in the Preamble of the Constitution. The College observes the following days regularly

Citizens' rights

Legal rights awareness programs are organized to spread awareness among students of their constitutional rights.

National Voters Day: Voters awareness program are organized every year.

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

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

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	No File Uploaded

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

The College strongly believes that unless the present generation of youth is not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students are not able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible the College organizes national festivals and birth/death anniversaries of Great Indian personalities.

Republic Day is celebrated on 26th January to commemorate the embracing of Constitution.

The College celebrates Independence Day on 15th August.

On 5th September, the students and the staff members celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize various programs for the teachers and the Guru-Shishya parampara is celebrated.

Gandhi Jayanti is celebrated in our Institute on 2nd October.

Birth Anniversary of Sardar Patel is celebrated as National Integration Day.

National Youth Day: Yuva Diwas or Swami Vivekananda's Birthday is celebrated with great joy and enthusiasm in India every year on 12th of January.

World Population Day: 11th July

International Women's Day:8th March

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

7.2 - Best Practices

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

Title of the Practice: 1.

"Skill Oriented Empowered and Socially responsible students"

Objectives:

1. To emblazon mind sets and outlook of the students coming from conservative backgrounds.
2. To impart students hands on practice for skill-oriented certificate program leading to employment opportunities.

The Context

1. The College have been conducting skill oriented and Income generating training and certificate programs to promote economic self-sufficiency among these students.

The practice:

1. The College successfully augmented a scheme to donate food grains and items of daily needs on the birthdays.
2. N.S.S. day was marked by college by distribution of cloths

Title of the practice-2

"Environmental Consciousness and promotion of sustainable environment"

Objectives of the Practice

1. To motivate the students for environmental consciousness activities.
2. To create awareness towards the nature and environment in which we live.

The Context:

1. The greenery of the College campus is an oasis amid the neighboring commercial establishments and the traffic on the roads.
2. In order to sustain the clean and green environment of the college emblazons balance between utilization and transformation along with disposal of wastes has to be maintained.

Events and campaigns:The college regularly organizes various events and campaigns to spread environmental awareness:

1. Regular plantation.
2. Campaigns for Ban on Plastic.

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

7.3 - Institutional Distinctiveness

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

Title

Women concurrence through holistic education

Smt. M. M. Shah Mahila Arts College is an excellent educational center for the young girls and our products are a lucid reflection of this feature.

Objective:

The distinctiveness of the institution lies in promoting integrated personality development of students.

1. We chisel our human resource into epitomes of virtues and perfection.

Practice:

1. College tries to harmonize the five dimensions- physical, intellectual, ethical, social and cultural faculties of students entering its portals.
 2. The students are groomed not only excel in academics but also earn accolades in allied fields of Academics, Co Curricular activities and Community Service.
 3. They are encouraged to upgrade their qualification and to attend workshops, seminars and FDP's.
1. To enable the students to delve deeper in the ocean of wisdom, Extension Lectures, National Seminars, Workshops.
 2. Interface with eminent scholars are arranged to broaden the outlook and acquaint the students with latest streams of thought in their subject.
 3. The students are regularly given assignments and projects.

Mien

1. The college efforts in the direction of realization of its vision have fructified in upsurge of its academic achievements.
2. Prize Distribution organized for academic achievers.
3. The students are motivated for self-centered and social roles through NCC, NSS and Outreach programs.

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

7.3.2 - Plan of action for the next academic year

1. To Organize NAAC Sponsored National Level Seminar.
2. Organizing Criterion wise presentations as a step towards preparing for NAAC re-accreditation.
3. An effort to collaborate initiatives of Industry-Academia and Alumni for development of students.

4. To Start B.A. Programme in Economic/Psychology in Medium English and B.Com Program in Medium English.
5. To Increase More Students in Diploma Courses Under NSQF.
6. To organize finishing School Programme of Government.
7. Organize various student and faculty development programme.
8. to made placement more efficient. To Start Academy for Competitive Examination.
9. To motivate PG student regarding NET/SLET examination.

NAAC