The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Sant Hirdaram Girls College, Bhopal

1.2 Address Line 1

> Lake Road

Address Line 2

> Sant Hirdaram Nagar

City/Town

> Bhopal

State

> Madhya Pradesh

Pin Code

> 462030

Institution e-mail address

> santhirdaramgirlscollege@yahoo.com

Contact Nos.

> 0755-2640631, 2640632

Name of the Head of the Institution:

> Dr. Charanjit Kaur

Tel. No. with STD Code:

> 0755-4290442

Mobile:

> 09826320208

Name of the IQAC Co-ordinator:

Dr. Sugandha Singh

Mobile:

09425605886

IQAC e-mail address:

santhirdaramgirlscollege@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MPCOTE 15077
MPCOGN 19011

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/03/A&A/43 dated 24/09/2014
EC(SC)/06/A&A/49 dated 01/05/2015

1.5 Website address:

www.shgc.in

Web-link of the AQAR:

http://shgc/data-files/AQAR_of_the_IQAC.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.47	2015	For Sant Hirdaram Girls College: 12.05.2020
	1st Cycle	B	2.72	2014	For Department of Education :23.09.2019
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

03/01/2013

1.8 AQAR for the year

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR _____2015-16   (26/10/2016)
   ii. AQAR_____2014-15   (20/02/2016)
  iii. AQAR_____**2013-14**   (04/02/2015)

1.10 Institutional Status

    University   State [√] Central [ ] Deemed [ ] Private [ ]

    Affiliated College   Yes [√] No [ ]

    Constituent College   Yes [ ] No [√]

    Autonomous college of UGC Yes [ ] No [√]

    Regulatory Agency approved Institution   Yes [√] No [ ]

  (eg. AICTE, BCI, MCI, PCI, NCI)

    Type of Institution   Co-education [ ] Men [ ] Women [√]

                       Urban [√] Rural [ ] Tribal [ ]

    Financial Status   Grant-in-aid [ ]   UGC 2(f) [√] UGC 12B [√]

                  Grant-in-aid + Self Financing [ ] Totally Self-financing [√]

1.11 Type of Faculty/Programme

    Arts [ ]   Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [√] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify) | Certificate Courses in all streams. |

1.12 Name of the Affiliating University *(for the Colleges)* | Barkatullah University, Bhopal |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 10 |

2.2 No. of Administrative/Technical staff | 03 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 02 |

2. 6 No. of any other stakeholder and

   community representatives | 01 |

2.7 No. of Employers/ Industrialists | 02 |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 24 |

2.10 No. of IQAC meetings held   Internal-08   Extended - Nil

2.11 No. of meetings with various stakeholders: No. : 02   Faculty | 04 |

   Non-Teaching Staff | 02 | Students | 02 | Alumni | 01 | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

      If yes, mention the amount | - | | - | | √ |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | - | International | - | National | 1 | State | | Institution Level | 01 |

(ii) Themes

• **Mycology in Relation to Biotechnology** • **Work shop on Performing Arts**

2.14 Significant Activities and contributions made by IQAC

- Orientation programme for newly admitted students in all Streams in July 2016. The objective of the session was to bring awareness among the students about the courses, activities and their roles & responsibilities towards college at the onset of new academic session.
- IQAC organized Personality Development programs as per the calendar of Higher Education. Important sessions were conducted based on themes such as: Importance and Role of Guru, Nutrition, Mental & Physical Health etc.
- Orientation & Motivation programmes for Teaching and Non-teaching staff, for quality consciousness.
- Motivation of staff members to inculcate Research aptitude and apply for Research Projects, participate in seminars, workshops and Paper publication. Motivating students to take up social awareness programs like Green Audit, Cashless Transfer, Use of eco-friendly devices etc.

- Conducting regular internal academic audit.

- Programmes based on Gender Sensitization and Women Empowerment.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Refurbishing and strengthening Research Cell.	A National level seminar entitled "National Mycology Meet" was organised.
2. Organization of one National level conference, seminar and workshop sponsored/ UGC/NAAC/Self-financed.	Preparation and submission of Research Project Proposals to UGC.
3. Induction of more visiting faculties experts to enhance quality of teaching.	Expert lectures by renowned subject experts to enhance quality of teaching.
4. Incentives to teachers and students for Research Publications will be taken up.	Motivational Awards to acknowledge Teachers and students achievements in Academics and extracurricular activities.
5. Environment Audit.	
6. Social Audit.	Creation and implementation of Departmental Academic Activity Planner by teaching departments.
7. Plans to set up Green Energy Systems.	
8. Research Training to Teachers.	The executed academic and activity plans are published in the monthly newsletter; an initiative by all teaching departments.
9. Encouraging and motivating the Faculty members to participate in Refresher Courses, Seminars, Conferences etc.	

 Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☑   Any other body ☑

Provide the details of the action taken

The suggestions received form experts and management are incorporated in future plan of IQAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	06	-	06	-
UG	07	-	07	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	-	-
Others	01	-	-	09
Total	**18**	**-**	**13**	**-**

Interdisciplinary	Nil	-	-	-
Innovative	Nil	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [-] Parents [-] Employers [-] Students [√]
 (On all aspects)

 Mode of feedback   :   Online [-]   Manual [√]   Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> B.Ed-2 Years,   6 Semester –Revised.
>
> The syllabus of B.Sc Biotechnology and B.Sc Bioinformatics was revised as per the Annual pattern of Examination (To be implemented from the session 2017-18).

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	40	01	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	-	-	-	-	-	-	-	01	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02		-		07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	29	-
Presented papers	10	05	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovative teaching and learning methodology involves short lecture introducing a problem solving case study, followed by vigorous discussions on the part of students who are organised into groups. These methods promote better student interaction and allow them to develop deep thinking and problem solving skills.

Apart from this following methodologies are adopted:

- *Learning through Audio, Video and PowerPoint presentations.*
- *Collaborative learning, Practical exposures, live projects, Industrial visits, etc.*
- *Online learning & assignments.*
- *Brain storming sessions on current issues.*
- *Use of Films and documentaries based on social and spiritual values.*
- *Role-plays and report writing based on Newspaper articles.*
- *Spot questions & Quiz.*
- *Interactive sessions with successful entrepreneurs and alumni members.*
- *Systematically planned Morning Assembly activities. The details of the activities are the given below:*

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Event	News of the Week	Nutrition Related Activity	Environment/ Climate Change	Spiritual Talk/Important Days Celebration	Career Counselling	I Sat : Yoga II Sat: Marshal Arts III Sat : Aerobics IV Sat: Meditation

2.7   Total No. of actual teaching days
       during this academic year

180 days

2.8   Examination/ Evaluation Reforms initiated by
       the Institution (for example: Open Book Examination, Bar Coding,
       Double Valuation, Photocopy, Online Multiple Choice Questions)

Internal Flying Squad system, Conduction of Unit Tests, Pre-University and Pre-practical exams. Students are evaluated through verbal questioning in respective classrooms as well.

2.9   No. of faculty members involved in curriculum
       restructuring/revision/syllabus development
       as member of Board of Study/Faculty/Curriculum Development workshop

03	-	-

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
      Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Honours)	58	7.8	97.3	-	-	97.3%
B.Com	153	4.6	57.6	24.1	-	87.1
B.Sc.	103	6.8	94.3	5.7	-	100%
B.C.A	47	4.8	76.7	23.3	-	100%
B.B.A	34	52.6	84.2	10.5	5.3	100%
B.A	-	-	-	-	-	-
B.Ed.	71	100	-	-	-	100%
M.Com.	28	-	68	25	-	93%
M.Sc. Maths	13	38.4	92.3	11.1	-	92.3%
M.Sc. Computer Science	05	-	100	-	-	100%

M.Sc. Chemistry	07	-	85.7	-	-	85.7%
M.Sc. Food & Nutrition	14	28	100	-	-	100%
M.Sc. Biotechnology	05	40	80	20	-	80%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC motivates teachers and students by enhancing quality in all teaching learning programs of the institution. The cell contributes by arranging orientation programmes. Evaluation of teaching process is done on the basis of feedback from the students and other stake holders. Feedback system from the students also one of the appropriate mechanism to evaluate teaching and learning process. The initiatives carried out by IQAC are following:

> *The performance of the teachers is constantly monitored by observation, through students Feedback, personal discussions and also in staff council meetings.*
> *The Institutional Management evaluates the performance of each faculty and communicates them, in the end of the academic year.*
> *A Semester planner is made by each department. Periodic feedback is given to the IQAC and further suggestions are taken.*
> *Feedback of Departmental meetings is shared with IQAC members.*
> *Guardian Tutor Scheme acts as a bridge between the students and the teachers. It results in building better rapport between them and also helps to improvise the action taken therof.*

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	01
Orientation programmes	45
Faculty exchange programme	03
Staff training conducted by the university	Nil
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	05
Others	Guest lectures and In house Faculty Development Programmes organized for all staff members from time to time.

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	-	-	-
Technical Staff	05	-	-	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC promotes Research culture by motivating teachers to apply for Major and Minor Research Projects and send proposals to the funding agencies. Teachers are motivated to pursue high end research in their respective fields as Recognized Research Guides. Staff members are encouraged to pursue Ph.D, to attend and present papers in seminars, conferences etc., and also to publish research papers in journals of national and international repute. The teaching departments organize and conduct Workshops and Hands on Training Programme/ Internship Programmes and Certificate courses as well.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**01**	**-**	**-**
Outlay in Rs. Lakhs	-	**1, 34000/-**	**Yes**	**-**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**09**	**12**	-
Non-Peer Review Journals	**-**	**-**	-
e-Journals	**03**	**-**	-
Conference proceedings	-	-	

3.5 Details on Impact factor of publications:

4.161- (Dr. Sugandha Singh), 4.196 (Dr.Chitra Sharma), Ms. Varsha Jothwani-6.1

Range [-] Average [-] h-index [-] Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	**2 years**	**MPCST, Bhopal**	**Rs 1, 34,000/-**	**Rs 1,07,200/-**
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	Any other(Specify)(National Mycology meet)	2016-17	**MPCST, Bhopal**	70,000/-
Total	-	-	-	Rs 1, 77, 200/-

3.7 No. of books published   i) With ISBN No.   Nil   Chapters in Edited Books   Nil

ii) Without ISBN No.   01

3.8 No. of University Departments receiving funds from

UGC-SAP -   CAS -   DST-FIST -

DPE -   DBT Scheme/funds -

3.9 For colleges   Autonomy -   CPE -   DBT Star Scheme -

INSPIRE -   CE -   Any Other (specify) -

3.10 Revenue generated through consultancy

- **Organised Internship Program (For B.Sc 6 sem for various colleges in and outstation Bhopal). Rs.39,000/-**
- **Organised Internship Program (IN HOUSE) (For B.Sc 6 sem students)-11000/-**
- **Yoga fest 2017 Sale of Vermicompost   Rs.2400/-**
- **Career Opportunity Fair Vermicompost 2017. Rs.1800/-**
- **Organised Internship Program(For B.C.A. 6 sem students)—Rs 11,400/-**
- **Organised Workshop for MLT Students:-Rs. 7500/-**
- **Organised Internship Program (In House (For B.Sc 6 sem students)-)- Rs. 13500/-**
- **Organised Internship Program-(For B.Com 6 sem students)- Rs. 7000/-**

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	MPCST, Bhopal	-	-	-

3.12 No. of faculty served as
experts, chairpersons or resource persons

3.13 No. of collaborations   -   International   04   National   -   Any other   04

3.14 No. of linkages created during this year   04

Appin Technology Labs, Smriti net.com, NIIT. Zenith Infotech, Akash Aviation, Indian Idol

3.15 Total budget for research for current year in lakhs:

From Funding agency   Rs 1, 34000/-   From Management of University/College   -

Total   Rs 1, 34000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
    Of the institute in the year

1. Dr. Charanjit Kaur
2. Dr. Sugandha Singh
3. Dr. Madhavi Gaur
4. Dr. Sunila Choubey
5. Ms. Deepika Saxena

S.No.	Total	International	National	State	University	Dist	College
01		-	-	01	-	-	-
02	03	01	-	-	01	-	01
03	01	-	01		-	-	-
04	01	-		01	-	-	-
05	02	-	-	01	-	-	01

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

14

3.19 No. of Ph.D. awarded by faculty from the Institution   01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 02   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level 05   State level 02

National level 01   International level 01

3.22 No. of students participated in NCC events:

University level 54   State level 18

National level 07   International level 00

3.23 No. of Awards won in NSS:

University level 01   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

University level 06   State level -

National level -   International level -

3.25 No. of Extension activities organized

University forum -   College forum -

NCC -   NSS 04   Any other -

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS and NCC actively participates in the extension activities organised in the campus as well as outside the campus by inculcating a true sense of accountability and responsibility in the students. Various programmes organised are as follows:

One Day Health Check-Up Camp at adopted Village: Kurana.
Campaigning & Promotion of Digital Transaction by conduction of lecture and participating in skit and rally organized by NSS unit of Barkatullah University.
Lecture on Human Rights.
Traffic Awareness (Organized Lecture)
YOGA FEST 2016 –NSS Volunteers Participated in Marathon.
Donated Fans to Middle &Primary School of Kurana village

Organised Workshop for the Women of villages- Shanti Nagar "Part of adopted Village Kurana" as a part of Women Empowerment.
Youth fest / Best out of Waste / Wild life Week /Science day etc.
Participation in Career Opportunity Fair
Guru Purnima Celebration
International Women's Day celebration.
Session on Mental Health.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.14 acres	-	-	-
Class rooms	26	-	SHKES	26
Laboratories	09	-	SHKES	09
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	3.96 Lacs	-	SHKES	3.96 Lacs
Others (Tutorial rooms)	09	-	-	09

4.2 Computerization of administration and library

- The Library is fully computerised and automated with 'Soul software' and all the books are entered into the software and bar-coded.
- A fully functional Web library exists to access the inflibnet and e-learning resources.
- Bulk message service is used on regular basis for sending sms to students & staff regarding important information.
- The Institution has purchased and subscribed to the MIS provided by TBI Technology i.e. tbiindia.org

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16066	3701802	5	1840	16071	3703642
Reference Books	3900	-	3	-	3903	-
e-Books	97000	-	41521	-	135821	-

Journals	51	86390	Nil	-	51	-
e-Journals	6000	-	328	-	6328	-
Digital Database	N-List	6600	N-List	6600	N-List	6600
CD & Video	160	-	-	-	160	-
Others (specify)	1700 donated books	-	-	-	1700 donated books	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	151	03	Wi-fi in all 4 blocks LAN in 3 labs	-	-	-	-	-
Added	03	-	-	-	-	-	-	-
Total	154	03	-	-	-	-	--	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Internet access is provided to the students where they can log on and work on the assignments or projects assigned to them by the faculty.
> ***The Department of Computer Science organized***
> - ***In house internship Programme for BCA, B.Sc (CS) and B.Com (CA).***
> - ***Workshop on Computer Hardware and Peripherals for students.***

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs. 52, 9101/-

   ii) Campus Infrastructure and facilities   Rs 70, 8140/-

   iii) Equipments   Rs 25, 3768/-

   iv) Others   Rs 79, 5595/-

       Total: Rs 22, 86,604/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC reviews existing support services and ensures that students are made aware of them through the following means:

The college prospectus is prepared in consultation with IQAC. The prospectus enlists vision and mission statements, a brief profile of the institution and its focus areas, information about all our programs, options within programs, admission procedure and requirements, fee structure for different programs, timings, extension activities, infrastructure facilities and student charter.

The first seven days of the new academic session are taken for orientation programs where freshly inducted students are made aware of existing support services as well as the Code of conduct and their duties expected from them by the higher authorities. Students are made aware of various student centric programs like NSS, NCC, Counselling Cell, Anti Ragging Cell, Placement Cell, Women's Cell, Scholarship Cell & Green Audit Committee.

Students are nominated as IQAC student representatives to provide suggestions regarding the functioning of the college.

Student's grievance redressal mechanism is well-established with the support of all teaching departments.

5.2 Efforts made by the institution for tracking the progression

A close monitoring is done with regards to class attendance, classroom participation and involvement. The course coordinator tracks the progress of each and every student through various mechanisms.

Feedback is taken from students regarding classroom teaching and other curricular aspects of faculty members. The feedback forms are subsequently evaluated to ensure the validity of responses.

Students' progress is monitored both academically and in extracurricular activities all-round the year. The students are tracked by the Continuous Comprehensive Evaluation (CCE) mentoring, parent teacher meet etc. In the area of sports, Indoor and Outdoor, Individual and Team events are conducted to select the students for representing the college at university, state and National level.

Students are imparted training for enhancing and improving their performance on regular basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1278	130	-	

(b) No. of students outside the state

12

(c) No. of international students

01

Men

No	%
-	-

Women

No	%
01	-

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1072	77	24	291	03	1467	1006	80	26	296	-	1408

Demand ratio   Dropout =0.05%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for Recruitments in Banks and also for other competitive examinations.

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

NET   [-]   SET/SLET [-]   GATE   [-]   CAT   [-]

IAS/IPS etc [-]   State PSC [-]   UPSC   [-]   Others   [-]

5.6 Details of student counselling and career guidance

- *Resume Building*
- *Career opportunities in CSR*
- *How to prepare for Competitive Examinations?*
- *Career opportunities in IT Sector*
- *How to face Interview?*
- *Career prospects in Mgt.*
- *Learn, How to start your career?*

No. of students benefitted

| 500 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	153	14	60

5.8 Details of gender sensitization programmes

- Organised Workshops on Gender Sensitization by Ms. Pragya Richa Shrivastava, Additional DGP, Promotions &Recruitments, Bhopal and Ms. Kumud Gupta, Sarokar NGO.
- Dr. Charanjit Kaur, Principal, contributed a paper on "Women Rights at Workplace" during a National level seminar organised at Sri Sathya Sai College for Women, Bhopal.
- Dr. Sarla Menon, Ex CMS, Kasturba Hospital, BHEL, Bhopal delivered an insighted talk on "Advancing & Promoting Mental Health for success of an Educational Institute".
- Dr. Sameeksha Sahu, A Renowned Psychiatrist, delivered a talk on "Women and Mental Health".
- Dr. Mamta Mohanty, Founder & Proprietor, Ashram intellectual Creativity & Educational Consultancy delivered a lecture on "How to develop values and responsibilities in the students towards society".

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 06 | National level | 15 | International level | - |

No. of students participated in cultural events

State/ University level | 12 | National level | - | International level | - |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 05 | National level | 12 | International level | - |

Cultural: State/ University level [03]   National level [10]   International level [02]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	376	Rs. 22,38,000/-
Financial support from other sources	171	Rs. 20,42,000/-
Number of students who received International/ National recognitions	---	----

5.11   Student organised / initiatives

Fairs   : State/ University level [01]   National level [01]   International level [-]

Exhibition: State/ University level [_]   National level [_]   International level [_]

5.12   No. of social initiatives undertaken by the students

> 18 NSS
> 06 NCC
> Total 24

5.13 Major grievances of students (if any) redressed: _____
No major Grievances are received but other suggestions and complaints of students are redressed immediately.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To work for the betterment of the society through education by generating skilled knowledgeable human Resource.

Mission: To empower young women to grow as valuable assets of global society by providing them Quality Higher Education enabling them to develop high intellectual level with spiritual, cultural and ethical values.

6.2 Does the Institution has a management Information System

Yes, the institution has the Management Information System.
- Online Registrations and Admissions
- Library Management System – OPAC
- Student Profile Management System (TBI Technology i.e. tbiindia.org)
- Staff Attendance Management System
- Dynamic College Website

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The relevant changes are made according to the needs and circumstances of the learners. Following strategies are adopted by the institution for curriculum revision and update.

- Need based Certificate Programmes have been introduced.
- Dr. Sugandha Singh, Asst. Prof of Biotechnology has contributed in the revision of syllabi of B.Sc. Biotechnology and B.Sc. Bioinformatics as Member of Central Board of Studies of Biotechnology and Bioinformatics.
- The changing educational trends are included as per direction of affiliating university.
- The Institution implements the Syllabus and Curriculum of affiliating University, Barkatullah University, Bhopal.
- Ms. Dalima Parwani, Head of Department, Computer Science has contributed in the revision of syllabus of BCA, B.Sc. as a Member, Board of Studies, Computer Science in Barkatullah University, Bhopal.

6.3.2 Teaching and Learning

- The college strongly believes that the teaching learning process is the vital key area which needs to be handled with upmost precision and care.
- The Academic session is planned meticulously for optimum use of semester teaching days. Following practices and procedures are adopted by the college for planning and monitoring the teaching learning processes.
  - *On the basis of Academic calendar issued by Department of Higher Education, Govt. of MP. the college plans its academic activities for every semester. Care is taken to use minimum 180 days for teaching (90 days per semester).*
  - *The Academic plans are prepared at the departmental level. The HOD provides the university syllabus, the individual teacher prepares her plan for transmitting the allotted syllabus in the time limit fixed as per the academic calendar.*
  - *Each department has its own Academics/Activity calendar.*
  - *Remedial classes, student counselling and internal test are being conducted on the routine basis.*
  - *Study materials (Notes in both soft and in hard copies) are shared with the students.*
  - *There is an organized mechanism to take the feedback. Continuous feedback is taken from students on the quality of teaching, behaviour of the teacher, the extent to which a topic is dealt with.*
  - *Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by educational visits, Quiz competitions etc. by each department.*
  - *Students are encouraged to attend Summer Projects / Training Programmes / Internship / Conferences / Exchange Programmes.*
  - *PG Students are encouraged to participate in various Seminars / Conferences / Symposium / Workshops.*
- Teachers are sent for Orientation / Refresher courses to update their knowledge in their respective fields. Also, they are encouraged to participate in Conferences/Seminars.
- In-house internship programmes are organized by different departments.

6.3.3 Examination and Evaluation

Internal flying squad.

Teaching diary monitored by HOD and Principal regularly.

HODs submit their monthly reports and comments are taken every month

regarding evaluation process.

Departmental Audit is done annually to identify the process of evaluation /CCE.

The Institution is a recognized centre for various University and other Competitive

Examinations like MBA/MAM/B.Ed./B.Sc. Nursing/SNAP Test/CPT/CA IPC &

Final Examinations/Banking etc.

Pre practical and pre University examinations are conducted for better

preparation of main University examinations.

6.3.4 Research and Development

- The college has established Research Development Committee to promote Research aptitude among faculty and students.
- 4 teachers are registered as Research Guides.
- National Mycology Meet was organized to promote Research.
- Collaboration with regional and national research institute like MPCST, NCL, Pune, Jawaharlal Nehru Cancer Hospital, Bhopal, Regional Museum of Natural History, Bhopal and reputed local colleges of the city.
- Eminent scientists and speakers are invited for talks in various subjects.
- The college through the facility of INFLIBNET has been subscribing to online journals to promote research environment. The facility is available for all the teachers.
- The Principal & Management motivates the faculty to write research papers and to get them published in reputed journals.
- Four of our Teaching Faculty have been honoured with the degree of Ph. D. in the current session.
- The Ph. D. Awarded teachers are felicitated in the annual function to promote research environment.
- The Research work of national repute of Teaching Faculty is shared amongst all the stakeholders.
- Duty leave/Sabbatical leave/lien/ Special leave is granted to the teachers to encourage them to participate in various Seminars,Conferences,Symposia, Workshops, Certificate, Refresher courses etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation:

The mission of the library is to facilitate and enhance knowledge through dissemination of learning resources.

The library provides OPAC facility for staff & students. OPAC is one of the most preferentially used database software in our Learning Resource Centre and is accessible on all working days and hours of the college.

The library is fully digitalized and many Journals, Magazines, Newsletters, Proceedings etc. can be accessed online.

The Web library has institutional membership with INFLIBNET & and provides N- list software of INFLIBNET & DELNET for accessing E-Books & Journals. Besides this following services are available.

- *An excellent Reprographic service.*
- *A rich collection of books, journals (National/International), Audio-visuals, CDs, DVDs, Newsletters, etc.*
- *Book Bank Scheme is provided to large number of students.*
- *CCTV facility for vigilance and monitoring.*
- *A well-furnished Reading Room with a vast collection of Reference Books is an added asset of our Resource Centre.*
- *A separate corner for Faculty members, Research Scholars for accessing Research Thesis, Journals, Dissertation learning material etc.*
- *An Employment Corner which displays plethora of jobs and vacancies for students.*

Instrumentation:

We have well equipped laboratories e.g. ICT enabled Computer Science labs,
Biotechnology, Chemistry, Microbiology, Zoology, Botany, Physics, Clinical Nutrition, Psychology, Art & Craft, Vocational lab etc.

A Well-equipped Recording studio in the campus.

6.3.6 Human Resource Management

- Quality is given utmost priority for the appointment of new staff members as per norms.
  Duty leave, Sabbatical leave, Special leave etc. is granted to them as and when required. The institution has reserved funds for faculty Development Programs.

- The talent of the faculty is optimally used in various extracurricular activities. They are allotted specific portfolios to coordinate different types of activities. This enhances their confidence and keeps them in the mainstream of the institution.

6.3.7 Faculty and Staff recruitment

Faculty Recruitment is carried out as per UGC norms and provisions of College Code 28 of Barkatullah University, Bhopal.

6.3.8 Industry Interaction / Collaboration

The qualified and well experienced faculty members have established collaborations from industry. For example

Akash Aviation Academy, Tourism
APPIN Technologies, IT

In addition, Institution has created a resourceful environment for the learners which is achieved through the following initiatives:

> **Alumni, Sant Hirdaram Old Girls Association (SHOGA)**
> **Corporate Relations and Training & Placement Cell**

6.3.9 Admission of Students

Admission process is online and it is centralized as per the directions of the Department of Higher Education, Madhya Pradesh.

6.4 Welfare schemes for

Teaching	Group Insurance Scheme (EPAC) Maternity leave, Sabbatical leave, Special leave, Li-en are a regular feature for staff welfare.
Non-teaching	Group Insurance Scheme

Students	All Government Scholarship schemes. Students with Academic and extra-curricular excellence are honoured with cash prizes every year.
	Private Scholarships are funded through various agencies. Examples include Nav Yuvak Parishad, Sindhu Shankar Dhani Smriti JanKalyan Trust, Geeta Israni Scholarship etc.
	Personality Development & Skill Development Programmes are organised on regular basis. Free Wi-Fi connectivity in the campus.

6.5 Total corpus fund generated

Rs.34.0000/-

6.6 Whether annual financial audit has been done   Yes √   No -

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal & HOD
Administrative	No	-	Yes	MD & Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes -   No √

For PG Programmes   Yes -   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Contribution of Alumni: The Alumni members interact with the students and enlighten them with knowledge and communication skills. They encourage the students to donate old books, clothes etc. to help the needy under "Joy of Giving" initiative. The membership fees is collected from the alumni to develop a corpus fund.

The institution always welcomes the ex-students and renders a helping hand in their academic pursuits. The alumni prepare the current students for interview and expose them to the good job opportunities. It is a matter of great pride for the college that some of the existing faculty are members of the College Alumni Association. Our Alumni Association acts as a bridge between the glorious past and the promising present.

- Feedback is taken from Parents during various interactions.

- Parents are invited to the institution for the benefit of their wards.

6.13 Development programmes for support staff

➢ Meetings are conducted by the Head of the institution at regular intervals.

➢ Motivational sessions by the Chairman is a regular feature.

6.14 Initiatives taken by the institution to make the campus eco-friendly:

➢ The Institution conducts Green audit which functions through a well constituted internal committee. The committee decides the strategies and action plan to maintain pollution free atmosphere and to ensure maximum greenery on the campus. Various measures are taken as a follow up:

➢ Linkages with following agencies have been established.

- Madhya Pradesh State Biodiversity Board (MPSBB)
- Environmental Planning and Coordination Organization (EPCO)
- Madhya Pradesh Pollution Control Board (MPPCB)
- Regional Science Centre (RSC)
- Indian Institute of Forest Management (IIFM)
- Regional Museum of Natural History (RMNH)
- Indian Institute of Soil Sciences (IISS)
➢ Students and staff are motivated to use college bus or pool vehicles.
➢ The college has a specific parking place which assures a pollution-free environment.
➢ The Green Audit Committee organizes various competitions to create awareness about depleting natural resources and impact of anthropogenic activities in environmental degradation. Every Wednesday, during the morning assembly, Environment issues and case studies related to environment are discussed among the students. Students and teachers actively participate in various competitions organized On and Off Campus throughout the year.
➢ The campus has the facility to segregate Biodegradable and Non-biodegradable waste.

Energy conservation
- All the classrooms are adequately ventilated and permit natural light to reach almost on all the areas of the building throughout the day. This mitigates use of artificial light and electricity is saved to the maximum extent.
- Students are motivated to switch off the lights and fans when not in use.
- Green Audit Committee and the Green Volunteers ensure such practices on the campus.
- Electronic equipments and gadgets are shut-off when not required.
- The dry fallen leaves and plant parts, the waste papers and other disposable garbage on the campus and the hostel is converted into organic manure through Vermicomposting unit run by the faculty and students of Zoology Department of the institution.
- Energy consumption in the hostel is minimized to the extent possible. Solar panels are installed in the Hostel.
- The students create awareness for environment conservation through street plays, skits and other activities.

E-waste management:
The e-waste of the college is collected and handed over to MP Pollution Control Board for its further recycling and disposal.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the
Functioning of the institution. Give details.

Conduction of In house Internship training programmes by various departments which led to fund generation.

Effective Grievance Redressal Mechanism.

Accurate, effective and regular Student feedback mechanism.

Use of Guardian Tutor scheme to create better rapport between teachers and students.

The Attendance of all the staff members (Teaching & Non-Teaching) members is digitally recorded through the Biometric attendance scanner system.

Departments have prepared detailed Lab manuals for helping the students to perform their experiments more effectively.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the
beginning of the year

A National level seminar entitled "National Mycology Meet" was organised.

Research Project Proposals are ready for submission to UGC and other funding agencies.

Motivational Awards to acknowledge Teachers and students achievements in Academics and extracurricular activities.

Expert lectures by renowned subject experts to enhance quality of teaching.

Creation and implementation of Departmental Academic Activity Planner by Teaching departments.

The executed academic and activity plans are published in the Newsletter; an initiative by all Teaching departments.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Women Centric Approach
Waste Management

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- The institution uses LED lights in classrooms.
- Energy efficient fans and lights are installed in classrooms and hostels. They are switched off when not in use.
- Air-conditioners in the labs are energy efficient.
- Classrooms have sufficient cross ventilation and light to minimize the use of electricity.
- The e-wastes are disposed off on a systematic basis through authorized vendors. Toners are refilled instead of replacing with new ones directly. The signboards keep warning students to keep the campus litter free.
- Different dust bins are used for disposing the biodegradable and non-biodegradable waste.
- Vermicompost Unit is functional in the campus as an effective method of solid waste management.
- Public campaigning and awareness creation programmes for sustainable development and eco-friendly life style are practiced in the campus. e.g. Street Plays, Walkathon, Poster display and Rallies.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths	State of Art Infrastructure and rich e-learning resources ensure student engagement. Students are trained for placement and interviews in companies of repute. Interdisciplinary curriculum Examination centre for University exams and other Competitive exams. Experienced, highly qualified, competent and dedicated teaching faculty.
Weaknesses	Space crunch in Science departments Remote location Student absenteeism

Opportunities	Strengthen Women empowerment Increasing Popularity of Bhopal as Education hub.
Challenges	Uncertain market trends threatening lower enrolment in few disciplines. Cut throat competition and struggle to maintain quality in the market. Non availability of good teachers in few subjects as per the latest Recruitment norms of UGC.

8. **Plans of institution for next year**

- Setting up of Entrepreneurship Cell (**E-Cell**) and **IT-Cell**.
- Plan to install Rain water harvesting system for Water conservation.
- To carry out Energy Audit of the campus.
- Creation of **Talent Bank.**
- To organise an Alumni meet in the month of October.

Sugandha
6.7.2017.

Name: Dr. Sugandha Singh

Signature of the Coordinator, IQAC

6|7|17.

Name: Dr. Charanjit Kaur

Signature of the Chairperson, IQAC

***

Annexure I
Sant Hirdaram Girls College, Bhopal
ACADEMIC CALENDAR 2016-17

SANT HIRDARAM GIRLS COLLEGE, BHOPAL

COLLEGE CALENDAR 2016-17

MONTH	DATE	DAY	EVENT	ORGANIZER/AFFILIATION	OTHERS
July	1st-13th July	Fri-Wed	Admission	Admission Cell	
	1st-2nd July	Fri-Sat	General Orientation about syllabus College Orientation* (Mission statement, Goals & Objectives, brief history of college, About Santji & Rev. Sidh Bhauji)	Department wise/ Individual Cells/ Committees	Newsletter: Biotechnology Deptt
	4th July	Mon	*Principal's address *Anti-Ragging *Equal Opportunity-Cell (Scholarship)		
	5th July	Tue	*NSS & NCC		
	6th July	Wed	*Library & Grievance Redressal Cell		
	8th July	Fri	*IQAC & College Webportal		
	9th July	Sat	*Guardian Tutor Scheme & Training &Placement		
	11th July	Mon	*Union Activities, Cultural Activities & LiteraryActivities		
	11th July	Mon	World Population Day (Slogan Competition & Poster making competition)	Literary Committee	
	12th July	Tue	*Green Audit, SHOGA & Sports		

Month	Date	Day	Activity	Organizer	Remarks
	19th July	Tue	Guru Purnima Activity: Personality Dev Cell (Elocution on "Role of teacher in shaping the destiny of a Nation"	Personality Dev Cell & Hindi Department	
	23rd July	Sat	Departmental Meeting	Departmental Heads	Field Visits: F & N, Physics & Botany Deptt.
	***		Career in Defence services	College Union	
	30th July	Sat	Staff Council Meeting	Secretary, Staff Council	
Aug	2nd Aug	Tue	Moment of Calm (2 min silence) at 2 pm	College Union	Newsletter: Botany/ Microbiology Deptt.
	3rd Aug	Wed	GT meet (student's charter, its value and accountability)	GT Coordinators	
	***		National Sailing Camp	NCC	
	***		Fresher's cum Farewell Celebration	College Union	Field Visits: Computer Science, Commerce, Zoology, Biotech, Chemistry & Physics
	***		NSS Tree Plantation Programmes	NSS	
	10th Aug	Wed	National Mycology Meet	Biotechnology Department	
	13th Aug	Sat	Tejaswini (Raksha Bandhan) I	Commerce Department	
	13th Aug	Sat	Intercollegiate Mahendi Competition	College Union	
	15th Aug	Mon	Independence Day Celebration	College Union	
	15th Aug	Mon	Activity Personality Dev cell (Patriotic Song Competition)	Personality Development Cell	

20th Aug	Sat	NSS visit to old age homes	NSS
20th Aug	Sat	Departmental Meeting	Departmental Heads
***		Student Union Elections	Union In charge
26th Aug	Fri	Best out of Waste Competition	Green Audit Committee & Computer society
26th Aug	Fri	NSS visit to slum areas	NSS
22nd-27th Aug	Mon-Sat	Students Feedback	Respective In charges
27th Aug	Sat	Staff Council Meeting	Secretary, Staff Council
29th Aug	Mon	National Sports Day	Sports In-charge
Sept	***	Teachers Day Celebration	College Union — Newsletter: Chemistry Deptt.
1st-7th Sept	Thu-Wed	Nutrition Week	F&N Department
8th Sept	Thu	World Literacy Day	
***		Intercollegiate Sports Events	Sports In charge — Field Visit: Biotech & Commerce Deptt.
13th Sept	Tue	Activity: Personality Dev Cell (Quiz on Teacher, Education & Moral values in the context to Indian culture)	Personality Dev Cell & Education Department
14th Sept	Wed	Hindi Divas	Hindi Department

Date	Day	Event	Responsible Committee	
21st Sept	Wed	Birth Anniversary of Paramhans Sant Hirdaramji Sahib	College Union	CCE Submission (Sept last week)
22nd Sept	Thu	GT Meet	GT Coordinators	
19th–24th Sept	Mon–Sat	Intercollegiate Competition (Youth Festival)	College Union	
		• Dance Competition	Cultural Committee	
		• Rangoli Competition		
		• Solo Song Competition		
		• Group Song Competition		
		• Debate & Elocution Competition	Literary Committee	
		• Painting/Poster Competition		
24th Sept	Sat	Departmental meeting	Departmental Heads	
24th Sept	Sat	NSS Day Celebration	NSS	
26th–29th Sept	Mon–Thu	Students Feedback	Respective In charges	
27th Sept	Tue	World Tourism Day	Commerce Department	
28th Sept	Wed	Youth fest (School level)	Admission Committee & College Union	
30th Sept	Fri	Staff Council Meeting	Secretary, Staff Council	
Oct	***	Youth Festival/ University Sports Competitions	Cultural & Literary Committee Sports In charge	Newsletter: Physics/ Zoology Deptt.

		Wild Life Week Celebration		Science Department	
1st -7th Oct					
8th Oct	Sat	Green Day Celebration		Green Audit Committee	Practical Examinations (15th Oct-7th Nov)
15th Oct	Sat	Activity: Personality Dev Cell (Tamsoma jotirgamya; Play)		Personality Dev Cell & Commerce Dept.	
***		Nau Sainik Camp		NCC	
***		Intercollegiate Youth Festival "Event Organiser"			Field Visit: Commerce Deptt.
17th -28th Oct	Mon-Fri	Students Feedback		Respective In charges	
22nd Oct	Sat	GT Meet		GT Coordinators	
24th Oct	Mon	Departmental Meeting		Departmental Heads	
24th Oct	Mon	UNO Day (Essay competition on "Relevance of UNO and its role in International affairs including terrorism		Literary Committee	
25th Oct	Tue	Anti-cracker mission		NSS	
25th Oct	Tue	Tejaswini (Diwali) II		Commerce Department	
28th Oct-1st Nov	Fri-Tue	Diwali Vacations			
31st Oct	Mon	Birth Anniversary of Sardar Patel – Biography of Sardar Patel			
5th Nov	Sat	Staff Council Meeting		Secretary, Staff Council	Newsletter: F& N/
Nov					

Month	Date	Day	Activity	Department	
	***		Alumni meet		Education Deptt.
	***		College Picnic	SHOGA	
	8th-14th Nov	Thu-Wed	Internal Audit		Preparation Leave (8th-14th Nov)
	***		Pre-practical Examination		
	11th Nov	Fri	Activity: Personality Dev Cell Education Day (Film on Social Equality)	Personality Dev Cell & Education Department	
	***		External Departmental Audit		*Youth festival: District/State/ Zonal
	12th Nov	Sat	Departmental Meeting	Departmental Heads	
	21st Nov	Mon	World Fisheries day	Zoology Department	
	25th Nov	Fri	Meat less Day	F & N Department	University Examinations (15th Nov-21st Dec)
	26th Nov	Sat	Staff Council Meeting	Secretary, Staff Council	
	***		RD Selection Camp	NCC	
Dec	***		Joy of Giving	SHOGA	Newsletter: Commerce Deptt.
	1st Dec	Thu	World AIDS Day (NSS Rally)	NSS	
	***		Vidhan Sabha Visit	Arts Department	
	17th Dec	Sat	Departmental Meeting	Departmental Heads	
	21st Dec	Wed	Mahaprayan Divas of Santji-Blood Donation	College Union	

Month	Date	Day	Event	In charge	
	***		RDC	NCC	
	***		Workshop on "Research Methodology"		
	22nd Dec-31st Dec	Thu-Sat	*Semester Break*		
	24th Dec	Sat	Staff Council Meeting	Secretary, Staff Council	
	25th Dec	Sun	Good Governance Day		
	31st Dec	Sat	Staff Picnic		Result Declaration (31st Dec)
Jan	5th-7th Jan	Thu-Sat	Activity: Personality Dev Cell Presentation on Women Education & Literacy/ Camp on "Each one Teach one"	Personality Development Cell & NSS	CCE Submission (3rd Jan-25th April)
	12th Jan	Thu	Youth Day(Vivekananda Jayanti): Yoga; Surya Namaskar	NSS & Sports In charge	
	20th Jan	Fri	Departmental Meeting	Departmental Heads	
	21st Jan	Sat	GT Meet	GT Coordinators	Newsletter: Computer Science Deptt.
	25th Jan	Wed	National Voter's Day	NSS	Field Visits: F & N Deptt.
	26th Jan	Thu	Republic Day Celebration	College Union	
	28th Jan	Sat	Staff Council Meeting	Secretary, Staff Council	
Feb	***		Intra Collegiate Sports Meet	Sports In charge	Newsletter: Hindi/English
	***		IQAC Extended Committee Meet	IQAC	

	Date	Day	Activity		Responsibility	Notes
	4th Feb	Sat	Activity: Personality Dev Cell (Psychological Counselling)		Personality Dev Cell	Field Visits: Chemistry Deptt.
	5th Feb	Sun	World Cancer Day (Guest Lecture)		Biotechnology Department	
	14th Feb	Tue	Basant Panchmi Celebration		College Union	
	18th Feb	Sat	Departmental Meeting		Departmental Heads	
	20th–26th Feb	Mon-Sun	NSS Camp (Adopted Village)		NSS	
	24th Feb	Fri	GT Meet		GT Coordinators	
	***		Annual Function		College Union	Field Visits: F & N Deptt.
	25th Feb	Sat	Staff Council Meeting		Secretary, Staff Council	
	28th Feb	Tue	Science Day Celebration		Science Department	
March	4th March	Sat	GT Meet		GT Coordinators	Newsletter: Mathematics Deptt.
	8th March	Wed	International Women's Day (One day workshop on women related issues)		NSS	CCE Marks Upload (March II week)
	18th March	Sat	Activity: Personality Dev Cell (Discussion on Health & Cleanliness)		Personality Dev Cell & F&N Dept.	Field Visits: F & N Deptt.
	25th March	Sat	Departmental Meeting		Departmental Heads	Practical Exams (25th March-25th April)
	31st March	Fri	Staff Council Meeting		Secretary, Staff Council	

Month	Date	Day	Event	In-charge	Remarks
April	***		Mock Parliament	Education Department	
	8th April	Sat	GT Meet	GT Coordinators	
	***		Internal Examination		
	10th April	Mon	Activity: Personality Dev Cell (Salad decoration & Cooking competition)	Personality Development Cell & F&N Dept.	
	18th April	Mon	World Heritage Day	Commerce Department	
	***		Pre-practical Examinations		Semester Exams (28th April-26th May)
	22nd April	Sat	Departmental Meeting	Departmental Heads	
	29th April	Sat	Staff Council Meeting	Secretary, Staff Council	
May	1st-15th May	Mon-Mon	IGNOU B.Ed Workshop	Education Department	
	20th May	Sat	Departmental Meeting	Departmental Heads	Newsletter: IQAC, Green Audit, NSS & GR Cell
	21st May	Sun	Anti-Terrorism Day	Commerce Department	Summer Vacations (27th May-15th June)
	27th May	Sat	Staff Council Meeting	Secretary, Staff Council	
	31st May	Wed	Anti-Tobacco day	NCC	
June	5th June	Mon	World Environment Day	Science Department	Result Declaration (15th June)
	21st June	Wed	International Yoga Day	Sports In charge	Newsletter: NCC, SHOGA, T&P, GT & EOC
	***		Admissions	Admission Cell	

Week-wise Morning Assembly Activities

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Event	News of the Week	Nutrition Related Activity	Environment/ Climate Change	Spiritual Talk/Important Days Celebration	Career Counselling	I Sat : Yoga II Sat: Pranayam III Sat : Aerobics IV Sat: Meditation
Organiser	IQAC	F & N Deptt.	Science Deptt.	I Week: Education Deptt. II Week: Commerce Deptt. III Week: CS Deptt. IV Week: Science Deptt.	Training & Placement Cell	Sports In charge

*** Date yet to be fixed

Dr.Charanjit Kaur
Principal

Annexure II

Student's Feedback for Teachers

SANT HIRDARAM GIRLS COLLEGE

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SESSION 2016-17

FEEDBACK FORM FOR TEACHER EVALUATION BY STUDENTS
शिक्षकों के मूल्यांकन के लिए छात्राओं द्वारा दिए जाने वाला फीडबैक प्रपत्र

Note : This questionnaire has been designed to seek a feedback from the student to strengthen the quality of teaching-learning environment and to look for opportunities to improve teachers' performance in classroom engagement with students to bring excellence in teaching and learning.

टीप : यह प्रश्नावली शिक्षिका की पढ़ाने की गुणपत्ता को ओर बेहतर मजबूत करने के लिए और शिक्षण अधिगम में उत्कृष्टता लाने के लिए कक्षा में शिक्षक का प्रदर्शन सुधारने के लिए अवसर के रूप में डिजाइन की गयी है –

Name of teacher *Ms. Noopur Gupta* .... Department *Mathematics* ....
Class *M.Sc. [Mathematics]* .... Semester *IInd Semester* ....
Subject Papar *Topology* .... Unit Covered till date *unit – 4* ....
Number of classes attended by the student filling the form ....

क्र. / No.	प्रश्नावली / Questionnaire	उत्कृष्ट / Excellent	बहुत अच्छा / Very Good	अच्छा / Good	औसत / Average
1	विषय पर नियंत्रण शिक्षक विषय का सटीक और व्यवस्थित ज्ञान रखती हैं और उन्हें निर्धारित पाठ्यक्रम की पूर्ण जानकारी है। **Authority on the Subject :** The teacher maintains accurate and organized knowledge of subject matter and is aware of prescribed curriculum	✓			
2	अभिव्यक्ति / संचार कौशल : शिक्षक द्विभाषी (हिन्दी तथा अंग्रेजी) है और वह अपने विषय को स्पष्ट रूप से और प्रभावी ढंग से समझाती है। **Oration/Expression/Communication Skills :** The teacher is bilingual and communicate her subject clearly and effectively.	✓			
3	समय की पाबंदी और नियमितता : शिक्षक समय की पाबंद है और कक्षाओं को नियमित रूप से लेती है। **Punctuality and Regularity :** The teacher maintains the punctuality and regularity of classes.	✓			
4	शिक्षक की योग्यता : शिक्षक विषय पढ़ाने के लिए सक्षम है और विषय को छात्राओं की आवश्यकताओं, हितों और क्षमताओं को देखते हुए समझाती है। Competency of the teacher : The teacher is competent to teach a subject and adapts subject matter to student needs, interests and abilities at an appropriate pace.	✓			

		उत्कृष्ट / Excellent	बहुत अच्छा / Very Good	अच्छा / Good	औसत / Average
5	शिक्षक का व्यवहार : शिक्षक का व्यवहार अच्छा है, छात्राओं के प्रश्नों / समस्याओं और पृच्छाओं को ठीक ढंग से ग्रहण करती है। **Behavior of the teacher :** The behavior of teacher is good, treat students well and is receptive to their questions/problem/queries.	✓			
6	कक्षा नियंत्रण : शिक्षक कक्षा पर अच्छी तरह से नियंत्रण रखती हैं। समस्त छात्राओं पर ध्यान देती है। किसी के साथ भेदभाव नहीं करती तथा समझाने के लिए नवीन शिक्षण विधियां अपनाती है। **Class Room Control :** The teacher organizes the classroom well: gives attention to all categories of students and uses innovative teaching methods. She is not partial/biased/otherwise influenced.		✓		
7	पेशेवर जिम्मेदारी और नैतिकता शिक्षक अपनी जिम्मेदारी को समझती है और नैतिक आचरण के लिए विद्यार्थी को प्रोत्साहित करती है। **Professional responsibility and ethics :** The teacher understands her responsibilities and inspires the students for ethical conduct.		✓		
8	छात्राओं के बीच लोकप्रियता : शिक्षिका का छात्राओं के साथ तालमेल कैसा है ? **Popularity in students :** Rapport of teacher with student ?		✓		
9	(अ) शिक्षक को समग्र रूप से किस श्रेणी में रखेंगे : (ब) 10 में से शिक्षक कितने अंक प्राप्त करने की पात्रता रखती है। (a) Student rates the teacher as : (b) Out of 10, how many mark the teacher deserve	✓			
10	शिक्षिका के शिक्षण के सुधार के लिए आपके सुझाव : **What suggestions do you give for improvement in her teaching**	(1) (2)			

छात्रा के हस्ताक्षर ....
(ऐच्छिक)
नाम ....
दिनांक 28 – 3 – 17

SANT HIRDARAM GIRLS COLLEGE, BHOPAL

EVALUATION OF PERFORMANCE OF TEACHERS TRHOUGH STUDENT FEEDBACK 2016-17

TEACHERS NAME	Ms. Noopur Gupta	subject	Topology	Month	February
Class	M.Sc	Sem	II	Unit cover till date	IV UNIT
				Department	Mathamatics

Number of classes attended by the student filling the form

Total Feedback taken from studens(10-20): 7 — Total Students in Class: Not Given — Question wise Detail

PART A

Q	St1	St2	St3	St4	St5	St6	St7	St8	St9	St10	St11	St12	St13	St14	St15	St16	St17	St18	St19	St20	TOTAL	%	RATING	REM
																					24	85.71	3.4	
Q1	3	3	4	3	3	4															22	78.57	3.1	
Q2	3	2	4	3	3	3	4														28	100	4	
Q3	4	4	4	4	4	4	4														19	67.86	2.7	*
Q4	2	2	4	3	2	2	4														24	85.71	3.4	
Q5	2	4	4	4	3	3	4														17	60.71	2.4	*
Q6	2	2	3	2	3	2	3														21	75	3	
Q7	4	2	3	2	4	3	3														20	71.43	2.9	
C n	2	3	3	3	3	3	3														24	85.71	3.4	
Q9	4	3	3	3	3	4	4														average	78.97	3.2	
Total	26	25	32	27	28	28	33	0	0	0	0	0	0	0	0	0	0	0	0	0				
PER	72	69	89	75	78	78	92	0	0	0	0	0	0	0	0	0	0	0	0	0	Student Wise Data Analysis			
REM	*							**	**	**	**	**	**	**	**	**	**	**	**	**				

* More Attention Required   ** Substantial improvement is required.

Your strength

- 7 Excellent in maintaining Punctuality & Regularity.
- 7 Performs her duties well..
- 7 Communicates clearly.

Suggestions for improvement

- 7 Try to become more competent
- 7 Should have good control on your class.

Principal

Note : Grading Scale Per Question : Excellent - 4, Very Good - 3, Good - 2, Average -1
Rating Scale: Between 60 to 70 Percent *, Below 60 Percent **

Annexure III

Best Practices of the Institution

The Institution has developed excellent practices in the campus in the following two areas.

Best Practice I

Title of the Practice: Women Centric Approach

Typically, females have been stereotyped as creative individuals who lack logical or analytical thinking. This coupled with social norms and cultural traditions that put women students on back foot has further alienated them from getting their due when it comes to education in India.

But with the changing dynamics of society, this trend is changing. Women are getting more and more independent and making their name in careers which were restricted to men only. The fighting spirit with which female students have broken the traditional norms have enabled them to reach new heights when it comes to education.

In order to help female students to get an equal footing and be worthy global citizens, we have adopted Women Centric Approach as one of our best practices.

MISSION STATEMENT OF THE INSTITUTION

"*To empower young women to grow as valuable assets of Global Society by providing them Quality Higher Education enabling them to develop high intellectual level with spiritual, cultural and ethical values*".

We are committed to honour our Mission & Vision and to fulfil the objectives of the college.

GOAL

- To nurture human ethical values and noble virtues in girls.
- To empower girls to be worthy global citizens.
- To make girls better employable by providing them Higher Education as a balanced blend of knowledge, skills and values.
- To enable girls to retrospect at regular intervals to identify strengths & weaknesses, opportunities & threats and to plan diagnostic remedial measures.
- To cultivate ability in girls for independent thinking, self-endeavour and self-reliance.
- To impart vocational training and technical education in girls along with book based knowledge.
- To realise them that they should be treated with dignity and worth.

- To be listened to attentively

- To be informed about their rights and responsibilities
- To help them make the right decision
- To make all-encompassing efforts for the overall development of girls.

The Context

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems.

As women are worst sufferers in society and their empowerment is a critical element, the practice of "*Women Centric Approach*" has been adopted against this backdrop.

The Practice

We offer Expert Sessions, Invited Talks, Guest Lectures, Pathological Test, Confidential Counselling, etc. in many areas for personal wellbeing and mental & physical health of students.

- Various awareness camps have been organised such as Thalassaemia Test, Blood Test (Haemoglobin, Thyroid, etc.) for routine physical health check-ups of the students.
- Personal Counselling Sessions are organised from time to time regarding Wellness & life management, new life experiences, crisis management, depression, anxiety stress management, grief, sexuality, family & relationship issues, goal setting, self-development and many others as required by the students.
- Expert sessions and invited talks are organised by Personality Development Cell on various themes like HIV-AIDS, Cancer, Alzheimer, Gender Sensitization, Women abuse and exploitation, etc.
- Workshops are organized on Haematology, Heart fullness, Relaxation and Meditation Technique, Food Frauds and Food Safety, etc.
- In order to enable students to cope up with various deficiency diseases and genetic disorders, a nutritional talk is delivered by Department of food & Nutrition on every Tuesday. Also, Nutrition Week is celebrated every year.
- To inculcate moral, ethical & spiritual values amongst students, a spiritual talk is delivered by faculty members on every Thursday during Morning Assembly.
- Yoga, Meditation and Aerobic classes are organised on every Saturday for students for their all-round fitness, weight loss, stress relief, inner peace, improved immunity, living with greater awareness, increased energy, better flexibility & posture and better intuition.
- In order to build **self-confidence, safety**, **street awareness, toned muscles and fighter's reflex,** self-defence classes are organized in the form of Martial Arts, Judo and Karate.

Evidence of Success

Mission of our college is to prepare skilled, knowledgeable, committed, youth to be capable of facing the global competitions. College is very much committed to meet this challenge.

- The academic results are 100% for all the classes as has been the trend in the past glorious years.
- The students excel in University examinations and have created a unique position by qualifying for prestigious awards (Gold Medal) and various Merit Positions.
- The students undertake challenging and useful projects that have won appreciation from experts of the industry.
- One of our outstanding NSS Volunteer, visited Peoples Republic of China under Youth Exchange Programme of Govt. of India in June 2016 and there she won prizes among 100 students.
- One of our Cadet has been awarded with CWS (Cadet Welfare Society Scholarship) Award (2015) by Madhya Pradesh & Chhattisgarh Directorate and one Cadet was selected for RD, Chilka. Almost all the NCC Cadets actively participate in the various events organised by NCC.

- Apart from academics, students participate in various Sports Competitions (indoor and outdoor) like Badminton, Open Rock Climbing, Basketball, Kho-Kho and Volleyball held on campus and out campus and students brought laurels to the institution by bagging Gold, Silver and Bronze Medal.

- The college has illustrious placement record and its alumni are well placed across the globe.

The excellent infrastructure, highly qualified faculties and women centric approach has made Sant Hirdaram Girls College, Bhopal the most preferred girls' college in India.

Problems Encountered and Resources Required:

- **Problems Encountered**: The problem area is time management. A lot of rescheduling and adjustment has to be done to enable students to attend various sessions on women related issues. The attempt is yet to receive full mental support from all quarters of staff and students as it is a very new approach in an academic institution.

- **Resources Required**: Human Resources/Professionals to impart training, Professionals and psychologists for Counselling, Mobilising funds and Improved mechanism for various Psychometric tests.

Best Practice II

Title of the Practice: Waste Management in the campus.

Waste Management is the prevention, treatment, handling, reuse and disposition of solid wastes. Hence, it is imperative that the wastes generated should be properly handled and managed to ensure environmental friendly campus.

Goals :

- The aim of the institution is to execute waste management program effectively and efficiently in the campus.

- To make the institution 'Green & litter free';

- To convert the biodegradable waste from all sources in the campus into eco-friendly "vermicompost".

- To create awareness on waste handling among the students of the institution for healthy wellbeing.

The Context

We ensure reducing, reusing and recycling the wastes. The hazardous materials and wastes generated in the laboratories are handled by trained faculty and attendants.

The E-waste (E.g. Old computers and their parts i.e. monitors, printers, CD's, DVD's etc. are collected in the E-waste corner. This is further handed over to MP Pollution Control Board for its recycling and disposal.

Organic wastes i.e. Green waste like dried plant leaves, flowers and trimmings and Kitchen waste from hostel is reused for making vermicompost.

Buffet style meal system is practiced in the hostel mess. The Self-service practice is followed in the mess. This encourages the students to take smaller portions and avoids wastage of food resources. Every last scrap of food waste is composted to achieve 100% food recycling.

The institution encourages practices like using earthenware vessels for storing water instead of plastic bottles to cut down the need of recycling.

The staff and students are encouraged to reusable Mugs, plates, forks, Paper bags and packaging material.

Different strategies are used to reduce Paper waste like

- *Reducing the use of photocopier*
- *Ensuring double side printing*
- *Using online versions for viewing study material.*

The Practice:

Collection of Wastes:

- ➢ "Dust Bins' are kept at designated locations in the College campus and the Hostel.

- ➢ A fully functional Vermicomposting Unit is established in the college premises. This practice ensures source level waste management.

- The wealth generated out of this waste contributes to a sustainable income. Also, the compost is used to nourish the plants on the campus.

- Students take part in various activities and present their working model of Vermicompost unit in various institutions. Talks on 'bio-waste management and utilisation' are also held on routine basis.

- This successful practice helps to create awareness on waste handling and ensure a healthy livelihood amongst the stakeholders.

- The Faculty Members of Zoology department also provide consultancy services and internship programmes to students of other institutions and contribute in promoting activity based learning.

Evidence of Success

The evidence of success is the generation of resources through the sale of vermicompost in the local market and fairs. The income is deposited in the account of the college.

Problems Encountered and Resources Required
There was no major problem faced by the enterprising group. However, minor problems keep on recurring which are sorted out immediately.

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