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

2017-18

1.8 AQAR for the year

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 _____2016-17   (26/07/2017)
    ii.   AQAR _____2015-16   (26/10/2016)
    iii.   AQAR_____ 2014-15   (20/02/2016)
    iv.   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 | 10 |

2.1 No. of Teachers

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 $\boxed{04}$

Non-Teaching Staff $\boxed{02}$ Students $\boxed{02}$ Alumni $\boxed{01}$ Others $\boxed{-}$

2.12 Has IQAC received any funding from UGC during the year?

Yes $\boxed{-}$ No $\boxed{\checkmark}$

    If yes, mention the amount $\boxed{-}$

2.13 Seminars and Conferences (only quality related)

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

Total Nos. $\boxed{02}$ International $\boxed{-}$ National $\boxed{1}$ State $\boxed{-}$ Institution Level $\boxed{01}$

(ii) Themes Workshop on:

- Workshop on "Heal Your Life" Monday, 25th September, 2017

- Symposium on "The Essence of Religious Scriptures" Thursday, 26th October, 2017

- Session on "Multiple Happiness of Life by using Emotional Intelligence" Wednesday, 6th December, 2017.

- Symposium on "The Role of Sister Nivedita in Promoting Science Education" Monday, 22nd January, 2018.

- Workshop organized by NSS Unit, SHGC, Bhopal Friday, 9th March, 2018. Workshop on "Human Trafficking & POCSO Act" and "Stress Management".

- Workshop on "Adolescent's Health Education" by FPI, Bhopal Tuesday, 27th March, 2018.

- Session on "Emotional Intelligence: Need of the Hour" by Dr. S. Neelkanthan Monday, 16th April, 2018.

2.14 Significant Activities and contributions made by IQAC

- Orientation programme for newly admitted students in all streams in July 2017. The objective behind this is to create awareness among the students about the courses, activities and their roles & responsibilities towards college.

- IQAC organized Personality Development programs as per the calendar of Higher Education. Important sessions were based on themes such as: Importance and Role of Guru, Nutrition, Mental & Physical Health etc.

- IQAC constantly evaluates teaching learning process through feedback system.

- Motivation of staff members to inculcate Research aptitude and apply for Research Projects, participation in seminars, workshops and Paper publication. Motivating students to take up social awareness programs like Green Audit, Use of eco-friendly devices etc.

- Preparation of Academic Calendar which includes a list of activities, their schedule and the incharge department or cell for its timely execution.

- Conducting regular Academic audit of teaching departments.

- Construction of a new floor and extension of hostel building in the campus.

- Efforts made to increase campus placements by providing job opportunities to the students.

- Organized value added programmes for students to improve their interview skills

- Organized many Symposia and workshops on regular basis.

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. Setting up of Entrepreneurship cell (E-Cell) and encourage students to come up with innovative ideas.	Entrepreneurship Cell was constituted on 31st July, 2017 to create a culture of entrepreneurship and to develop business ideas to become entrepreneurs. Launch of "E Cell – Entrepreneurship Course Module 100"; a one year course for UG I year students. Recognition to faculty members for being Research guides.
2. Refurbishing and strengthening Research Cell.	Encouraging and motivating the Faculty members to participate in Refresher Courses, Seminars, Conferences etc. Also for Research presentations and Publications. **National Meet to Innovate India- in focus Women** is planned to be organized in October, 2018. Preparation and submission of Research Project Proposals to UGC. Motivational Awards to acknowledge faculty members and students for their achievements in Academics and extracurricular activities.
3. Organise Alumni meet	Alumni meet was successfully organised on 28th April, 2018.
4. Proposal to conduct Workshop, Symposia, conference	Symposia and workshop were conducted by PDC.
5. Expansion of hostel building.	Construction of a new floor in the hostel is in progress.

6. Organization of one National level conference, seminar and workshop sponsored/UGC/NAAC/Self-financed.	Will be organized in October, 2018 (Proposal sanctioned).
7. Induction of more visiting faculty experts to enhance quality of teaching.	Expert lectures by renowned subject experts to enhance quality of teaching.
8. Incentives to teachers and students for Research Publications will be taken up.	Creation and implementation of Departmental Academic Activity Planner by teaching departments. The executed academic and activity plans are published in the monthly newsletter; an initiative by all teaching departments.
9. Creation of Talent Bank	Talent Bank is constituted in the Institution. Eminent personalities and Subject Experts with their significant contributions in their respective fields are enlisted in the talent bank. They are invited on a regular basis for their deliberations, talks and for sharing their enriching experiences.
10. Encouraging and motivating the Faculty members to participate in Refresher Courses, Seminars, Conferences etc.	The Faculty members utilize the opportunity given by the higher authorities and participate in various academic events. They not only gain useful insights related to their subject but also prove their merit at these events of National and International repute. The faculty members emerge out as prize winners and bag various awards in paper presentations.

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

AQAR was placed before the Governing body for the approval. 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	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	-	02
Others	01	-	-	-
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	12 UG + 6 PG
Trimester	-
Annual	05

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.

The syllabus of Ph.D entrance examination in Biotechnology is to be revised as per the instructions of Board of studies in Biotechnology, Barkatullah University, Bhopal. The work is in progress.

Ms. Dalima Parwani, HOD, Computer Science has participated as member in the revision of syllabus of BCA as per the instructions of Board of studies in Computer Science, Barkatullah University, Bhopal.

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

- Centre for CA examination
- Centre for Nursing Exams
- Centre for MBA Exams
- Centre for B.Ed. Exams

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	39	Nil	Nil	Nil

2.2 No. of permanent faculty with Ph.D. | 10 |

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	-	-	-	-	-	05	-	07	-

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

| 05 | | - |

2.4 No. of Guest and Visiting faculty and temporary faculty

| 06 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	12	20	2
Presented papers	12	13	Nil
Resource Persons	Nil	01	07

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

- Remedial Classes are organized for all students specially catering to needs of academically poor students.
- PPT, Demonstration of Videos related to moral values, e-learning material etc. are provided to the learners.
- Industrial Visits & Visit to Institutes of repute– faculty guided visits to the industries like CIPET, Regional Science Centre, MPCST, EPCO, Chirayu Hospital and Medical College, Van Mela etc. are organized.
- Educational Trips and recreational visits are also organized by all the Departments in all the subjects.
- Conduction of Pre-University Examinations and Pre-Practical Examinations on regular basis.
- Academic counselling and personal counselling to all the students is provided by the faculty members.
- Use of E-library and INFLIBNET facility.
- Learning based on Case Studies.

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

| 166 days |

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

- **Different modes of CCE are adopted like Role play, Class Room Teaching, Poster Presentation, Quiz, Group Discussion as a part of continuous evaluation.**

- **Constitution of internal flying squad for better conduction of Examinations.**

- **Assessed Answer Sheets of CCE and Internal Examinations are shown to the students.**

- **Model Question papers are prepared and shared with the students.**

- **Open Book Exams are conducted for several courses.**

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

| 02 | - | 01 |

2.10 Average percentage of attendance of students

| 65% |

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)	59	5	86.5	1.7	-	100
B.Com	153	0.6	59.5	34.6	-	99.3
B.Sc.	104	5.8	84.6	9.6	-	100
B.C.A	47	8.5	68	17	-	100
B.B.A	33	36.4	60.6	-	-	100
B.Ed.	71	45.1	53.5	1.4	-	100
M.Com.	28	-	82.1	10.7	-	100
M.Sc. Maths	13	23	77	-	-	100

M.Sc. Computer Science	05	20	80	-	-	100
M.Sc. Chemistry	07	-	85.7	-	-	85.7
M.Sc. Food & Nutrition	13	38.5	53.8	7.7	-	100
M.Sc. Biotechnology	05	60	40	-	-	100

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

- *IQAC monitors all the academic activities such as syllabus completion, strict adherence to the Academic calendar and Academic Planner by the Teaching Departments.*

- *IQAC monitors the internal assessment evaluation modes and their benefits.*

- *IQAC regularly takes feedback related to Academic, Co-curricular, Research activity from different stakeholders to maintain quality standards in the institution.*

- *Informal feedback by the Management and Head of the institution is taken on regular basis.*

- *Conducts Academic Audit for all teaching departments.*

- *Organizes brain-storming sessions for enhancing the academic performance.*

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	Nil
Orientation programmes	04
Faculty exchange programme	07
Staff training conducted by the university	Nil
Staff training conducted by other institutions	05
Summer/Winter Schools, Workshops, etc.	07
Others	Nil

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	10	-	-	-
Technical Staff	07	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- *The college has a recognized centre for Research. The Institutional Research Degree Committee members meet at regular intervals and discuss the research and consultancy issues.*

- *The states of Art Research Laboratories in the institution provide excellent Research facilities.*

- *Faculty members are encouraged to submit Research Projects to various funding agencies.*

- *The Research scholars and postgraduate students undergo training programs/ Workshops on Advanced Instrumentation techniques, Research methodology etc.*

- *The Institution motivates the faculty members and students to prepare, publish and present Research Papers at Conferences/Seminars of National and International level.*

- *The faculty members are motivated to register as Ph.D. guides in the affiliating university.*

- *The teaching departments on regular basis 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, 34,000/-**			-

3.4   Details on Research Publications

	International	National	Others
Peer Review Journals	**12**	**05**	-
Non-Peer Review Journals	**-**	**07**	-
e-Journals	**03**	**-**	-
Conference proceedings	06	08	

3.5 Details on Impact factor of publications:

Range | 2.12-2.83 | 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	**1 year**	**MPCST, Bhopal**	**Rs 1, 34,000/-**	**Rs 1,14,000/-**
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)			
Total	-	-	-	Rs 1, 14,000/-

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | 02 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIS [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme (specify) [-]

INSPIRE [-]   CE [-]   Any Other [-]

3.10 Revenue generated through consultancy   Rs 64,530/-

- **Organised In house Internship Program (For B.Sc 6 sem students)- 14000/-**

- **Set up of Vermicompost unit at Govt. Gitanjali Girls PG Autonomous College, Bhopal and provided Training and internship – 20000/-**

- **Organised In house Internship Program for BCA VI Sem students (Zenith Infotech Pvt. Ltd. Technology Program) – 40,530/-**

- **Organised Internship Program- (For B.Com VI Sem students)- Rs. 4000/-**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons: **05**

3.13 No. of collaborations [-]   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [05]

Zenith Infotech, Akash Aviation, Indian Idol, Tally@excellence

3.15 Total budget for research for current year in lakhs:

From funding agency [-]   From Management of University/College [-]

Total [Nil]

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 :

Total	International	National	State	University	Dist.	College
04		01	01			02

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them   02   04

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 Nil   SRF -   Project Fellows 01   Any other -

3.21 No. of students Participated in NSS events:

University level 50   State level 10

National level 02   International level 01

3.22 No. of students participated in NCC events:

University level 55   State level 10

National level 03   International level Nil

3.23 No. of Awards won in NSS:

University level Nil   State level 01

National level 01   International level 01

3.24 No. of Awards won in NCC:

University level | - | State level | -

National level | 03 | 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 Rally and lecture on Cancer Awareness was organized on the occasion of World Cancer Day.
Human Chain and Rally procession on the occasion of World AIDS Day.
Distribution of clothes and other useful commodity items in Old Age Homes.
As an initiative under the Swachh Bharat Abhiyan, an Awareness Programme was organized.
Tree Plantation was organized at 1 MP Naval Unit.
A Walkathon was organized as VIP Road, Bhopal on the theme of Women Empowerment.
Anti-Tobacco Day and World Population Day was celebrated to spread awareness amongst the youth.

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.	PC- 130 Projector -03	PC- 13 Projector-02	SHKES	PC-143 Projector- 05

Value of the equipment purchased during the year (Rs. in Lakhs)	3.96 Lacs	RS 5,27,900	SHKES	Rs. 9,23,900/-
Others (Tutorial rooms)	09	-	-	09

4.2 Computerization of administration and library

- The Library is fully automated with 'Library Management Software "SOUL 2.0 developed by INFLIBNET.
- 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
- Provision of a separate space named 'Reservation Corner' for books is provided for the students.
- Another corner in the library is reserved for 'Suggestions and Requirements of new books'. The students make use of this facility and come up with their valuable suggestions.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16335	5805608/-	4	1250/-	16339	5806858/-
Reference Books	3950	-	1	-	3951	-
e-Books	80409	-	-	-	97000+	-
Journals	46	85510/-	2	3700/-	48	89210/-
e-Journals	3828	-	-	-	3828	-
Digital Database	N-List	5950/-	N-List	5950/-	N-List	5950/-
CD & Video	174	-	-	-	174	-
Others (specify)	1700 donated books	-	1700	-	1700 donated books	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	154	03	Wi-fi in 3 blocks LAN in 3 labs	-	-	-	-	-
Condem ned & donated	24	-	-	-	-	-	-	-
Added	13	-	-	-	-	-	-	-
Total	143	03	-	-	-	-	--	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
   up-gradation (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) and M.Sc. (CS)*

4.6 Amount spent on maintenance in lakhs:

   i) ICT   Rs. 2,64,511/-

   ii) Campus Infrastructure and facilities   Rs 6,59,971/-

   iii) Equipments   Rs 3,54,616/-

   iv) Others   Rs 6,05,937/-

                               Total: Rs 18,85,035/-

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. The student members of IQAC interact with the student council members and provide information to the other students about various support systems of the college.

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

Notices and Current updates are displayed on the College website to ensure active participation of students in various activities. Besides this, the student achievements are displayed on the departmental notice boards provided in all wings and in all blocks. This practice consistently motivates the other students as well.

Psychological Counselling plays a pivotal role in the overall development of students. The institution provides this counselling on regular basis all-round the year. Apart from running the educational institution, the management caters to the academic & social needs of the staff members and students. Various sessions are organized under the dynamic stewardship of the Chairman of the institution.

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.

Student 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.

Parent Teacher meetings are organized regularly and every student is attended on individual level by the concerned faculty member. Special classes for theory and practicals are conducted for the students who participate in extra classroom activities be it sports, RD Camps or cultural events at University, State, National and International Level.

It is ensured that students receive proper guidance and support facilities inside and outside the classroom. As per their learning requirements, the students are classified as Advance learners, Slow learners and Average learners. Accordingly, the teachers train and guide them.

(a)   Total No. of Students

UG	PG	Ph. D.	Others
1242	142	-	-

(b)   No. of students outside the state

37

(c)   No. of international students

Nil

Men

-	-
-	-

Women

-	-
-	-

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1006	80	27	296	Nil	1408	1009	77	10	288	-	1384

Demand ratio   Dropout =0.05%

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

Bank Coaching classes as well as for other competitive examinations are held in the campus.

No. of students beneficiaries   40

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

The teachers impart career guidance services to all students and cater to their psychological and social needs. The Training and Placement cell provides comprehensive services in the area of training, recruitments, areas of higher studies, internships and disseminates information about job placements to both UG and PG students. The sessions are organized for the students on the following themes:

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

No. of students benefitted   550

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	383	35	24*

*The students are well placed in renowned companies like Capgemini, Jaro Education, Bull Mart, Money Desire etc.

5.8 Details of gender sensitization programmes

The institution is actively engaged in organizing various programmes on gender sensitivity issues and other social issues prevailing in the society. All the events organized help to spread the awareness amongst the students.

- *A session on "Main Mumkin Hoon" was organized in collaboration with Women studies Centre, Barkatullah University, Bhopal.*
- *Awareness campaign on "Women Safety" by Mr. Sameer Yadav, ASP and*
- *Mr. Santosh Kumar, DIG.*
- *Session on Women safety by Mrs. Urmila Yadav, Sub inspector, MP Police.*
- *On the occasion of International Women's day, a session on the theme: Time is now: Rural and Urban activities transforming woman lines" was organized. Dr. Charanjit Kaur, Principal, SHGC addressed the students and enlightened them on the above mentioned theme.*
- *A seven day training programme on Self defense in association with Pakhi Samaj Sewa Sansthan, New Delhi was organized.*
- *A workshop on "Adolescents Health Education" in collaboration with Family Planning Association of India (FPI), Bhopal was organized.*

5.9 Students Activities

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

State/ University level | 45 | National level | 02 | International level | - |

No. of students participated in cultural events

State/ University level | 13 | National level | 08 | International level | - |

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

Sports: State/ University level | 02 | National level | 02 |

International level | 02 |

Cultural: State/ University level | 08 | National level | 08 |

International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	391	Rs. 21,25,250/-
Financial support from other sources	234	Rs. 27,77,000/-
Number of students who received International/ National recognitions	---	----

5.11   Student organised / initiatives

Fairs : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

*Fairs: College Level | 04 |

5.12   No. of social initiatives undertaken by the students

| 50 NSS |
| 09 NCC |
| Total 59 |

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 to higher 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. The suggestions given by the Management, Chairman, and Governing body are implemented by the various committees, teaching departments and office staff under the leadership and guidance of the Principal. Regular meetings of the College Council are held to discuss matters related to academics and administrative functioning. Interactions with stakeholders comprising of Parents, alumnae and the students, are regularly organised.

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

6.3.1 Curriculum Development.

The relevant changes are made as per the requirements of the learners. Following strategies are adopted by the institution for curriculum revision and update.

- The Institution implements the Syllabus and Curriculum of affiliating University, Barkatullah University, Bhopal.
- Need based Certificate Programmes have been introduced.
- The Faculty Members are the members, Board of Studies in the affiliating University. Ms. Dalima Parwani and Dr. Sugandha Singh, HODs in the Department of Computer Science and Biotechnology respectively have contributed in the preparation of syllabus of Computer Applications and Biotechnology.
- The changing educational trends are included as per direction of affiliating university.

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 Yearly/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 yearly and semester pattern. 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 cum Activity calendar.
- ➢ Remedial classes, student counselling and internal tests are being conducted on a regular basis.
- ➢ Study materials (Bilingual Lecture Notes in both soft and 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 depth to which a topic is dealt with, how to attempt questions in examinations, other learning resources to be referred etc.
- ➢ 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. on campus and off campus by each department.
- ➢ Students are encouraged to attend Summer Projects / Training Programmes / Internship / Conferences / Exchange Programmes etc.
- ➢ PG Students are encouraged to participate in various Seminars / Conferences / Symposium / Workshops.
- Teachers are inspired to attend Orientation / Refresher courses to update their knowledge in their respective fields. Also, they are encouraged to participate in National and International Conferences/Seminars/Workshops etc.
- In-house internship programmes are organized by different departments.

6.3.3 Examination and Evaluation

- *Provision of an Internal flying squad during all examinations conducted in the campus. This comprises of senior faculty members.*

- *Teaching diaries of the faculty members are monitored on regular basis by the respective HODs and the same is communicated to the Principal regularly.*

- *HODs submit their monthly reports and comments are taken every month regarding evaluation processes.*

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

- *The Institution is a recognized centre for various Universities/establishments like MBA/MAM/B.Ed./B.Sc. Nursing etc. and other Competitive Entrance Examinations like CA/SNAP Test/CPT/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 amongst the faculty members and students.
- Four faculty members are recognized Research Guides in the affiliating University.
- Workshop on "Heal your Life" was organized to promote healthy wellbeing of staff members and students.
- Collaboration with regional and National Research institutes like MPCST, 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 delivering talks in various subjects for advanced learning.
- The college through the facility of INFLIBNET has been subscribing to online journals to promote research environment. The facility is available for all the stakeholders.
- The authorities motivate the faculty members to write research papers and to get them published in reputed and recognized journals.
- Four of our Teaching Faculty members have been honoured with the degree of Ph.D. in the current session.
- The Doctorate degree awardees are felicitated in the annual day celebration to promote research environment.
- The Research work of national repute of Faculty members is shared amongst all the stakeholders.
- Duty leave/Sabbatical leave/lien/ Special leave is granted to the faculty members 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 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, the 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 all deserving large number of students.*
> *Well - equipped CCTV Surveillance facility for vigilance and smart monitoring is provided in all the blocks and wings of the institution.*
> *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, Dissertations, learning material etc. is provided.*
>
> *An Employment Corner which displays plethora of jobs and vacancies for students.*

Instrumentation:

- Well established and maintained laboratories are an asset to the institution. Hi-tech sophisticated equipment and research facilities are available.

- A Well-equipped Recording studio in the campus.

- A new state of art student hostel building has been constructed in the campus.

- Fire extinguishers have been installed in laboratories and staff has been trained in handling the equipment.

6.3.6   Human Resource Management

- Quality is given utmost priority for the appointment of new staff members as per norms.

- 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 with industry. This includes sustained collaborations with the following:

Akash Aviation Academy, Tourism
APPIN Technologies, IT
Indian Idol
Zenith Infotech
My FM

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 directives 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 Jan-Kalyan Trust, Geeta Israni Scholarship etc. Personality Development & Skill Development Programmes are organised on regular basis. Free Wi-Fi connectivity in the campus and hostel.

6.5 Total corpus fund generated

Rs.3,40,000/-

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 fee 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 institution that some of the existing faculties are also members of the College Alumni Association. Our Alumni Association acts as a bridge between the glorious past and the promising present.

Every year, Best student award is sponsored by the Alumni Association (SHOGA). Besides this, SHOGA supports an array of various capacity building activities in the institutions. In this series, Intra-collegiate competitions viz. Mehendi, Rakhi making and Recipe sharing were organized during Tejaswini Fair. Abiding by the motto of SHOGA, i.e.

the joy of giving, the SHOGA Members arrange free medical checkup camps for the villagers and share their contribution in the form of Woolen Clothes, food bars and toys. This practice greatly helps the financial weaker sections of the adopted village Kurana.

Alumni Interactive meet is a special feature of the institution which fosters a healthy and amicable relationship among the students. All passed out students who are well placed in renowned organizations are cordially invited to share their views on how the institution played an eminent role in grooming their personality and contributed in their overall development. The Alumni inspires the stakeholders to explore higher avenues in their respective fields.

6.12 Activities and support from the Parent – Teacher Association

- Feedback is taken from Parents during various interactions.

- In order to monitor the effective progress of students, various interactive sessions are organized by the Institution. The parents are invited to the institution along with their children during various programmes.

6.13 Development programmes for support staff

➢ Motivational sessions by the Chairman, SHKES is a regular feature.

➢ Motivational sessions by the Director, SHGC is a regular feature.

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

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

A committee for cleanliness audit is constituted in the institution. Faculty and staff members are assigned duties to look after the cleanliness and maintenance of work at different locations. The campus has the facility to segregate Biodegradable and Non-biodegradable wastes. Two types of dust bins are provided at each floor and wash rooms in the premises and hostel. Students are briefed to handle dry waste in blue colored bins and wet waste in green colored bins. Two black colored bins are provided in the Department of Physics and Computer Science to collect e-waste, which is handed over to M.P. Pollution Control Board for its recycling and disposal.

To cater the specific health and hygiene needs of girls, Sanitary napkin vending and safe disposal machines are provided in the premises and hostel.

Green Day Celebration:

Celebration of Green day is a regular feature of the institution. It was celebrated on 14th October 2017. The purpose behind this celebration was to develop environmental awareness in the students.

Three competitions were organized namely, Green Dish preparation, Best out of Waste and Miss Green Earth. The winners received prizes.

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.

The institution makes consistent efforts to cater to the different needs of the students. The following initiatives were taken to enhance knowledge and skills:

- Very inspiring Book Review sessions are organized by the management. All the staff members (teaching and non-teaching) actively participate, listen to each other, communicate effectively, share their experiences and disseminate the teachings of the book to their students.

- Conduction of In house Internship training programmes by teaching departments.

- The teaching departments in the institution provide consultancy services and offer short term training programs for the students and teaching faculty of other colleges in and around the city.

- Preparation and implementation of Departmental Academic activity planner by all the teaching departments.

- Installation of CCTV surveillance systems in Classrooms, laboratories, library, corridors etc. for monitoring the activities going in the campus and use of ICT in teaching learning process is strengthened every year.

- Faculties provide study material [power point presentations/PDF presentation, extra study material to the advance learners, e-books, elaborated notes, audio and videos] and also maintain a departmental library and provide book bank facility to help the needy students.

- Certificate courses and value-added courses are offered to the students on regular basis.

- Monthly News Letter is published by every teaching department on a regular basis. Every edition emphasizes on a focal theme, a literary work, a scientific contribution, innovation or a case study apart from a report of the monthly activities of the institution.

- The faculty members prepare and make use of Lab cum Protocol manuals for experimentation. These help the learners to perform their practical work more effectively and efficiently.

- Interstate Youth Exchange Programs are organized for students to promote bilateral thinking and sharing.

- Motivational videos, talks, lectures of eminent personalities, other important information etc. are broadcasted and shared with the students through social networking groups like Whatsapp. This improves peer perception and enhances their learning capacity.

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

- Publication of an Interdisciplinary Research Journal is in process by the Faculty members of Science and Commerce Departments.

- Publication of a Research Journal entitled "Education and Innovation" by the Department of Education since 2014.

- The Department of Computer Science initiated the foundation framework of E-Journal.

- Books entitled Vishrambh (Astha ki Neev) and Women Innovators were published highlighting the contributions of Women in the technological advancement of their country.

- Sports and NSS units jointly organised a "Self Defence Program" for the students to increase their confidence for their safety & security, develop leadership qualities and to empower them to face the challenges of life.

- Entrepreneurship Cell (E-Cell) with a motto **"Let's Build an Enterprising India!"** is established in the institution. The cell conducts certificate courses, organizes lectures and trainings for the students to develop Entrepreneurial skills.

- Alumini Meet, 2018 was organized for the reunion of passed out students to share their experiences and to motivate the present students.

- Introduced the concept of collaborative learning among the teaching departments and initiated the process for the same.

- The Academic audit was carried out for all teaching departments.

- Intercollegiate Quiz was organised by various teaching departments to create awareness and develop interest among the students about the recent breakthroughs and advancements worldwide.

- Intercollegiate Workshops (in collaboration with FPAI) and symposia were organised. Sessions by renowned personalities were also organized for the staff and student's awareness and their development.

- Training and placement cell organized workshops for the students to groom them as per the need of recruiting companies and establishments.

- Meticulous achievement of one NSS volunteer and one NCC cadet who participated in Republic Day parade at Rajpath, New Delhi on 26th January 2018.

- The Institutional NSS unit has been chosen as a recipient of NSS State Award for Best Program Officer and Best NSS Volunteer 2017-2018.

- Almost all the faculty members presented Research papers in National & International conferences and Seminars.

- For physical fitness and a healthy regime, Aerobics is organized every week for the students.

- As a part of social responsibility and being the worthy citizens of the country, faculty members and students not only organize blood donations camps every year but also participate actively and contribute in saving the life of others.

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

1. **Strengthened Mentoring system for student welfare**
2. **Polythene Free Campus**

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

7.4 Contribution to environmental awareness/protection

The information regarding the need of preservation of the environment and conservation of resources in the form of water, electricity etc. is inculcated into the students through various modes like news sharing, environment talks, nukkad natak etc. The institution implements a healthy practice of waste management through vermicomposting and foster student involvement for "green campus".

Besides this, the following measures are adopted towards environmental protection.

- Solar panels on the rooftops of the hostel building are installed as an alternative to conventional energy sources.

- The student admission in the new academic session included a fully computerised online application process which minimises the use of paper. All other administrative procedures like maintenance of scholar records, result updates and office records are fully automated and computerized.

- Vending machines and the dispose- off equipments are installed in the College building & Hostel.

- Adoption of plants in the college and Plantation by NSS volunteers is a regular feature.

- E-waste is disposed off on a systematic basis through authorised vendors.

- Different bins are used for collection of biodegradable and non-biodegradable wastes.
- Nukkad Natak, Walkathon, poster display, Rallies, slogans display and public campaigns are organised to create awareness for sustainable development.
- Radiation absorbing and pollution curbing plants such as *Adiantum* are placed in computer lab to maintain the moderate environment of the lab and to protect people from harmful radiations. Similarly, plants that can absorb fumes are placed in the chemistry lab.
- Proper disposal of hazardous chemicals and gels used in all the science laboratories is carried out effectively.
- Various activities are planned and executed under PM's *Swacchh Bharat Abhiyan* in the adopted village *Kurana* to maintain the health, hygiene and cleanliness.
- The campus is made polythene free. Use of any form of polyethylene is strictly prohibited.

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.
	Commitment towards students welfare: equal opportunity to all Mentoring system well-structured and strengthened.
	Formal and informal counselling mechanism is functional.
	Well-equipped library with Inflibnet facility, excellent collection of latest books and journals.
	Well-maintained and user friendly college website. All major events are updated regularly. Excellent placement opportunities offered.
	A strong focus on quality, learner centric teaching-learning process, committed and dedicated faculty.
	Go Green initiatives
	Recognized Research Centre in Chemistry.
	24*7 internet facility, Wi-Fi-connectivity

Weaknesses	Space crunch in Science departments Space concerns for outdoor sports activities. Insufficient student strength in some PG programs.
Opportunities	Excellent Academic environment Active alumni participation Research and Consultancy Services Women empowerment
Challenges	To meet the diverse need of Student community and to make them employable. To meet the Global competition. Remote location from main city

8. Plans of institution for next year

- To tie up with more professional and institutional bodies.

- To obtain research-funded projects.

- To increase collaboration with leading industries and extend our consultancy services.

- Enhance Research activities and publications.

- Effective involvement of alumni in various institutional activities.

- Development of Innovative Club.

- To organize more number of National and International events.

- To carry out Environmental Audit of the campus and adoption of ecofriendly approaches.

Name: Dr. Sugandha Singh
Signature of the Coordinator, IQAC

***

Name: Dr. Charanjit Kaur
Signature of the Chairperson, IQAC

Annexure I
Sant Hirdaram Girls College, Bhopal
ACADEMIC CALENDAR 2017-18

SANT HIRDARAM GIRLS COLLEGE, BHOPAL

SHGC CALENDAR 2017-18

MONTH	DATE	EVENT	ORGANIZER
July	3-8th July	College Orientation Programme	All Department & Commites
	10th July	Guru Purnima	Education Department & Literary Committee
	11th July	World Population Day	Biotechnology Department
	26th July	Kargil Vijay Diwas	Computer Science Department
Aug	***	Fresher's cum Farewell Celebration	Commerce, Mathematics Department & Computer Science Department
	***	Student Union Elections	Union Advisor & GT Coordinators
	***	Tejaswini - I (Raksha Bandhan)	Commerce Department & SHOGA
	***	Youth Festival Preparations	Union Advisor, Cultural & Literary Committee
	***	Intracollegiate Competitions (Dance, Song, Rangoli, Debate, Elocution, Poster, Painting, Mime, One Act, Mimicry etc.)	Union Advisor, Cultural & Literary Committee
	15th Aug	Independence Day Celebration	Linguistic Department
	29th Aug	National Sports Day	Sports In-charge
Sept	***	Teachers Day Celebration	Union Advisor & Computer Science Department
	1st-7th Sept	Nutrition Week	F & N Department
	8th Sept	World Literacy Day	Linguistic & Education Department
	14th Sept	Hindi Diwas	Hindi Department
	16th Sept	World Ozone Day	Physics & Chemistry Department

Month	Date	Event	Department
	***	CCE (Semester Pattern)	Semester Cell
	21st Sept	Birth Anniversary of Paramhans Sant Hirdaramji Sahib	Commerce Department
	***	CCE (Semester Pattern)	Semester Cell
	***	Internal Assessment Quarterly (Annual Pattern)	All Departments
	24th Sept	NSS Day Celebration	NSS
	28th Sept	World Tourism Day	Commerce Department
	***	Intra Collegiate Sports Event	Sports In-charge
	***	Inter Collegiate Competition	Union Advisor
Oct	***	Youth Festival/University Sports Competitions	Cultural & Literary Committee Sports In charge
	1st-7th Oct	Wild Life Week Celebration	Botany & Microbiology Department
	2nd Oct	Gandhi Jayanti	Commerce Department
	8th Oct	Green Day Celebration	Botany Department
	***	NSS Camp	NSS
	13th Oct	Tejaswini - II (Diwali)	Mathematics & Commerce Department
	23rd Oct- 9th Nov	Practical Examination (Semester Pattern)	All Departments
	24th Oct	UNO Day	Physics Department
	31st Oct	Birth Anniversary of Sardar Patel	Linguistic Department
Nov	***	Joy of Giving	SHOGA
	10th Nov- 14th Dec	Main Examination (Semester Pattern)	All Departments
	21st Nov	World Fisheries day	Zoology Department

Date	Event	Department
25th Nov	Meat less Day	F & N Department
25th Nov	Foundation Day of Society	Commerce Department
***	Vidhan Sabha Visit	Education Department
Dec — 1st Dec	World AIDS Day (NSS Rally)	NSS
7th Dec	Flag Day	NCC
10th Dec	Human Rights Day	Computer Science Department
21st Dec	Mahaprayan Divas of Santji-Blood Donation	Zoology Department
23rd Dec	Rev. Sidh Bhauji Birthday	Zoology Department
***	Internal Assessment Half yearly (Annual Pattern)	All Departments
Jan — 12th Jan	Swami Vivekananda Jayanti	NSS
22nd Jan	Basant Panchami Celebration	Library
23rd Jan	Netaji Subhash Chandra Bose Jayanti	Mathematics Department
25th Jan	National Voter's Day	NSS & NCC
26th Jan	Republic Day Celebration	F & N Department
***	NSS Camp (Adopted Village)	NSS
Feb — ***	Annual Day Celebration	Union Advisor & Computer Science Department
28th Feb	Science Day Celebration	Physics & Chemistry Department
***	CCE (Semester Pattern)	Semester Cell

Month	Date	Activity	Department
March	5th March - 21st March	Practical Examination (Yearly Pattern)	All Departments
	8th March	International Women's Day (One day workshop on women related issues)	NSS, NCC & Women's Cell
	30th March- 15th May	Main Examination (Yearly Pattern)	All Departments
***		Mock Parliament	Education Department
April	2nd April- 18 April	Practical Examination (Semester Pattern)	All Departments
	18th April	World Heritage Day	Commerce Department
	22nd April	Earth Day	Chemistry Department
	23rd April-26th May	Main Examination (Semester Pattern)	Semester Cell
May	21st May	Anti-Terrorism Day	Commerce Department & NCC
	31st May	Anti-Tobacco day	Botany Department, NCC & NSS
June	5th June	World Environment Day	Botany Department
	21st June	International Yoga Day	NSS

Note: All Incharges/Coordinators are required to submit the details of the respective activities latest by 10th July, 2017.

* Newsletter Calendar: IQAC Coordinator
* GT Meet Schedule: GT Coordinator
* Staff Council Meet: Secretary, Staff Council
* Field Visits & Departmental Meetings: All Departmental Heads
* Personality Development Cell Activities: PD Cell Incharge

Dr. Charanjit Kaur
Principal

SANT HIRDARAM GIRLS COLLEGE, BHOPAL
EVALUATION OF PERFORMANCE OF TEACHERS TRHOUGH STUDENT FEEDBACK 2017-18

				Date	31-03-2018
TEACHERS NAME	Ms. Diyanshi Matani	subject	BBA	Month	Feb-18
Class	BBA	Sem	IV sem	Unit cover till date	
Number of classes attended by the student filling the form				Department	Commerce
Total Feedback taken from studens(10-20)	9	Total Students in Class	Not Given	Question wise Detail	

PART A

	St1	St2	St3	St4	St5	St6	St7	St8	St9	St10	St11	St12	St13	St14	St15	St16	St17	St18	St19	St20	TOTAL	%	RATING	REM
Q1	1	3	1	3	2	2	3	4	4												23	63.89	2.6	*
Q2	1	3	1	2	2	3	3	4	4												23	63.89	2.6	*
Q3	1	3	1	4	3	3	3	4	4												26	72.22	2.9	
Q4	1	3	1	3	4	4	4	4	4												28	77.78	3.1	
Q5	2	3	2	3	3	3	4	4	4												28	77.78	3.1	
Q6	3	2	3	3	3	2	3	4	4												27	75	3	
Q7	3	3	3	3	2	3	2	4	4												27	75	3	
Q8	3	3	3	3	3	3	3	4	4												29	80.56	3.2	
Q9	3	3	3	2	2	2	2	4	4												25	69.44	2.8	
Q10	2	3	3	2	3	2	2	3	3												23	63.89	2.6	*
Total	20	29	21	28	27	27	29	39	39	0	0	0	0	0	0	0	0	0	0	0	average	71.94	2.9	
PER	50	73	53	70	68	68	73	98	98	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			Suggestions for improvement

Your strength	Suggestions for improvement
o) Possess good behaviour	Try to use other methods of Teaching.
o) Leadership capibility	
o) Good knowledge of subject	Try to explore good methods
o) Confidence level is too good.	for better explanation.

Note : Grading Scale Per Question : Excellent - 4, Very Good - 3, Good - 2, Average -1

Principal

Sant Hirdaram Girls College
Internal Quality Assurance Cell (IQAC)
Teacher Evaluation 2017-2018

Student name: .... Class: ....

Teacher's name: ....

Circle the answer that fits with your experience of this teacher for each question:

1 = Excellent   2 = Very good   3 = Good   4 = Average

How well does the teacher teach the core subject?	1	2	3	4
Teacher is well prepared for her lessons.	1	2	3	4
Teacher is regular and punctual in class.	1	2	3	4
Teacher is fair and firm in discipline.	1	2	3	4
Overall grade for the teacher.	1	2	3	4

Tick (√) the appropriate:	Yes	No
Teacher's approach is democratic and positive.		
She fully utilizes time schedule.		
Uses Teaching aids to make the lecture effective, expressive & meaningful.		
Keeps the students appraised and provides appropriate feedback & suggestions for improvement in performance.		
Teacher tries to model what she expects of students.		

Tick (√) the appropriate answer:

Communication skills:	a. Excellent	b. Very Good	c. Good	d. Average
Leadership capability:	a. Excellent	b. Very Good	c. Good	d. Average
Confidence level:	a. Excellent	b. Very Good	c. Good	d Average
Inspirational skills:	a. Excellent	b. Very good	c. Good	d. Average
Sense of humour:	a. Excellent	b. Very Good	c. Good	d. Average

What is the best thing that you appreciate the most about the teacher?

....

....

What is that which you want to suggest the teacher for further improvement?

....

....

संत हिरदाराम कन्या महाविद्यालय, भोपाल
आंतरिक गुणवत्ता मल्यांकन प्रकोष्ठ
प्राध्यापिका मुल्यांकन सत्र 2017–18

छात्रा का नाम : ....   कक्षा : ....

प्राध्यापिका का नाम : ....

उक्त वर्णित प्राध्यापिका के साथ अपने अनुभव के आधार पर जो भी सही उत्तर हो उस पर गोला लगाए।

1 = उत्कृष्ट   2 = बहुत अच्छा   3 = अच्छा   4 = औसत

प्राध्यापिका अपना मुख्य विषय किस प्रकार पढ़ाती है ?	1	2	3	4
प्राध्यापिका अपने व्याख्यान हेतु पूरी तैयारी से कक्षा में उपस्थित होती हैं।	1	2	3	4
प्राध्यापिका वक्त की पाबंद है एवं नियमित रूप से कक्षा में आती हैं।	1	2	3	4
प्राध्यापिका अनुशासनप्रिय एवं दृढ़ निश्चयी हैं।	1	2	3	4
प्राध्यापिका का समग्र मूल्यांकन	1	2	3	4

सही उत्तर पर (✓) निशान लगायें	सत्य	असत्य
प्राध्यापिका का दृष्टिकोण निष्पक्ष एवं सकारात्मक है।		
समय का पूर्ण सद्पयोग करती हैं।		
प्राध्यापिका शिक्षण सामग्री का उचित उपयोग करती है एवं व्याख्यान को प्रभावी एवं अर्थपूर्ण बनाती हैं।		
विद्यार्थी की क्षमता को आंकते हुए सही सुझाव देती हैं।		
प्राध्यापिका छात्राओं के समक्ष एक आदर्श हैं।		

सही उत्तर पर (✓) निशान लगायें

संवाद क्षमता :   अ) : उत्कृष्ट ब) : बहुत अच्छा स) : अच्छा द) : औसत

नेतृत्व क्षमता   :   अ) : उत्कृष्ट ब) : बहुत अच्छा स) : अच्छा द) : औसत

आत्मविश्वास स्तर :   अ) : उत्कृष्ट ब) : बहुत अच्छा स) : अच्छा द) : औसत

प्रेरणात्मक गुण :   अ) : उत्कृष्ट ब) : बहुत अच्छा स) : अच्छा द) : औसत

मृदुभाषी :   अ) : उत्कृष्ट ब) : बहुत अच्छा स) : अच्छा द) : औसत

आपकी प्राध्यापिका का वह गुण जो आप अपने जीवन में धारण करना चाहते हैं।

....
....
....

अपनी प्राध्यापिका में किसी सुधार के लिये आपके सुझाव

....
....
....

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: Strengthened Mentoring system for Student welfare

The institution has introduced Tutor Guardian scheme to have one to one interaction with the students. In this a faculty member is nominated as Tutor Guardian. The tutor guardian not only works as a friend, philosopher and guide for the students but also maintains an updated record of their scholastic and non-scholastic achievements such as participation in academic and extra classroom activities, daily attendance, their behaviour and overall growth. The tutor guardian encourages the students to achieve excellence and gives feedback to their parents too. She maintains the detailed information of students in a specially designed Tutor guardian Diary.

GOAL

- To act as a Mentor to students and offer them emotional and academic support along with motivation & inspiration.

- To act as a buffer for the students and help them to get acclimatized in the environment of the institution.

- To enlighten the students about their code of conduct in the institution.

- Create a good rapport between Teachers, students and Parents.

- To provide counselling service including peer relationships, home & family issues, depression, anxiety and other behavioural problems etc.

- Identifying their strengths & weaknesses to guide them in their future endeavours.

- To make them worthy responsible citizens of the society.

The Context

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 work to fulfil the objectives of the institution. Hence, the TG system is institutionalized and promoted in full gusto. The institution has

internalized this practice in order to improve the overall performance of the students and make them value oriented.

The Practice

Every month, a Tutor Guardian meet is conducted in the campus where the respective TG's effectively utilize the given time period in providing pastoral care to their students. The meet starts with a team building activity, involves discussions between the tutor and the students on various issues like Current affairs, Environmental issues, Teaching Learning, Feedback etc. The tutor guardian adopts various approaches and methodologies to foster healthy interaction with the students. She effectively makes use of time period and organizes different activities outside the classroom. The tutor guardian disseminates information related to schemes and practices running in the institution to the students. In the end, the Tutor guardian report is submitted by the respective TG's to the coordinator for discussion with the Head of the institution.

Evidence of Success

Mission of our college is to prepare skilled, knowledgeable, committed, youth to be capable of facing the global competition. The Tutor Guardian scheme is very much committed to meet this challenge.

This Umbrella scheme guarantees additional assurance and protection to the students and lessens the anxiety and burden of Parents.

Students learn the Modus operandi of various activities from their TG's. This includes Systematic Filling of examination form (using digital technology), Writing applications, Mannerism, etiquettes and expected Code of conduct in the premises etc.

The performance of the students has improved many folds as a result of this meet and extra care provided to them. The introvert students come out of their shell and feel comfortable under the able guidance of their TG.

The problem of frequent absenteeism of some students has been taken care off.

Problems Encountered and Resources Required:

Problems Encountered: The problem area is time management. A lot of rescheduling has to be done in the timetable to enable the students to attend TG Meet.

Best Practice II

Title of the Practice: Polythene Free Campus

The aim of this practice is to contribute in the green environment initiative. As we all know that the polythene pollution is increasing day by day and it takes thousands of years for single polythene to degrade naturally, causing pollution. Hence, it is imperative that we should stop using any form of polythene in our campus and motivate students to do not use it in their daily life as well.

Goals:

- To promote Green & Clean environment initiative.

- To decrease carbon foot prints.

- To create awareness amongst students and people who are ignorant about the effects of improper waste disposal in polythene.

- To contribute in PM's Swacchh Bharat Abhiyan.

The Context

Polythene is used everywhere be it homes, schools, offices, factories, on the roads etc. It is absolutely not easy to get rid of it instantly. The results are devastating and our ecosystem is getting polluted with its usage. It does not dissolve and remains in the ecosystem permanently. We need to promote the use of eco-friendly items like paper, cloth, jute bags and discontinue the use of polythene as it is a big hurdle in the way of sustainable development.

The Practice:

The institution discourages the use of polythene in the campus. The NSS Volunteers and the students counsel all the stakeholders about the adverse effects of using polythene on the environment.

The Hostels in the institution are made polythene free and the use of disposables is restricted. The hostel manager and the Warden keep an eye on the working staff as well as students to continue this healthy practice.

The idea of using ecofriendly alternatives such as cloth, jute and paper bags is conceptualized and executed at all fronts be it the distribution of kits and folders in an academic gathering or the use of ecofriendly items in daily official work. Moreover, Training workshops are organized for the students on **"How to prepare paper bags by using waste papers", Best out of waste etc.** Different events such as Nukkad natak, poster making and slogan writing competition and cleanliness drive were organized to spread the awareness for the same.

Evidence of Success

The campus is 100% polythene free.

Problems Encountered and Resources Required:

There were no major problems faced by the institution.