YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SANT HIRDARAM GIRLS COLLEGE, BHOPAL
• Name of the Head of the institution	Dr. Dalima Parwani
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07552640632
• Mobile No:	9993957299
• Registered e-mail	santhirdaramgirlscollege@yahoo.com
• Alternate e-mail	iqacshgc2022@gmail.com
• Address	Lake Road, Sant Hirdaram Nagar
• City/Town	Bhopal
• State/UT	Madhya Pradesh
• Pin Code	462030
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Barkatullah University**
• Name of the IQAC Coordinator	**Dr. Suneela Choube**
• Phone No.	**07552640632**
• Alternate phone No.	**07552640631**
• Mobile	**9406928987**
• IQAC e-mail address	**iqacshgc2022@gmail.com**
• Alternate e-mail address	**santhirdaramgirlscollege@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.shgc.in/uploads/iqac/report%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://shgc.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.47**	**2015**	**01/05/2015**	**30/04/2020**
Cycle 1	**B**	**2.72**	**2014**	**24/09/2014**	**23/09/2019**

6.Date of Establishment of IQAC	**03/01/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NA**	**NIL**	**00**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**5**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. PROPER IMPLEMENTATION OF NEP 2020 w.r.t PROGRAM OUTCOMES, PROGRAM SPECIFIC OUTCOMES & COURSE OUTCOMES: * Faculties are advised to focus on the learning outcomes while taking the lectures and ensure that outcome based education is imparted amongst the students.

2. IMPLEMENTATION OF GREEN PRACTICES IN THE CAMPUS: * The IQAC proposed to initiate various green practices to maintain eco-friendly college campus. * Activities such as Vraksh Rakshabandhan and Tree Plantation, Plastic Eradication etc. were organized to maintain the college campus eco-friendly and pollution free. Also, it develops social awareness amongst the students. *The College was Conferred with Green District Champion Award by Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education, Ministry of Education, Government of India for its contribution to Swachhta Education and Practices.

3. PROMOTING RESEARCH WORK: *The IQAC motivates the staff for participation and paper presentations in National/International Conferences and Seminars, and to publish research papers/articles in UGC Care listed Journals as well as reputed Scopus/Web of Sciences Journals. *The IQAC encourages the faculties to undertake Major and Minor Research Projects to promote Research Culture in the College.

4. IMPLEMENTING DOCUMENTATION PROCESS: * The IQAC has been directing the various Departments and Cells to be more organized and focus on well maintained documentation .

5. USE AND ENRICHMENT OF ICT INFRASTRUCTURE: *IQAC of the college encouraged teachers to utilize ICT tools in classroom teaching practices. *The feedback system is used to take the review of reliability and use of ICT facilities in teaching and learning pedagogy.

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

Plan of Action	Achievements/Outcomes
To organise National/International Conferences as a part of promoting Research Environment.	An International Virtual Conference was organized by the Commerce Department on COVID-19 Crisis: Impact on Trade and Commerce on 30th and 31st July 2021. Department of Computer Science in Collaboration with RFI and JHERF jointly organized International Virtual Conference on
To prepare AQAR for current Academic Year. To adhere to the timeline for submission of AQAR.	Systematic collection and organization of academic and administrative data for timely submission of AQAR.
To conduct activities in order to increase number of placement of students.	Various placement activities for improving personality and employability are undertaken. The activities include Mock Interviews, Group Discussions, Resume Building Sessions, Interviewing & Communication skills, Time and Stress Management Sessions were organized during the year.
To enter in to MoU with various academic bodies of repute for the overall development of the students and the institution.	MoU's are signed between the College and Bhopal Insurance house, Chirayu Health & Medicare (P) LTD. Bhopal, Sarokar NGO, People's University, Rabindranath Tagore University & Hajela Hospital.
Adoption of formats related to SSR	On the advice of the Management and IQAC, all the departments and cells have started maintaining records according to the latest NAAC Guidelines.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	23/12/2022

15.Multidisciplinary / interdisciplinary

SHGC has a holistic multidisciplinary curriculum prescribed by the affiliating University with a vision to equip the students with an overall knowledge on allied fields apart from their core subjects.

Commerce and Management, Science, Computer Science and Education are an integral part of the courses run by the institution. The management of the College implemented the National Education Policy in its curriculum from the academic session 2021-22 under which it covered the 1st year UG Programme and would be implemented in the 2nd and 3rd year UG Programmes in the session 2022-23 and 2023-24 respectively with multiple entry and multiple exit provisions. The College follows UGC guidelines on multiple entry and exit provisions in its UG programme and later PG programme as well. In accordance with the multidisciplinary approach a student pursuing a particular degree can also opt to study an elective subject from a different stream according to her interest. In the UG programme, certificate, diploma, degree will be awarded according to the credits prescribed in the guidelines after 1st, 2nd and 3rd year respectively. Bachelor's honours degree will be provided after 4 years either through research/course work. Skill component to be incorporated with the general education through the conduction of Skill Development Classes.

Activities on community engagement and social service are undertaken by the students every year. For example, Distribution of necessary items to orphanages and old age homes, blood donation camps, educating women on health and hygiene etc are organized.

The Institute organized multi-disciplinary International Conferences to promote a blending of different disciplines leading to the exchange of research ideas and knowledge on topics of overlapping domains.

16.Academic bank of credits (ABC):

The College has adopted the NEP 2020 from the year 2021 and is in the process of registration on the Academic Bank of Credit portal.

Since the Affiliating University (Barkatullah University, Bhopal) has not yet registered on ABC portal, therefore, the college is unable to register itself on the Academic Bank of Credits portal.

17.Skill development:

The Chairman of Sant Hirdaram Girls College, Rev. Hotchand Dhanwani (Siddh Bhauji) always motivates the students to take up skill development classes apart from the regular classes. For the same, the College has organized various Skill Development Classes such as Mehendi, Dholak, Knitting and Embroidery, Classical Music, etc. Vocational subjects such as Yoga, Personality Development, Vermi Composting, Desktop Publishing & Digital Marketing etc. were also introduced as a part of the regular curriculum. Certificate courses such as Soap making, Tally, creation of Websites, Vocal music, Mandana art, Alpana art, Fabric painting,Glass painting, Warli art etc. were also organized to make the students employable. In this way, the college always strives to make the graduation years of the students more blended, keeping academics and skill based education along with moral values and ethics at priority.

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

Since the inception of the college, efforts were made to incorporate Indian tradition, culture, and language into the teaching of knowledge and skills. In addition to English, Hindi is employed as a language of instruction. The Indian Idol Certification Program provided interested candidates with training in Indian classical music.

The College's faculty members observed World Yoga Day on June 21, 2021, with constant focus on Yoga and Meditation. In the college, there is a certified Yoga instructor, and the students are now taught Yoga as a subject. Hindi week was observed in the College, and numerous academic programs were planned & organized in order to encourage the usage of the National Language, "Hindi".

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

The College's curriculum is prescribed by Department of Higher Education, Govt. of M.P./Barkatullah University, Bhopal in which teaching methods, and learning outcomes are centered on the course outcomes, programme outcomes, and programme specific outcomes. These outcomes are uploaded on the college's website and are accessible to

all the students.

In the beginning of the session, during orientation programs, students are informed about the overall and specific programme outcomes. The students are informed of the course outcomes in details by the respective subject teachers.

These outcomes are assessed through continouos & comprehensive evaluation, internal and external exams, pre university exams, internships/projects, and student engagement in various extracurricular activities. The students' journey towards higher studies and placements mostly reflects the program outcomes.

20.Distance education/online education:

During the epidemic, the college has started FDPs for online classes to enable the teachers to take virtual classes. Almost, all of the college's usual co-curricular and academic activities, including NCC/NSS programmes, were carried out virtually during the pandemic.

The College also installed Virtual Classroom for online teaching. Almost, all the faculties delivered online classes without any hassle, and also conducted webinars, web talks, guest lectures etc. Hybrid mode of teaching was also implemented.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**19**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1415**

File Description	Documents
Data Template	[View File](#)

2.2	**732**

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**564**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**39**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**42**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**12843457**
4.3 Total number of computers on campus for academic purposes	**137**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Sant Hirdaram Girls College, Bhopal is affiliated to the Barkatullah University, Bhopal which ensures effective curriculum delivery. The curriculum developed and implementation have relevance to the local, national, regional and global developmental needs which are reflected in Program outcomes (POs), Course outcomes (COs) of the various programs offered by the college (M.Sc. BT, M.Sc. Chemistry, M.Sc. Math's, M.Sc. F&N, M.Sc CS, M. Com, B.Sc., BCA, BBA, B.Ed. &B. Com).

The college is also a recognized center for Ph.D. research work in Chemistry. The main objectiveof the institute is to mould and empower girls in the pursuit of knowledge, values, social responsibility and help them to achieve excellence in various fields thereby preparing them to face global challenges.

Our institute not only provide academic learning but also nurture intellectual, social, emotional, environment and ethical learning so that our students stand out as responsible citizens in challenging complex world.

Vision, Mission and core values of the college create an academic atmosphere in all dimensions of Teaching, Learning & Research.

- The college has implemented the guidelines of NEP 2020 focusing on extracting the best of the student's potential through imparting holistic educationwhich would lead to the development ofan equitablesociety therebypromoting National development.
- The choice based credit system has been adhered tofocus onskillbased learning.
- The studentschoose subjects as major, minor, elective and vocational subjects as per their academicinterest.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.shgc.in

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The institution is affiliated to Barkatullah University, Bhopal & implements the curriculum prepared by Board of Studies of the University. The institution has developed a structured & documented process for implementing the curriculum. Being an affiliated college, the institution adheres to the academic calendar for the conduction of CIE (Continuous Internal Examination).

The college prepares an academic calendar according to university calendar which consists of holidays, festivals & celebration viz; National festivals, important days & schedules for internal, practical, semester& yearly examinations. It is uploaded on the college's website and displayed on the notice boards. The centralized internal assessment tests are conducted for students of all programs. The question papers are set by concerned course faculty & submitted to coordinator of examination committee.

Head of the department along with faculty members prepares an academic calendar of their departments based on institution academic calendar. It includes major additional activities of departments and detailed continuous internal assessment plan, so that the evaluation take place in a coordinated manner.

Each course teacher has her own pattern of internal examination viz; Assignment, Poster Presentation, Quiz, Group Discussion, Report Writing, PPTs, Projects work, Class test etc. Schedule date of CIE are announced well in advance & is displayed on the notice boards. Assignments, Projects Report, Internship Report, Field visit report, Practical records etc. are submitted by the students as per the scheduleddates.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	[www.shgc.in](#)

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG	A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

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

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

of students during the year

955

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

955

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College implements the goals and objectives to make the students employable through holistic education and skill development. Enrichment of curriculum cannot take place without active involvement of teachers and their efforts. Hence responsibility rests on the shoulders of the teachers in shaping the destiny of the students.

The College has made conscious efforts to integrate the cross cutting issues like Gender, Climate change, Environmental Education, Human Rights women centered issues like domestic violence and abuse, being the major theme of the Nukkad-Natak thatstudents perform.

The students are sensitized to participate in the plantation of trees and to save the environment from pollution. With the motto to educate girls and to build the character and to inculcate in them the moral & ethical values.The institution has organizes special programs on spirituality and value education from time to time.

- Awareness campaign through Nukkad-Natak on themes such as human rights, blood donation, obesity, nutritional deficiency, food safety, thalassemia etc. are organized inside as well as out of the campus.
- The college also runs certificate programs, job trainings, Internships, field work, project work etc.
- To foster a spirit of entrepreneurship among the girl students, the e-cell facilitates them with innovative &

> creative ideas.
> - Students are also sent to research institutes, reputed laboratories and other state level bodies in and around Bhopal.viz MPCST, CEDMAP, CEPET, IIFM, CRISP, CIAE,Jawaharlal Nehru cancer hospital, and many more for internships.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

18

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

557

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://shgc.in/uploads/iqac/Student%20Satisfaction%20Survey%20Report%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1420

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

128

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Strategies adopted for Slow Learners:Remedial classesare conducted apart from regular classes.Specifically, for difficult subjects, extra classes are taken for students who have scored less in the internal evaluation.Also, the faculty spares time to sit with those students individually to cope up with the subject.

Through a Mentor-Menteesystem also,all kinds of support is provided to the slow learners.The Mentoridentifies other skills and strengths & encourages the students to excel which helps build self confidence resulting in improvement in academic performance also. The Mentor takes extra efforts to understand the socio-economic backgrounds also which is sometimes a reason for poor performance.All necessary emotional and professional counseling is provided whenever required.The Mentor also connects the weak learners with the subject teachers with whom they are comfortable for extra support.

Parents of students are informed in case of poor academic performance and psycho-social problems whenever necessary.

The College ensures that a slow learner completes the syllabus within stipulated time and also provides extra attention to build additional skills which makes them employable.

Strategies adopted for Fast Learners: Advanced learners are given opportunities to be part of innovative projects and other initiatives of the institute.The overall performers of each class are appointed as Class Representatives and are selected to become a part of various committees and cells so as to give them a chance to develop their communication,leadership & team building skills.They also help slow learners through peer learning.

File Description	Documents
Link for additional Information	www.shgc.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
1415	**38**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College practices a teaching methodology which focuses on imparting education through a student centric approach.Since students vary in their ability to comprehend and absorb,the teacher facilitates learning by allowing each individual student to comprehend at their personal level.by ensuring their involvement in class activities.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills,

apart from inculcating an interest in research activities.

Field work, Internships, Projects and Case Studies help the students to aquire experiential learning and problem solving ability.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Skill Development classes are offered to provide and prepare students for life. NSS Cell and NCC sub-unit are set-up for the students to participate, integrate and learn.

Student representation in administration is an important initiative taken by the College. Representatives of students serve as members ofcommittees in order to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	View File
Link for additional information	www.shgc.in

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

All educators use ICT tools in some capacity to instruct and train their students. The Department of Computer Science naturally leads the way in the full use of ICT-enabled tools for teaching-learning process.

The facility of Smart classrooms is being provided to the students for effective learning.

All the departments have LCD projectors which are used for screening educational movies,documentaries and for making PPTs.

In addition to helping students stay up with the modern digital and virtual world,the use of ICT by teachers in the classroom has aided the College in developing a student-centric teaching methodology.

It is possible to communicate,share knowledge, perform examinations, post assignments, create presentations, answer questions, mentor, and solve issues using platforms like YouTube, email, WhatsApp groups, Zoom, and Google classrooms.

All the students have free access to internet and wireless network.For the purpose of enhancing and maximising the effectiveness of their learning, the website includes a weblink for E-content/study material of various courses and subjects.

Also,the library offers access to computers,online publications that are in the public domain and subscribed journals recommended by academicians ,as well as download assistance.There is also photocopying facility available in the college premises.

The internal and practical marks are also uploaded on the University's portal to which the College is affiliated.

The students and all the other stakeholders are also required to provide online feed back on the curriculum and teaching-learning environment every now and then.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://shgc.in/ict-facilities-and-eresources

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

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

2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

39

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

2.5 - Evaluation Process and Reforms

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

College is affiliated to Barkatullah University, Bhopal and hence, follows its rules and guidelines regardingperformance of students.

The same is communicated to the students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, internships and project. Academic calendar is prepared at the beginning of each session and is made available on the college website. Thus, students know about the dates of class tests, submission of assignments well in advance and hence,can plan accordingly. For theory internal assessment the question papers are prepared at the department level with reference to old question paper/question bank/book followed by faculty members.

? Question paper is prepared by individual faculty/ faculty members teaching the same subject.

? Assignments are allocated by the faculty teaching the subject and are posted in Student's whatsapp groups.

? Answer sheets are evaluated and checked answer sheets are shown to the students.

? Sessional result analysis is discussed at HoD level.

? A comparative evaluation of student's performance is carried out.

For assessment of internships and project, faculty coordinator prepares a schedule of presentation of students in slots in consultation with the HoD and is communicated to students. Students first present their work or report to the coordinator via PPT mode and are evaluated on the basis of various parameter set by the respective coordinator.

An External member is allotted from the University to conduct the Viva Voce for field projects/internships/project work carried out by the students.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[www.shgc.in]()

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

The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an

integral part of the Internal Examination which is carried out in a well-planned and systematic manner.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are shownto the students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.

The faculty addresses thegrievances of the students pertaining to the marks obtained in the internal assessment.

The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments. The Head of the department at the college level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College.

Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	[View File](View%20File)
Link for additional information	https://shgc.in/grievance-redressal-cell

2.6 - Student Performance and Learning Outcomes

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

The college has clearly stated learning outcomes of the Programs and Courses.The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program.

The syllabus from the University is set in accordance with NEP 2020, includes the program outcomes and the same is discussed by the Dept.

Heads with the teachers and the Principal.

Program Outcomes (POs)are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, mentors, course coordinators also inform the students and create awareness and emphasize the need to attain the outcomes. Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Orientation Programmes. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. The students are also made aware of the same through Mentor-Mentee meetings .

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://shgc.in/uploads/downloads//Program%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

At the Departmental level the teachers who are engaged in any class strive to complete the course on time and in some cases extra classes are conducted for the students who they identify as relatively below average.The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to, to ensure students participation in the class.The attendance is also tied with marks.The continuous evaluation is done through tests,quizzes,written assignments,PPTs,field work etc.

The PSO's are measured by taking the aggregate result of all courses in a given programme of an individual student,and then the average performance of all the students in a given programme.

The attainment of POs is measured through students' progress to higher studies,either in SHGC or in any higher educational institution in India or abroad. Another, measurement of attainment is students' placement in companies and institutions.

The feedback system of different stakeholders which is in place in the College helps it to measure and reckon the attainment of the programme outcomes.

The College has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process).The College used this to seek feedback on its own, for measuring the attainment level of course and programme outcomes.This is shared through SHGC's IQAC webpage to all stakeholders so that they remain informed of the virtues and shortcomings in teaching learning and accomplishments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	[hgc.in/continuous-and-comprehensive-evaluation](#)

2.6.3 - Pass percentage of Students during the year

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

559

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://shgc.in/report

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://shgc.in/uploads/iqac/Student%20Satisfaction%20Survey%20Report%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

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

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

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

NA

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

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

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

52

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Sant Hirdaram Girls College organizes extension activities in the

neighborhood community through the NSS and NCC, students usually do social work for community. The NSS, NCC and other departments level extension activities such as Blood Donation camp, Yoga Day, Environment Day, Health & Hygiene, Poster Making, Wild Life Protection Awareness Program, Painting, Rashtriya Vanya Prani Saptaah, Swachta Pakhwada, World Aids Day, National Youth Day etc. And also Various Skill development programme like Embroidery, Knitting, Dholak Beating and Art & Craft Work etc.

The National Service Scheme unit of the college is most felicitous platform to execute welfare services for enhancement of sensitivity among the students. The NSS Unit has been very vibrant and active with two unit of 200 volunteers affiliated to Barkatullah University and a Self-Financing Unit of 50 Volunteers. The NSS Unit works to enhance the overall Personality of students through the regular activities which are undertaken both within and outside the campus.

The college organizes various activities to emblazon awareness and sensitivity in the students to work for betterment of the society through the various approaches such as Slogan writing, workshop, debates, seminars, expert lectures and Penal Discussion etc.

File Description	Documents
Paste link for additional information	https://shgc.in/nss
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

22

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

14

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

350

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

17

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Empirical evidence indicates that there is a direct relationship between institution's infrastructure and educational performance, surely this may be a reason for SHGC student's good score in university merit lists. The college has a campus of 3.14 acres of land, 24 classrooms, 8 tutorial rooms, with an adequate temperature, ventilation, and lighting. It also has Smart boards, Over Head Projectors (OHP) and LCD Projectors. The college also has 2 seminar halls with 120-seating capacity each, public address system and projection facilities.College campus has excellent water, electricity, and Internet services, as well as sanitary services and the respective drainage of sewage waters. The main Campus has four different building blocks each of specific nature and utility viz.

Commerce, Science, Administrative and library block. There is 24*7 internet and Wi-Fi connection available for the staff and students.The College has in all 16 well equipped and maintained laboratories to conduct practical experiments according to the syllabi, 1 Botanical Garden with ornamental and medicinal plants,1 Vermicomposting Unit to enhance practical learning.

Also, there is a web library from where the students can access e-journals, e-books and e-magazines through NLIST facility. The institution has firefighting system in place in every block and lab.Thee-cell i.e. the Incubation Cell is currently being developed in collaboration with AIC-RNTU, Bhopal.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.shgc.in/basic-infrastructure

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

SHGC is well known for its State-of-the art Audio-Visual facility for cultural activities. It'shuge Auditorium has more than 1000 seating capacity, spacious parking area, and uninterrupted power supply. Adjacent to this auditorium there is exhibition space with lush green lawn. Every year apart from different events of Youth Festival of university, college organizes drama on FoundationDay celebration and on Vijay Diwas keeping nationalisma center of thought.

A unique facility of sound recording is also located on the first floor of the auditorium. It is a sound proof digital recording room where the facility ofhigh quality track recording is available. This room is also used for the computer recording of books etc. for the blind students. It is attached with the power back-up system as well. Gymnasium is located at the rear end of the Auditorium

SHGC has one dedicated room for Yoga and Meditation. Yoga Faculty from the sister concern institution (Sant Hirdaram Medical College of Naturopathy and Yogic Sciences) gives the yoga classes to the teachers as well as the students. Special classes on self-defense and martial arts are organized specially for all the students. National Independence Day and Republic Day are celebrated in the Institute by unfurling the national flag followed by a guard of

honor of the Chief Guest by NCC cadets, an impressive march past of students on the beats of the students' band followed by address of chief guest and other cultural events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shgc.in/activitygallery?category=Cultural%20Events

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shgc.in/seminar-hall
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12843457

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Institute has web library from where the students can access e-journals, e-books and e-magazines through NLIST facility. The Library at SHGC is an integrated knowledge resource centre comprising, a Central Library with nearly 21312 books, 5000 reference books, 47 national and international journals and CD-ROMs and DVD's in addition to web library and other Departmental Libraries. It is automated using Integrated Library Management System (ILMS) computerized with SOUL Software 2.0 Version. It has access to more than 97000 e-books and6000+ e-journals under the NLIST program of INFLIBNET.

The library also houses rich reference collection viz., Encyclopedia Britannica, Specific Subject Encyclopedias, Year Books, Atlases, Bhagwad Geeta and other reference material including motivational and health related books. Central Library holdings also include dissertations, doctoral theses and project reports on various subjects. The library also provides access to Internet as well as CD/DVD based electronic resources. The library has adequate number of terminals to facilitate searching/accessing e-resources, web browsing and for other academic work. Provision has also been made to allow downloading/printing of material from these resources. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.

Initiatives taken by the College, are as follows :

1. Free WI-FI, internet access, download and printout facility hasbeen provided.

2. Reprographic facilities.

3. Organization of Book Exhibitions/Display of new arrivals.

4. Proper system of feedback from users to improve Library services.

5. Requisition of books and journals is recommended by the faculties and faculty Heads.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[https://shgc.in/library](#)

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

4.2.4.1 - Number of teachers and students using library per day over last one year

90-135

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The pandemic has increased the requirement of internet facility for the tech-enabled education in campus. The bandwidth of internet has beehn increased to more than 50 MBPS. The institution has adapted many technical advancements for online teaching, video conferencing, and live shows with prominent personalities of different subjects and profession to enhance the active learning for both teachers and students. There are 137 computers whichare being used by various units of the college. All our computers are standalone i.e. intelligent systems. All the computers in the computer laboratory & Administrative block are connected through LAN. Wi-Fi facility is available on the campus and every one can access internet in all the buildings. The College has acquired most of the requisite licensed software essential for teaching computer related courses. In addition, the college has entered into an agreement with Microsoftunder which the "Microsoft Imagine Premium" scheme provides various licensed software. The college also has 8 laser jets, 2 colour printers and 2 dot matrix printers. All buildings, hostels, Seminar halls, conference rooms and common areas in the campus are Wi-Fi enabled. Significant investment has been proposed to upgrade classrooms to e-classrooms/smart classrooms. To monitor various activities in the campus, surveillance through CCTV cameras is a regular feature. Also, a Recording Studio and a High Tech auditorium with modern amenities (1000 seating capacity) is available within the campus for various cultural functions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://shgc.in/ict-facilitated-rooms

4.3.2 - Number of Computers

137

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

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13437740

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College ensures that the infrastructure meets and exceeds the requirements of teaching learning and other processes as specified by statutory bodies and updated time to time both in term of quality and quantity. Proper accounting and inventory of each item is maintained in a register. Physical verification of infrastructure is

done periodically through annual stock verification. Preventive and corrective maintenance includes annual maintenance. The college maintains its infrastructure (including classroom, laboratory and sports facilities) with the support and co- ordination of the maintenance officer. The maintenance officer/supervisor regularly affirms the needs and requirements of the college from time to time and takes care to its fulfilment. Regular maintenance of furniture is done for student in classrooms every year. Disposal of scrap or unserviceable material is done whenever is required. Annual maintenance of generator, fire equipment, water cooler, air conditioner etc. is done on regular basis. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute's concerned employees. College campus maintenance is monitored through regular inspection. Upkeep of all facilities and cleanliness of environment in hostel is maintained through Hostel monitoring committee. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.shgc.in/procedures-and-policie s -for-maintenance-of-infrastructure- andlearning- resources

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

531

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

328

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://www.shgc.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

322

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

322

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

106

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

293

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

1

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

5.3 - Student Participation and Activities

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

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

3

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

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

Students constitute a major stakeholder in the institutional growth. Utilization of the support and ideas of the students is the paramount requirement for the prosperity and well-being of the institute. SHGC always strives to build a relation of mutual respect and inculcate a sense of pride amongst the students for their own institute.

Institute has a well-developed Student Union Advisory Committee, which is constituted with the students of all years of the college consisting of other sub-committee like Literary Committee, Cultural Committee, Union Advisor, NSS, Games and Sports, NCC, Training and Placement and Grievance Redressal, anti-ragging and women cell. The members of the Committee participate in brain storming sessions and formal meetings called for formulating strategies for the overall curricular, co-curricular and extra-curricular development of the students like celebration of various National Days, Foundation Day, Annual Function, Intra-Collegiate youth fest etc.

Student of various Committee meet frequently to discuss about the improvements to be made in the library facilities and recommends books, journals to be procured. Various events/ activities like technical workshops, Technical Fest, invited talks, skills/knowledge enhancement programs etc. are conducted in alliance with respective professional bodies. Students also accompany faculties in various admission procedures involved during the year.

File Description	Documents
Paste link for additional information	https://shgc.in/activity-gallery?category=College%20Activities
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

04

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. SHGC alumni are currently working at various positions all over the globe and proving their mettle in all spheres of management.

The Alumni Association Contribution through various means are as below: -

1. Alumni Meet: We at SHGC have a tradition of inviting alumni for Annual Alumni Meet "SHOGA". In this meet the alumni get chance to reconnect with the Alma mater and old friends. This is the best platform for networking and sharing new trends and current happenings in the corporate world.

2. Alumni Interaction: They are invited as resource persons at various events, guest lectures and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture.

3. Placement & Career Guidance Assistance: Alumni are working in organizations at various capacities. They keep the faculties and the placement officer abreast about the available job opportunities.

4. Entrepreneurship Awareness: Some of our Alumni have established startups in different sectors, many of them are first generation entrepreneurs. They enlighten the students with their success stories and challenges faced.

5. Institute Social Responsibility: Our Alumni are engaged in conducting social activities as well for the welfare of the society through donations in the form of Books, Blankets, Chairs, Mats, Storage containers, Stationary etc.

File Description	Documents
Paste link for additional information	https://www.shgc.in/shoga
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission Statement

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.

Vision

The Vision Of The Institution Is To Work For The Betterment Of The Society Through Education By Generating Skilled Knowledgeable Human Resource.

BROADER OBJECTIVES

- To develop the Institution across a set of quality parameters.
- To inculcate healthy work culture.
- To nurture human ethical values in students.
- To empower students to be worthy global citizens.
- To make students better employable in the industry by providing them Higher Education as a balanced blend of knowledge and skills.

The Empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC, non-teaching staff, Student's Union Advisory Committee, Student Representative (C.R), Stakeholders and Alumni .The Principal monitors the mechanism regarding administration and academic process.There are many committees to support the vision and mission of the college,like NSS, NCC, Training and Placement Cell,etc. Also, the teaching-progress is checked monthly by Teaching diaries.The Principal continuously monitors each room individually by CCTV installed for teaching-class, class room activities, movement of students in corridors and outside the campus including the parking areas. The financial requirements are proposed by various departments and committees and the Principal and the Management approves it after proper scrutiny of cost quotations and it is ensured that quality is not compromised for the same.

File Description	Documents
Paste link for additional information	https://www.shgc.in/vision-mission
Upload any additional information	View File

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

The institution follows the academic calendar provided by the Higher Education Department which describes about admission, internal

assessment, extracurricular activities etc. Under the direct supervision of Principal all the departments of the institute function. Day to day academic activities of the departments are taken care by the HODS.She encouragesthe HODs and faculty members in ensuring a proper academic environment in the institute which may benefit the students. The Plans and the Policies for fulfilment of the mission of the institute are executed by the active faculty members. Believing in decentralization, the Management takes policy decisions, finance, infrastructure etc. with the help of members of the College Development Committee. For the proper functioning of the institute and promotion of participative management, the institute runs on a decentralized management operative process, wherein different committees have been framed in the governance of the institute.

1. President

2. Board of Trustee

3. Principal

4. College Development Committee

5. Internal Quality Assurance Cell

6. Departments and Heads of the Departments

7. Examination

8. Research Committee

9. N.C.C/ N.S.S and Sport

10. Discipline Committee

11. Anti- Ragging Committee

12. E-cell & Incubation centre.

All activities are monitored by the Internal Quality Assurance Cell.

File Description	Documents
Paste link for additional information	https://www.shgc.in/academic-management-system
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college takes various initiatives by planning and formulating course of action for better utilization of available human resources and infrastructure, student's academic excellence, their empowerment and welfare is of prime importance. The department heads plan the various activities keeping all these aspects in mind.

Curriculum Development

We are following the syllabus of Barkatullah University approved by Higher Education Madhya Pradesh, under the Guidelines of University Grants Commission.

Strengthening feedback system.

The college has strengthened the feedback system.

Teaching and Learning|: Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching learning process.

Visit/Industry Interaction:

In addition to the broad range of activities that the Institute carries out in pursuit of its mission, the following activities are identified to be given special emphasis in the strategic plan:

1. Best Educational Practices

2. ICT based teaching learning process with special emphasis on web-based learning

3. Management of financial resources

4. Adequacy of Infrastructure

5. Center of Excellence in frontier technologies

6. Research and Innovation

7. Incubation and Entrepreneurship

8. Outreach to Connect with Society

9. Student Profiling and Skill enhancement

10. Alumni Engagement

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[https://shgc.in/index.php]()
Upload any additional information	[View File]()

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

The Institution has to follow the rules and regulations decided by the Barkatullah University to which it is affiliated. The Institution was established by the Shaheed Hemu Kalani Educational Society. The institution has to seek permission of the Management in all the important academic as well as administrative affairs.The Management of the Institution consists of a President, a Vice-President, trustees, secretary and treasurer. At institutional level, the Principal is the final authority who reports to the President of the Management. Being the head of the Institution, the Principal is responsible for all the academic and administrative activities of the Institution. A number of committees are formed for academic, administrative, co-curricular, sports and extension activities. In all these committees, there is a Coordinator & Co-Coordinator.Some other important administrative committees are Admission Committee, Time Table Committee, Examination Committee, Scholarship Cell, Purchase Committee, Training and Placement Committeeetc. The Principal looks after all the financial transactions of all these committees.The coordinators of all the committees are free to work their own way but as for the budget allocation, they have to seek the permission of the Principal. The

Institution has to follow the rules and regulations regarding appointment under Code 28.

File Description	Documents
Paste link for additional information	https://shgc.in/#
Link to Organogram of the Institution webpage	https://shgc.in/uploads/Organisation%20Chart.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

We as an Institution have evolved an excellent work culture of respecting each other and thus creating an ambience congenial for academic and personal growth. We believe that when the staff grows the Institution also grows. Welfare measures for teaching and non-teaching staff is of prime importance whose details are as under:

The college has strengthened the welfare schemes for staff members. Insurance facility, Maternity Leave during pregnancy, Free transport facility, long leaves, Gifts etc. are provided to faculty members. Teaching staff are felicitated every year on Teachers day and on the auspicious occasion of Deepawali. College usually organizes one day tripfor their staff members. Scheme of advance loansagainst

Provident funds for teaching staff has been made. Medical benefits and medical concession from the sister institution "Sant Hirdaram Medical College of Naturopathy & Yogic Sciences" is also been provided. Teachers were provided AAYOG ADVANCE SYRUP as an immunity booster to fight the COVID-19 Pandemic. Steamers, Pain relief oils, Kesar during winters, Diabetes control unani tablets etc. are also provided to teachers. Apart from the above motivational books & pens are also provided. Faculty members are eligible for Earned Leave.Internet and free Wi-Fi facilities are also available in campus for staff. Also, Duty leaves are sanctioned to attend conference,seminars and FDPs.

File Description	Documents
Paste link for additional information	https://shgc.in/index.php
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Sant Hirdaram Girls College strictly follows the Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff and takes appropriate measures for the Maintenance of Standards in Higher Education. The performance of each staff member is assessed every year to identify the potential areas of improvement that would obviously lead to the growth of the

individual as well as the College. In this direction.

The teacher's performance is assessed for:

- Teaching, Learning, and Evaluation Related Activities
- Professional Development, Co-curricular and Extension activities
- Research and Academic Contributions.
- Students Feedback
- Self appraisal by the faculty through Performance Appraisal

These Performance Appraisal reports are kept highly confidential and the feedback is conveyed only to the HOD's and concerned teacher by the Principal.

Performance Appraisal System for non-teaching staff:

Confidential reports – The overall performance of the non-teaching staff within the campus is evaluated by the Heads of the concerned Departments and the confidential report is submitted to the Principal for the final evaluation.

Students Suggestion Box is another mechanism to collect information about the satisfaction students get from the facilitiesprovided by the college and staff.

File Description	Documents
Paste link for additional information	https://shgc.in/feedback.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

SHGC regularly conducts internal and external financial audits. It has a full-time Accounts Department since inception to ensure maintenance of annual accounts and audits. The following agencies conduct regular financial audit in the Institute:

External Audit: External Audit was conducted by CA Manoj Kumar Khare

from Khare Pamecha & Co. It conducts statutory audit covering all financial and accounting activities of the Shaheed Hemu Kalani Educational Society to which the Institute falls under. This includes scrutiny of the following: (a) all receipts from fee, contributions, interest earned etc. (b) all payments to the staff, vendors, contractors, students and other service providers. All observations/objections of the auditor are communicated through their report. These objections are examined by the Secretary and the management of the institute. Draft report is submitted to the Secretary and Director, (if necessary) for finalizing compliance report of the Institute. Audit for the previous years have been completed and replies have been submitted to their satisfaction. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by the Auditor.

Internal Audit: Internal Audit is conducted by the Secretary and the Management. This is mainly pre-audit of major receipts and payments and concurrent/post audit of all other receipts and payments. He also pre-checks salary fixations, pension and gratuity payments.

File Description	Documents
Paste link for additional information	www.shgc.in
Upload any additional information	View File

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

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

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

- **Mobilization of Funds, the student Tution fee is the major source of income for the institute.**
- **Sponsorships are sought from individuals and corporate for cultural events and fests.**
- **Various Departments enroll students for certification courses for a very nominal fee**

Utilization of Funds

- **The management monitors optimum utilization of funds for various recurring and non-recurring expenses**
- **The purchase committee seeks quotations from vendors for the purchase of equipments, computers, books, etc**
- **The quotations are scrutinized before a final decision is made.**
- **The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget which is approved by the management.**

Resource Mobilization Policy and Procedure

- **The institutional budget is prepared in advance which includes recurring expenses and planned expenses.**
- **The budget is scrutinized and approved by the top management.**
- **Statutory auditors are also appointed**

File Description	Documents
Paste link for additional information	https://shgc.in/shoga
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance cell (IQAC) wasestablished on 03-Jan-2013 with a vision to streamline the quality initiatives of the institution. Institution's IQAC is vibrant and is constituted as per the norms of NAAC. Internal Quality Assurance Cell (IQAC) carries out activities that encompasses all the aspects of the Institute's functioning.

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion box.

4. Organization of inter and intra institutional workshops, seminars on quality related themes.

5. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

6. Promote innovative learning techniques to facilitate student centric learning ambience.

7. The use of ICT tools has become an integral part in teaching -learning process. IQAC always encourages teachers to utilize these tools in classroom teaching and laboratories.

8. Implementation of Green practices in the campus:

File Description	Documents
Paste link for additional information	https://shgc.in/internal-quality-assurance-cell-iqac
Upload any additional information	View File

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

IQAC being the central body within the college monitors and reviews the teaching-learning process regularly.The improvements based on feedback implemented are:

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

1. Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar and plan many activities like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.
2. Preparation of Yearly Planner: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular year/semester.
3. Student's Feedback:The institution has a feedback system taken from the students for the improvement in the area of teaching-learning.

Student learning outcomes: The institute monitors the performance of the students regularly. Following points are adopted by the institute in this context:

- Regular class tests and interactions
- Pre-University Test and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Providing Model Test Papers of various subjects to the students.
- Timely Redressal of students' grievances.
- At least 75% Attendance is compulsory .
- Remedial classes for weak students to solve their problems.
- Establishment of the Mentor-,Mentee process and its effective implementation.
- Regular Monitoring of classes.

- **Regular Seminars,Conferences,FDPs etc areorganised.**

File Description	Documents
Paste link for additional information	https://shgc.in/internal-quality-assurance-cell-iqac
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.shgc.in/report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

"If you educate a man you educate an individual, however, if you educate a woman you educate a whole family".Gender discrimination for education still persists in country and lot more needs to be done in the field of women's education in India.To pursuit the vision of women empowerment through education, the foundation of Sant Hirdaram Girls College was laid in 2006. College does consistent efforts to promote women education, built harmless and indiscriminate space for the all the stake holders within the

premises by providing multiple private scholarships to financially support students of economically weaker background to pursue their education. To ensure safe, secure, and healthy learning environment college has constituted Women Cell & Sexual Harassment Cell, Anti ragging committee and Grievance Redressal Cell. Every year NSS, NCC and sports committee organizes Self-defense workshop for students to inculcate self-confidence and combat physical attack. Students are vulnerable to mental health disorders, because at times they are unable to share their feelings with others. Understanding this as biggest challenge of present generation, college has appointed a counselor, who talks with students about their mental and emotional health.Tutor Guardian meets is regular activity, where TG's also communicate and counsel students. Renowned counselors are invited to take session of all stake holders annually. College gave importance to overall development of students through webinars/seminars, NCC, NSS, PD workshops, co-curricular and extra-curricular activities.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1C8G-rN9xQAV Jr_CSVPy8w1PTivJaEwoh/view?usp=share_link
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1vL6RlDN0bqu Pvy3wT5lD4tI8-hJ5zT2_/view?usp=share_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: For the management of food & garden waste, college premises has a well-developed vermicomposting unit. For the remaining solid waste (dry and wet) garbage bins are kept at different places, waste is collected & put in garbage truck of municipality. Waste like empty chemical bottles are sold to the local vendors.

Biomedical Waste Management: Microbial waste generated in life science department is properly discarded by autoclaving and then disposed autoclaved waste into a pit created outside premises. Sanitary pads waste is properly disposed into sanitary napkin incinerator.

E-Waste Management: Non-working computers, Monitors, Printers, electronic waste etc. are discarded and scrapped on a regular basis. Department of Computer Science collects E-waste material and sends to Pollution Control Board for recycling.

Waste recycling system: Paper waste generated in the college is used by the department of science for autoclaving of glassware's. Old empty bottles of chemicals are used to keep reagents. The college promotes recycling and reuse of products and organizes workshops on Paper Bag Making/ best out of waste to endorse usage of same. Paper less practices through "WhatsApp", messages, emails and electronic media is used.

Hazardous Chemical Disposal: Promotes use very less corrosive chemicals for carrying out practical classes and discarding of chemicals in drain is done in diluted form. Chemicals are purchased in minimum quantity to save expiry and disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1TcPvCg0wlyg oaw5AoHBMJYarziw7YRtd/view?usp=share_link
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance	B. Any 3 of the above

of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Grievance redressal cell deals with grievances without considering any one's racial and cultural background. Institute has students charter and a separate code of ethics for teachers and employees which has to be followed by each one of them irrespective of their diversity. Students are promoted and motivated to participate in intra and intercollegiate sports to develop teamwork, fairness, discipline, tolerance, understanding, and respect for advancement of solidarity and social cohesion. Nothing brings people together like good food keeping this in mind Veg Biryani workshop was organized by nutrition department. Offering prayer is way to develop spiritual side of students taking this into account we have Namaaz room and temple in campus; this initiative develops tolerance and harmony amongst each other religion. The institute also organizes and host various events like Saankethika, cultural events, youth festival, debates and youth exchange programs to bring communities together. Teachers, students and non-teaching staff together celebrates festivals like Diwali, Holi, Eid, Christmas and Guru Nanak Jayanti

together irrespective of their religions. To inculcate values amongst students,under aegis of Joy of Giving together students donate woolen clothes to needy.

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

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

Our institution takes all possible initiatives in organizing various events and programmes for molding students and staff to become responsible citizens of country by sensitizing them with theconstitution. On regular basis, in college morning assembly students sing National Anthem, moreover students deliver speeches on national days like Constitution days, Independence Day, Republic day, Kargil diwas, Unity day, Vijay Diwas etc. To inculcate feeling to serve the nation through community services, NSS volunteers during unit camps and college activities organize and participate in various programs such as blood donation camps, cleanliness drive, plantation drives, saksharta abhiyaan (each one teach one), road safety, voting awareness, save water drives, to control pollution by vehicles organizes world bicycle day. Moreover to make the country COVID free college also actively contributed in online data COVID II dose awareness programs various, organize webtalks (Dhara/ yuva samvaad), study tours at heritages, woolen cloth distribution, azaadi ka amrit mahotsava. We celebrate days of National importance like Independence Day, Republic day, Samvidhaan diwas, Hindi diwas, unity day, nayak diwas, etc. Every year 16th December is observed as Vijay Diwas; commemorate India's victory in gruesome Indo-Pak war of 1971 that led to formation of Bangladesh.

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

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Throughout the session different days are celebrated by students under the guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The academic calendar is brimming with important events which show enthusiasm of the institution in celebrating many national as well as international days and commemorative events and festivals. Every year college celebrates National Festivals i.e., Independence Day and Republic Day with pomp and gaiety by hoisting the national tricolor in the main campus with chief guest from navy/army background. The Institute celebrates Teachers' Day every year on which Teachers and Non-Teaching staff are honored with gifts.

There are some more events which were celebrated and observed in college with great enthusiasm by entire fraternity of college viz.Kargil Vijay Diwas, International Yoga Day, Hindi Diwas, Incarnation Day of Sant Hirdaram sahib Ji, Gandhi Jayanti, Vasant

Panchami, Guru Poornima, Ekta Diwas, World AIDS Day, World Environment Day, National Science Day, National Mathematics Day, International Mother Language Day, National Voters Day, National Technology Day, World Breast Feeding Week, International Women's Day, and Nayak Diwas. Moreover, a series of webinars were organized under Azadi ka Amrit Mahotsav on life history and contribution of Heroes of Independence viz., Freedom Fighter- Khudiram Bose, Rani Kamlapati, Subhash Chandra Bose, Chandra Shekhar Azad, Veer Bhagat Singh and Mahatma Gandhi.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1.Title of the Practice: Academic enrichment apart from classroom through skill based learning.

2.Title of the Practice: Learning by serving the humanity

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Focus Area: The institute is focused on initiating more students to the domain of higher education through financial support.

Sant Hirdaram Girls College, Bhopal, explicitly works for the spirit of women empowerment through quality education specially those who belong to economically weaker section. Since the college is located in a semi-urban area; in the surrounding locality there are number of girls who are unable to pursue their higher studies because of their financially weak family backgrounds. The college specifically works for the betterment of such girls; some of whom are even first generation learners. To help and support such students college has launched Financial Support Scheme. The scheme is reflected through a fee waiver in the spirit of the vision of women empowerment for better society. The fee waiver includes all components of fee paid by students except examination fee and hostel fee (if applicable). The career counseling teams of Sant Hirdaram Girls College, Bhopal personally meet such students and their parents; counsel them about importance of higher education in life for their socio-economic growth. This inclusive policy of financial assistance (Financial Support Scheme) has ensured the admittance of more students of such category in the college and thus to higher education.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- One week or ten Days training cum internship program (as consultancy service) on Communication skills, Skill based learning on advance molecular biology, immunology techniques, and soil & water analysis, vermicomposting etc.
- Planning and execution of more Industrial visits and guest lectures by eminent speakers for students.
- Motivation of faculty staff to participate and present their research work in International, National Conferences & Seminars.
- Planning to enhance skills of staff by providing Academic leave for attending hands on skill based training programs at national and state level institutes. This will enhance skilled power of college ultimately benefitting students.
- Session on Institution innovation Council and establishment of Institution's Innovation Council in campus as per norms of

Innovation Cell, Ministry of Education, Govt. of India.

- To organize International Webinars on Roadmap to Corporate World, Strategies for Strengthening Industry Academia Linkage, etc.
- Organization of FDP's
- Structuring of Socio-Cultural fests, Euphoria of Garba etc.
- Seminars on employment opportunity in Animation Industry/Graphic designing.
- Session/Expert Talks on Edupreneurs, Financial Education, Building Entrepreneurial Mindset and Startup Projects by E-Cell.
- Capacity Building Program on "Reconstructing Quality Parameters in Higher Education Institutes for Sustainable Tomorrow"
- Awareness program on E-waste management, Green and Clean environmental practices, environmental, green and energy audit.
- MOU's with various Renowned Academic Bodies.
- To register for NIRF Ranking
- Motivating faculties to write Minor Research Projects and apply for grants.