



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SANT HIRDARAM GIRLS COLLEGE
Name of the head of the Institution		Dr. Charanjit Kaur
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07554290442
Mobile no.		9826320208
Registered Email		santhirdaramgirlscollege@yahoo.com
Alternate Email		iqacshgc2019@gmail.com
Address		Lake Road, Sant Hirdaram Nagar
City/Town		Bhopal
State/UT		Madhya Pradesh
Pincode		462030
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Suneela Choube
Phone no/Alternate Phone no.	07552640632
Mobile no.	9406928987
Registered Email	iqacshgc2019@gmail.com
Alternate Email	santhirdaramgirlscollege@yahoo.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://shgc.in/uploads/downloads/AOAR/AOAR%202017-18.pdf">https://shgc.in/uploads/downloads/AOAR/AOAR%202017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://shgc.in/shgc/admin/upload_files/Academic-Calendar-2018%202019.pdf">http://shgc.in/shgc/admin/upload_files/Academic-Calendar-2018%202019.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.47	2015	01-May-2015	30-Apr-2020
1	B	2.72	2014	24-Sep-2014	23-Sep-2019

<b>6. Date of Establishment of IQAC</b>	03-Jan-2013
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Paper presentation on Quality Issues by faculty	18-Apr-2019 1	3

members		
Awareness Programme on road safety	19-Feb-2019 1	250
Personality Development	19-Nov-2018 1	70
NPTEL courses	31-Aug-2018 1	40
Competitions on the Theme An initiative to beat Plastic Pollution	03-Oct-2018 1	90
Awareness Programme on Environmental problems	15-Sep-2018 1	80
Sponsored National Conferences/ Meet	09-Oct-2018 1	500
Seminar on Mental Health	10-Sep-2018 1	120
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sant Hirdaram Girls College, Bhopal	National Meet to Innovate India in focus Women	MPCST & SHKES	2018 1	64000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
<b>10. Number of IQAC meetings held during the year :</b>	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	64000

Year	2018
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

• Orientation programme for newly admitted students in all Streams in July 2018. The objective of the session was to bring awareness among the students about the courses, activities and their roles responsibilities towards college at the onset of new academic session. • IQAC organized Personality Development Program as per the Calendar of Higher Education. Important sessions were conducted based on themes such as importance of Role of GURU, Nutrition, Mental Physical Health, and Environmental Issues etc. • Important notifications are also displayed within the college campus at different locations through Notice Boards. • Orientation and motivation programs for teaching nonteaching staff for quality consciousness. • Motivation of staff members to inculcate Research Aptitude and apply for research projects, participate in seminars, workshops and Paper Presentations.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Refurnishing and strengthening Research Cell.	A National meet to Innovate India infocusWomen was organized
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

11-Mar-2015

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

30-Sep-2018

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Management Information System is operative in the college. The MIS pervades the following areas of

institutional activities: •  
 Installation of SOUL 2.0 (Software for University Libraries) system in college library for better management. •  
 Upgradation of the college website with special importance to MIS. •  
 Communication of important information to general public through website and conventional notices. • Admission - Institute MIS  
 (www.tbiindia.orgcollegeshgc) helps in admission process of all UG and PG students of the institute are required to complete the admission formality by filling up online admission forms writing all the academic and other information on this forms. The module helps in collecting the information of this academic admissions program wise. • Administration - The day to day data related to attendance of regular and temporary faculty is part of this module which also helps in monthly salary payment of all employee of the institute. • Academic Activities - The information related to the students roll numbers their course details and their other information is part of MIS.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Setting higher standards towards women empowerment, equipping them in every possible way i.e. Spiritual, Cultural, Social and Ethical ways and to meet the mission and vision of the institution, all our efforts are focused to achieve excellence. Mission: To empower young women to grow as valuable assets of Global Society by providing them Quality Higher Education enabling them to develop higher intellectual level with spiritual, cultural and ethical values. Vision: To work for the betterment of the society by generating skilled, knowledgeable human resource. • Collaborations: Inter linkages with industries, research organization, corporate & other academic bodies to impart appropriate training to our students as per the local needs & global requirements. • Some faculty members of the college being members of various professional bodies viz ISCA (Indian Science Congress Association), AICSA, UACEE, IACSIT, and IAENG. • Students also sent to research institute, reputed laboratories & other state level bodies in and around Bhopal: CSIR (Council Of Scientific and Industrial Research), MPCST (Madhya Pradesh Council of Science and Technology), CEDMAP (Centre for Entrepreneurship Development Madhya Pradesh), CIPET (Central Institute of Plastics Engineering & Technology), IIFM (Indian Institute of Forest Management), CRISP (Centre for Research and Industrial Staff Performance), IISS (Indian Institute of Soil Science), CIAE (Central Institute of Agricultural Engineering), and Jawaharlal Nehru Cancer Hospital & Research Centre. • PG students are deputed for their dissertation work to visit NCL,

Pune. • College is in direct network EDI (Entrepreneurship development of India), they organize short & long term courses leading to skill development in various areas. Such types of training are organized every year as part of internship programme. The internship program is conducted either on campus as well as off- campus in collaboration with industrial & training units. • Training & Placement cell: Plans initiate to fulfil demand & upgradation of the students time to time. • The training & placement cell, Consultancy service, Grievance Redressal cell, Personality development programmes have contributed to sustenance & enhancement of quality of the institution. The institute incorporates theory with practical (including visits), project work, internship programmes, seminars, extension lectures, workshops, symposia, expert talks, value added sessions to gather feedback regarding their relevance & appropriateness in catering the needs of the society, economy, environment & supplements University curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Travel and Tourism	NA	01/09/2018	91	Various Jobs in Travel Tourism Hospitality and Aviation Industry and Tour Travel Agency Business	E-Ticketing soft ware
Certificate Course in Indian Idol	NA	01/08/2018	184	Student may start music classes, as professional singers, sound engineer, and voice modular of cartoon characters.	Vocal music Training
Certificate Course in Tally	NA	01/07/2018	62	Job Profile as Tally Accountant	Tally Accounting
Certificate Course in System Tools and Techniques	NA	01/07/2018	62	Job Prospects in Software and Hardware Field, System Analyst	Hardware and Software
Certificate Course in Level I Entr	NA	01/09/2018	122	To Develop business skills to become	Entrepreneurship Skills

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	117	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spiritual talk by Education Department	05/07/2018	110
Orientation Programme based on Life Skills (by our President Rev. Siddh Bhauji)	09/07/2018	250
Programme on Swasth Bharat by Dr Biswaswaroop Roy Choudhary	10/07/2018	700
Spiritual talk by Commerce Department	12/07/2018	105
Spiritual talk by Computer Department	19/07/2018	130
Spiritual talk by Science Department	26/07/2018	125
Spiritual talk by Education Department	02/08/2018	120
Interaction Session of Students based on Moral Values with Rev. Siddh Bhauji	03/08/2018	300
Spiritual talk by Commerce Department	09/08/2018	132
Spiritual talk by Computer Department	16/08/2018	135

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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	TRAVEL ND TOURISM	15
BCom	VOCAL MUSIC	20
BCom	TALLY	27
BCom	AUDITING AND TAXATION	48
BCom	TALLY WITH GST	58
BCom	MS OFFICE	40
BCom	HTML/JAVA	30
BSc	VERMICOMPOSTING	10
BCA	ADVANCE JAVA	15
BSc	FOOD AND NUTRITIONN	7
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The institution has no role to play in the design and development of curriculum prepared by the Board of Studies of different subjects, Barkatullah University, Bhopal under Dept.of Higher Education, Govt. of MP. However, the senior faculty members of our institution are respective members of Board of Studies, BU, Bhopal. Feedback given by our faculty members, regarding modification of curriculum, are very well appreciated by concerned authorities. Feedback is acknowledged as an essential element of improving the teaching learning process. It has significant impact in professionalizing teaching in Higher Education, although it is considered as difficult issue in higher education arena. At our institution, the information provided in the feedback is understood in the context it is written and to conceptualize it more as a dialogue than information transmission. Feedback as dialogue means that there is an opportunity to have discussion about that feedback afterwards. The progress of any institution profoundly depends upon a well-organized and systematic feedback system, accommodating all the stake holders including staff, students, alumni, employers, parents etc., to help the individuals in particular and organization as a whole, to improve the performance and effectiveness of the system. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching aids and student assessment outcomes are implemented leading to improvement. The feedback is taken from all students i.e. U.G.and P.G. Programmes offered in the college. Student feedback is based on two criteria overall college functioning and teaching learning process, which covers overall</p>



learning environment, H.R and other facilities like library, counselling services, canteen, hostel, sports etc. Teacher feedback-This feedback covers teaching learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas, Quality of teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Accessibility and availability of Teacher in Campus/ Department etc. Feedback emphasizes on teacher innovativeness, use of ICT in teaching methodologies, interactive collaborative teaching and students involvement in learning. Feedback is collected for each and every teaching staff and properly assessed and analysed. Further, the report is duly submitted to the head of the institution for final comments and corrective measures to be taken, which is later on communicated to the concerned teacher for further improvement. The analysis of feedback for the year 2018-2019, revealed that majority of teacher(s) are doing their work diligently effectively. Whenever there need be suggestions and recommendations were given to the teacher(s) in the interactive meetings. Efforts taken thereof, by teacher(s) to enhance the quality of their teaching learning process are also appreciated and applauded. Teachers-The institution has adopted a practice to conduct all staff meetings, at regular intervals for enhancing the curriculum, academic discipline, teaching learning process, research and extension activities etc. Each and every decision taken is well debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation. Employer-The Employers' feedback highlights evaluation parameters in the form of subject knowledge, attitude, behavior, punctuality, maturity, motivation, creativity and presentation skills.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	BBA	120	42	42
BCA	BCA	180	22	22
BCom	Commerce with Computer Application	200	65	65
BCom	Commerce	200	103	101
BCom	BCOM Honours Commerce	120	55	55
BSc	Botany - Chemistry - Zoology	70	23	23
BSc	Chemistry - Mathematics - Physics	50	10	10
BSc	Clinical Nutrition -Chemistry - Zoology	30	28	28
BSc	Computer Science -Mathematics - Physics	100	19	19

BSc	Botany - Chemistry - Microbiology	30	26	26
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	440	81	13	Nil	32

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
46	40	202	10	Nil	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our college has well organized Tutor Guardian Scheme to have one to one interaction with students. For a particular batch of students, a teacher is assigned the role of TutorGuardian. Tutor- Guardian works as a friend, philosopher and guide for these students. She keeps the track of every students day-to-day activities inclusive of daily attendance, test results, internal assessment, examination results and other related information of students under their command. A specially designed tutor guardian book is also maintained by them. They encourage the students to participate in oncampus and off-campus co-curricular extracurricular activities. The observations are shared with the parents/guardians on regular basis. Counselling the students to face challenges encountered not only in college campus but in their personal lives too. Tutor-Guardian acts as a mentor to students and offers them emotional and academic support. The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students. The teachers act as a buffer for the first year students and help them to get acclimatized to the college environment. This scheme, which is unique of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and reduces their anxiety in the present scenario. On every Thursday a moral story based on spiritual thought is shared during morning assembly. During the beginning of the academic session, orientation cum interactive programmes are organized in which our President Rev. Siddh Bhauji, guide the new admitted students to face challenges of life through values. Students are permitted to use not only the various facilities available in the campus but also available in the sister concerns. They are assisted in every way to make them employable youth and capable global citizen to create employment. Further they are also groomed by hiring area specific experts. Apart from mentoring for academic excellence, we also provide opportunities to pursue various certificate courses as an additional qualification. Every year during Annual Meet all the student achievers i.e. academics, sports, NCC, NSS, literary and cultural performers of that session are honoured. Their parents are also invited and felicitated by the Chairman of the College Governing Body himself. Gold medallists of affiliating university are honoured with a cash prize varying from Rs. 15000/- to Rs. 5000/- . Number of students enrolled in the institution 1438 Number of full time teachers 45 Mentor-Mentee Ratio 1:30

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1438	45	1 : 32

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	45	Nil	Nil	18

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Charanjit Kaur	Principal	Member Board of Studies, Institute for Excellence of Higher Education, Bhopal Chair person in seminar at Career College, Bhopal Managing Editor Advisor of Oriental Journal of Chemistry. Appointed as observer CTET (Dec, 2018)
2018	Dr. Sugandha Singh	Assistant Professor	Nominated as member board of studies in biotechnology, Sri Satya Sai Autonomous PG Women College, Bhopal Presented Paper at International Conference at Dubai UAE In BITS Pilani onsite chosen as jury member
2019	Ms. Raana Shahwal	Assistant Professor	Best paper presentation in National Conference at Saifia Arts, Commerce and Law College, Bhopal
2018	Dr. Varsha Jotwani	Assistant Professor	Ph.D. awarded
2019	Dr. Ashlekhya Dubey	Assistant Professor	Ph.D. awarded
2019	Dr. Veena Thakur	Assistant Professor	Ph.D. awarded
2019	Dr. Meenu Tehlyani	Assistant Professor	Ph.D. awarded

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	C198	VI Sem	02/05/2019	06/07/2019
BSc	C080	VI Sem	03/05/2019	03/07/2019
BSc	C137	VI Sem	03/05/2019	03/07/2019
BSc	C122	VI Sem	03/05/2019	03/07/2019
BSc	C116	VI Sem	03/05/2019	03/07/2019
BSc	C085	VI Sem	03/05/2019	03/07/2019
BSc	C067	VI Sem	03/05/2019	03/07/2019
BSc	C062	VI Sem	03/05/2019	03/07/2019
BEd	BED727	IV Sem	13/06/2019	06/08/2019
BCom	D418	VI Sem	08/06/2019	12/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Department of Higher Education, Government of MP introduced yearly pattern in the entire state in the year 2016. Our affiliating University i.e. Barkatullah University has adopted this system since 2017. Continuous Internal Evaluation (CIE) System is followed by the institute. The institute has a Learning Resource Centre and is following different methods to ensure academic excellence of students and also to expand the learning canvas of the students. Following are the various continuous comprehensive evaluation (CCE) modes adopted in the college. • Power Point Presentations (PPT) • Role Play • Assignments • Poster Presentations • Written Tests • Mini Projects • Book Review • Quiz • Laboratory Experiments • Working Models • Bibliography • Old Question Paper Solving • Problem Solving • Classroom Teaching • Auto Biography

The staff members communicate the students' about examination pattern and schedule, internal assessment, marking scheme etc. Analysis of examination results is done by the respective technical staff under the supervision of respective Teacher Incharge. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. Whenever necessary, the Departmental Head/Guardian Tutor shall recommend the visit of the parent to the college for a discussion about the Students' performance. Remedial Classes are conducted for the slow learners and absentees. ATKT or Re-examinations are conducted for the absent students as per university guidelines. The institute is also having a web library with free Wi-Fi. There is an additional Reading Room apart from the Central Library. Literary Activities like Debate, Essay Writing, Slogan Making, Poster Making and Speech Competitions are organized on a regular basis just to enhance the learning of the student.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute follows the academic calendar of the Barkatullah University as well as institutional academic calendar. The Semester Cell under the guidance

of Principal prepares the internal examination planner (inclusive of the mode of assessment and the dates of allotment submission) for all the departments. Regular staff meetings are held to ensure adherence to the schedule given in the academic calendar. The other curricular and co-curricular activities like Seminars, Workshops, Cultural Programmes etc. are planned as per the academic calendar prescribed by the University. The time table committee prepares the time table all the each department, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the UGC the University. This time table is displayed on the notice boards as well as is given to each and every student to ensure that they stick to the schedule. The calendar or teaching planners are well prepared in advance and is outlined in a detailed fashion. The institute adheres and functions to the minimum number of working days and teaching days. A teaching diary is maintained everyday by the teachers individually duly signed by the HODs according to the classes taken by them as per the college calendar. Departments follow different evaluation outcomes throughout the semester/yearly pattern as an indicator of the student performance. The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://shgc.in/program-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C029	BBA	BBA	37	37	100
C030	BCA	BCA	33	33	100
C198	BCom	CA	72	68	94.4
C032	BCom	ECO	66	65	98.4
C062	BSc	BSc	8	8	100
C067	BSc	BSc	16	16	100
C085	BSc	BSc	8	8	100
C116	BSc	BSc	12	12	100
C122	BSc	BSc	12	12	100
C137	BSc	BSc	53	53	100

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://shgc.in>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Meet to Innovate India - In -focus Women	All Departments - Sant Hirdaram Girls College	09/10/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
State NSS Volunteer Award	Ms. Nabahat Hasan	Ministry of Sports Youth Affairs	24/09/2018	Student
State NSS PO Award	Ms. Meenakshi Shrivastava	Ministry of Sports Youth Affairs	24/09/2018	Faculty
State NSS Award	Dr. Charanjit Kaur, Principal, Sant Hirdaram Girls College, Bhopal	Ministry of Sports Youth Affairs	24/09/2018	College
NET(JRF-Lectureship)	Dr. Charanjit Kaur	UGC NET	17/06/2018	Principal
Scientific Rangoli	First Prize: Latitha Vishwakarma Dimple Deval Second Prize: Rashmi, Keerti Meena, Vinita Meena, Anushri Jain, Arshi Third Prize: Harshita Batham, Neeta K Yadav and Manjula Solanki	Sant Hirdaram Girls College, Bhopal	27/10/2018	Students
Wall painting competition	Ms. Ananya Shrivastava Ms. Shivani Singh	Sewa Sadan Eye Hospital,	09/10/2018	Students

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
11	02	01

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Computer Science	2
Maths	1
Physics	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	4	2.95

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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry - Dr. Charanjit Kaur	3
Biotechnology - Dr. Divya Patel	1
Chemistry - Ms. Shanta Belani	1
Zoology - Dr. Madhvi Gaur	6
Commerce - Ms Raana Shahwal	3
Language - Dr. Neha Gupta	2
Language - Dr. Mugdha Rajput	1
Computer	5
Commerce	4
Education	1

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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Malvi Kavi Sant Pipa	Dr. Mugdha Singh Rajput	Naveen Shodh Sansar, January -March 2019	2019	0	nil	Nil
Nagarjun Ke Kavya Me Vangaya	Dr. Mugdha Singh	The International Research	2018	0	nil	Nil

	Rajput	Journal of Social Sciences Humanities Volume VII , 2018				
A FP-LAPW study of RAl3 (R Yb, Lu and Sc) compounds	Dr.Veena Thakur	High Temperatures-High Pressures: The International Journal of Thermophysical Properties	2018	1	nil	1
Effect of Carbohydrate Sources on seed germination of Adsonia Digitata	Dr. Sugandha Singh Dr. Varsha Parasheami	International Journal of Medicinal Plants	2019	1	nil	1
Phytochemical analysis in vitro antioxidant activity of Rubia cordifolia	Dr. Madhvi Gour	Internal Journal of recent International Journal of recent trends in Science Technology, Special Issue, 2018 ACAEE :26-33	2018	1	nil	1
Technologies for Smart Learning	Dr. Suneela Choube Dr. Dalima Parwani	Universal Review journal vol 7 Issue VIII, Aug -2018	2018	1	nil	1
A Study on Trends in Indian Petroleum Industry	Ms. Raana Shahwal	Emerging Trends, Issues and Challenges in Business Economics (Book)	2019	1	nil	1
Need for Water Conservation	Dr..Harsha Premchanda	Recent Development in	2019	1	nil	1



in Modern India	ni	Chemical Science			
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nil	Nil	Nil	NA

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	4	2	Nil
Presented papers	1	1	Nil	Nil
Resource persons	1	1	1	1

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Maa Tujhe Salam Camp	Bagha Border - 24- 28 Feb 2019	1	2
State Camp	BU, Bhopal 25-3 March 2019	2	2
Debate Competition	M LB College - 13 Feb 2019	2	2
Road safety Programme	Sant Hirdaram Girls College - 9 Feb 2019	7	90
Youth Day	Sant Hirdaram Girls College - 12 Jan 2019	5	20
Special Camp (Seven Days)	Sant Hirdaram Girls College - 8-14 Jan 2019	2	97
Essay Competition	Hamidia College, Bhopal - 18 Jan 2019	2	5
Kahjur Distribution	Sant Hirdaram Girls College - 9 Jan 2019	5	90
PRE RD Camp	Jharkhand Rachi -	3	1

	3-12 Oct 2018		
Speech Competition	Sant Hirdaram Girls College - 27 Sep 2018	5	40
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### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	State NSS PO Award	Ministry of Sports Youth Affairs	1
<a href="#">View File</a>			

### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swasth Nari Swasth Pradesh	Govt. Organising Civil Hospital Bairagarh	Rally	2	311
World Population Day	Sant Hirdaram Girls College	Poster Slogan Competition	2	280
Mental Health	Aatman Counselling and Rehabilitation Centre	World Suicide Preventive Day	2	150
Voters Awareness Campaign	Sant Hirdaram Girls College	Door to Door Awareness Essay Competition Skit Slogan Competition	2	200
World AIDS Day	Sant Hirdaram Girls College	Poster Slogan Competition	2	120
Nukaad Natak Health Check-up Camp	Sant Hirdaram Girls College	Health Check-up Camp	3	20
Blood Donation Camp	Sant Hirdaram Girls College	Blood Donation	5	28
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## 3.5 – Collaborations

### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Workshop	B.Sc. students of BHEL college, Bhopal	Self-financed by the organizing department	07
Workshop	Class XI and XII	Self-financed by	01

	the students of Anand Utsav School	the organizing department	
Workshop	Sri Sathya Sai College for Women, Bhopal	Self-financed by the organizing department	2
Session by Dr. Neelkanthan 19th November, 2018	Students- "Powerfully habits and Psychology for success and happiness"	Self-financed by the organizing College	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Temporary	Food and drug Analysis	Food and drug Administrative Department Idgah Hills	28/01/2019	15/02/2019	B.Sc. VI Sem
Temporary	Dissertation	Peoples Hospital and Research Institute, Bhopal	01/03/2019	30/06/2019	M.Sc. IV Sem Biotech Students
Temporary	Dissertation	Pinnacle Biomedical Research Institute (PBRI) Bhopal	01/04/2019	30/04/2019	M.Sc. IV Sem Biotech students
Temporary	Plant tissue culture	Blossom Pharmaceutical laboratory, Bhopal	15/01/2019	14/02/2019	B.Sc. VI Sem Microbiology student
Temporary	Basic technique in plant tissue culture	Grow Tips Biotech Laboratory, Bhopal	15/01/2019	14/02/2019	B.Sc. VI Sem Micro, Biotech, ZBC) Students
Temporary	Experimental design for Diagnostic Research on cancer	Jawaharlal Nehru Cancer Research Hospital, Bhopal	01/01/2019	02/02/2019	B.Sc. VI Sem Biotech Students
Permanent	Inter Departmental	Department of Biotechno	04/09/2018	12/09/2018	M.Sc. III Sem Biotech

	Linkage	logy and Bioinformatics Barkatullah University, Bhopal			students
Permanent	Inter Departmental Linkage	Department of Biotechno logy and Bio informatics Barkatullah University, Bhopal	25/10/2018	27/10/2018	B.Sc. V Sem and B.Sc. II year Biotech students
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
i.net	09/09/2018	TALLY	27
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	2830019

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul 2.0	Partially	0.14	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	16335	580560	4	5000	16339	585560
Reference Books	3950	146702	1	1250	3951	147952
e-Books	80409	2975	16591	2975	97000	5950
Journals	46	85510	2	3700	48	89210
e-Journals	3828	2975	Nil	Nil	3828	2975
CD & Video	570	Nil	Nil	Nil	570	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	1700	Nil	Nil	Nil	1700	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	114	82	114	114	16	21	11	20	0
Added	0	0	0	0	0	0	0	0	0
Total	114	82	114	114	16	21	11	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="http://shqc.in/shqc/recording-">http://shqc.in/shqc/recording-</a>

**4.4 – Maintenance of Campus Infrastructure**

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1700000	1662052	3600000	3571919

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• Sant Hirdaram Girls College Bhopal is committed to provide the best infrastructure in Teaching classes laboratories library, sports and computers etc. to the students. The College ensures that the infrastructure meets and fulfils the requirements of teaching learning and other processes as specified by statutory bodies and updated from time to time both in terms of quality and quantity. The campus of college is very well maintained with three storied buildings and neat, clean pious environment. As the location of the college is at the terminal end of a residential colony and having a beautiful view of lake, there is lush green belt separating the college campus and lake. It therefore creates a naturally beautiful campus which is pollution free with lot of fresh air. It supports and enhances the teaching learning ambience on the campus. Policies are

1. The policies and plans of the institution are made public and known to everyone concerned so that there is no communication gap.
2. The top management and top functionaries monitor the implementation of plan against given time target and the level of the outcome.
3. Procurement of infrastructure ensuring its quality cost and up gradation from time to time.
4. For the purchase of any tangible material in college we follow the procedure of inviting minimum of three quotations from different vendors and then give the order to provide material (like equipment and chemicals for labs, books for library etc.) to the vendor who quotes lowest price but maintains the good quality.
5. Proper accounting and inventory of each items is maintained in a register. Physical verification of infrastructure is done periodically through annual stock verification. Preventive and corrective maintenance including annual maintenance contracts. The college maintains its infrastructure (including class room, laboratory and other extracurricular facilities) with the support and co- ordination of the maintenance officer. The maintenance officer regularly affirms the needs and requirements of the college from time to time and takes care to its fulfilment.
6. Regular maintenance of class room and office furniture is done on regular basis.
7. Disposal of scrap or unserviceable material is done whenever required.
8. Upkeep and maintenance of Annual maintenance of Generator, fire equipments, water coolers, air conditioners etc is a regular feature. The college has technicians, computer technicians, carpenters, electricians and plumbers for maintenance of equipments like computers and printers, furniture, electrical devices and water tube well. Library Policy Management The Central Library has separate Reference section with Reading Room and E- Library with internet connectivity .There is a Web Library also for access to On-line books and Journals through membership of INFLIBNET. All the books are catalogued with barcodes. OPAC - Online Public Access Catalogue is used to find out what materials are available in the Library. The Library staff is qualified and fully trained in automated functioning of the Library. Library has also made provisions for students to refer old question papers for preparing their examination.

**CRITERION V – STUDENT SUPPORT AND PROGRESSION****5.1 – Student Support**

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships	284	3348000
Financial Support from Other Sources			
a) National	Government Scholarships,	414	2668250
b) International	NA	Nil	0
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## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	27/08/2019	57	Department of Mathematics
Remedial Coaching	25/10/2019	46	Department of Mathematics
Remedial Coaching	01/11/2018	51	Department of Mathematics
Remedial Coaching	01/12/2018	36	Department of Mathematics
Power Yoga- The Super Brain Yoga	01/08/2018	50	Sports Committee
'Swasth Bharat ke Nirman mein Prakritik Chikitsakon ka Yogdan'	21/06/2019	250	Dr Biswaswaroop Roy Choudhary
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## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	"Session on Resume Making" by Ms. Veena Sharma, Communication Trainer, Aditya Birla	120	120	Nil	Nil

	Group.				
2018	"HUNAR 2.0" by Mr. Rabina Yesmin, Asst. Manager JARO Education	63	63	Nil	Nil
2018	"Career Counselling Session" by Ms.Chandni Sehgal, Mahindra Bank Coaching "	100	100	Nil	Nil
2018	"Guest Lecture on Career Opportunities in Biotechnology by Dr. Rohit Saluja, Scientist, Department of Biochemistry, AIIMS, Bhopal "	80	80	Nil	Nil
2018	Guest Lecture in Computer Fundamentals by Appin Technology.	58	58	Nil	Nil
2019	Symposium on "Etiquettes and Mannerism" by Ms. Shalu Pandey, SHIM	200	200	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
18	16	4

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of



organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
3	291	57	27	67	40
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	212	B.Com.	Department of Commerce	SHGC, SHIM, SIRT IPER	M.Com. MBA
2019	12	BCA	Department of Computer Science	SHGC & Sadhu Vaswani College	M.Sc. (CS)
2019	22	B.Sc. (Mathematics)	Department of Mathematics	SHGC, IEHE & RGPV	MCA & M.Sc. (Mathematics)
2019	17	B.Sc. (Chemistry)	Department of Chemistry	SHGC & MLB College	M.Sc. (Chemistry)
2019	8	B.Sc. (Food & Nutrition)	Department of Food & Nutrition	SHGC	M.Sc. (Food & Nutrition)
2019	4	M.Sc. (Food & Nutrition)	Department of Food & Nutrition	SHGC	Ph.D. (Food & Nutrition)
2019	24	B.Sc.(Biotechnology)	Department of Biotechnology	SHGC	M.Sc. Biot echnology
2019	2	"B.Sc. (Microbiology)"	Department of Biotechnology	SHGC	M.Sc. Biot echnology
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#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
World Sight Day -Slogan Competition and wall Painting Competition	Intra-collegiate Level	20
Competition on Homemade Eco-Friendly Bags	Intra-collegiate Level	40
Wild Life Week 2018-	Intra-collegiate Level	120

Painting Competition, Photography competition, Rangoli Competition, Essay and Debate competition		
Elocution Debate Competition	Intra-collegiate Competition Level	15
Rangoli Competition	Intra-collegiate Competition Level	40
Spot Painting Poster Making	Intra-collegiate Competition Level	15
Clay Modelling	Intra-collegiate Competition Level	20
Collage Making, Group Dance Competition Solo Dance Competition	Intra-collegiate Youth Festival Competitions	120
Essay Competition on "World Literacy Day"	Intra-collegiate Level	18
Poster Making and Slogan Writing Competition "World Population Day"	Inter-collegiate Level	60
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student participation is integral part of all the activities organised in the college. As there was no provision of Student Council by the affiliating University and department of Higher Education, Govt. of MP in the session 2018-19, therefore student council was not constituted for the session. Although, student representatives are nominated for various committees of the college. The members of respective committees are entrusted with the responsibility of organising various college activities. Student members of the committees are nominated as per the recommendations of the Convenor of the respective committee. The following are the committees:- Sports Committee: - It is headed by the Sports Officer who organizes various sports activities and prepares the students to participate in various inter collegiate and intra collegiate competitions. Organising Annual sports meet is the regular feature of the college. Cultural Committee: - The cultural activities of the college are planned by the cultural committee every year. This involves intra-collegiate, inter-collegiate competitions as well as other internal cultural programs like Annual Day, Traditional Day, Fresher, Farewell, Alumni meet etc. Examination Committee: - Maintaining the record and procurement of the University Examination answer sheets, ensuring safety, security and confidentiality of

Question papers etc. are the key roles of the Committee. Suggestions from the students are considered regarding dates and timings of the internal exam by the examination committee. Grievance Redressal Cell: - This Cell addresses all kinds of grievances of the students. Grievance related to examinations, infrastructure, harassment, ragging etc. are addressed by the Cell. Suggestion boxes are placed in the college at a prominent noticeable locations the suggestions specified by students are given due consideration. Some grievances are directly brought to the notice of the Principal or the committee members.

Thus, the committee directly or indirectly involves students in the administration of the college. College fests Celebrations: - As celebrations add flavour to the College life, therefore, fests/fairs are organised on regular basis. Committees are constituted for all celebrations of the college like Annual Day, Teachers Day, National festivals etc. which involves in-charge faculty members and one or two student representatives, class representatives, committee members, NSS and NCC students from all classes. Feedback:- Students are provided with feedback forms every year which contributes to analyse the student's understanding of teaching methodologies of faculties. Green Audit Committee: - The foundation of this committee is with the aim of maintaining our campus neat, clean and pollution free. Various other Committees: - Student representatives are involved in all committees of the college including Anti-Ragging Committee, Sexual Harassment Cell etc. Literary Committees: - Its main objective is to enhance the literary skills of students, to bring to light the hidden talents among the students and conduct various literary events providing a platform for the students to come up with their not so known skills.. It also instils in them a confidence to communicate and express well. Apart from this, it is solely responsible for "Srijan", a wall magazine of SHGC, Bhopal.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the College has an alumni association named SHOGA (Sant Hirdaram Old Girls Association), which has been operational since 2015. The alumni of the organisation comprise of old students from previous batches, who have established themselves as prominent people of the society, in fields of politics, real estate, IT, educational department and other government officials as well. They help the students through the placement Cell, IT, government establishments etc.. The old students take active part along with the advisory committee members who are always in touch with them. They play a significant role in shaping the future of the students. The alumni involve themselves not only in the academic growth of the students but also by providing exposure to the students through various activities like cultural fests, NSS and NCC. During cultural fests, the alumni contribute a significant amount individually as cash or kind. Some alumni are holding positions of - Principals, Teachers, Developers, Accountants, Artists, and Business Icons etc. Though they are well settled in the country or abroad, the alumni community always keep in touch with the College and faculty members. Sant Hirdaram Old Girls Association (SHOGA) actively help the poor by donating food, articles, clothing etc. under the "Joy of Giving". It also sponsors 'Best Student Award' Trophy every year.

5.4.2 – No. of enrolled Alumni:

379

5.4.3 – Alumni contribution during the year (in Rupees) :

43500

#### 5.4.4 – Meetings/activities organized by Alumni Association :

Numbers of Meetings- 04 Dates of Meetings- 01/07/2017, 22/07/2017, 29/07/2017  
01/12/2017 No. of Members attended- 01,12,12 09 Total no. of Alumni enrolled-  
379

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Academic session 2018-19 is on anvil. While we prepare ourselves for our academic activities with a motto to maintain regularity and punctuality of classes, we have to undertake responsibility for many other activities other than teaching. The management is making serious efforts to ensure minimum loss of time allotted for academic activities by distributing the burden of non-teaching activities in small packages amongst teachers. Category A: Student Specific Activities 1. Students Union Advisory Committee: The committee will have four sub committees which will work as a team headed by the Union Advisor. ? Union Advisor : Ms. Manju Devnani: Ms. Vibha Khare. 2. NSS :? Program Officer 1: Ms. Meenakshi Shrivastava ? Program Officer 2: Dr. Varsha Mandwariya. 3. Games Sports : ? In charge Sports Officer : Ms. Mona Mishra ? Teacher-Coordinator : Dr. Neha Jain. 4. NCC : ? Advisor : Ms. Vibha Khare ? Care taker Officer : Ms. Madhu Saraswan 5. Guardian Tutor Scheme ? Chief Coordinator : Ms. Dalima Parwani ? Coordinator Science : Dr. Chandra Paliwal 6. Training Placement Cell ? Patron : Principal? Coordinator: Ms. Meenu Tahilyani 7. Grievance Redressal Cell ? Incharge : Dr. Madhavi Gour ? Member : Dr. Suneela Choube 8. Student Feed-back Cell ? Dr. Sugandha Singh ? Ms. Dalima Parwani Category B : College Administration Related Activities 9. College Council Secretary ? Dr. Madhavi Gaur ? Ms. Shweta A. Mishra 10. Admission Committee ? Convener : Ms. Shadma Siddiqui ? Faculty of Commerce ? Ms. Shweta A. Mishra ? Ms. Rana Shahwal ? Ms. Deepika Saxena ? Ms. Meenakshi Shrivastava ? Faculty of Science BCA ? Dr. Madhavi Gour ? Ms. Veena Thakur ? Ms. Shazia Khan ? Faculty of Education ? Dr. Meena Barse ? Ms. Pratibha Mishra 15. Library Advisory Committee ? Principal-Chairperson ? Librarian -Member Secretary. 16. Internal Quality Assurance Cell -Coordinator: : Dr. Suneela Choubey Category C : Examination Related Activities 17. Semester Cell Semester Cell Convener : Dr. Chandra Paliwal ? Department wise Incharge : Ms. Shweta A. Mishra 18. Result Documentation Committee ? Ms. Varsha Jotwani ? Dr. Varsha Mandwaria ? Ms. Meenakshi Shrivastava ? Ms. Diyanishi Mattani ? Dr. Meena Barse ? Dr. Harsha Premchandani 20. Scholarship ? Coordinator : Dr. Meena Barse 21. Women Cell-to deal with Women related issues at work place. Presiding Officers- Dr. Sugandha Singh 22. ALUMNI ? Advisor : Ms. Vibha Khare 24. UGC Cell ? Coordinator : Ms. Dalima Parwani ? Co-coordinator : Dr. Suneela Choubey 25. Website Committee ? Coordinator : Ms. Geeta Gwalani ? Co-coordinator : Ms. Jyoti Lohiya 26. Committee for Certificate Courses ? Ms. Shadma Siddiqui ? Dr. Neha S. Nair ? Dr. Madhavi Gour 28. Research Committee: ? Dr. Suneela Choube - Convener ? Dr. Madhavi Gour 29. IT Cell ? Ms. Geeta Guwalani - Coordinator ? Ms. Madhu Saraswan 30. E - Cell ? Ms. Veena Thakur - Coordinator ? Ms. Madhu Singh 32. College Online Data Submission ? Ms. Dalima Parwani - Coordinator ? Dr. Suneela Choube - Coordinator 33. Personality Development Cell ? Dr. Sugandha Singh - Coordinator

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	<ul style="list-style-type: none"> <li>• The teaching and learning process is implemented according to the academic calendar given by the Department of Higher Education and Barkatullah University, Bhopal.</li> <li>• Use of innovative learning facilities like ICT enabled classrooms, well-equipped laboratories, well-stocked library, internet connection, etc. ensures effective teaching and learning process.</li> <li>• Sharing of e-resources through Google Classrooms and use of spoken tutorial videos provides effective learning.</li> <li>• Role plays and case study solving methodology helps the students to transcend and think beyond the confines of the classroom setting.</li> <li>• Internal assessment via conduction of written examination is also a regular practice in the institution.</li> <li>• Special attention is given to the slow learners through effective Mentor Mentee System and remedial classes specially conduced for them.</li> <li>• Regular analysis of the University Results gives scope to ensure further improvements in teaching.</li> </ul>
Examination and Evaluation	<p>Continuous Comprehensive Evaluation using different modes are conducted by the college as per the schedule in the academic calendar in accordance with the guidelines of the Department of Higher Education, Govt. of MP.</p> <ul style="list-style-type: none"> <li>• Different CCE modes are used like Quiz, Question Bank formation, Group Discussion, written assignments, Classroom teaching, Poster presentation , Model test paper solving, previous year question paper solving, Power Point Presentation etc. This enables the students to develop logical and reasoning aptitude.</li> <li>• In evaluation Process (15 marks for semester pattern and 20 marks for yearly pattern) of the total marks are earmarked for CCE evaluation internally.</li> <li>• University examination evaluates 85 marks for semester pattern and 80 marks for yearly pattern.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• The institution has constituted a Research Committee to facilitate, monitor and encourage the research activities. It meets regularly to</li> </ul>

discuss various plans to promote research and motivate the faculty for academic advancement. The committee promotes inter disciplinary approach which leads to all-round development of all the faculties. To meet the objectives of the research, the findings are percolated to the society.

- Organization of conferences/seminars /workshops/ training programmes is a regular feature of the institution.
- Faculties are awarded for publication in reputed journals and book publication.
- The College encourages teachers to participate in seminars, orientation programmes, refresher courses which in turn enriches the knowledge of the teaching staff members.
- A book titled "Women Innovators" has been published by the institution in the year 2018-19.
- The College authorities encourage publication of at least 2 Research Articles/Papers annually in peer reviewed UGC approved Journals

Library, ICT and Physical  
Infrastructure / Instrumentation

Library is the heart, mind and soul of an educational institution and a fountain-head of innovativeness, inspiration and insight both for the students and the faculty. Learning and library are complementary to each other as the light to the lamp. Institute has developed aesthetically designed and State of the art Information Resource Centre (Library) viz. equipped with books on different subjects, periodicals, newspapers, magazines, books of competitive exams, unsolved papers etc and is fully automated. The library also subscribes to a number of research journals of repute. Library services include:

- Database search through INFLIBNET.
- Circulation service.
- Reference service.
- Book bank facility.
- Access to internet zone/e-library and N-list programme
- ICT
- The college has adopted a well-defined ICT System to ensure ICT enabled teaching and learning process.
- The College campus is equipped with Wi-Fi facility
- The College website is further improved with more information to the students in terms of notification, academic and other activities various placement information.
- All the classrooms and labs are well equipped bearing projection facilities under surveillance of CCTV cameras. Physical



infrastructure. Sant Hirdaram Girls College, Bhopal is committed to provide the best infrastructure in classrooms, laboratories, library, sports and PC's to the students. The College management ensures that the infrastructure meets and fulfils 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. The College is spread over a campus of 3.14 acres of land. The entire infrastructure is world class with good architecture plan and its effective execution. The best part of infrastructure is well ventilated and illuminated look. The natural light is available in profuse and every corner of the buildings has sufficient light and air to sustain a pleasant working atmosphere. The main Campus has four different building blocks each of specific nature and utility. The three blocks are used as instructional areas while the fourth block is the Administrative Library block. Facilities for Teaching include. -furnished, ventilated and illuminated Class Rooms. -furnished and equipped Seminar Hall with a seating capacity of 120 each. The public address system and projection facilities are permanently installed. -equipped Laboratories and other labs of Department of Education. The institution has adequate facilities for sports, games (indoor outdoor) gymnasium, yoga centre, auditorium and well-furnished audio recording studio.

Human Resource Management

Human resource management is a contemporary, umbrella term used to describe the management and development of employees in an organization. It involves developing and administering programs that are designed to increase the effectiveness of an organization. It includes the entire spectrum of creating, managing, and cultivating the employer-employee relationship. Thinking on the same lines, following practices are adopted: • The Management Committee reviews the existing HR policies for the teaching and non-teaching staff in accordance with the IQAC recommendations and enhance the facilities further to retain the best talent. • Delegation of responsibility -Some of the key responsibility areas are identified and delegated at

different levels in the descending order- Principal, HOD's, Assistant Professors and office staff. • Participatory management- sub committees for different functional activities comprise of representatives of teaching, non- teaching staff and students • Staff orientation programmes are organized by the college on regular basis. • Policy for compensation- provident fund, leave encashment, group insurance, loan facility etc.

Industry Interaction / Collaboration

• Institute has interaction and collaboration with reputed organisations, industries and institutions. • Many MOU'S have been signed in context to inter disciplinary and multidisciplinary approaches. For e.g. MOU'S with Akash aviation, crazy bags, i.net etc. • Faculty members are also involved with different consultancy programs. This increases the Institute- Industrial interaction and collaboration. • The College has a well-structured Training Placement Cell which aims at various Industry linkages and organizes successful campus placement drives by inviting various companies for selection of eligible students. • Alumni of the institute working in different reputed Govt./private/ academia are regularly invited to address the students.

Admission of Students

As per the directions of Department of Higher Education, Govt. of MP, all admissions are through MP ONLINE PORTAL. Details relating to various departments, courses and other activities are available on the Institute's website which is updated regularly. In addition to this, the college also prints and distributes pamphlets, brochures and adopt other media to reach out to the people. Social media is used to make people aware of the facilities at SHGC, as a result of which students outside the state of Madhya Pradesh have also enrolled and availed the hostel facility provided by the college. To guide the students through the admission process, online helpdesks are set up. For offline assistance, the teacher's guide the students through a number of sessions and orientation/induction programs specifically organised both before and



after the admission. The teachers at SHGC go beyond the required roles in counselling and mentoring the students. Student induction programme (SIP) is very well planned, organised and executed.

Curriculum Development

In the area of curriculum development, the Institute has to follow the norms of Barkatullah University and adhere to academic calendar issued by the Department of Higher Education, MP. The curriculum basically incorporates the current needs and trends of the local as well as global industry. • Board of Studies of affiliating University has been entrusted the task of curriculum planning and implementation. Our College faculty members regularly contribute in upgrading the syllabi. • In addition to regular degree courses offered by the University, our College runs various short term courses, which are being designed and updated by external subject experts and our faculty members at the beginning of the new session. • Also, the Institution has made conscious efforts in enrichment its syllabi by adding value added programmes like personality development, soft skill learning and various other useful certificate courses. • Every department prepares yearly planner which is followed meticulously by all the faculty members. • To enrich the knowledge and to provide practical exposure to the student's Study visits, Hands on training, Expert lectures/Invited talks, workshops, Conferences, Symposia and seminars are also organized on regular basis.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	E-governance has been used as a mantra by the college administration to make processes of purchases from vendors smoother. For the purchase of any tangible material in college we follow the procedure of inviting minimum three different quotations from the vendors online and then give the order to provide material (like equipment and chemicals for labs, books for library etc.) to the vendor who quotes lowest price. This measure has

been used by the administration also to bring in transparency. Further, the constitution of various committees for different college events and other management related activities also happens on the digital platform. The minutes of the meetings for these committees are also circulated on digital portals. Attendance of teaching and non-teaching staff is maintained using biometric machines. Communication with Students is established through Bulk SMS, WhatsApp groups, tutor guardian system, College Website etc.

Administration

Numerous administrative activities are practiced in the institution through e- governance. Some of them are listed below: • The head clerk maintains an online portal 'TBI. ORG', which gives each and every detail of the students i.e. personal details of the student, yearly fees, examination fees, result etc. • Biometric attendance device for teaching and non-teaching is maintained and updated regularly. • The updates from the university are regularly checked online through e-mail and replied for. • All the classrooms, labs, corridors, open spaces are also under the surveillance of CCTV camera. They are also monitored by the higher authorities. • The Classrooms are well equipped with LCD projectors.

Finance and Accounts

Digital methods are used in finance and accounts in almost every transaction from collection of fees to disbursement of salaries. Further, any income received by the institution for its activities like conducting CA Exams, University Exams, Practical Exams, etc. are also received through digital media, thereby, ensuring transparency in the transaction.

Student Admission and Support

The online admission process is given below. • Online on campus and off campus admission process conducted by Govt. of M.P. for all the Govt. and Private Colleges of M.P. through the portal of Dept. of Higher Education, Govt. of M.P. having URL epravesh.nic.in. • The student first need to register themselves in the Higher Education portal. They also need to get their original documents verified by the officials of Government colleges of M.P. Thereafter, the

students select course, college name as per their choice. The Department of Higher Education allots the list as per merit and reservation policy. Then, the students take admission as per the allotted list in the respective college. • Once the seat is locked in the name of the Institute, the student goes for online fees submission.

**Examination**

The college is affiliated to Barkatullah University which has no provision for online theory examinations. Although, the college choose different modes involving electronic media for Internal Evaluation of students i.e. Power Point Presentations, presentations by slides, videos etc.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	nil	nil	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty development Programme on "Empowering Girl Child as Educating one girl means educating a generation".	Faculty development Programme on "Empowering Girl Child as Educating one girl means educating a generation".	11/08/2018	11/08/2018	40	10
2018	Session on the topic "Powerful	Session on the topic "Powerful	19/11/2018	19/11/2018	42	15

	Habits and Psychology for Success and Happiness" By Dr. Neelkanthan ( Transformational Trainer)	Habits and Psychology for Success and Happiness" By Dr. Neelkanthan ( Transformational Trainer)				
2018	Session on " The benefits of Aloe Vera"	Session on " The benefits of Aloe Vera"	01/12/2018	01/12/2018	20	9
2018	Session on "Holistic Wellness"	Session on "Holistic Wellness"	06/12/2018	06/12/2018	35	11
2019	Faculty Development Program on "Inculcation of Life Skills and Ethical Values".	Faculty Development Program on "Inculcation of Life Skills and Ethical Values".	02/02/2019	02/02/2019	41	15
2019	Faculty Development Program on "Recent Research and Developments Trends in different subjects" (on every Saturday of the week)	Faculty Development Program on "Recent Research and Developments Trends in different subjects" (on every Saturday of the week)	01/03/2019	29/06/2019	38	4
2019	Session on "Shankaracharya Advaita Philosophy"	Session on "Shankaracharya Advaita Philosophy"	29/03/2019	29/03/2019	20	5
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
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programme				
Short Term Training Programme on Teaching Haplace and Fourier Transform: Effective and Appropriate Pedagogy	1	05/04/2019	06/04/2019	2
Workshop on NAAC Awareness Program	3	11/01/2019	11/01/2019	1
National Workshop On Conceptual and Realistic Aspects of Writing an Effective Research Project Proposal	3	24/10/2018	24/10/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	9	21	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Scheme (EPAC) Maternity leave, Sabbatical leave, Special leave, , Free transportation facility, Gift cheques etc. are given for staff members on personal grounds, organizing day long trips, teaching staff are felicitated every year on teachers day and on the auspicious occasion of Deepawali, a scheme of advance loan against Provident Funds for teaching staff is also there.	Group Insurance Scheme, Providing uniforms for non-teaching staff, felicitated every year on the auspicious occasion of Deepawali, scheme of advance loan against Provident Funds for non-teaching staff is also there.	All Government Scholarship schemes. Students with Academic and extra-curricular excellence are honoured with cash prizes every year. Private Scholarships are funded through various agencies which includes Nav Yuvak Parishad, Geeta Israni Scholarship etc. INFLIBNET, DELNET Wi-Fi Facility is available for free access.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial Audit is carried out by the certified auditors appointed by the Foundation Society through proper interview and appointment process on the basis of skill, knowledge and expertise. They submit the annual Audited Report and the Balance Sheet at the end of the financial year. Audit is conducted every year for the income expenditure between 1st April of the current year and 31st March of the next year. As the Society is a registered society and has appointed an Auditor, the process of receiving audit objections and their compliance is not required. While generating the audit report the auditor clears the queries and then corrective measures are taken thereof for future developments.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	No	NA	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Parent Teacher Meet is organised to counsel the parents as well as the students regarding attendance and preparation for the examination. • Outstanding performers along with their parents are honoured on the Annual Day.
- GT Meets are organized under the Guardian Tutor scheme on regular basis wherein the students put up their problems, sometimes even personal to their allotted TGs for suggestions and endeavors are made to provide with the best possible solutions. • Parents are called for counselling as and when required.

6.5.3 – Development programmes for support staff (at least three)

- The Supervisor regularly holds meetings with the support staff to maintain a healthy working environment by identifying their problems and providing them with solutions. • The College provides financial assistance in the form of advances and donations at times of their need. • A session on "substance abuse" was organised by the college especially for the support staff. • Free Health check-ups and Health Insurance (Med claim) is also provided. • 50 tuition fees has been waived off for the children of employees studying in the Schools run by the Society. • Bonus and gifts are also given on special occasions.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Under the Faculty development program, an initiative was taken to encourage the faculties to present their research topics on a weekly basis. • 5 Faculty members have been awarded PhD in the year 2018-19. • The working for NIRF (National Institute Ranking Framework) is under process.

### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Resume Writing	04/09/2018	04/09/2018	04/09/2018	150
2018	Guest lecture on Importance of Patent in Innovation	28/09/2018	28/09/2018	28/09/2018	200
2018	Intracollegiate Competition on Home made Eco-friendly bags	03/10/2018	03/10/2018	03/10/2018	41
2018	National Meet to Innovate India-In focus Women	09/10/2018	09/10/2018	09/10/2018	500
2019	Awareness Session on Income Tax Provisions-Basics Beyond	11/01/2019	11/01/2019	11/01/2019	150
2019	Faculty Development Programme on Yoga Asanas	02/02/2019	02/02/2019	02/02/2019	40

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Meet to Innovate India-In Focus Women	09/10/2018	09/10/2018	400	20

National Research Seminar on "Bhartiya Sant parampara me mahila santoka yogdan" organised by the dept of Hindi of Govt. MLB Girls PG Autonomous College	27/02/2019	28/02/2019	250	10
Release of Women innovators Book	09/02/2018	09/02/2018	180	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	2	10/07/2018	3	'Swasth Bharat ke Nirman mein Prakritik Chikitsakon ka Yogdan'	Dr Biswaswaroop Roy Choudhary, the key speaker of this session exposed	500



						the myths created about diabetes related diseases like BP, Cholesterol, Thyroid, Obesity, etc. which are lifestyle-related diseases.	
2018	1	1	11/07/2018	1	World Population Day	Two competitions namely, Poster Making and Slogan Writing were organized by the Department of Biotechnology. The theme of the events was "Outburst of Population - affecting Nation's Economy, Employment and Environment.	96
2018	1	1	31/07/2018	1	Visit to AIIMS, Bhopal	The Scientists, Research Associates Project fellows explained demonstrated the use of several equipment like DNA Analyses,	38

						Flow Cyto meter, Gradient PCR, etc.The students were made aware about the recent jobs oppo rtunities available in the subject.	
2018	1	1	04/08/2018	1	Education al Visit at MFP PARC, Bhopal	Departm ent of Bi otechnolog y organized a study visit at Minor Forest Produce P rocessing and Research Centre.Th e aim of this study visit was to develop interest and scien tific approach regarding processin g, testing and medicinal use of herbal plants.	75
2018	1	1	01/09/2018	1	Orienta tio n Programme of Certif icate Course in Travel Tourism	An Orie ntation Programme of Certif icate course in Travel Tourism was organ	124

						ised, guest delivered lecture on importance of certificate course and future prospects in related areas.	
2018	1	1	01/10/2018	1	Educational Visit to Indra Gandhi Manav Sangrahalaya	A visit Organized for the Science students by Zoology Botany department Students visited the Museum and saw the poster of evolution , chart of Geological time scale, model and description of DNA along with various species of plant.	120
2018	1	1	04/09/2018	1	Workshop on Resume Writing	Training and Placement Cell organized a workshop on Resume writing. This one day workshop was	103

						organized for Under graduate and Postgraduate students to present their skills and academic achievements in an effective way to get good job offers.	
2018	1	1	04/09/2018	1	Visit - CIPET Govindpura, Bhopal	Dr. Shuba and Dr. Alok Sahu, Scientist gave brief introduction of working of various instruments and equipment's installed in the industry	51
2018	1	1	08/09/2018	1	World Literacy Day	An essay Writing competition was organized on the topic "Importance of literacy adult learning". The motive of this competition was to increase	94

the students' knowledge about adult learning, how it helps students to gain new skills.

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Brochures and Prospectus for all the students	02/07/2018	A code of conduct for students is illustrated in the Prospectus. This help to maintain the code of conduct in the college premises. The new students get acquainted with the rules of the college. They also get an overview of the college life in campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
The Introduction of the Students to a Spiritual Environment	03/07/2018	03/07/2018	500
Programme on Swasth Bharat	10/07/2018	10/07/2018	350
Celebration of World Population Day	11/07/2018	11/07/2018	280
Celebration of Kargil Vijay Diwas	26/07/2018	26/07/2018	550
Celebration of Guru Purnima	27/07/2018	27/07/2018	350
World Literacy Day	08/09/2018	08/09/2018	240
An Interactive Session to face the challenges of life for Students with Chairman	04/10/2018	04/10/2018	230
National Unity Day	31/10/2018	31/10/2018	210

"Voters' Awareness Campaign"	12/11/2018	17/11/2018	350
Inter State Youth Exchange Programme	17/12/2018	17/12/2018	450
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green landscaping with trees and plants The College is aware of its environment conservation responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.

Internal Green Audit Core Group The institution has formulated an Internal Green Audit Core Group, which steers the process of planning and conduct the periodic green audit of the Campus.

Dhanvantri Medicinal Garden The Department of Botany maintains a Medicinal Garden on the college campus, which is well flourished with herbal plants and trees named "Dhanwantri".

Vermicomposting Unit The wet waste generated in the college campus like of vegetables, fruits and flowers goes directly into the Vermicompost unit run by the zoology department.

Environment conscious sessions, workshops and Social work Our Chairman has taken an initiative through organizing various sessions with an aim to inspire and encourage many young minds to contribute to positive changes in their attitudes and behaviour towards beautiful fauna and their habitats.

Waste Management The campus has the facility to segregate biodegradable and non-biodegradable waste.

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

Energy conservation ? All the classrooms are adequately ventilated and permit natural light to reach almost on all the areas of the building throughout the day. ? Students are motivated to switch off the lights and fans when not in use. ? NSS Volunteers and the Green Volunteers ensure such practices on the campus. ? Electronic equipment's and gadgets are shut-off when not required.

Plantation Drive The institution organises plantation drive within the campus and the adopted villages under National service Scheme (NSS), the objective of the Tree Plantation Drive was to spread awareness on green dream amongst students and imbibe the culture of living in harmony with Mother Earth on a genuinely sustainable basis.

Public Transport: The campus offer accommodation to students at subsidized rates. Currently, over 20 of the student population avail the hostel facilities available on campus, 30 live in the vicinity of the campus.

Bicycles: There are few students who cycle to college. Faculty members prefer to opt for car pools or the Bus facility provided by the management of the Institution.

Walkways and Pedestrian Friendly Roads: The campus is located in an area which is surrounded by the nature's scenic beauty.

Paperless Office: A culture of reuse and recycling has been actively advocated throughout the campus.

Plastic free campus: The college has taken an initiative to free the campus from the use of polythene, for the same a committee is constituted of NSS volunteers who keep an eye on the check points like college campus, hostel, and canteen and nearby areas.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

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

Best Practice 1 :Women Centric Approach Typically, females have been stereotyped as creative individuals who lack logical or analytical thinking. This coupled with social norms and cultural traditions that put women students on back foot has further alienated them from getting their due when it comes to education in India. But with the changing dynamics of society, this trend is changing. Women are getting more and more independent and making their name in careers which were restricted to men only. The fighting spirit with

which female students have broken the traditional norms have enabled them to reach new heights when it comes to education. In order to help female students to get an equal footing and be worthy global citizens, we have adopted Women Centric Approach as one of our best practices. MISSION STATEMENT OF THE INSTITUTION "To empower young women to grow as valuable assets of Global Society by providing them Quality Higher Education enabling them to develop high intellectual level with spiritual, cultural and ethical values". We are committed to honour our Mission Vision and to fulfil the objectives of the college. GOAL • To nurture human ethical values and noble virtues in girls. •

To empower girls to be worthy global citizens. • To make girls better employable by providing them Higher Education as a balanced blend of knowledge, skills and values. • To enable girls to retrospect at regular intervals to identify strengths weaknesses, opportunities threats and to plan diagnostic remedial measures. • To cultivate ability in girls for independent thinking, self-endeavour and self-reliance. • To impart vocational training and technical education in girls along with book based knowledge. • To realise them that they should be treated with dignity and worth. • To be listened to attentively • To be informed about their rights and responsibilities • To help them make the right decision • To make all-encompassing efforts for the overall development of girls. The Context The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems. As women are worst sufferers in society and their empowerment is a critical element, the practice of "Women Centric Approach" has been adopted against this backdrop.

The Practice We offer Expert Sessions, Invited Talks, Guest Lectures, Pathological Test, Confidential Counselling, etc. in many areas for personal wellbeing and mental physical health of students. • Various awareness camps have been organised such as Thalassaemia Test, Blood Test for routine physical health check-ups of the students. • Personal Counselling Sessions are organised from time to time regarding Wellness life management, new life experiences, crisis management, depression, anxiety stress management, grief, sexuality, family relationship issues, goal setting, self-development and many others as required by the students. • Expert sessions and invited talks are organised by Personality Development Cell on various themes like HIV-AIDS, Cancer, Alzheimer, Gender Sensitization, Women abuse and exploitation, etc. • Workshops are organized on Haematology, Heart fullness, Relaxation and Meditation Technique, Food Frauds and Food Safety, etc. • In order to enable students to cope up with various deficiency diseases and genetic disorders, a nutritional talk is delivered by Department of food Nutrition on every Tuesday. Also, Nutrition Week is celebrated every year. • To inculcate moral, ethical spiritual values amongst students, a spiritual talk is delivered by faculty members on every Thursday during Morning Assembly. • Yoga, Meditation and Aerobic classes are organised on every Saturday for students for their all-round fitness, weight loss, stress relief, inner peace, improved immunity, living with greater awareness, increased energy, better flexibility posture and better intuition. • In order to build self-confidence, safety, street awareness, toned muscles and fighter's reflex, self-defence classes are organized in the form of Martial Arts, Judo and Karate. Evidence of Success Mission of our college is to prepare skilled, knowledgeable, committed, youth to be capable of facing the global competitions. College is very much committed to meet this challenge. The academic results are 100 for all the classes as has been the trend in the past glorious years. • The students excel in University examinations and have created a unique position by qualifying for prestigious awards (Gold Medal) and various Merit Positions. • The students undertake challenging and useful projects that have won appreciation from experts of the industry. • One of our outstanding NSS Volunteer, visited Peoples Republic of China under Youth Exchange Programme of Govt. of India in June 2016 and there she won prizes among 100 students. • One of our Cadet has been awarded with CWS

Award (2015) by Madhya Pradesh Chhattisgarh Directorate and one Cadet was selected for RD, Chilka. Almost all the NCC Cadets actively participate in the various events organised by NCC. • Apart from academics, students participate in various Sports Competitions like Badminton, Open Rock Climbing, Basketball, Kho-Kho and Volleyball held on campus and out campus and students brought laurels to the institution by bagging Gold, Silver and Bronze Medal. • The college has illustrious placement record and its alumni are well placed across the globe. • The excellent infrastructure, highly qualified faculties and women centric approach has made Sant Hirdaram Girls College, Bhopal the most preferred girls' college in India. Problems Encountered and Resources Required:

• Problems Encountered: The problem area is time management. A lot of rescheduling and adjustment has to be done to enable students to attend various sessions on women related issues. The attempt is yet to receive full mental support from all quarters of staff and students as it is a very new approach in an academic institution. • Resources Required: Human Resources/Professionals to impart training, Professionals and psychologists for Counselling, Mobilising funds and Improved mechanism for various Psychometric tests. Best Practice II Title of the Practice: Waste Management in the campus. Waste Management is the prevention, treatment, handling, reuse and disposition of solid wastes. Hence, it is imperative that the wastes generated should be properly handled and managed to ensure environmental friendly campus. Goals: • The aim of the institution is to execute waste management program effectively and efficiently in the campus. • To make the institution 'Green litter free' • To convert the biodegradable waste from all sources in the campus into eco-friendly "vermicompost". • To create awareness on waste handling among the students of the institution for healthy wellbeing. The Context We ensure reducing, reusing and recycling the wastes. The hazardous materials and wastes generated in the laboratories are handled by trained faculty and attendants. The E-waste (E.g. Old computers and their parts i.e. monitors, printers, CD's, DVD's etc. are collected in the E-waste corner. This is further handed over to MP Pollution Control Board for its recycling and disposal. Organic wastes i.e. Green waste like dried plant leaves, flowers and trimmings and Kitchen waste from hostel is reused for making vermicompost. Buffet style meal system is practiced in the hostel mess. The Self-service practice is followed in the mess. This encourages the students to take smaller portions and avoids wastage of food resources. Every last scrap of food waste is composted to achieve 100 food recycling. The institution encourages practices like using earthenware vessels for storing water instead of plastic bottles to cut down the need of recycling. The staff and students are encouraged to reusable Mugs, plates, forks, Paper bags and packaging material. Different strategies are used to reduce Paper waste like Reducing the use of photocopier Ensuring double side printing Using online versions for viewing study material. The Practice: Collection of Wastes: "Dust Bins' are kept at designated locations in the College campus and the Hostel. A fully functional Vermicomposting Unit is established in the college premises. This practice ensures source level waste management. The wealth generated out of this waste contributes to a sustainable income. Also, the compost is used to nourish the plants on the campus. Students take part in various activities and present their working model of Vermicompost unit in various institutions. Talks on 'bio-waste management and utilisation are also held on routine basis. This successful practice helps to create awareness on waste handling and ensure a healthy livelihood amongst the stakeholders. The Faculty Members of Zoology department also provide consultancy services and internship programmes to students of other institutions and contribute in promoting activity based learning. Evidence of Success The evidence of success is the generation of resources through the sale of vermicompost in the local market and fairs. The income is deposited in the account of the college. Problems Encountered and Resources Required There was no major problem faced by the enterprising group. However, minor problems keep on recurring which are sorted out immediately.



Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.shgc.in>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. To substantiate the vision of the college that is to promote rural women empowerment and social upliftment the college offers number of concession and scholarship for the economically poor students to pursue their higher education in the college. 2. The management also provide scholarship for student achievers. 3. The management give much importance for the development and betterment of the society and to fulfil its objective the institute regularly organizes orientation programmes and workshops on issues of social relevance.. 4. Orientation programmes and sessions by motivational speakers and Health experts of international repute are a regular feature of the institute. 5. The management inspires the Principal, all the HODs, staff and students for the fulfilment of stated vision and mission 6. The college fulfils all the requirements of departments like infrastructure, library, building and extension. 7. The management implements all the decisions taken in the IQAC meetings with stake holders for the enhancement of quality assurance and sustenance in all areas of Academic performance of the institution. 8. The discussion and decision with regard to the curricular programmes in tune with vision and mission of the Institution taken by various academic bodies are communicated effectively to all students, teaching and Non-teaching staff members of the college through circulars. 9. The objectives and programmes of vision and mission are displayed in the notice board of all departments. These are exhibited through flex board in the important sections of the campus.

Provide the weblink of the institution

<https://www.shgc.in/>

### 8.Future Plans of Actions for Next Academic Year

- A tool is just an opportunity with a handle (Kevin Kelly). Reform: Described as a "top-down" approach either system-wide or anchored within several different institutions based on external processes. Innovation: Characterized as a "bottom-up" or "grassroots" approach based on internal processes. Innovation play a vital role in transforming the society, from low to high productivity, poverty to prosperity.
- Innovative use of assessment can be regarded as a reform, or movement
- We would like to explore how assessment, student diversity, and the use of new technologies are incorporated into reform and innovation movements
- Technology has always served as both a driving force and instrument of innovation in any area of human activity.
- First Year Induction programme and Alumni Meet to be organized together.
- For Safety and Security of girls various Apps information to be shared in detail including downloading of Apps to be strictly implemented
- In Library Reservation and Recommendation Corners to be maintained separately
- Conference programs, newsletters, and association publications to be enhanced
- Curricular and co-curricular initiatives, and multi-level assessment.
- Scope of Participation to be enhanced: Local versus national
- Key Individuals to be entrusted with responsibilities
- Funding Agencies to be identified and approached
- Unique campus cultures/identities to be created
- Collaborations with Industries to be developed
- More rewards to be given to students and Parents to be honoured
- Mock interviews to be organized in an innovative manner.
- Transport facility was free for all kind of excursions, visits etc. We are planning to implement it for all, at all times even for attending regular college.
- Student's data to be managed with sensible data protection protocols

like deidentification. De-identification requires publishers of student data to review and remove all information that can be used to identify student names and other personal details, thereby preserving student privacy. • **IMBIBING LIFE SKILLS:** As Life skills-based education is a form of education that focuses on cultivating personal life skills such as self-reflection, critical thinking, problem solving and interpersonal skills, therefore, it has been planned to recognize it as a methodology to address a variety of youth development issues and thematic responses. The 1990 Jomtien Declaration on "Education for All" took this vision further and included life skills among essential learning tools for survival, capacity development and quality of life. In order to attain this vision, we will be providing training to our students in 201920, where each and every individual will get the opportunity to develop their potential to their best. Better health choices are one of the life skills described in Ottawa Charter for Health Promotion. It is planned to organize several sessions on different herbs like Aloevera, Tulsi, Neem to promote its use and improve immunity maintenance of health. Workshops cum training sessions on art craft, playing Dholak and other musical instruments, Knitting, Embroidery etc. will also be a part of our future action plan for inculcating Life skills.