



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SANT HIRDARAM GIRLS COLLEGE, BHOPAL
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.		07552640632
Mobile no.		9993957299
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
2. Institutional Status		

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	santhirdaramgirlscollege@yahoo.com
Alternate Email	iqacshgc2019@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.shgc.in/uploads/downloads/AQAR-2019-20/AQAR%202019-2020.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://shgc.in/academic-calendar

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

6. Date of Establishment of IQAC	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
Feedback from Students	11-Mar-2019 1	149

Training was provided to the teachers on How to proceed in virtual mode with reference to online classes	06-Apr-2020 1	30
Workshop on Software Industry: Future & Scenario	15-Jul-2019 5	56
Educational Research Conference on Effective Lesson Planning for Constructivist Learning	19-Oct-2019 1	150
Session on How to Prepare to better respond to questions during University Examinations to score Highest marks	26-Feb-2020 1	100
Students Solar Ambassador Workshop	02-Oct-2019 1	100
Webinar on India's Innovation Policies and Challenges for creating a Smart Future	15-May-2020 1	100
Webinar on Creating Values through Entrepreneurship & Innovation	27-May-2020 1	97
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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
NIL	NA	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Organisation of various programmes to maintain quality through Quality Circles

Motivation to faculty members and students to reach out to the society through programmes and invited talks.

IQAC organized Personality Development Programs as per the Calendar of Department of Higher Education, Govt. of MP. Important sessions were conducted based on themes such as importance of role of GURU, Nutrition, Mental & Physical Health, and Environmental Issues etc.

Orientation and motivation programs for teaching nonteaching staff for quality consciousness. Consistent preparation of NAAC reaccreditation process has been performed by IQAC through coordinated quality team work.

Students were motivated to take up social awareness program like green audit, cashless transfer, use of eco-friendly devices, road safety etc.

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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
Conducting programs for over all well being of students teacher	Regular yoga classes are taken by expert trainer
Remedial Coaching classes	Conducted
To promote extension service through extension unit	NSS camp organized at Village Khejda Dev
Motivating UG and PG students to join online learning plattform, making use of smart phone/desktop as a learning tool	Students & faculty members are registered on online learning platforms like SWAYAM NPTEL, e-patshala etc.
Induction of more visiting faculties experts to enhance quality of Teaching.	Expert lectures by renowned subject experts to enhance quality of teaching
Incentives to teachers and students for Research Publications will be taken up.	Motivational Awards were conferred to acknowledge Teachers and students acheivements in Acedemics and extra-curricular activities.
Environment Audit	Creation and implementation of Departmental Academic Activity Planner by teaching departments

Social Audit	Creation and implementation of Departmental Academic Activity Planner by teaching departments
Plans to set up Green Energy Systems	Creation and implementation of Departmental Academic Activity Planner by teaching departments
Research Training to Teachers	Paper presentations and Publications in renowned Journals
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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	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System is operative in the college. The MIS pervades the following areas of institutional activities:</p> <ul style="list-style-type: none"> • 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 (http://tbitech.in/college/shgc/index.php) helps in admission process of all the UG and PG students of the institute. The students 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

The Institution has an effective mechanism for well-planned curriculum and documentation. It implements the process of completion of curriculum within the stipulated time to attain the programme outcomes effectively. To execute the curriculum completion in time, the college prepares an Academic calendar very meticulously and uploads it on the website before the academic year commences. This is an effective mechanism which sets the goal of curriculum completion in the teaching and learning system. Accordingly an effective time table is prepared. Teacher being the important source of learning process, the appointments of the teachers are done well in advance before the commencement of the academic year so that teaching is not hampered. The college declares the dates of the University and College Examinations well in advance so that students get ample time to prepare for examinations and the teachers complete the curriculum in time. • 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. • 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. • 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
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Certificate Courses in Travel and Tourism	NA	06/12/2019	30	Various Jobs in Travel Tourism, Hospitality, Aviation Industry and Tour Travel Agency Business	E-Ticketing soft ware
Certificate Courses in Indian Idol	NA	02/09/2019	90	Students may start music classes, as professional singers, sound engineer and voice modular of cartoon characters.	Vocal Music Training
CPBFI	NA	01/10/2019	45	Employment opportunity in Banking, Finance Insurance.	Skills related to banking sector vocation
Photoshop	NA	21/08/2019	30	Graphics designer, Web developer or Art director	Handling of photo editing graphics design
Tally	NA	27/10/2019	45	Job Profile as Tally Accountant and complete business management	Become competent to handle accounting, as this software is used for report creation
Online Basic Certificate Course on Plant Diversity	NA	13/06/2020	9	Conservation Officer, Project Officer Volunteer Coordinator in non-profits organisations.	Awareness regarding the importance of Plant taxonomy Conservation.
Online Basic Certificate Course on	NA	27/06/2020	9	Junior consultant in environmental	Role of Birds in City Ecosystem.

Avian
Diversity

consulting
agencies
Project
Officers

Online
Certificate
Course on
Mandna

NA

15/11/2019

7

Self-
employed
workers

Development
of Practical
Creative
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	228	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
Role of Guru in student's life	15/07/2019	80
Session by Dr. S. Neelkanthan on the topic "Applied Emotional Intelligence and life management"	15/09/2019	1000
Ethical value of Education in student's life	06/01/2020	100
Creating Value from Entrepreneurship Innovation	27/05/2020	90
WWF in Co-ordination with SHGC Organized a Webinar "Tide Turner Plastic Challenges"	01/06/2020	75
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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
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MSc	Biotechnology-IV Semester Dissertation	7
MSc	Biotechnology-IV Semester Internship	1
MSc	Chemistry-IV Semester Internship	10
MSc	Home Science Food & Nutrition-IV Semester Dissertation	18
MSc	Home Science Food & Nutrition-IV Semester Internship	1
MSc	Mathematics-IV Semester Internship	16
MSc	Computer Science-IV Semester Internship	11
MCom	MCom-IV Semester Internship	16
BCA	BCA III year -Internship	64
BCom	BCom Honours - Certificate Programme in Banking Finance And Insurance	49

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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>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 analysis of feedback for the year 2019-2020, 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 applauded. Teachers It includes opinion of teachers on usefulness of the syllabus in terms of employability, scope for research, establishment of community linkages, reasonable coverage of contents and so on. The feedback of teachers on syllabus is reviewed and informed to the University authorities by teachers during syllabus revision meetings, workshops</p>

and so on. The institution has adopted a practice to conduct 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 Placement and Career Guidance Cell designs training, Grooming sessions and Soft Skill development programmes for the students on the basis of feedback received from employers. The Employers' feedback highlights evaluation parameters in the form of subject knowledge, attitude, behaviour, regularity, punctuality, maturity, motivation, creativity, presentation skills and ability to get along with others. The analysis of this feedback helps the institute in reframing various skill development trainings. It also helps in determining overall employability of our students at various levels. Alumni The feedback obtained from Alumni is utilised to enhance their collaboration and cooperation in various activities of the college. Further steps are taken to strengthen Alumni Association through innovative programmes, sponsorship and so on. Our institution enjoys a strong and healthy bond with the alumni. As they are the brand ambassador(s) of every institution, their constructive feedback is taken with due positive considerations for the improvement and development of the institution. Alumni feedback is based on role of the college in the development of students' personality, employability and academic excellence. Various alumni program such as Foundation Day, Alumni Meet etc. are organized in the institute during every academic year. Parents The feedback obtained from parents is used by the departments to understand needs of the students and improve their results. As an important stake holder of this system, feedback from parents is also collected, assessed and analyzed. Some of the parameters accommodated in the parents feedback, include quality of teaching, students' discipline, sports facilities, Lab. Facilities, examination system, other students facilities such as transport, library, internet, Wi-Fi etc. The parents are well communicated about the progress of their wards from time to time.

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
MSc	Food & Nutrition	25	21	19
MSc	Computer Science	25	8	7
MSc	Commerce	60	63	49
BSc	Botany, Chemistry, Zoology	70	9	7
BSc	Biotechnology, Zoology, Chemistry	30	13	11
BSc	Biotechnology, Botany, Chemistry	30	3	3
BCom	Honours	120	61	57
BCom	Commerce with computer Application	200	117	102

BCA	NA	180	23	22
BBA	NA	120	59	55
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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
2019	469	112	12	Nil	31

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 Tutor-Guardian. Tutor- Guardian works as a friend, advisor, philosopher and guide/counsellor 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 on-campus 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 college environment. This scheme, which is of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and lessens 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 newly 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 honored. Their parents are also invited and felicitated by the Chairman of the College Governing Body himself. Gold medalists of affiliating university are honored with a cash prize varying from Rs. 15000/- to Rs. 5000/-.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1581	44	1 : 36

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
44	44	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. Poornima Tiwari	Assistant Professor	Ph.D. awarded
2019	Dr. Madhvi Gour	Assistant Professor	Received third prize from Khadi Gramyodhog in Essay Writing Competition
2019	Ms. Deepika Saxena	Assistant Professor	Received second prize from Khadi Gramyodhog in Essay Writing Competition
2019	Mr. Anand Nandeshvar	Assistant Professor	Received first prize from Khadi Gramyodhog in Essay Writing Competition
2019	Ms. Madhu Singh	Assistant Professor	Received consolation prize from Khadi Gramyodhog in Essay Writing Competition
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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
BSc	C116	year	15/09/2020	03/12/2020
BSc	C122	year	15/09/2020	03/12/2020
BCom	C198	year	15/09/2020	28/11/2020
BCom	C032	year	15/09/2020	28/11/2020
BCA	C030	year	15/09/2020	18/11/2020
BBA	C029	year	15/09/2020	24/11/2020
BSc	C085	year	15/09/2020	03/12/2020
BSc	C067	year	15/09/2020	03/12/2020
BSc	C062	year	15/09/2020	03/12/2020
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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. • Open Book Exam • Virtual Evaluation • 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 schemes 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 examinations are conducted the Affiliating University. Time table is displayed on the college notice board and in the respective classes. It is also made available on College's website. Changes in the examination schedule too are communicated to the students immediately. 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 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://www.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	NA	43	43	100
C030	BCA	NA	64	64	100
C198	BCom	Computer Application	78	78	100
C032	BCom	Economics	82	82	100
D418	BCom	Honours	49	49	100
C062	BSc	Biotechnology, Botany, Chemistry	2	2	100
C067	BSc	Biotechnology - Chemistry - Zoology	13	13	100
C116	BSc	Mathematics - Physics - Chemistry	9	9	100
C137	BSc	Mathematics - Physics - Computer Science	37	37	100
BED727	BEd	NA	39	39	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/uploads/downloads/Student%20satisfaction%20survey%202019-20.pdf>

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	NA	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
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NIL	NA	
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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
Best Red Ribbon Club	Ms. Meenakshi Shrivastava	NACO (National Aids Control Organisation)	01/12/2019	Faculty
Best Red Ribbon Club	Ms. Aishwarya Motiyani	NACO (National Aids Control Organisation)	01/12/2019	Student

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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
0	0	0

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

Name of the Department	Number of PhD's Awarded
Mathematics	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	5	2.95
National	Commerce	17	5
National	English	5	0
International	Computer Science	1	5.82
International	Microbiology	1	0
International	Commerce	2	0
International	English	2	5.2
International	Education	2	0

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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
Food Nutrition	3
Physics	1

Biotechnology	2
Chemistry	3
Mathematics	2
Computer Science	6
Microbiology	Nil
English	4
Education	2
Zoology	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
NIL	NIL	NIL	Nil	0	NIL	Nil
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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
Impact of degenerative Bone Diseases on Socio-Psychological Behaviour of Elderly Women	Dr.Madhvi Guar	SHGC Journal of Recent Research in Science and Humanities, Sant Hirdaram Girls College, Bhopal	2020	Nil	Nil	NIL
Challenging Multiple Patriarchies: Gender Sensitisation as a Theoretical and Political Tool for Transformation	Ms.Vibha Khare	SPECTRA, Anand Vihar College for Women, Bhopal	2020	Nil	Nil	NIL
A study on reducing the impact	Dr.Suneela Choube	SPECTRA : The Multidisciplinary	2020	Nil	Nil	NIL

of disruptive technology by retaining moral values through digital detox	National Peer Reviewed Journal 2454-4469 Vol-5, Issue 1				
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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	20	244	65	44
Presented papers	7	4	1	Nil
Resource persons	1	Nil	1	Nil
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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
"Health for Justice, Justice for health	NSS unit, Sant Hirdaram Girls College, Bhopal 26th June, 2019	3	150
NSS Volunteer visit to China	Youth Exchange Program organized by Minister of Youth Affairs and Sports, Government of India 2nd July to 9th Aug, 2019	3	1
POISE – The Personality Development	M/S Orange Owl Percepts, Bhopal 27th July to 10th Aug, 2019	3	65
Moment of Calm	Sadhu Vaswani Mission, 2nd Aug, 2019	2	100
Tejaswini Fair	Department of Commerce, SHGC 7th Aug, 2019	9	300
Session on CPR (Cardio Pulmonary Resuscitation)	Mayo College of Nursing, Bhopal 10th Aug, 2019	3	65

"Hariyali Mahotsav-EkShringar Dharti Ka" (Guest Lecture by Shri D.P. Tiwari, Retd. Forest Officer)	NSS Unit as per the instructions given by Higher Education.19th Aug, 2019	3	60
View File			

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	NSS State Award	Department of Higher Education, Govt. of Madhya Pradesh	1
View File			

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
How to stay healthy by lifestyle changes	Dr ArjunTewani, Arogya Kendra, Bhopal	Guest Lecture	8	200
Hb testing Camp	FPAI team	Medical Camp	10	200
World Diabetes Day	International Diabetes Federation Department of Food Nutrition	Poster making, slogan recipe making, advertisement competitions	3	Nil
Donate for Poor	NGO "Humble Servants of God"	Dene ka Sukh	3	Nil
National Nutrition Week	Child and Women Welfare Deptt	Distribution of multipurpose steel box to facilitate healthy eating	3	Nil
Fit India Movement	NSS units of the college, the Food and Nutrition Department and the Sports Department.	Run Bhopal Run	20	300
Swachha Bharat Abhiyan	Collector, Bhopal	Swachhata Hi Sewa Campaign	1	3
World Hepatitis day	AIIMS, Bhopal, WHO	Study visit	1	3

Workshop on 'NAVOTTHAN'	United Nations Development Programme (UNDP) at Ravindra Bhawan	Workshop on 'NAVOTTHAN'	1	3
RDC Parade	NSS	RDC Parade	3	Nil
View File				

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 on Bioinformatics and Data Analysis	75	Self - financed	5
Workshop on "Nitrogen Estimation"	6	Self - financed	2
Workshop on Haematology	48	Self - financed	1
Symposia on Micro Teaching for BED Students	6	Self - financed	1
Internship on Therapeutic Nutrition	10	Self - financed	60
View File			

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
NA	Effective Lesson Planning for Constructivist Learning	Society for Research in Education and Extension (SREE)	19/10/2019	19/10/2019	90
NA	Solar Ambassador Workshop	IT Bombay	02/10/2019	02/10/2019	100
NA	The relevance of Naturopathy in Diet Therapy	Dr.Arjun Tewani, Senior Consultant, Arogya Kendra	24/09/2019	24/09/2019	60

NA	Haematology	SHMCNYS	17/09/2019	17/09/2019	48
NA	Applied Emotional Intelligence in Life Management	Dr. S. Neelkanthan	26/09/2019	26/09/2019	All Students
NA	Internship on PHP	Puffin Software's	21/09/2019	01/02/2020	31
NA	Resume Writing	Ms. Veena Sharma, Training and Developer Manager, Jeevan Motors Pvt. Ltd	06/09/2019	06/09/2019	All the students of final year
NA	Guest Lecture on "Cardiopulmonary Resuscitation" (CPR)	Mayo College of Nursing, Bhopal	10/08/2019	10/08/2019	38
NA	Personality Development	M/S Orange Owl Percepts, Bhopal	27/07/2019	10/08/2019	65
NA	Software Industry Future and Scenario	Techjogi Pvt. Ltd, Bhopal	15/07/2019	19/07/2019	56
View File					

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
M/s. Orange Owl Percepts, Bhopal	31/07/2019	Certificate Course in Personality Development	115
CPBFI	11/11/2019	Certificate Programme in Banking, Finance Insurance	45
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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
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1800000

2830019

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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 partially)	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	16339	586810	729	227824	17068	814634
Reference Books	3951	147952	181	56956	4132	204908
e-Books	97000	5900	Nill	5900	97000	11800
Journals	48	89210	2	3700	50	92910
e-Journals	3828	Nill	2172	5900	6000	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	570	Nill	Nill	Nill	570	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s	1700	Nill	Nill	Nill	1700	Nill

pecify)

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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
NA	NA	NA	Nil
No file uploaded.			

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	5	0
Added	8	7	0	0	0	0	0	0	0
Total	122	89	114	114	16	21	11	5	0

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

0 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
Recorded videos were uploaded on Facebook Page and website of the Institution	http://shgc.in/shgc/recording-studio.php

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
2100000	2025578	2700000	2603922

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 (well ventilated with fresh air and proper sunlight), laboratories (well equipped), library, sports and computers (in sufficient numbers 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. The Procedures and policies for maintaining and utilizing physical, academic and support facilities are as below: 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. 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.

<https://www.shgc.in>

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	Private Scholarships	322	3929750
Financial Support from Other Sources			
a) National	Government Scholarships	549	4023686
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 implemetation	Number of students enrolled	Agencies involved

Session on Raksha Bandhan	13/08/2019	110	SHGC
Lecture on CPR (Cardio Pulmonary Resuscitation)	10/08/2019	40	Department of Science
Tejaswini Fair	07/08/2019	120	Department of Commerce
POISE -The Personality Development Workshop	27/07/2019	55	T P Cell, SHGC with Orange Owl Percepts, Bhopal
Guru Purnima Celebration	15/07/2019	120	Department of Language
5 Days' Workshop on "Software Industry Future and Scenario"	15/07/2019	56	Department of Computer Science with Techjogi Pvt. Ltd
Celebration of World Population Day	11/07/2019	21	Department of Language and Biotechnology
Orientation Programme by NCC	09/07/2019	80	NCC Unit, SHGC
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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
2019	Guest Lecture on "Application of Microbes in Agriculture"	41	41	Nil	Nil
2019	Guest Lecture on Income Tax	90	90	Nil	Nil
2019	5 Days Workshop on "Software Industry Future and Scenario"	56	56	Nil	Nil
2019	POISE "The Personality Development Workshop"	55	55	Nil	Nil
2019	Session on	90	90	Nil	Nil

	Resume Writing				
2019	Orientation Programme on Entrepreneurship	97	97	Nil	Nil
2019	Motivational & Transformational session on "Applied Emotional Intelligence in Life Management"	150	150	Nil	Nil
2019	Placement Prep" - The Personality Development Workshop	65	65	Nil	Nil
2019	5 Days National Workshop on Bioinformatics & Data Analysis	75	75	Nil	Nil
2019	Orientation Programme of Certificate Course in Travel & Tourism	80	80	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
12	10	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Infosys, Wipro, Reliance Jio, TCS, Capgemini, ICIC	138	25	PBRI, Khalsa Higher Secondary Sc	717	41

I Prudential ,Siddgar Pvt.Ltd.			hool,Flipkar t,Amazon,St. George School,Happy Craft Online Business,SBI ,Christ Memorial Sch ool,DPS,Deep mala Pagarani Sanskar Public School,Sania Coaching Cla sses,Bansal Hospital, etc.	
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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
2020	5	B.Sc .(Bio technology)	Department of Biotechno logy	SHGC	M.Sc Biote chnology
2020	8	B.Sc (Food & Nutrition)	Department of Food & Nutrition	SHGC & SNGGPGC	M.Sc (Food & Nutrition& Food Technology)
2020	10	B.Sc (Chemistry)	Department of Chemistry	SHGC& SNGGPGC	MBA,M.Sc. (Chemistry& Clinical Nutrition)
2020	32	B.Sc (Math ematics)	Department of Mathematics	Satya Sai College & SHGC	B. Ed. & M.Sc (Mathem atics, Physics, IT& CS).
2020	15	BCA	Department of Computer Science	MET University, Holkar,Devi Ahilya Bai University ,SAGE University & RKDF University	MCA,MBA, M.Sc (CS)
2020	43	BBA	Department of Commerce	SHGC,SHIM, Sagar, Deendayal, Geetanjali, MLB,	M.Com, MBA

				IPC, VNS, IPER	
2020	114	B.Com	Department of Commerce	SHGC, SHIM, Sagar, Deendayal, Geetanjali, MLB, IPC, All Saints, Sadhu Vaswani, VNS, BSSS IPER	M.Com , MBA B. Ed.
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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
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Guru Purnima Celebration	Institutional	120
Karate Championship	Division	3
400 Relay Race	Division	4
Youth Festival Celebration	Institutional	150
Ball Badminton Competition	Division	5
Annual Sports Meet	Institutional	125
National Sports Day	Institutional	120
Fit India Movement	Institutional	100
Kho _Kho Competition	District	6
Chess Competition	District	5
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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
2019	Best Player	National	1	Nil	R1932903 00082	Priyanka Jain (BSC II Y)
2019	2nd	National	1	Nil	R1932910 50028	Pooja Thakur (BCOM II Y)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council represents all the students in the institute to identify and help solve problems encountered by the students in the institution. It promotes and encourage the involvement of students in organizing institution activities.

The student's representation is there in all the committees as student representatives are nominated for some committees of the college. Student participation is an integral for all the activities of the college. The college had an organized student council in 2016-17. But there were no guidelines for the student council in this session, therefore no student council formed this year as per the instructions of the affiliating body. Various Committees are constituted in the beginning of every session. The following are the committees: Sports Committee:Sports is seen as an integral part of education. The College encourages both sports and sportsmanship. Cultural Committee: The Cultural Committee of the college is constituted to promote and arrange extra-curricular activities to bring out the talents of students in the performing arts. Examination Committee:The Examination Committee plans and organizes all internal as well external examinations in the college. Training Placement Cell:TP Cell aim at to guide and direct students to set their career goals and stimulate them to exercise their consistent endeavors to accomplish their career objectives. Grievance Redressal Cell: This committee is vested with the authority to settle any type of grievances raised by the students. The students are ought to lodge their grievances to their respective tutor guardians, and they in turn intimates the matter to the committee for necessary action. Entrepreneurship Cell:E- Cell aims to foster the entrepreneurship culture among the students epitomize the power of innovation. IQAC:To propose, promote, initiate and support quality measures in order to bring about improvement in the overall performance of the institution, IQAC has been constituted. The active or collaborative learning exercises can be achieved through students feedback only on key components that can help in ensuring learning and eventual success.IQAC Cell of the college carries out the teacher evaluation by adopting the students evaluation of the teachers through questionnaire, who handle their classes. For this, the students are given feedback forms on monthly, quarterly and annual basis to assess the teachers and other related resources of the institution. The Teachers are given suggestions to improve or adapt their teaching methodologies in accordance with the student needs.The IQAC also obtains feedbacks on the adequacy or otherwise, of infrastructural facilities within the classrooms and outside.It also ensures fulfillment of the quality standards in the day-to-day functioning of the institution.Continuous monitoring by the Head of the Departments and the Principal ensures smooth functioning and quality maintenance and enhancement of the same in the institution.The IQAC is chiefly responsible for identifying any shortcomings in quality.It also supports value addition through curriculum enrichment and personality development programmes. The student's representation is done by nominating the students in the extended committee of IQAC. Green Audit committee:The foundation of this committee is with the aim of maintaining our campus clean and pollution free.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

As Alumni play a very significant role in determining the future and continued development of an Institution. Alumni are the valued ambassadors for their alma maters in the industry. Yes, the College has an alumni association named SHOGA (Sant Hirdaram Old Girls Association), which had been running since 2015. SHOGA

is designed to foster an alumni community of lifelong connections. SHOGA is indeed an opportunity for our present college students to establish a strong association with its alumni. The alumni of the association are very prominent people from the society from the diversified fields as politics, real estate, IT, educational department and many government officials as well. They help the students through the Training and Placement Cell, as many of them are well positioned in the various corporate, IT government Companies. They play a significant role in shaping the future of the students. SHOGA Alumni serve many valuable roles, such as helping to build and grow an institutions brand through word-of-mouth marketing. College also rely on alumni to provide mentoring, internships, and career opportunities to students. The Alumni take active part in the institution well-being as an advisory committee members in IQAC and such committees. The alumni involve themselves not only in the academic growth of the students but also on the infrastructural development and providing exposure to the students through various activities pertaining to cultural fests, NSS , NCC and many more. During cultural fests, the alumni contribute a significant amount individually either in terms of money and other forms. Some alumni are holding positions as- Principals, Teachers, Developers, Accountants, Artists, Entrepreneurs etc. Though they are well established within the country outside also, 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, clothes etc. under the "Joy of Giving" also sponsors the 'Best Student Award' Trophy every year.

5.4.2 – No. of enrolled Alumni:

203

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

20300

5.4.4 – Meetings/activities organized by Alumni Association :

Numbers of Meetings- 02 Dates of Meetings- 11 September 2019 and 21 January 2020 No. of Members attended- 04 Total no. of Alumni enrolled-203

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)

The College follows the decentralized model in almost every sphere of activity. The institutional plans are implemented effectively with the able coordination of the Administrative Department, the Teaching Departments and the various committees and units formed. The Chairman, Director, the Principal and other members of the management as well as the governing body including the various stakeholders, plans and takes the decisions for the smooth functioning of the College, and the Heads of the various Departments and Committees implements the same in their respective dimensions. A union In charge (Teacher Representative), in coordination with the various Departments, Committees, and different Units/Cells takes the responsibility to enhance quality at every front of academics and non-academics in the institution. Also the College has various Units and Cells such as NSS, NCC, IQAC, Equal Opportunity Cell etc., of which the conveners are faculty members itself. These conveners along with their teams discharge the various duties and responsibilities making adequate use of the operational resources provided by the College to encourage efficient teaching-learning process and the execution of other activities. The various departmental matters are sorted out by organizing departmental meetings with the Head of Departments and Principal. Participative management is also a best

practice adhered to in the College. Regular meeting of the faculty and students are organized with the Chairman, Director and Secretary under the leadership of the Principal and all the needs of the staff and students are addressed in the same line.

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
Admission of Students	<p>Every step of the admission process can now be done through the 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 offline means to reach out to talented students. 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. The college has course wise counselling facility to visiting students for admission and selection of particular subjects and specializations. For offline help, the teacher's guide the students through a number of sessions and orientation programs both before and after the admission. The teachers at SHGC go beyond the required roles in counselling and mentoring the students.</p>
Industry Interaction / Collaboration	<p>Institute has interaction and collaboration with reputed organisations, industries and institutions. • Many MOU'S have been signed in context to inter disciplinary and multi-disciplinary approaches. For e.g. MOU'S with Akash aviation, Crazy Bags, i.net, Bajaj Finserv etc • Many faculty members are involved with different consultancy programs. This increases the institute's industrial interaction. • The College has a well-structured Training Placement Cell which aims at various Industry linkages and organizes successful campus placement drives by inviting various</p>

companies for selection of eligible students. • Alumni of the institute working in different reputed govt/ private/ academia are regularly invited to address the students.

Human Resource Management

The Management Committee reviews the existing HR policies for the faculties and non-teaching staff in accordance with the IQAC recommendations and enhance the facilities further to retain the best talent. • Regular Faculty development programmes are arranged. Faculty members are sent to other institutions for Faculty development programmes, Workshops and Seminars, etc. • Delegation of responsibility -some of the key responsibility areas are identified and delegated at different levels-Principal, HOD, Assistant Professor and office staff. • Participatory management- sub committees for different functions/activities comprises of representatives of teaching staff, non- teaching staff and students. • Staff orientation programmes are organized by the college on regular basis. • Policy for compensation, provident fund, leave encashment and other welfare schemes such as insurance etc. are provided to the staff. All the faculty members are thus treated at par.

Library, ICT and Physical Infrastructure / Instrumentation

Libraries are important cornerstones of a healthy community 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. Aesthetically designed and State of the art Information Resource Centre (Library), Institute has developed a digital library equipped with books on different subjects. The library is fully automated using library software SOUL 2.0. The library also subscribes to a number of periodicals, newspapers, magazines, books of competitive exams, unsolved papers etc . Library services include: • Database search through INFLIBNET. • Circulation service. • Reference service. • Book bank facility. • Access to internet zone/e-library and N-list programme. • OPAC (Online Public Access Catalogue) facility • Every year requirements of

books and equipment are taken from the departments and the library laboratories are supplemented accordingly. • Special corners in the library like employment corner, new arrival corner, recommendation corner, surprise date with a book, newspaper and magazine issuing service, suggestion corner etc. 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 information of companies visiting for placements. • All the classrooms and labs are well equipped bearing CCTV cameras. All the corridors, open space, canteen, etc also have been now under the surveillance of CCTV cameras. Physical Infrastructure. Sant Hirdaram Girls College, Bhopal is committed to provide the best infrastructure in class, laboratories, library, sports and computers 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 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.

- Class Rooms.
- Studio set ups for virtual classes
- Tutorial Rooms
- Seminar Hall.
- Laboratories

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre, auditorium and recording studio. Canteen and parking facilities are also given in the campus. Also to maintain spirituality in the campus, the College has prayer rooms set up for students and staff of different religions to practice their faith even in the college hours

Research and Development

The institute has constituted a Research Committee to facilitate, monitor and encourage the research

activities. It meets regularly to 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. • 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. • A book titled "Women Reformers" has been published by the institution in the year 2019-20. (ISBN NO- 978-93-86743-35-0) • The College has made an effort to increase the publications by making it essential to publish at least 2 Research Articles/Papers in peer reviewed UGC approved Journals in a session for each faculty.

Examination and Evaluation

CCE 's 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. • 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. • In Evaluation Process (15 marks for semester pattern and 20 marks for yearly pattern) of the total marks were distributed for CCE evaluation internally. • 85 marks for semester pattern and 80 marks for yearly pattern were evaluated externally through the Affiliating University.

Teaching and Learning

The academic calendar given by the Department of Higher Education, MP and Barkatullah University is followed in the process of Teaching and Learning. • Latest technology facilities like ICT enabled classrooms, well-equipped laboratories, well-stocked library, internet connection, etc. ensures effective teaching and learning process. • Sharing of e-resources

through Google Classrooms and use of spoken tutorial videos provides effective learning. • Learning outside the classroom activities are considered authentic, hands on, interactive and yield outstanding results. • Internal assessment through the conduction of Pre University Tests and CCE tests is also a regular practice in the institution. • Slow learners are focussed more and extra remedial classes are taken for bridging the gap. • Regular analysis of the University Results gives scope for further improvements in teaching learning.

Curriculum Development

In the area of curriculum development, the Institute is guided by the norms of Barkatullah University and academic year model formed by MP higher education .The curriculum is set up according to the current needs and trends of the industry. • Our faculties through Board of Studies contributed in updating of existing syllabi. • Curriculum for short term courses are being designed and updated by external subject experts and our faculties at the beginning of the new session. • Every department under the able guidance of the Principal prepares yearly planner which is followed meticulously by all the faculty members. • The Institution made conscious efforts in enrichment of its syllabi by adding value added programmes like Certificate Programme in Banking Finance Insurance, Personality development, soft skill learning and various other useful certificate courses. • To enrich the knowledge and to provide practical exposure to the student’s guest lectures, workshops and seminars/ webinars are also organized on regular basis.

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

E-governance area	Details
<p>Planning and Development</p>	<p>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</p>

equipment and chemicals for labs, books for library etc.) to the vendor who quotes the lowest price. But no compromises are made on quality. 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.

Administration

The administration activities through e- governance are many. Some of them are listed below: • The head clerk maintains an online portal 'TBI. ORG'., which gives every minute details 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 regularly maintained and updated. • 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 cameras. Monitored by the higher authorities. •Many classrooms are 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 etc are also received through digital mediums, thereby, ensuring transparency in the transaction by SHGC

Student Admission and Support

The online admission process is given below. • The college takes part in Online 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 examination.

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	NA	NA	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)
2019	Effective Lesson Planning for Constructivist Learning	Effective Lesson Planning for Constructivist Learning	19/10/2019	19/10/2019	30	15
2020	Indias Innovation Policies and Challenges for creating a Smart Future	Indias Innovation Policies and Challenges for creating a Smart Future	15/05/2020	15/05/2020	28	13
2020	SWAYAM- OPPORTUNITY FOR FREE LEARNING	SWAYAM- OPPORTUNITY FOR FREE LEARNING	01/06/2020	01/06/2020	32	18
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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	Number of teachers who attended	From Date	To date	Duration

development programme				
Workshop on inauguration of skin of Tigers	1	11/08/2019	11/08/2019	1
National Workshop on bioinformatics and data analysis	1	24/09/2019	28/09/2019	5
National Workshop on bioinformatics and data analysis	1	24/09/2019	28/09/2019	5
Workshop-Online certificate course on Avian diversity	1	27/06/2020	05/07/2020	9
Workshop-Online certificate course on plant diversity	1	13/06/2020	23/06/2020	11
Workshop-SWAYAM NPTEL awareness	1	14/11/2019	14/11/2019	1
Workshop-SWAYAM NPTEL awareness	1	14/11/2019	14/11/2019	1
Workshop-Research Methodology and Data Analysis	1	11/10/2019	13/10/2019	3
FDP- Tips and techniques for writing international quality research papers and publishing in top tier international journals	1	15/06/2020	19/06/2020	5
FDP- Learning, Pedagogy and Effective use of case methodology	1	17/05/2020	21/05/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	7	18	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Insurance, Maternity leave, Sabbatical leave, Special leave, free transportation facility, Gift cheques are given for staff members who are getting married, organizing a one day trip, 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. Fee relaxation to wards of faculties. Medical benefits and medical concession in the sister institution "Sant Hirdaram Medical College of Naturopathy Yogic Sciences, Bhopal" is also been provided.</p>	<p>Group Insurance Scheme, Providing uniforms for non-teaching staff, felicitated every year on the auspicious occasion of Deepawali, a scheme of advance loan against Provident Funds for non-teaching. Fee relaxation to wards of faculties. Medical benefits and medical concession in the sister institution "Sant Hirdaram Medical College of Naturopathy Yogic Sciences, Bhopal"</p>	<p>All Government Scholarship schemes. Students with Academic and extra-curricular excellence are honoured. Private Scholarships are funded through various agencies. Examples include NavYuvak Parishad, Sindhu Shankar Dhani Smriti Jan Kalyan Trust, and GeetaIsrani Scholarship etc. Personality Development Skill Development Programmes are organized on regular basis, organized various workshops on professional courses, resume writing, Mock interviews, Career opportunities in various industries, Motivational session, Free Wi-Fi connectivity in the campus.</p>

6.4 – Financial Management and Resource Mobilization

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

Yes, 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 doubts then corrective measures can be taken for future development.

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
NIL	0	Not Aplicable
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6.4.3 – Total corpus fund generated

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)

- Different departments organise Parent Teacher Meet to counsel the parents as well as the students regarding attendance, preparation for the examination and other personal issues.
- 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.
- Free yoga sessions are provided to keep the support staff healthy and fit.
- The College provides financial assistance in the form of advances and donations at times of need.
- Free Health check-ups and Health Insurance 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 papers/articles.
- 2 Faculty members have been awarded PhD in the year 2019-20.
- For the academic upliftment of the faculties various competitions on regular basis are organised.
- 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
2019	Training was provided to the teachers on "How to proceed in virtual	06/04/2020	06/04/2020	06/04/2020	30

	mode" with reference to online classes.				
2019	Workshop on Software Industry: Future Scenario	15/07/2020	15/07/2020	19/07/2020	56
2019	The Personality Development Workshop	27/07/2019	27/07/2019	10/08/2019	65
2019	Session on Resume making	06/09/2019	06/09/2019	06/09/2019	120
2019	Students Solar Ambassador Workshop	02/10/2019	02/10/2019	02/10/2019	100
2019	Educational Research Conference on Effective Lesson Planning for Constructivist Learning	19/10/2019	19/10/2019	19/10/2020	150
2020	Workshop on Financial Literacy	05/02/2020	05/02/2020	05/02/2020	120
2020	Session on How to Prepare to better respond to questions during University Examinations to score Highest marks	26/02/2020	26/02/2020	26/02/2020	100
2020	Webinar on Green Chemical Technology	03/05/2020	03/05/2020	03/05/2020	50
2020	Webinar on Indias Innovation Policies and Challenges for creating	15/05/2020	15/05/2020	15/05/2020	100

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
Poster Making Competition of Gender Sensitization and Woman Empowerment	15/10/2019	15/10/2019	110	Nil
'NUKKAD NATAK' on the topic "Gender inequality in Education"	19/12/2019	19/12/2019	225	Nil

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

As an initiative to curb down Electricity Consumption we have installed Solar Water Geysers in the College Hostel. As per our requirement, if we consume hot water around 300 days in a year, the electrical energy cost will be: - 1952.00 x 300 i.e. Rs. 5, 85, 600.00 per year. (Rs.1952 being per day cost calculated.) Total geysers required approx. 10 Nos. So, there total cost: 15,000 x 10 which would be Rs 1,50,000 Total investment operational cost i.e. 1,50,000 plus 5,85,600 per year i.e Rs.7,35,600. When we have opted for solar heater hot water geysers, we had invested this annual amount towards installation and commissioning of solar water heating system. This solar water heating system: ? Is providing already heated hot water for all our Hostel needs without bearing more electricity cost. ? Requires close to zero maintenance annually. ? Will save electricity used for heating water for more than 15 years. ? Its average life is more than 15 years which means the cost expended to incorporate it will get reimbursed within 1 year max. Also, on installation of a solar water heating system, we are trying to contribute to the nation as there is: ? Extreme dependence on hydrocarbons (96.26) as primary source of India's energy supply. ? Coal (51) Oil (36.39) Natural gas (8.84). ? More than 70 of India's crude oil is imported, this costs 45 of the country's total import bill. ? Imports are from politically sensitive regions. ? One dollar rise per barrel puts a net burden of Rs.2700 crore. ? Environmental benefits: A solar water heater of 5000 LPD capacity can prevent emission of 75 tonnes of carbon dioxide per year by avoiding the use of fossil fuels. Thus the incorporation of Solar Water Heaters has proved to be a beneficial initiative by the College to meet the power requirement as a renewable Energy Source.

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

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
2019	1	1	11/07/2019	1	World Population Day	Literary Committee and Biotechnology Department celebrated 'World Population Day' on 11th July, 2019 by organizing speech competition. The theme was "Population, Environment and Development"	17
2019	1	1	09/08/2019	1	UGC orientation workshop "Adoption Awareness Promotion of MOOCs for SWAYAM Platform"	A one day UGC orientation workshop was organized on "Adoption Awareness Promotion of MOOCs for SWAYAM Platform"	5

						on 9th August, 2019 at National Law Institute University, Bhopal.	
2019	1	1	10/08/2019	1	A Lecture on CPR (Cardio Pulmonary Resuscitation)	A lecture on "Cardiopulmonary Resuscitation" was organized for the students of UG in SHGC, Bhopal. The lecture was taken by Mayuri Hanumant who is student of Mayo College of Nursing, Bhopal. She has given her lecture under her Internship Program.	38
2019	1	2	21/08/2019	3	NIL	Three days Training of Teachers for Students Induction "Deekshar ambh" was organized at National Law Institute University	4

						Y, Bhopal. Points ad deressed- Value Education ? Underst anding Human Asp irations ? Activit ies Assoc iated with SIP.	
2019	1	1	29/08/2 019	1	NIL	A run was organized by SHGC, Bhopal on National Sports Day to pa rticipate in Nation Wide Campaign launched by Prime Minister Shri Narendra Modi. In his latest 'Man ki Baat' address, PM Modi had asked people to take part in "Fit India Mov ement".	55
2019	1	1	26/09/2 019	1	NIL	A motiv ational and trans formation al session of Dr. Ne elkanthan was organized in Sant Hirdaram Auditoriu	243

						m for the students on the topic "Applied Emotional Intelligence in Life Management".	
2019	1	1	24/09/2019	1	NIL	The Department of Food and Nutrition organized a Guest Lecture on the topic "The relevance of Naturopathy in Diet Therapy" by a senior consultant, Dr. Arjun Tewani.	95
2019	1	1	24/09/2019	5	NIL	5 Days National Workshop on "Bioinformatics and Data Analysis" was organized by the Department of Biotechnology in close association with Dept. of Biological Sciences, MANIT	75
2019	1	1	02/10/2019	1	NIL	In order to celebrate the commemoration	100

						of the 150th Gandhi Jayanti, Students Solar Ambassador Workshop 2019, was organized by Department of Physics of our College in collaboration with IIT Bombay	
2019	1	1	11/10/2019	1	NIL	One day Workshop on EAT Module of PFMS was organized by central regional office of UGC at NLIU Bhopal for smooth and timely implementation of the EAT Module of the PFMS	2
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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	01/07/2019	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	23/10/2019	23/10/2019	120
Programme on Sadhbhavana Diwas	20/08/2019	20/08/2019	85
Celebration of World Population Day	11/07/2019	11/07/2019	110
Tribute to Great Spiritual Leader Dada J.P. Vaswani	02/08/2019	02/08/2019	150
Celebration of Guru Purnima	15/07/2019	15/07/2019	115
Session on Raksha Bandhan	13/08/2019	13/08/2019	150
Celebration of Independence Day	15/08/2019	15/08/2019	90
Celebration of National Voters Day	30/01/2020	30/01/2020	120

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Waste Management Waste is an obvious culprit and pollutant, contributing to landfills and toxins which harm the earth's soil and atmosphere. Keeping this in mind, the waste material in college is segregated into biodegradable and nonbiodegradable wastes, and as toxic and non-toxic wastes in the laboratories. Indiscriminate use of chemicals is discouraged during practical classes. The college does not use radioactive substances in their laboratories. The college has two dustbins at every floor for dry waste (Blue Dustbin) and wet waste (Green Dustbin), these dustbins are kept under the supervision of NSS unit. Also the hazardous compounds waste generated in the labs are disposed off carefully in a (Red Dustbin) which is then successfully discarded in a zone identified with in the college campus without causing any harm to the inmates.

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 : College construction allows for natural ventilation and lighting throughout its campus which helps conserve the energy demand. Energy efficient lighting fixtures like T5, CFLs and LEDs are used in all classrooms and departments. Hi speed internet Wi-Fi facility are available in the college. Students are encouraged to submit assignments online and wherever possible, e-circulars are used for communication in all departments. NSS Volunteers and the Green Volunteers ensure such practices on the campus. Electronic equipment's and gadgets are shut-off when not required. Energy consumption in the hostel is minimized to the extent possible. Solar panels are installed in the Hostel.

Walkways and Pedestrian Friendly Roads: The campus is located in an area which is surrounded by the nature's scenic beauty. The campus is designed with the concept of open spaces and lawns. There is a well connecting concrete road from the main road to the college campus. A park is situated near the college campus

having Jogging Trails, students living in the college hostel prefer their morning and evening walks in this park which is located at a walking distance from the college campus.

Sustainable Landscape and Plantation Drive 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. The natural landscape pre-dominates the campus with a rich biodiversity of flora and fauna which is taken care of by a dedicated team of workers. The institution organizes 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

Paperless Office: A culture of reuse and recycling has been actively advocated throughout the campus. Several initiatives have been implemented to significantly limit paper traffic such as cashless transactions, multi user printer at central administrative locations of the college office, circulation of documents and notifications through WhatsApp groups and e-mails.

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. Single-use plastic items such as plastic bottles, bags, spoons, straws and cups are banned completely and awareness is created among staff and students through orientation and display boards in the premises. To restrict the use of plastic, measures have been taken to replace plastic tea cups and glasses with steel glasses in the canteen.

Sessions and workshops on Environmental consciousness Being aware about one's environment fosters a sense of responsibility towards it. It also promotes sustainable development and encourages conservation of all resources. 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. He distributes clay water bowls and bird food amongst the students and staff of the college to motivate and hearten them towards the birds. Similarly the management shows their affection towards street Dogs too and has taken an initiative to provide them food, for the same college provide Dog food at minimal rates of Rs. 10/-. Two thousand clay water bowls and bird food has been given to the NSS unit by the society to be distribute amongst the NSS adopted villages. The thinking behind this event is to emotionally connect the younger generation with the nature's beauty, the beautiful birds and animals created by God and to teach all how important they are for our own survival. A drive is started by the chairman where students are promoted to collect seeds of the fruits and the vegetables they eat and through the collected seeds road side or whenever they are travelling in the soil, so that they can germinate into trees. Special sessions are organized for the students to promote Eco-friendly Diwali celebration, every year workshops are organized by NSS unit to prepare Eco-friendly Ganesha to reduce water pollution, in which students participate enthusiastically. Every Wednesday, during the morning assembly, environment issues and case studies related to environment are discussed among the students

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. Also the students and faculty are encouraged by the NSS unit to keep the campus green by planting more trees and making the campus plastic free zone. The main objectives of the committee are:

- Maintenance of clean and pollution free campus.
- Advise and coordinate the provision laid in the Campus, Waste Management and Green Initiatives at the

campus. • Guide and provide directions to the implementation of initiatives for environmental conservation in the field of waste, water and energy. • Ensure that all stakeholders are advised that they must comply with the University's Waste Management and Green Initiatives Policy • Invite renowned environmentalist to deliver lectures on environment conservation. Organize rallies and Skit in the nearby area and adopted Village of NSS along with the NSS volunteers to create awareness about the social issues The entire campus is divided into 7 stations so that cleanliness can be maintained properly. ? Station 1- Administrative Block ? Station 2- Science block Dhanvantri Medicinal Garden ? Station 3- Commerce Block ? Station 4- Vermicomposting unit ? Station 5- Canteen ? Station 6- Hostel ? Station 7- Parking Area Every Year Green Audit Celebrates different days such as Green day, World Environment Day, Hariyali Mahotsav - Ek Shringaar Dhartika. The unit had created green corner named "Green times" for the information flow and knowledge sharing related to environmental issues.

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". College has about huge variety of plants, which are adequate based on the acreage of the college campus. Impetus is given for plants like Ashok, Gulmohar, Kadam, Maulsary, Neem, Juniperus, Champa, Ficus (all varieties), Chandani, Rumax, Shatut, Muriya, Kalsa, Habiscus, Golden Bottle brush, Eruka Palm, Snepra, etc. There are various herbal plants like Aloevera, Tulsi, Ashwagandha, Sargandha, Nirgundi, Giloe, awla, Kanchnar, asparagus, calotropis, Stivia, Ilaichi, Amahaldi, Bisca (Sindoori), Lemon Grass, Adusa, Hath Jod, Bryophillium, Ghui Awla and Brahmi etc. These herbal plants are also used by the sister concern institution located near to our institution which deals in the field of Naturopathy and Yogic Sciences. There is another Vatika maintained near the Medicinal garden known as "NavgrahVatika" where different plants are planted representing different planets.

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. This manure is used in maintaining the campus's exquisite landscape as well as organic farming. The compost prepared using different waste is marketed with in the campus as well as the city level/ state level exhibitions.

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 I Title of the Practice Financial Aid to the deserving students by the college Objectives of the Practice- It has been obtained from the student's profile joining various courses of the college that there are many students coming from the rural areas with low economic back ground. Their parents are unable to provide them a sustained financial support. So, the noble objectives of the practice are • To extend financial aid to the poor students, especially from the rural, to save them from discontinuation of their studies owing to poverty. • To support financially all the deserving poor students without any discrimination of caste, or gender. • To promote the 'equality' among the students • To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students. The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand without discrimination.' The Context The noble objective had its teething as well as challenging troubles in its designing and implementation. The financial support is extended to all the deserving poor students without any discrimination of caste, creed or gender. The students whose parents do not have fixed reasonable source of income and do not enjoy any other financial

assistance in the form of social welfare or endowment scholarships are eligible for the aid. The Practice In and around the areas of the college, the people living a rural life, poverty, illiteracy and ill-health. In such a situation whatever meagre resources available are used primarily to make both ends meet.

So, sending their children to the town for higher education becomes almost impossibility for the poor parents in the rural areas, in the context of higher education demanding higher amounts of money. Though, sometimes, they do venture to admit their children to colleges in the town, they are unable to give sustained financial support throughout the course of study So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies. Best Practice II Title of

the Practice Women Empowerment Objectives of the Practice Our's is a Women college. The majority of them come from rural areas, where miserable conditions of utter poverty, illiteracy, ill-health and superstition take hold of their lives. Thus they are doubly affected by the backwardness and discrimination.

So, the college has resolved to take up the cause of Women Empowerment for the women students with the objectives of -

- Mentoring women students on women specific issues with one women teacher as mentor for every 20 women mentees.
- Creating an environment through awareness programmes to enable the students to realize their full potential for learning and solving their problems independently

- Arranging special sessions with the police and social activists for enabling the female students to be aware of several types of 'evil designs'

- by professional criminals for the worst type of exploitation taking the advantage of their innocence and gullibility.
- Involving social activists and Government officials to enlighten the students on human rights and fundamental freedom for equal rights and opportunities.
- Organizing debates and discussions on gender equality to enable the students to realize gender sensitization, thus leading to more equality and harmony in family and society.

- Conducting seminars and special sessions on ragging, eve-teasing and dowry system to expose the ill-effects of the evils.
- Development of vocational and technical skills among the women students by providing special training to enable them to become independent earners of their living.
- Extending financial assistance to the deserving poor women of disadvantaged sections to help acquire their degrees.

- Organizing the exclusive health camps for women students by women doctors for free treatment of women-related health problems and conducting awareness programmes on the importance of sanitation, personal hygiene and prevention of seasonal diseases.
- Tackling the social, developmental, health consequences and prevention of HIV/AIDS from a gender perspective.

The Context The women students, in the beginning were not enthusiastic to participate in the deliberations. As the gender sensitization programmes designed revealed several disparities and inequalities, that we might not have noticed earlier, people especially the other gender, argued discussing gender and gender roles would break up families and destroy society.

The Practice Discrimination against women even in the 21st century is a devastating reality. That is why 'gender inequality' has been a matter of serious concern across the globe and within the countries. India still has a long way to go before achieving gender equity and empowerment of women.

Especially, the rural areas are ravaged by the miserable conditions of abject poverty, illiteracy, ill-health and superstition. The majority of these girls belong to the weaker sections including scheduled caste, scheduled tribes, other backward classes and minorities without proper access to education, health and other productive resources. Therefore, they remain largely as the marginalized poor and socially excluded. Joining a degree college in the town and acquiring higher education involve money and higher things. So the poverty-stricken and tradition-bound parents reluctantly admit their daughters to colleges. Being the most vibrant and dynamic segment, the youth including girls, is our most valuable human resource. We cannot afford to neglect our female force to be the victims of discrimination, exploitation and segregation.

and acquiring higher education involve money and higher things. So the poverty-stricken and tradition-bound parents reluctantly admit their daughters to colleges. Being the most vibrant and dynamic segment, the youth including girls, is our most valuable human resource. We cannot afford to neglect our female force to be the victims of discrimination, exploitation and segregation.

So the college resolved to empower female students to face the vicissitudes of life boldly and successfully for a life of peace, harmony and dignity. To achieve the aim, the college established a Women Cell (WC) The Women Empowerment Cell is working for the protection of women's rights and actively empowers women creating conditions for gaining confidence in their abilities. It aims at curbing the social evils like eve-teasing, ragging and dowry system providing necessary counselling and guidance by professional women counsellors, social and rights activists, enlightened academics and professional psychologists and psychiatrists, so that the women students become aware of unjust gender discrimination, the human rights, the legal provisions available for their protection, importance of higher education for higher enlightenment, mental and physical fitness. The College has organized several productive programmes so far extensively utilizing the services of the widespread network of NGOs which have a strong grass-root level presence with deep insight into women's concerns contributing to the inspiring initiatives for the empowerment of women.

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

<https://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

Institutional Distinctiveness Excellence in Academics Value Education A high quality of academic excellence can provide value-added experience for the students. The positive outcomes are achieved through teaching-learning methods blended with ethical values. It outlines the commitment to academic performance expected of all students. The structured induction of the student into the curriculum enables to visualize the career opportunities and the approach towards achieving them. Our institution gives special importance for value based education aims at training the students to face the outer world with right attitude. It is essential to develop an individual and help her lifelong in many ways. It is a process of overall personality development of students which includes Character development, Personality development, Citizenship development and Spiritual development. Value Education consists of the study of the life and teachings of Holiness Sant Siromani Hirdaram Sahib Ji to promote "The Habit of Positive Way of Thinking and Simple Living" by inculcating belief and moral values in subconscious minds of the faculty. Civic responsibilities are taught to embed the moral and ethical values in the heart of girls, who are the mother of the future generations. Daily routine starts with a common prayer in assembly. Practice of prayer intensifies and trains us to center ourselves in our relationships with the divine. Yoga once in a week enhance the mental and physical health of the students. From time to time, tulsi drops, dog food, sakore for birds etc. are distributed to all the faculty members and students. The College provides ample opportunities to the students from different streams to mingle together in academics as well as sports. Cultural and other extracurricular activities are organized through different committees and cells. The spirit of mutual work, discipline, social responsibility toward community development and nation building is inculcated through nature club, NSS, NCC etc. The environmental awareness is being promoted by Nature Club and its members. The tree plantation, polythene free campus, medicinal garden, vermicomposting, e-waste management etc. are the unique examples of our eco-friendly behaviour. Hence, all measures are taken by the Principal, Administrative Staff and Teaching faculties to strive towards academic excellence, individual growth and societal progress leading to holistic teaching learning environment. Vision of the institution is to mould and

empower girls in the pursuit of knowledge, valuing social responsibility help them to achieve excellence in the various fields, thereby also preparing them to face global challenges. Our college not only provide opportunities for academic learning but also nurture social, environmental, ethical learning so that our students stand out as responsible citizens in challenging complex world. Our aim to ignite a spark in the young minds to think fact prudently towards the challenging issues of this situational world contributing towards a happy society, a great nation and a peaceful world. We involve our students in conduction of various programme viz, seminars, conferences, workshops etc i.e helps in molding their personality, interpersonal skills enabling them to generate better social relationships thus turning them out to be integral human being.

Provide the weblink of the institution

<https://shqc.in/internal-quality-assurance-cell-igac>

8.Future Plans of Actions for Next Academic Year

The future plan of action for the next academic year is as follows:

- To encourage students, faculty and non-teaching staff to update by joining more number of courses through e-learning sources such as SWAYAM, NEPTEL, etc.
- To organize online workshops seminars for students, faculty members and non-teaching staff
- To conduct online capacity building programmes, skill development, orientation programmes for faculty members and office staff.
- To organize a greater number of academic and social outreach programmes for the benefit of society.
- To increase national and international linkage with Industries higher education institutions and establish skill-driven academia atmosphere in the campus
- Online feedback system for students and other stakeholders.
- Strengthening the alumni database and their contribution at the departmental level.
- To organize activities under different clubs of the College.
- To focus more on research-based activities and paper publications.