



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	SANT HIRDARAM GIRLS COLLEGE, BHOPAL
• Name of the Head of the institution	Dr. Dalima Parwani
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07552640632
• Mobile No:	9993957299
• Registered e-mail	santhirdaramgirlscollege@yahoo.co m
• Alternate e-mail	iqacshgc2019@gmail.com
• Address	Lake Road, Sant Hirdaram Nagar
• City/Town	Bhopal
• State/UT	Madhya Pradesh
• Pin Code	462030
2.Institutional status	
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Self-financing

• Name of the Affiliating University	Barkatullah University				
• Name of the IQAC Coordinator	Dr Suneela Choube				
• Phone No.	07552640632				
• Alternate phone No.	07552640631				
• Mobile	9406928987				
• IQAC e-mail address	iqacshgc2019@gmail.com				
• Alternate e-mail address	santhirdaramgirlscollege@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.shgc.in/uploads/downloads/AOAR-2019-20/AOAR%202019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.shgc.in/academic-calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2015	01/05/2015	30/04/2020
Cycle 1	B	2.72	2014	24/09/2014	23/09/2019
6.Date of Establishment of IQAC			03/01/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NA	NIL	00	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* It was advised to start online classes for different UG and PG courses from the first week of July. *Placement strategy during COVID period and Talk on "COVID Emotions" was organised. *Safety protocol for return-to-campus. Measures to ensure safety of entire staff members after unlock were emphasised. Regulatory safety measures have been issued. Foot operated sanitization machines have been installed at various points in the campus. *Virtual National Conference on Quality Issues in Higher Education in the Revised Accreditation Framework (RAF) for NAAC was organised in which various renowned personalities were invited as resource persons. *Webinar on "Intellectual Property Rights" was organised on 20/06/2021.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To run adequate number of certificate courses along with the university curriculum related to their field to give an upper edge in their subject.	Certificate/add on courses were run both in online and offline modes and more of them would be introduced in the next session as they are under planning process.	
To inculcate holistic education to the students including more of moral values, ethics,	A number of webinars/programmes were organized to spread these agendas with an enthusiastic	

nationalism, women empowerment, rights and duties as responsible citizens.	participation.
To motivate the students as well as teachers to become more techno friendly and use ICT tools as a resource to impart education especially during the current pandemic period.	More of FDP's and trainings were organized by the Computer Science Department to train the faculties regarding use of google applications, taking online lectures etc. Students were also elaborated regarding the ethics of joining online sessions and use of various methods to make virtual facilities as an effective resource of learning.
To motivate the teachers as well as students to do more of research work i.e enroll for a Doctorate Degree and to get their papers published and encourage the students also to do so.	Many of the faculty members as well as the P.G students got their Research work published. Research paper publication was made a mandatory part in the CCE in the M.Com stream
To organize more of workshops/conferences during the year by various cells and departments covering relevant issues.	A National Virtual Conference was organized by the IQAC and many more webinars/workshops were organized covering many issues related to different fields.
NSS cell of the college was asked to carry out more of extension activities and conduct outreach programmes during the year.	A number of such activities and programs were carried out by the NSS cell of the college.
Teachers were motivated to explore various opportunities to participate in guest lectures and sessions, invited talks in the college(inter department level) as well in other colleges'schools.	As a result many faculties gave expert lectures in various other colleges as well as took the opportunity to provide inter/intra department sessions related to academics and non-academic areas.
To upgrade the students with skill enhancement and capacity	Many such programmes/workshops were organized especially by the

<p>building, such programmes to be organized which will make the students industry ready and help them in their recruitment, thus increasing placements.</p>	<p>Training and Placement Cell which helped the students in their campus selection.</p>
<p>To work more towards the environmental friendly issues and make the students and faculty aware about the do's and don't's to protect the environment leading towards a pollution free campus.</p>	<p>To maintain an eco-friendly college campus activities such as Tree Plantation, Paperless Work, No to use of plastics, Clean and Beautiful Campus, Saving Power etc. were taken up by various committees and cells. And for this, the College is recognized as "DISTRICT GREEN CHAMPION" for Bhopal District for the session 2020-2021 by Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India. For the adoption and implementation of best practices in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.</p>
<p>More of promotion activities to be carried out during the year in order to increase the admissions.</p>	<p>Various methods to grasp more of admissions in all the streams were adopted such as admission visits, personnel calling, organization of fests and competitions for school students etc, which resulted in an increase in the number of admissions for the year 2020-21.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>Nil</p>	<p>Nil</p>

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	30/09/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 19

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

File Description	Documents
Data Template	View File

2. Student

2.1 1581

Number of students during the year

File Description	Documents
Data Template	View File

2.2

738

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

File Description	Documents
Data Template	View File

2.3

502

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

41

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

41

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	19
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1581
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	738
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	502
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	41
File Description	Documents
Data Template	View File

3.2	41
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	10688944
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	127
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the Affiliating University through its Boards of Studies. At the beginning of the academic session, the college prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. We undertake following measures for effective delivery of the university curriculum at college level:

- The Principal addresses the newly admitted students in "Induction Program". This program orients the students about facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities.
- There is a faculty wise timetable committee which prepares the timetable as per workload for the academic session.

- A comprehensive teaching plan is prepared by every department and teacher which includes the delivery of lectures, tutorials and practical's.
- The faculty members take few lectures on the introduction of the curriculum.
- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Intra-departmental meetings for the review of the teaching, planning of unit tests, seminars etc. are also organized.
- The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops.
- Assignments, Internship, Dissertation, Workshops and Projects are given to the students under the supervision of the faculty.
- The Choice Based Credit System (CBCS) is implemented for enabling choice for selection of Elective papers to the PG students.
- Guest lectures of eminent faculty members from other institutions are arranged to give exposure of the current trends and the latest subject knowledge.
- Smart classes & other ICT tools are utilized on regular basis for effective teaching by the teachers of various departments. Social sites such as YOUTUBE, Google Meet, Zoom, Whatsapp, FB, Instagram etc. are used for effective teaching. ICT based materials are uploaded on the college website as well.
- The departments organize academic tours, excursions, field project and industrial visits for students' exposure to practical knowledge.
- The faculty members encourage the students to read the reference books and take use of e- resources (INFLIBNET) available and enhance their subject knowledge.
- UGC sponsored schemes like SWAYAM and NPTEL courses are introduced in all faculties to enhance the employability of the students. As a result, the students get registered and receive certificates after the completion of the course
- Short Term Certificate Courses and Soft Skill programs are organised for the overall development of the students.
- Remedial coaching is given to slow learners and merit mission concept is implemented for advance learners and high achievers. Additional facilities such as extra book issue and personal counseling are provided to slow as well as advanced learners.
- Tutor-Guardian Scheme (Mentor-Mentee) is implemented for identifying problems of the students regarding academic,

social and financial issues.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The evaluation system is an integral part of the teaching - learning process. Before the commencement of each semester, the Affiliating University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. The Institute follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. The Institute calendar of events includes details like the total number of working days and holidays, CIE etc. The departmental calendar comprises guest lectures, workshops, and industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances. The academic calendars help faculty members to plan their respective course delivery, research work, academic and co-curricular activities. Departmental Heads closely supervise and monitor the completion of the syllabus as per the teaching plans prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Assignments, quizzes, presentations and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. Continuous evaluation and assessments are also done for project work and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of evaluation. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

220

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

207

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

College offer courses that integrates issues relevant to Professional Ethics or Gender or Human values or Environment and Sustainability. There are independent programmes that are based on these issues. All the regular Programmes integrate these issues in their courses. For example, Issues Related to Women, Child & Elderly in M.Sc. Food & Nutrition as an individual paper, Vermicomposting, Environment Study, Ethics & social responsibility of business in commerce, NSS, NCC, E-waste management etc. The college has been working for the development of the students. The college teachers engage the students in various activities through Expert Lectures, N.S.S., N.C.C., programmes etc. Environmental Studies is a compulsory subject for B.Com, BCA, and BSc students. Various departments organize the lectures on Human Values,

especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college. A special 10 days residential camp is conducted by the N.S.S Unit for their students to familiarize with the prevailing problems of rural areas. The students are also engaged in value added programmes to make them aware of responsibilities and the professional ethics. Especially we are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments. The academic visits by various departments make students aware about the problems of nearby areas. They learn practical aspects from their study tours and field visits. The students prepare a separate project on Environment as a part of their study. Accordingly the students are made aware of the contemporary issues. The college works with the objective of generating Social awareness and Professional ethics among the students and faculty members. Additionally, our institute organized special programs on gender equality, sensitization and a series of invited talks.

? Programme on Women Empowerment

? Self-Defense training for girls students

The departments conducted following activities like Poster Competition, Essay writing Competition, awareness programmes on Plastic Eradication, Paper Bag Making etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

148

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.shgc.in/uploads/igac/Student%20satisfaction%20survey%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1400

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

474

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

2.2 - Catering to Student Diversity

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

Institute assesses the learning levels of the students through assignments & presentation, practicals & viva voce exam, semester exam, etc. on regular basis. All the departments of the institute organizes online classes for advanced learners and slow learners. Special attention is given to the slow learners & advanced learners by providing remedial classes, guest lectures, webinars related to current affairs, skill development programmes, spiritual sessions, Session on Overcoming Stress during Examination etc. This practice is helpful for the students having differential learning capabilities. The Departments draw up the schedule for organising remedial classes. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems. The departments use monitoring and mentoring to keep track of slow learners' progress. Along with teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching taken up if required. Corrected assignments and answer scripts are shared with each student and discussed to enable students recognize their problematic areas and can improve. Faculty makes it a point to be patient and accessible to students personally, over phone, email, and social apps (Whatsapp, telegram, facebook, instagram).

Advanced learners are encouraged to maintain a journal or diary and are suggested to read variety of books available in reference section listed in their syllabus. Gold Medals/Trophies/Certificates are awarded to the toppers in the affiliating University Convocation as well in the college annual function. Training and Placement Cell invites Companies and Industries to hold their placements and students are encouraged to actively register for the

interviews. Training and Placement Cell also provides training in interview skills and communication skills. Proficiency in English classes, Functional Use of English, Personality Development programs are organised to enhance employability of the students. Online resources are made available to strengthen the knowledge-base. Students are encouraged to participate in seminars, conferences and workshops to gain knowledge. The Faculty takes a keen interest while ordering books for the Central library and ascertains that the library collection of books cater to the needs of both slow and advanced learners. The library also ensures accessibility to computer facility and internet for the online material, extends its timings and provides atmosphere for conducive learning to both slow and advanced learners. The faculty facilitates students to publish their articles in renowned peer reviewed journals.

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

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

Number of Students	Number of Teachers
1365	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Institute practice various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences. Science programmes integrate practical courses with experiential practice & participative learning for the students. Moreover, projects, field-works, seminars, webinars, NSS, NCC etc. inculcate the practice and habit of participative learning and problem-solving methodologies. In all the P.G. programmes, there is a compulsory project/dissertation course that provides adequate opportunity to

the students for incorporating and practicing problem solving methodology.

The College provides an effective platform for students to develop latest skills, knowledge, attitude, values to shape their behavior in the correct manner. All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. The institute organizes annual socio-cultural fest, SAANKETHIKA in which students showcase their hidden talents. Also, students are motivated to participate in inter college as well as national level competitions. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. **Experiential Learning:** Each department conducts add-on programs to support students in their experiential learning. The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students .

- Laboratory Sessions are conducted with content beyond syllabus experiments.
- Internships and trainings -Students get hands on training while working in the company.
- Add-on Courses onwith NPTEL,SWAYAMetc.
- Project development on latest technologies by students where they showcase their models and charts.
- Industrial Visits to engage them in experiential learning while visiting the organization.
- Certification Courses (Value Added Courses) by the market experts such as Bajaj Finserv/NISM etc. to develop their expertise.

2.**Participatory Learning:** In this type of learning, students participate in various activities such as seminar, group discussion, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills|.

- Tejaswini Fair- This is organized every year by the Commerce Department in which students from all the streams participate and learn from each other.
- Annual cultural program - This is organized every year for the students of the college to give a vent to their

creativity.

- Regular Quizzes- Quizzes are organized for student participation at intra or inter college level.
- Seminar Presentation - Students develop technical skills while presenting papers in seminars.
- Presentation and publishing of papers in conferences and journals - The objective is to give them exposure to learn and imbibe research aptitude
- MOOC Programs (NPTEL, SWAYAM etc.)
- Celebration of National Festivals, Nutrition Week, Wildlife Week, World Environment Day, National Science Day, International Women's Day, International Yoga Day, Kargil Vijay Diwas etc.

3. Problem-solving methods: Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to join MOOC courses, participate in various inter-college and intra-college festivals and other competitions such as:

- In-house trainings with project and assignments
- Regular Assignments based on problems
- Case studies
- Group Discussions
- Class presentations
- Debates/Extempores/Elocutions
- Participation in Inter college events

File Description	Documents
Upload any additional information	View File
Link for additional information	https://shgc.in/#

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

In Sant Hirdaram Girls College, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The faculty at Sant Hirdaram Girls College use various ICT enabled tools to enhance the quality of teaching-learning like

1. Google classroom is used to manage and post course related information- learning material, quizzes , lab submissions and evaluations, assignments, etc
2. Virtual labs are used to conduct labs through simulations.
3. Seminar Hall is equipped with all digital facilities.
4. Smart Board- two smart board is installed in the campus.
5. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
6. Online Classes through Zoom, Google Meet, Google Classroom etc.
7. Use of ICT By Faculty

- PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

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

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

2.3.3.1 - Number of mentors

41

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

2.4 - Teacher Profile and Quality

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

17

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

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

2.4.3.1 - Total experience of full-time teachers

15

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

2.5 - Evaluation Process and Reforms

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

The college ensures the transparency method of assessment. This is maintained uniformly throughout the college across all the streams. College is affiliated to Barkatullah University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, seminars, internship, dissertation and field project. Academic calendar is prepared at the beginning of session and is made available on the college website and notice-boards of the departments. Thus, students know about the dates of class tests (CT), submission of assignments well in advance and hence, can plan accordingly. For theory assessment Model question paper are prepared at the department level with reference to old question paper/question bank/book followed by faculty members.

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

? Quality of question papers are checked and final question paper is approved by concerned authority.

? Assignments (CCE 1 and CCE 2) are allocated by faculty teaching the subject .

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

? Pre university exam and Pre Practical exams were conducted.

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

The assessment is done by using various modes including : assignments and their powerpoint presentation, class tests, quiz, project work, field visits, practical tests and viva-voice, class teaching by students, internship, etc., and this way college ensures transparency, frequency and variety in internal assessment process.

File Description	Documents
Any additional information	View File
Link for additional information	https://shgc.in/continuous-and-comprehensive-evaluation

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

At the college level, an examination committee is constituted, comprising of Principal Center superintendent, a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination. The end semester examination is conducted by university, and the students appear at center allotted by the university. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal and end semester examinations. For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.

- Continuous and Comprehensive Evaluation (CCE 1 & CCE 2) are conducted yearly at department level.
- Time table for test is prepared well in advance and communicated to the students earlier.
- A proper seating plan is followed for internal assessment tests and it is displayed on the notice board.
- After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking.
- If they come across any doubts, clarification is given by faculty to enables them to fare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal

assessment tests.

- After preparing the assessments report by faculty it is shown to HoD and a copy is submitted to semester cell by concerned departments.
- The final Continuous and Comprehensive Evaluation internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university Portal at the end of session.
- Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the center superintendent and the same reported to the university immediately through center controller (University representative).
- University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members.
- After examination, the answer scripts evaluated by digital mode at different evaluation centers designated by university and final result is declared.
- If student has any grievances related to evaluation of university answer scripts, student can apply for revaluation.
- University declared the result of revaluation after completing the process.

File Description	Documents
Any additional information	View File
Link for additional information	https://shgc.in/continuous-and-comprehensive-evaluation

2.6 - Student Performance and Learning Outcomes

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

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

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

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program. The programme coordinators prepare the PSOs, usually two to four in number, in consultation with course coordinators. The BOS, including Head of the Department and subject experts, of the individual departments will discuss the same and approve it after endorsement by the Principal.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting.
- The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Orientation Programmes.
- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- The students are also made aware of the same through Tutorial meetings .
- Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.shgc.in/program-outcomes,https://shgc.in/uploads/downloads/coutcomes-converted.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Our Institute is affiliated to Barkatullah University. We offered Under Graduate, Post Graduate programs under the Faculty of ,Computer Science, Science, Commerce, Education. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board, Student Induction Programmes. After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result. At the Departmental level the Heads of the Department and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average. The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to, to ensure students participation in the class. The attendance is also tied with marks. The continuous evaluation is

done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on. The finalexamination of every course is based on written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

The institute followed the Academic Calendar of our affiliated university.

All the subject teachers maintained TeachingDiary in every academic year.

All the subject teachers prepared Year-Wise evaluation Reports.

Internal examination committee analyzed evaluation reports of results.

Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Training and Placement celltook the review of the Students' Progression to Higher Studies and their Placement.

Weblink of Placement :<https://shgc.in/training--placement-cell>

Web Link for Merit Holders :<https://shgc.in/activity-gallery?category=Merit%20Holders>

Weblink for Achievements :<https://shgc.in/activity-gallery?category=Achievements>

Attainment of the Programme Outcomes

Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO.

Web Link for Feedback:<https://shgc.in/uploads/iqac/Student%20satisfaction%20survey%202020-21.pdf>

Weblink for Annual Report:<https://shgc.in/annual-report>

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.shgc.in/program-outcomes,https://shgc.in/uploads/downloads/coutcomes-converted.pdf

2.6.3 - Pass percentage of Students during the year

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

676

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.shgc.in/annual-report

2.7 - Student Satisfaction Survey

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

<https://www.shgc.in/uploads/iqac/Student%20satisfaction%20survey%202020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

96

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institution has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extension activities. SHGC organizes blood donation camps, education awareness programmes (online as well as offline), gender sensitization activities and visits to adopted village of NSS donating household items of varied importance. Different departments undertake social outreach activities which are meant for helping society and training students to shoulder all responsibilities with ease and impact.

The NSS, NCC and other Departments lead extension activities to address local issues and sensitize students for their holistic development. To address the issues of Nutrition, Health care

specially COVID protection, HIV/Aids etc. the students and teachers have collaborated through their departments with sister concerns to help society and local communities.

The NSS unit works to enhance the overall personality of students through a series of regular activities which are undertaken both within and outside the Campus in the form of special camps. It invites volunteers for all-round personality development through community service, Nukkad Natak, awareness generation programme, group training and leadership training programmes. The Unit has been very vibrant and active with two units of 200 volunteers affiliated to Barkatullah University and a self-financing unit of 50 volunteers. It conducts regular meetings of volunteers to discuss the plan of action. Students' orientation to community service, blood donation camps, awareness and sensitization in and outside Campus, village adoption, International Youth Exchange Programme (India-China) etc are major activities in which the Unit has taken major initiatives.

- NSS organises various Programs and activities under Right to Education Policy, Health Check-up camp, Swachhta Bharat Abhiyan, Child Protection Club, Red Ribbon Club, Thalassemia Check up Camp, Mask Distribution Campaign, Digital INDIA Mission, Beti Bachao- Beti Padhao Yojana, Janani Suraksha Yojana, Self Defence Workshops, Unnat Bharat Abhiyan, Environmental Awareness and Protection programmes etc.
- Also, various skill development programmes like Art and Craft work, Dholak beating, Embroidery, Knitting etc.

The institution has organised and commemorated events such as International Day of Yoga, National Voters Day, World Environment Day, Rastriya Vanya Prani Saptah, Socio-Cultural Fest, Ek Bharat Srestha Bharat Abhiyan, Swachta Pakwada, World Aids Day, World Mental Health Day, Khadi saptaha etc.

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

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

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

22

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

300

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Empirical evidence indicates that there is a direct relationship between institution's infrastructure and educational performance, surely this may be a reason for SHGC student's good score in university merit lists. The college has a campus of 3.14 acres of land, 24 classrooms, 8 tutorial rooms, with an adequate temperature, ventilation, and lighting. It also has Smart boards, Over Head Projectors (OHP) and LCD Projectors. The college also has 2 seminar halls with a 120-seating capacity each, public address system and projection facilities. College campus has excellent water, electricity, and Internet services, as well as sanitary services and the respective drainage of sewage waters. The main Campus has four different building blocks each of specific nature and utility viz. Commerce, Science, Administrative and library block. There is 24*7 internet and Wi-Fi connection available for the staff and students. There are Over Head Projectors (OHP), OHP transparent sheets, Portable LCD Projectors, Laptops, Audio-Visual Equipment like tape-recorder, television, CDs and DVDs, DVD player, microphones (Collar and wireless), speakers, amplifier, mixer, camera, and video camera. All these resources are well utilised to make teaching-learning meaningful.

The College has in all 16 well equipped and maintained laboratories to conduct practical experiments according to the syllabi, 1 Botanical Garden with ornamental and medicinal plants, 1 Vermicompost Unit to enhance practical learning. Also, there is a web library from where the students can access e-journals, e-books and e-magazines through NLIST facility.

The infrastructure facilities and learning resources are categorized as under:

(a) Learning Resources include resources and infrastructure required for library, laboratories, computer labs, class room teaching, events, meetings and conferences.

(b) Support facilities include hostels, canteen, Fully air conditioned auditorium, seminar halls, committee rooms, sports grounds, gymnasium, Aarorgya Centre etc.

(c) Utilities include safe drinking water, restrooms and power generators.

The Institute continuously strives to create and enhance

infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment.

Safety and Surveillance: It undertakes security, surveillance protocols and monitors inputs from cctvcameras 24 x 7. This is a proactive measure which helps personnel to respond to situations in time and prevent mishaps.

The institution has fire fighting system in place in every block and labs.

Medical facilities: The students and staff has access to psychological counselling and other medical aids required during emergency situations from the sister Medical College of Naturopathy and Yogic Sciences located within the campus.

An ambulance to cater to the medical emergency in the campus is also available 24 x 7.

Incubation Cell: The Incubation Cell is currently being developed in collaboration with ATAL INCUBATION CENTRE.

Additional Information: Laboratories-

S. No.

Subject

Number of Labs

1

Botany

01

2

Biotechnology

02

1 Tissue Culture

1 Instrumentation

3

Chemistry

02 (with Balance Room)

4

Clinical Nutrition

02 UG+ PG

5

Computer Science/IT Lab

04

6

Language

01

7

Microbiology

01

8

Physics

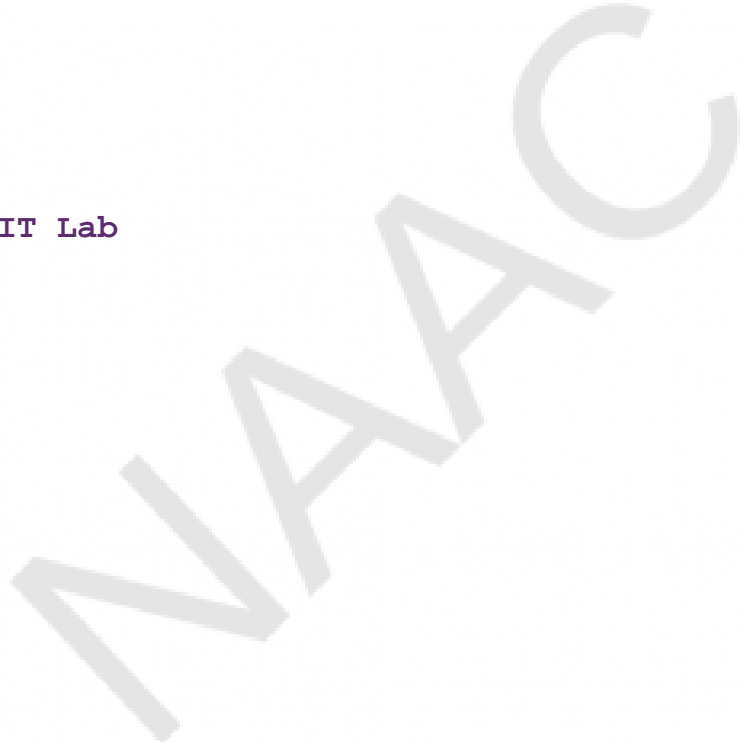
01

9

Art and Craft

01

10



Research Lab

01

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

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

SHGC is well known for its State-of-the art Audio-Visual facility for cultural activities. This huge Auditorium has more than 1000 seating capacity, spacious parking area, uninterrupted power supply. Adjacent to this auditorium there is exhibition space with lush green lawn. Every year apart from different events of Youth Festival of university, college organizes drama on Founder's Day celebration and on Vijay Diwas keeping nationality a center of thought. In Youth Festival, college usually wins National level awards in group dance, group song, drama, skit and mime. Students participate in every cultural competition organised by different institutions and organizations and mark their presence.

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

Gymnasium is located at the rear end of the Auditorium, it has exercise gadgets like Jogging machine, Bench press, Abdomen exerciser, Treadmill etc. Students who are taking part in Sports activities do exercise regularly in Gymnasium. Indoor games like table tennis, chess, carrom, badminton and volleyball etc are also available. Mattresses for martial art, weighing machines and measuring scale to check the height and weight of a sports person adds to the facilities. We also have playgrounds for outdoor games like Football, Basketball, Throw ball, Athletics, Kho-Kho, Discuss throw, Javelline, Shortput, mud Kabaddi, etc. The sports committee of college is striving hard to start Cricket for girls at the earliest.

SHGC has one dedicated room for Yoga and Meditation. Yoga Faculty from the sister concern institution (Sant Hirdaram Medical College of Naturopathy and Yogic Sciences) gives the yoga classes to teachers as well as students.

Special classes on self-defense and martial arts are organized specially for all the students.

National Independence Day and Republic Day are celebrated in the Institute by unfurling the national flag followed by a guard of honor of the Chief Guest by NCC students, an impressive march past of students on the beats of the students' band followed by address of chief guest and other cultural events.

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

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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

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

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

Due to Pandemic situation, no augmentation expenditure could be incurred. Although the set up for Smart Classes, Zoom Virtual Meetings Premium Subscription, UGC referred Journals etc. have been proposed

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Library at SHGC is an integrated knowledge resource Centre comprising, a Central Library with nearly 21312 books, 5000 reference books, 47 national and international journals and CD-ROMs and DVD's in addition to web library and other Departmental Libraries. It is automated using Integrated Library Management System (ILMS) computerized with SOUL Software 2.0 Version. It has access to more than 97000 e-books, 6000+ e-journals under the NLIST program of INFLIBNET. Under this service online access to full text and databases from several reputed publishers and journals viz. American institute of Physics, Annual Review, Economic and political weekly, Indian Journal, Oxford University Press, Cambridge university press, Cambridge book online, E-bray, Hindustan book Agency, Oxford Scholarship, Springer eBooks, Sage Publication eBooks, Taylor Francis eBook, South Asia Archive, World E book etc. Library Access to DELNET under institutional membership is also under process.

All e-resources are accessible locally within the campus as well as remotely. The Library building is centrally located in administrative block & well laid out and maintains the right atmosphere for learning. Library buildings have provision for both individual and group studies. Adequate space is provided for browsing and relaxed reading in reading room.

It subscribes 47 journals of national and international repute, along with magazines and newspapers for general reading. The library also houses rich reference Collection viz., Encyclopedia Britannica, Specific Subject Encyclopedias, Year Books, Atlases, Bhagwad Geeta and other reference material including motivational and health related books.

Central Library holdings also include dissertations, doctoral theses and project reports on various subjects.

The library also provides access to Internet as well as CD/DVD based electronic resources.

The library has adequate number of terminals to facilitate searching/accessing e-resources, web browsing and for other academic work. Provision has also been made to allow downloading/printing of material from these resources. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.. Initiatives taken by the College, are as follows :

1. Free WI-FI, internet access, download and printout facility have been provided.
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new arrivals.
4. Proper system of feedback from users to improve library services.
5. System of recommendation for purchase of books and journals through Departments.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

E-Books/E-Journals Cost Rs 5900/-

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

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

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

90-120

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

4.3 - IT Infrastructure

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

The pandemic has increased the requirement of internet facility for the tech-enabled education in campus. The bandwidth of internet has increased to more than 50 MBPS in 2020 which was last year under the 5-20 MBPS category. The institution has adapted many technical advancements for online teaching, video conferencing,

live shows with prominent personalities of different subjects and profession to enhance the active learning for both teachers and students. Online resources provide flexibility and mobility in terms of time and place and this brought the globalization of education in the College.

There are 115 (120) computers in use, of which 82 are in the four Computer Labs and remaining 33 are being used by various units of the college. All our computers are standalone i.e. intelligent systems. All the computers in the computer laboratory & Administrative block are connected through LAN. Wi-Fi facility is available on the campus and every one can access internet in all the buildings. The College has acquired most of the requisite licensed software essential for teaching computer related courses. In addition the college has entered into an agreement with Microsoft which under the "Microsoft Imagine Premium" scheme provides various licensed software. The college also has 8 laser jet, 2 colour printer and 2 dot matrix printers. Recently the college has madetie-ups with many international and national organizations and institutions for knowledge sharing and placements.

The College continuously strives to provide state-of-the-art technologies and update its ICT facilities to ensure efficient functioning. All buildings, hostels, Seminar halls, conference rooms and common areas in the campus are wi-fi enabled. Significant investment has proposed to upgrade classrooms to e-classrooms/smart classrooms.

To monitor various activities in the campus, surveillance through CCTV camera is a regular feature. Also, a Recording Studio and a High Tech auditorium with modern amenities (1000 seating capacity) is available within the campus for various cultural functions.

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

4.3.2 - Number of Computers

115-120

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

444553

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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

annual maintenance. The college maintains its infrastructure (including classroom, laboratory and sport 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. Regular maintenance of furniture is done for student in classroom every year. Disposal of scrap or unserviceable material is done whenever is required. Annual maintenance of generator, fire equipment, water cooler, air conditioner etc. is done on regular basis. The college has computer technicians, carpenters, electricians and plumbers for maintenance of equipment's like computers and printers, furniture, electrical devices and water tube well. Regular maintenance of all the science labs is done annually during the semester breaks. Time to time new instruments, technological devices, consumable items and machines are added through the standard procedure adapted by purchase committee. The management of SHGC is proactive in taking the decisions regarding updating and maintenance of infrastructure as they believe it improves the quality of education and it has very significant positive effect on teachers' and students' attendance rates as well.

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose as per the requirements in the interest of students.

Library:- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. The continuous feedback of students helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed.

Classrooms: - The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other requisites. Administrative officer takes care of student's academic requirements.

Additionally:-

- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in hostel is maintained through Hostel monitoring committee.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shgc.in/procedures-and-policies-for-maintenance-of-infrastructure-and-learning-resources

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

531

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

341

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
500	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
500	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

67

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

180

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Sant Hirdaram Girls College has a very organized Student Union Advisory Committee comprising of 4 sub committees including Union Advisor, Literary Committee, Cultural Committee, Media and Publicity Committee. The presence of this committee increases the overall educational experience of students during the tenure of their Graduation and Post Graduation. This leads to the development of and exposure to the organization and also participation in various social, cultural, multicultural, intellectual, recreational, traditional and community service programs. Student Union Advisory Committee organizes various events throughout the year, which broadens the scope of education besides providing students a platform to show-case their talents and learn managerial and organizational competencies. The students included in this Committee takes care of the various cultural activities and also the smooth conduction of the various programmes organized in the College. The students are also involved in the admissions of the new batches for the 1st year. They are also involved with the orientation programme for the new batch of incoming students where the student activities and various societies are introduced to the freshers. The Fresher's Party is also arranged by the senior students for the juniors in order to welcome them to the college. The students also actively participates in all the in house events of the college like the Independence Day, Teachers' day Celebrations, Foundation day etc.

*Enclosed is the list of students involved in various portfolios along with other staff of the College for the smooth conduction of the activities.

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

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

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

2

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

5.4 - Alumni Engagement

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

The SANT HIRDARAM OLD GIRLS' ASSOCIATION (SHOGA) is an integral continuation of the relationship of a student with their alma mater. SHOGA is an active body with many members under its fold. Continuous and consistent attempts are made each year to reach out and connect with as many alumnae as possible.

SHOGA has always been involved in many activities which help reach back to the College and provide the necessary aids and support. It is a connect that the Association aims at establishing between the students who have passed out and those that are currently pursuing their courses.

The college conducts meetings with its Alumni Association (SHOGA)

which provides a platform to the former students to provide suggestions with respect to the functioning and infrastructure. Alumni meets are also held by various departments where the passout students share their industry experiences with the students which enable them to gear up with the competitive world.

The alumni of SHGC have always displayed commendable readiness to come to the aid of current students, to express gratitude to the institution, its administration, and its staff, in the form of face-to-face interactions and in-person and virtual lectures and seminars. The alumni's achievements are invariably met with felicitations from SHGC.

SHOGA's vision

SHOGA's vision is to engage the global community of Santji's disciples for the overall development of SHGC students.

SHOGA's mission

SHOGA's mission is to build upon all philanthropic and social beneficent activities of His Holiness Santji, Jeev Sewa Sansthan, and Shaheed Hemu Kalani Educational Society, Bhopal, with exemplary dedication and missionary zeal.

Activities of Shoga

- Every year when College organizes welcome party for new entrants, Alumni is invited to share their experience with them.
- SHOGA organizes the donation camp with NSS unit of SHGC for Marginalized population.
- SHOGA collect old clothes, books and toys from the faculty of our institutions and distribute them. To the needy person.
- SHOGA distributed cloth bags to the adjacent community & promoted polythene free India campaign

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission Statement

To Empower Young Women To Grow As Valuable Assets Of Global Society By Providing Them Quality Higher Education Enabling Them To Develop High Intellectual Level With Spiritual, Cultural And Ethical Values.

Vision

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

BROADER OBJECTIVES

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

- To retrospect at regular intervals to identify strengths & weaknesses, opportunities & challenges and to plan diagnostic remedial measures.

The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, Student's Union Advisory Committee, Student Representative (C.R.), stakeholders and alumni. The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college. For example, there is Examination cell, NSS, NCC, Training and Placement Cell, Library and Sports Committee, Cultural and Literary Committee, Examination Committee, Antiragging Committee, Research Committee, UGC Cell, Discipline Committee, Scholarship Committee, Grievance Redressal and Women Cell, etc. All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session. For academic performance meetings with HoD's and faculty of various departments are held. Also, the teaching-progress is checked monthly by Teaching diaries. The Principal continuously monitors each room individually by CCTV installed for teaching-class, class room activities, movement of students in corridors and outside the campus including the parking areas. The perspective plans are implemented by the Principal with Purchase committee. The financial requirements are proposed by various departments and committees and the Principal and the Management approves it after proper scrutiny of cost quotations and it is ensured that quality is not compromised for the same.

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

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

The Institution follows the Professional Management approach, which aims at implementing the concept of innovativeness in managing the academic and administrative matters. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for

quality initiative to promote education to all sections. The Institution enhance the quality at various levels - Management, College Development Committee, Governing Body, Principal, IQAC, Various Committees, Administrative and Non-teaching Staff, NCC, NSS and all the stakeholders involve in the decentralisation and participative management. All the functional units are working together for efficient functioning of the Institution.

1. Management: The Institution promotes a culture of decentralisation and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralisation and participative management. The management endeavours best substantial independence to the Institutions in all area of decision making process.

2. Administration: Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the students of all the sections. The College administration plays a pivotal role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

3. Faculty Members: Faculties maintains the healthy relationship with students and community. The faculties execute the policies and programs accurately and constructively, representing the ethics.

4. Departments: The Primary role of the department is to provide the academic excellence in all the activities. The Head of the Department along with the teaching faculties perform their role and responsibilities in accordance with the vision and mission of the college.

5. Non-Teaching Staff: In the administration non-teaching staff plays a crucial role in managing the day-to-day work. The accomplishments/duties are assigned to non-teaching staff to meet and accomplish their operational and strategic objectives.

The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. The institution works on the quality improvement

and initiative. It also concern IQAC and College Development Committee and other statutory Committees for continuously working on the quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and then the responsibilities are assigned to them. Committee Coordinator/Convenor and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the students of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work, and every faculty member is involved in the various academic, administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment.

1. President
2. Board of Trustee
3. Principal
4. College Development Committee
5. Internal Quality Assurance Cell
6. Departments and Heads of the Departments
7. Examination
8. Research Committee
9. N.C.C/ N.S.S and Sport
10. Discipline Committee
11. Anti- Ragging Committee

All activities are monitored by the Internal Quality Assurance

Cell. Academic Calendar is meticulously planned and prepared in advance by Academic Committee and ensures the proper implementation of the academic calendar. Academic co-ordinator is responsible for confirmation and observation of the academic activities. Heads of the department ensure the functioning of the departmental activities. Faculty members ensure the academic activities. Faculties conduct the lecture, practical, attendance, examination and result and provide the feedback for the further improvements. The Management of the Institution regularly conducts the meeting and discusses the issues and challenges for the developmental aspect of the institute. Thus, the Management of the Institution encourages the teachers, students and non-teaching staff, alumni and co-ordinators to share their ideas, opinions and suggestions through the proper feedback mechanism. The feedback is received from various committees and feedback analysis are considered for the future decision making.

File Description	Documents
Paste link for additional information	https://www.shgc.in/academic-management-system
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Strategy type

Details

Curriculum Development

We are following the syllabus of Barkatullah University approved by higher education Madhya Pradesh, Under the Guidelines of University grants commission.

Strengthening feedback system

The college has strengthened the feedback system. It has made structured questionnaire to obtain feedback from various stakeholders such as students, teachers, parents and others also. After the collection of the feedback from various stakeholders, the college prepares feedback analysis report and considers suggestions given by the stakeholders and takes corrective actions.

Teaching and Learning

Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching learning process. Teaching and learning process is in both traditional and scientific ways. In traditional method we use chalk & board lecture method, group discussion, practical in laboratories etc. In scientific method, smart boards, online study material is used to give the students latest updates. Practical files are prepared by the students according to instructions given.

Visit/Industry Interaction

The student and teachers of various departments visit the industries situated in town and interact with the official workers. Students write their reports on their observations and experience gained during the visits.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://shgc.in/index.php
Upload any additional information	No File Uploaded

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

With the hands-on experience of the management, the Institutional Management is designed in a such a way that transparency is maintained to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. SHGC has a Governing body to monitor

and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and always tries to improve the institution. The organizational structure of the institution is as follows: ORGANIZATION CHART:

POSITION RESPONSIBILITIES GOVERNING BODY

- Reviews academic and other related activities of the College
- Considers new programs of study for approval of AICTE
- Works towards the Assessment and Accreditation (A&A) processes of NAAC.
- Consider recommendations of the Principal regarding Promotions
- Ratify Selections / appointments / medals and prizes
- Pass Annual Budget of the College
- Annual University affiliation

SECRETARY

- Looks after the Administration, development of education, growth & expansion of the institution.
- He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratificate by the Governing Body.
- He coordinates between the sponsoring Society, College Management and the other systems of the college.
- He also looks after the College Budget and other finance related issues.

PRINCIPAL

- To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university
- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To conduct internal, end and other examinations
- To initiate all the developmental activities, monitor the progress and report to the Governing Body
- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.
- To ensure the preparation of reports on various activities and also the annual report of SHGC
- To become responsible for the general amenities and

arrangements for students and employees of SHGC.

COMMITTEES

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as well as student representatives as committee members.
- Committee In charge looks after the committees program and other operations.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

HEAD OF DEPARTMENTS

- Department HOD prepares departmental workload as per the BU syllabus and Allocation of workload in prescribed formats to faculty members.
- Collect & Verify the course material.
- Coordinate with Library committee, TimeTable In-charge, Lab In-charge, Internal Examination In-charge etc. for smooth class activities and Contionou Internal Evaluation.
- Preparation of list of weak students in each class and conduct remedialclasses.
- Ensuring arrangment ofGuest lectures, workshops & seminars.
- Monitor the departmental issues,circulars issued by Department of Higher Education,attendance registers,Teaching Diaries etc

COURSE COORDINATORS

- Every Department has a Co-ordinator to monitor Time Table In-charge, Class Incharge (section wise), Lab In-charge, Internal Examination In-charge and Department level Incharges.
- All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony .

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non-teaching staff is of prime importance.

Welfare schemes for staff

Details

Teaching

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

scheme of advance loan against Provident funds for teaching staff has been made. Medical benefits and medical concession from the sister institution "Sant Hirdaram Medical College of Naturopathy & Yogic Sciences, Bhopal" is also been provided. Teachers were provided AAYOG ADVANCE SYRUP as an immunity booster to fight the COVID-19 Pandemic. Steamers, Pain relief oils, Diabetes control unani tablets etc are also provided to teachers every now and then. Apart from the above motivational books, pens etc are also provided.

Non-Teaching

The college has strengthened the welfare schemes for non-teaching staff, felicitating them every year on the auspicious occasion of Deepawali, a scheme of advance loan against provident funds. Medical benefits and medical concession in their sister institution "Sant Hirdaram Medical College of Naturopathy & Yogic Sciences, Bhopal" is also been provided. The non-teaching staff were also provided AAYOG ADVANCE SYRUP as an immunity booster to fight the COVID-19 Pandemic. Steamers, Pain relief oils, Diabetes control unani tablets etc are also provided every now and then.

File Description	Documents
Paste link for additional information	https://shgc.in/index.php
Upload any additional information	No File Uploaded

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

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

5

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

6.3.3 - Number of professional development /administrative training programs organized by

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

15

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

In this direction, the College has structured an objective assessment mechanism with scope for improvement. The three-tier assessment involves:

- Self appraisal by the faculty through Performance Appraisal Report which is filled by the teacher herself.
- Evaluation by the Head of Department, which is duly filled in Performance appraisal reports
- Student's feedback

The above assessment mechanism helps the teaching staff to understand the:

- areas requiring improvement
- Preferred Teaching style from the feedback collected from the department heads and the students.
- Scope for improvement in teaching resources and methodologies

This Performance Appraisal mechanism does not have any negative impact on the staff as she/he is provided with the opportunity to comment on the evaluation outcomes and is always given opportunity for improvement. Also, positive feedbacks are shared with the faculties to motivate them to maintain such positive standards and feel satisfied. These reports are kept highly confidential and the feedback is conveyed only to the HOD's and concerned teacher by the Principal.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various criteria's for non-teaching staff members are assessed under different heads such as

- Technical abilities
- Ability of Drafting (where applicable)
- efficient organization of documents (in case of administrative Staff)
- Departmental Abilities
- Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public
- Character and Habits
- Capacity to do hard work

The overall assessment is done by the Reporting Officer/HOD, which is then forwarded to the Principal.

On satisfactory performance, all employees are granted promotions and financial upgradation.

COMMUNICATING THE ANALYSIS OF APPRAISAL/STUDENT FEEDBACK

- On completion of Appraisal staff members are called by the Principal for a one to one meeting to discuss relevant matters.
- The Principal is expected to acknowledge and appreciate achievements, encourage and motivate the staff to further improve or convey the implications of poor performances as the case may be.
- The possible course of actions both positive and negative have is conveyed clearly to the employee and another chance is given for improvement.

COMMUNICATING AND REPORTING TO THE MANAGEMENT :

- The Principal keeps a report of the appraisal
- Staff demonstrating excellence in their work, have taken responsibilities beyond the scope of their regular work and shown their commitment to the growth of the institution.
- Staff requiring improvement in their skills and competencies and the pathways suggested to them for the same.
- Staff who have underperformed and not shown any indication of improvement or who have not demonstrated the professional etiquettes across the academic year .

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

6.4 - Financial Management and Resource Mobilization

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

SHGC regularly conducts internal and external financial audits. It has a full-time Accounts Department since inception to ensure maintenance of annual accounts and audits.

The following agencies conduct regular financial audit in the Institute:

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

- Mobilization of Funds, the student Tution fee is the major source of income for the institute.
- The management provides need-based funds as and when required.
- Sponsorships are sought from individuals and corporate for cultural events and fests.
- Various Departments enroll students for certification courses for a very nominal fee

Utilization of Funds

- The management monitors optimum utilization of funds for various recurring and non-recurring expenses

- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc
- The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget which is approved by the management.

Resource Mobilization Policy and Procedure

- The institutional budget is prepared in advance which includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the top management.
- Statutory auditors are also appointed who certify the financial statements in every financial year.

Optimal utilization of resources

- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices including ICT facilities.
- Library is regularly updated with new editions of books, journals etc.
- The available physical infrastructure is optimally utilized beyond regular college hours.
- The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.

File Description	Documents
Paste link for additional information	https://shgc.in/procedures-and-policies-for-maintenance-of-infrastructure-and-learning-resources
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Sant Hirdaram Girls College tries to chisel out the total quality personnel through a persistent focus on imparting quality education, through its holistic education policy. The Internal Quality Assurance Cell (IQAC) carries out activities that covers all aspects of the functioning of the College.

The IQAC at SHGC was constituted on 03-Jan-2013. Since then, it has been performing the following tasks on a regular basis:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Development of Quality Culture in the institution.
- Promote innovative learning techniques to facilitate student-centric learning ambience.

In the session 2020-2021 the IQAC has contributed significantly in the upgradation of the quality benchmarks of the Institution.

The IQAC tries to put efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT and alternative sources of energy. Automation of admission procedures, financial and examination processes, up gradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience in times of Pandemic as well.

The use of ICT tools has become an integral part in teaching-learning process. IQAC always encourages teachers to utilize these tools in classroom teaching and laboratories. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshops in the college especially on making use of Google Tools like Google Class rooms, Google Slides, Google Forms, Google Meet, Zoom Meetings etc. The educational use of social media (Facebook, Instagram, WhatsApp, Telegram etc.) has also been utilized to establish communication with the students .

Implementation of Green practices in the campus:

The IQAC takes initiatives to maintain an eco-friendly college campus through the activities such as Tree Plantation, Paperless Work, No to use of plastics, Clean and Beautiful Campus, Saving Power etc. For the better implementation of green practices, IQAC has distributed these activities among various departments and units such as the Green Audit Committee, NSS, etc .IQAC constantly takes the feedback about the proper result oriented implementation of these activities through a regular check every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.

And for this The College is recognized as "DISTRICT GREEN CHAMPION" for Bhopal District for the session 2020-2021 by Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India. For the adoption and implementation of best practices in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.

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

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

Sant Hirdaram Girls College works towards imparting quality education and inculcating Human Values and culture amongst its students and staff through its IQAC in the following manner:

- The College Implements Outcome-based learning education in each programs. IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually considering Bloom's taxonomy.
- Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
- Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
- Implement and enhance the use of ICT tools to strengthen the teaching-learning process.
- Institutionalizing the best efforts to make the campus ragging-free and develop the discipline in the students along with the proper functioning of grievance redressal cell.
- Establishment of the Mentor-mentee process and its effective implementation.
- Establishing Research and Development cell to promote Research and Development activities.
- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.
- All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co curricular activities, discipline and culture of the Institute.
- The Principal and the Discipline Committee members make

random visits to ensure smooth conduction of classes.

- Feedback from students is also taken individually by teachers for their respective courses, by the Department Heads, and directly through IQAC by getting the feedback forms filled. Students are also free to approach the Director of the Institute for feedback and suggestions.
- Feedback is properly analyzed and shared with the Director, Deans, HODs and individual faculty members.

The teaching-learning process is reviewed, and improvements implemented, based on the IQAC recommendations every now and then.

File Description	Documents
Paste link for additional information	https://shgc.in/internal-quality-assurance-cell-iqac
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.shgc.in/report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Women empowerment through gender equity in education is ensured. The college does consistent efforts to promote women education. The Women Cell was constituted with an objective to sensitize & equip students with issues related to gender sensitization, women empowerment etc. We step towards waiver of tuition fee for students at the time of admission specially belonging to socially disadvantaged group. Students apprised of the gender issues during the Orientation/Self Induction Program held for newly admitted students each year.

The College has taken several measures to enhance safety & security on campuses by constituting Anti ragging committee (Internal Complaints Committee), Grievance Redressal Cell, installing CCTV cameras & by providing round the clock security. Glass pane (See through door/ windows) at eye level has been installed.

The Women Cell ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. Suggestion boxes are placed outside each blocks for grievances and feedback of students. Telephone / Mobile numbers of all the members of Women Cell are displayed at the entrance of the college. Strict confidentiality is maintained by the Grievance Redressal Committee to encourage the complainant to lodge complaint without fear.

Counselling is provided to the complainants and the respondents independently by the Principal. The Training & Placement cell also conducted special lectures, mock interviews etc. for career counselling of students.

The College also organizes training programmes, seminars, workshops etc. on gender equity and sensitization. The audio-visuals of these programmes are uploaded at College website, Facebook, Instagram, YouTube etc. so as to reach a large and diversified audience. Also, there is a provision for Female employees to avail maternity leaves.

Annual Gender sensitization action plan

Activity

Responsibility

Action

Outcome

Infrastructure

Ensure students safety and security in the campus

Administrative office

Installation of CCTV cameras in all prominent places

Students feel safe and secure especially women.

Review the functioning of

Grievance Redressal Cell

Co-Ordinator of Grievance Redressal Cell

Grievances and complaints on gender issues, ragging and other matters are dealt with.

Since the inception of the college no such issue has taken place.

Faculty development

Continue to conduct events on gender equity

Co-Ordinator of Women Cell

Raise awareness among the teachers on the behaviour of the teenagers

Improved student-

teacher relationship

Depute faculty to participate in programmes on

gender sensitisation

Management

Train faculty to handle gender issues

Importance to values, culture and traditions stressed

Raising awareness and aspirations

Conduct events and programmes on gender equity, social media and cyber security

Conduct activities to make students realise their full potential

NSS , NCC and Sports Committee

- Promoting equality and diversity, eliminating discrimination by creating an environment that reflects our commitment to social justice.
- Helping students identify and develop their intellectual, sporting and cultural passions and supporting students to reach their full potential.

Participation of students in various cultural, curricular and extracurricular events have improved. Their self-confidence to face any situation has been enhanced.

Encouraging applications

Continue to develop high level of engagement with local schools and provide access to more students

Admission committee

Teachers regularly visit the schools within the city as well as outside the city, covering almost the entire state and create awareness on higher education.

Admission of students from all the sections including rural area are high

Supporting success

Enhance Guardian Tutor relationship to provide student support services

Department Heads

Identify students financial and non-financial constraints along with the constraints offer support

Improved student support services.

Analyse and improve student

retention rate

Department Heads

Student engagement through co-curricular activities.

Drop-out ratio is low.

Monitor student performance and success rate and attainment of programme outcomes

Department Heads

Remedial classes

Coaching for competitive

exams

Placement /training etc. .

Pass percentage of students is more than 85%

Specific facilities provided for women:

Institution shows gender sensitivity in providing facilities such as:

1. Safety and security

1. Safety norms are strictly followed by the college in all respects
2. Monitors the corridors of all floors of the building, classrooms, playground, canteen, laboratories hostel and library.
3. There are security personnels who safeguard the entire campus and hostel.
4. Students are highly secured under the existing security system. CCTVs are installed at the entrance of the classrooms, laboratories, library, college gate, canteen, parking area, office, corridors of different floors of the College to ensure the safety and security of students and staff.
5. ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises.
6. Regular medical check-up camps are arranged. In case of emergency transport facilities are also available.

2. Counseling:

1. The college committee has constituted a Grievance Redressal Cell that facilitates the redress of grievances fairly and impartially maintaining confidentiality. Grievance means a formal complaint about any kind of discontent, dissatisfaction or negative perception among students.
2. The Primary Objectives of the Grievance Redressal Cell is to ensure a fair, impartial and consistent way for redressal of various issues faced by the students.
3. Guardian Tutors has been implemented. The main objective is to keep the effective mentoring and welfare of the students; a group of 30-35 students are attached to a faculty member preferably who engages the particular class. This system improves the rapport between students and mentor.
4. Special care is taken for slow learners identified through counseling.
5. Students are encouraged to join NSS and NCC and participate in co-curricular and extracurricular activities.
6. The importance is given for overall development of students through webinars/seminars, personality development workshops, co-curricular and extra-curricular activities.
7. Counseling is arranged by the college for the students in three major areas i.e. Counseling related to academics, career and behavioral patterns. The counselor counsels the student on issues like personal, psychological, emotional problems and difficulties. It helps them to deal with stressful or emotional feelings and to inculcate the

positivity in them.

3. Common room

Separate Common rooms are provided for girls. Rooms are provided with necessary facilities like first aid box, rest room, mirrors, chair, table, washbasin, dustbin, etc.

NAAC

NAAC

File Description	Documents
Annual gender sensitization action plan	<p><u>At Sant Hirdaram Girls College, everyone is treated with respect; where ability is valued not the background' The College has a commitment of making a positive difference in people's lives. We are the pioneers in offering equality of opportunity in education and employment. Many of our students are the first in their families and our college being a girls college has secured a name in the locality as 'safe and secure' place for women students. Our success in promoting gender equality in our staff and students and retention of students and staff has been underpinned by a variety of actions and activities . The annual gender sensitization action plan is enclosed as above.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>1. Safety and security ? Safety norms are strictly followed by the college in all respects ? Monitors the corridors of all floors of the building, classrooms, playground, canteen, laboratories hostel and library. ? There are security personnels who safeguard the entire campus and hostel. ? Students are highly secured under the existing security system. CCTVs are installed at the entrance of the classrooms, laboratories, library, college gate, canteen, parking area, office, corridors of different floors of the College to ensure the safety and security</u></p>

of students and staff. ? ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises. ? Regular medical check-up camps are arranged. In case of emergency transport facilities are also available. 2. Counseling: ? The college committee has constituted a Grievance Redressal Cell that facilitates the redress of grievances fairly and impartially maintaining confidentiality. Grievance means a formal complaint about any kind of discontent, dissatisfaction or negative perception among students. ? The Primary Objectives of the Grievance Redressal Cell is to ensure a fair, impartial and consistent way for redressal of various issues faced by the students. ? Guardian Tutors has been implemented. The main objective is to keep the effective mentoring and welfare of the students; a group of 30-35 students are attached to a faculty member preferably who engages the particular class. This system improves the rapport between students and mentor. ? Special care is taken for slow learners identified through counseling. ? Students are encouraged to join NSS and NCC and participate in co-curricular and extracurricular activities. ? The importance is given for overall development of students through webinars/seminars, personality development workshops, co-curricular and extra-curricular activities. 3. Common room Separate Common rooms are provided for girls. Rooms are provided with necessary facilities like first aid box, rest room, mirrors, chair, table, washbasin, dustbin, etc.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/

B. Any 3 of the above

power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid Waste Management: College has developed Vermicompost unit in college premises which will be run by Department of Zoology. The objective is to create awareness of the solid waste management and recycle it to produce economically important Vermicompost.

For the collection of regular solid waste (dry and wet) garbage bins are kept at different places on the campus and in laboratories. Wastes from plants & kitchen are also collected from time to time for proper disposal & recycling and used in Vermicompost Unit for preparation of organic manure (VERMICOMPOST).

The use of earthworm for the conversion of different types of waste into Vermicompost can truly bring in "economic prosperity" for the farmers and the nations with "Environmental Security" for the earth.

Biomedical Waste Management: Biomedical Waste Management is of utmost importance in maintaining sanitary condition in the laboratory & in college campus. Proper disposal of generated waste and its segregation is necessary to prevent spread of infection among the students as well as staff members.

E-Waste Management: In E-Waste Management Non-working computers, Monitors, Printers etc. are discarded and scrapped on a regular basis. The Department of Computer Science has taken various measures to make department eco-friendly. For this propose, the department has maintained a bin and then collected E-waste material is send to the Pollution Control Board for recycling.

Hazardous Chemical Disposal: In Hazardous Waste Management, the faculties use very less corrosive chemicals for carrying out practical classes. Discarding of chemicals indrain is done in diluted form and their usage isminimum in practicals. Chemical are

purchased in minimum quantity to save expiry and disposal. Selection of less reactive element is preferred. Fuming hood chambers used in case of sensitive and reactive chemicals. Students should follow safety rules during practical's and wear PPES (Personal Protective Equipment's) viz hand gloves, shoes, helmets, face masks etc. These protective gears designed to safeguard the health of students by minimizing the exposure to hazardous chemicals.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	The geotagged photographs of the facilities available are enclosed here
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

Different sports and cultural activities are organized in college premises that promotes harmony towards each other. Commemorative days like Woman's Day, Yoga Day, Cancer Day, Thalassemia Check up Camps etc. are organized regularly in the institute which establishes positive interaction among people of different races and backgrounds. There are different grievance redressal cell in the institute like students GR cell, Woman GR cell which deals with grievances without considering any one's racial and cultural background. Institute has students charter and a separate code of ethics for teachers and employees which has to be followed by each one of them irrespective of their cultural, regional linguistic, communal, socio - economic and other diversities.

For the patients also, the Institute reaches out to community for providing better health care by organizing health check up camps, blood donation camps, Eye-check up camps, COVID Vaccination camps etc.

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

Different sports and cultural activities are organized in college premises that promotes harmony towards each other. Commemorative days like Woman's Day, Yoga Day, Cancer Day, Thalassemia Check up Camps etc. are organized regularly in the institute which

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For the patients also, the Institute reaches out to community for providing better health care by organizing health check up camps, blood donation camps, Eye-check up camps, COVID Vaccination camps etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. Singing of national anthem in the campus every day so as to bring a feeling of patriotism among all is practiced. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college.

The cadets of Sant Hirdaram Girls College actively participated in Atmanirbhar Bharat awareness campaign organized by DGNCC at

National Level during 1 st to 15 th August, 2020. Due to Corona Pandemic this campaign was organized on Social Media. Sant Hirdaram Girls College Cadets participated in different activities and sensitized the population to become independent through boycotting foreign items, promoted made in India products and several other activities.

Ms. Mansi Tirthani is honoured with NSS Award 2018-19 by the President of India Shri Ramnath Kovind in a virtual ceremony held on 24th September, 2020. The award comprised of a memento, commendation certificate and Rs. 100000/- as a cash amount. She was awarded this prestigious honour for her outstanding achievements in various activities of NSS and her service to the society. She has represented India in the International Youth Exchange Programme (China) and excelled in Republic Day Parade and various other local, state, and national level camps.

In the past Ms. Preeti Shahrawat was also honoured with the same award under the name Indira Gandhi National Award 2012. Five NSS Volunteers have represented the state in the Republic Day Camp held in New Delhi. Four NSS Volunteers, College and NSS PO have been feted with state level NSS Award. Overall three volunteers of our college have been chosen to represent India at Peoples Republic in China under International Youth Exchange Programme of Govt. of India.

SHGC observed Jan Andolan Campaign launched by PM Modi on 9 th October, 2020. The campaign emphasized on three key messages i.e to wear mask, follow physical distancing and maintain hand hygiene. The campaign was launched in the view of the upcoming festivals and winter season as well as the opening of the economy. It also emphasized on "unlock with precautions". SHGC observed dissemination by distributing masks, taking pledge and display of posters by students and staff members. On 9 th October, Friday a pledge taking programme was organized by NSS Unit and UGC Cell while launching Jan Andolan Campaign on COVID-19 by the Hon. Prime Minister of India. Jan Andolan Campaign on COVID-19 is a low cost, high intensity campaign driven by people participation for dissemination throughout the country. The campaign emphasized on unlock with precautions i.e. COVID-19.

Doordarshan Madhya Pradesh (DDMP) organized an Interview on the topic Ek Bharat Shreshth Bharat (EBSB), which was telecasted on 31 st October, 2020 at 02:30 pm. One of our NCC Cadet, Cdt. Capt. Harshita Mishra, B.Com. III Year has been selected for the programme. She also got an appreciation award from 1 MP Naval

Unit, NCC, Bhopal for her active participation in the programme.

The 71st Anniversary of the adoption of our constitution was celebrated virtually in Sant Hirdaram Girls College, Bhopal in association with the NSS Unit of the College as Constitution Day on 26 th November, 2020

The Literary Committee conducted the webinar on Principles and Values of Constitution In-Focus Women Rights on 3 rd December for the students, scholars and teaching faculties. Honorable Mr. S.B. Pathak, Member Law in MPERC delivered the keynote address. This Webinar was arranged with the motive of sharing the knowledge and practical experience and expertise in Women Rights.

Every year 16 th December is observed as Vijay Diwas to commemorate India's victory in the gruesome Indo-Pak war of 1971 that led to the formation of Bangladesh. This year on 49 th anniversary, SHGC also observed Vijay Diwas.

Three NSS Volunteers Ms. Neha Singh (B.Sc. III Yr.), Ms. Divya Meena (B.Sc. III Yr.) and Ms. Yashika Yadav (B.Com. III Yr.) were selected for Rashtriya Prerna Doot Award 2020-21. This award was given to the students for their services rendered for society.

23 rd January, 2021 NSS Unit of Sant Hirdaram Girls College, Bhopal celebrated 125th Anniversary of Netaji Subhash Chandra Bose as "Parakram Diwas" to inspire people, especially the youth to act with fortitude in the face of adversity as Netaji did to infuse in them a spirit of patriotic fervour.

A National Research Webinar on Gender Equality was organized on 2 nd February, 2021 (Tuesday) by Women Cell & Literary Committee in Technical collaboration with the Global Association of Social Sciences. The Keynote Speaker was Dr. Sunil Goyal who is an eminent Social Scientist, Writer, Professor and Head, Motivational Professional Speaker, Researcher and editor-in-chief.

Road Safety month was celebrated from 18 th January 2021 to 17 th February, 2021 in Sant Hirdaram Girls College, Bhopal as it is a chance for us to comprehend the preciousness of life and make people understand what could be done to save our own life as well as the life of others on the road. A Slogan writing competition was organized on this occasion on the topic "Sadak Suraksha, Jeevan Raksha" on 17 th February, 2021.

1 MP Naval NCC Cadet Captain Harshita Mishra of Sant Hirdaram

Girls College, Bhopal studying in B.Com. III Year was honoured on 24 th February, 2021 by the Institute. For her exemplary achievements she has been honoured as Best Cadet in Republic Day Parade at New Delhi and also by Madhya Pradesh and Chhattisgarh Directorate of NCC. She participated in De-Ketting Camp organized by 4 MP Battalion NCC, Bhopal from 31 st January, 2021 to 8 th February, 2021, where she was bestowed with the medal by the Chief Minister Hon. Shri Shivraj Singh Chouhan.

On 8 th March, 2021, Monday, International Women's Day was celebrated by Women Cell in collaboration with NCC and NSS Units with great zeal and vigour. It is observed every year to appreciate efforts of women and celebrate their achievements in all spheres of life. This year the theme was choose to challenge, which means that unless and until we challenge are fears, there will be no change in society.

On 20 th March 2021, Saturday Literary Committee and NSS unit jointly organized a session on the topic "The role of women in Indian freedom struggle". The key note speaker was Dr. Jyotsna Agarwal, Head Department of History in Sarojini Naidu Girls PG College Bhopal.

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

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

B. Any 3 of the above

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

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

Sant Hirdaram Girls College is one of the leading centers of excellence in Bhopal, Madhya Pradesh. Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Every culture has number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout the session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The academic calendar is brimming with important events which show enthusiasm of the institution in celebrating many national as well as international days and commemorative events and festivals.

Every year the College celebrates National Festivals i.e. Independence Day on 15th August and Republic Day on 26th January with pomp and gaiety by hoisting the national tricolour in the main Campus. After unfurling the flag, students and staff sing the National Anthem and other patriotic songs. On these occasions, the Guest of Honor who is generally an Army Personnel delivers Independence/Republic day messages. This year also under the guidance of Principal a competition on SELFIE WITH TIRANGA was organised on the occasion of Independence Day

The Institute celebrates Teachers' Day every year on which Teachers and Non Teaching staff are honoured with gifts.

Following are some more Events which were celebrated and observed in the College with great enthusiasm by the entire fraternity of the College.

- The 71st Anniversary of the adoption of our constitution was celebrated virtually in Sant Hirdaram Girls College, Bhopal in association with the NSS Unit of the College as 'Constitution Day' on 26th November, 2020.
- World Food Day was observed by SHGC NSS Unit on 16th October, Friday. On the occasion, a livestream was organised by NSS volunteers on Instagram.
- The institution paid Homage to the victims of Bhopal Gas Tragedy on 3rd December .
- Vijay Diwas is celebrated every year on 16 th December to commemorate India's victory in gruesome Indo-Pak war of 1971. This year also it was celebrated with great zeal and vigour.
- Department of Mathematics organized a Webinar on Mathematics Day
- On the occasion of Hindi Diwas, an Essay Writing Competition was organized by Hindi Department on 14th September, 2020 in two categories: Students and Teachers.
- Celebration of National Youth Day on Birth Anniversary of Swami Vivekananda (Poster Competitions).
- Celebration of 125 th Anniversary of Netaji Subhash Chandra Bose.
- Martyrs Day was observed to represent Gandhij's Ideology in present scenario.
- Poster Making Competitions was organised to observe National Science Day which is celebrated in India on 28 th February each year to mark the discovery of the Raman Effect by Indian physicist Sir C. V. Raman on this day in the year 1928.
- On 8 th March, 2021, Monday, International Women's Day was celebrated by Women Cell in collaboration with NCC and NSS Units with great zeal and vigour.
- As the month of June is marked to celebrate International Yoga Day, a two days' (11th-12th June, 2021) Workshop was organized by Department of Education, SHGC through online mode. Also International Yoga Day was celebrated on the 21st of June 2021 where all the college staff participated in various Pawanmuktasana, Taadasana, Kapaalbhati, Anulom Vilom etc.

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

7.2 - Best Practices

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

Best Practice-I

Title of the Practice:

Enhanced Use of Digital Technology:

Introduction

Over the past 2 years, we have seen how digital technology helps in the fight against Covid 19 (CORONA VIRUS). Through digital platforms, authorities can provide official, trustworthy and timely information and advice about Covid 19. Online platforms connected millions of students and staff members to their school, colleges and office from home during the spread of Covid 19. Digital data and artificial intelligence (AI) helped in diagnosis and monitoring of the infectious virus. It played a significant role in enabling teachers to teach students at a distance using tools that enabled both synchronous and asynchronous communication with whole class, groups and individual children or young people, access to learning materials and interactive and collaborative activities.

Context

During Covid 19 pandemic schools and colleges could not impart education in their physical presence in the classrooms. Education shapes and plays a vital role in the way of development. If education is affected, it can have adverse impact on children and young adults to enhance their knowledge and quality of life. The Covid-19 pandemic forced the people to adopt internet and internet based services to communicate, interact and perform their official

duties from home/workplace.

Objectives

1. To develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching.
2. To improve access to digital technology for all learners.
3. To ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
4. To empower leaders of change to drive innovation and investment in digital technology for learning and teaching.

Practices

1. Traditional classroom based teaching is being shifted to digital means as per the need of the hour.
2. To support various teaching approaches, classrooms are better equipped to connect to multiple platforms (e.g. - desktop, laptop, and hand held devices). Projectors have advanced from opaque projectors that used light to project notes to digital touch sensitive devices that can connect to computers allowing educators to share their lecture, notes with students.
3. Different platforms such as laptops, tablets and cell phones are changing the scope of teaching and learning. Lectures are presented out of class through the flipped class teaching method. Some of these teaching methods increase student teacher interaction having the potential to improve the quality of learning.
4. Digital technologies are changing how books are published and shared, they are allowing educators to use animation and stimulation in class.
5. With the help of digital technology we have started participating in virtual meetings, work from home became a new culture and we gradually became familiar with applications like Zoom, Google Meet, Skype meetings etc. Teachers also started scheduling online classes, webinars, online conferences, FDPs, etc.

6. Contrary to the tradition of visiting each other during festivals, students connected through mobile phones, video classes etc. Webtalks and Talk shows have been organized through FB Live and Zoom. Various sessions were organized for google forms generation and implementing other google apps in teaching-learning.

Best Practice-II

Title of the Practice:

Implementing three E' (Economy, Ecology and Equity) of Sustainable Development

Introduction

The three E's - Economy, Ecology, & Equity provides a framework to explore and anticipate how the choices of today can affect their tomorrow.

Economy is the management and use of resources to meet our basic needs, Ecology is the pattern of relationship between living things and their environment and Equity is fairness, where there is equity decisions are based on fairness and everyone (regardless of race, income, sex, age, language or disability) has opportunities and is treated with dignity.

Our College believes in all the three dynamics of sustainable development - Economy, Ecology and Equity.

Context

Nature has given us everything for successful living. We use its resources to satisfy our needs & requirements. But greediness & strive for luxury has leads to environmental imbalance but our college believes in Nature Conservation & Healthy environment through Eco-friendly practices with the motto of "Begin with yourself & help to save the world". The Three E's - Economy, Ecology and Equity are important in building a healthy and prosperous environment in an institution. Therefore, implementation of three E's are given at most importance through our objectives/practices in co-curricular activities.

Objectives of the Practice

Our College in its Practices has always been environment friendly,

the campus has been highly sensitive to issues like Green Campus, Climate change & Environment degeneration. It mainly concentrates on "Clean campus- Green Campus & promote an ambience of creativity with the objectives of-

1. To continue cleanup activities, support Environmental activities & encourage Environmental volunteerism.
2. Continue to spread awareness & create discussions through social media.
3. To make people aware of the importance & the need of the Nature friendly environment.
4. Reduction of environmental pollutants.
5. Promote environment friendly, socially just & sustainable models of energy.
6. To host programs that spotlight community equity issues, such as workshops and training that address Human Rights, Racial Equality etc.
7. To promote Co-existence & cooperation with local communities in regard to the environment.
8. Contributing to the environment through Technologies & services.
9. Guide & provide directions to the implementation of initiatives for environment conservation in the field of waste water & energy.
10. Invite renowned environmentalists to deliver lectures on environment conservation.
11. Organize rallies & skit in the nearby area & adopted village of NSS along with the NSS Volunteers to create awareness about the social issues.
12. Plantation, Conservation & Maintenance of trees should be done regularly.
13. Awareness of environmental issues & responsibilities should be created.
14. Promotion of the information regarding the nature, natural

resources, wildlife for the conservation of biodiversity should be conducted.

Practice

"Eco-friendly" or "Going green" is the latest way of life used to refer to goods & services laws, guidelines & policies considered to inflict minimal or no harm to the environment.

For this we have also received "The Certificate for District's Green Champion" from the Department of Higher Education, Government of India.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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 centre 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 organised through different committees and cells. The spirit of mutual work, discipline, social responsibility toward community development and national building is inculcated through nature club, NSS, NCC etc. The environmental awareness is being promoted by Nature Club and its members.

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

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR THE NEXT ACADEMIC YEAR:-

- To encourage faculty members and students for paper publications.
- To motivate faculty members for FDP program.
- 100% Covid Vaccination to all the students of the college.
- To conduct national and international conference of Commerce, Science and Computer Science.
- To sensitize students about gender awareness.
- To aware students about the unidentified freedom fighters.
- To sign MOU's with various agencies or institution.
- To focus more on awareness of "Intellectual Property Rights" IPR and industry academia linkages.
- Certificate courses and capsule training for students to be included in the regular curriculum.
- To encourage students and faculties to inhibit the practice of learning through e learning resources, available in youtube channel and other websites for better learning experience.