



**SANT HIRDARAM GIRLS COLLEGE, BHOPAL**  
**NAAC ACCREDITED**  
**INTERNAL QUALITY ASSURANCE CELL [IQAC]**



**ANNUAL QUALITY ASSURANCE REPORT**  
**[AQAR]**  
**2018-2019**



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# The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

## Part – A

### Data of the Institution

(data may be captured from IIQA)

1. Name of Institution: **Sant Hirdaram Girls College, Bhopal**

• Name of the Head of the institution	Dr. Charanjit Kaur
• Designation	Principal
• Does the institution function from own campus	Yes
• Phone no./Alternate phone no.	0755-4290442
• Mobile no.	9826320208
• Registered e-mail	santhirdaramgirlscollege@yahoo.com
• 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:

• Affiliated / Constituent	Affiliated
• Type of Institution: Co-education/ Men/Women	Women

• Location: Rural/Semi-urban/Urban	Semi-Urban
• Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify).	UGC 2(f) and 12 (B) & Self financing
• Name of the Affiliating University	Barkatullah University, Bhopal
• Name of the IQAC Co-ordinator	Dr. Suneela Choube
• Phone no.	0755, 2640632
• Alternate phone no.	0755, 2640631
• Mobile	9406928987
• IQAC e-mail address	iqacshgc2019@gmail.com
• Alternate Email address	santhirdaramgirlscollege@yahoo.com

3. Website address : [www.shgc.in](http://www.shgc.in)

Web-link of the AQAR : (Previous Academic Year):  
[http://shgc.in/shgc/admin/upload\\_files/AQAR%202016-17.pdf](http://shgc.in/shgc/admin/upload_files/AQAR%202016-17.pdf)

4. Whether Academic Calendar prepared during the year?

Yes/No : **Yes**

if yes, whether it is uploaded in the Institutional website: Yes.

Weblink: [http://shgc.in/shgc/admin/upload\\_files/Academic-Calendar-2018-%202019.pdf](http://shgc.in/shgc/admin/upload_files/Academic-Calendar-2018-%202019.pdf)

5. Accreditation Details:

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 <sup>st</sup>	B	2.47	2015	From: 01.05.2015 to: 30.04.2020
		B	2.72	2014	From: 24.09.2014 to: 23.09.2019
2.	2 <sup>nd</sup>				from: to:
3.	3 <sup>rd</sup>				from: to:
4.	4 <sup>th</sup>				from: to:
5.	5 <sup>th</sup>				from: to:

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

## 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item/Title of the quality initiative by IQAC	Date & Duration	Number of Participants/ Beneficiaries
1. Regular meeting of IQAC is arranged	Yes, On 28.07.2018, 31.08.2018, 16.10.2018, 29.12.2018, 20.03.2019 and 18.04.2019, Meetings of IQAC have been organised (30 to 40 min each).	IQAC members and Faculty Heads
2. Timely submission of AQAR to NAAC	Yes, every year, AQAR is submitted within the given time framework.	
3. Feedback from Students	Systematic mechanism is followed to obtain feedback from students. A proforma has been developed which is filled by the students and is analyzed on regular basis. The suggestions and recommendations (if any), are conveyed to the respective faculty by the Principal.	Students and Teachers
4. <i>Quality Audit</i>	In the session 2018-19, internal audit of all the departments have been conducted.	All the respective departments.

***Note: Some Quality Assurance initiatives of the institution are:***

***(Indicative list)***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*

- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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

<b>Institution/ Department/Faculty</b>	<b>Scheme</b>	<b>Funding agency</b>	<b>Year of award with duration</b>	<b>Amount</b>
Sant Hirdaram Girls College, Bhopal	<b>National Meet to Innovate India-infocus Women</b>	MPCST & SHKES	09/10/2018	Rs 64,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

\*upload latest notification of formation of IQAC : **Annexure 1**

10. No. of IQAC meetings held during the year : **06**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

Yes/No : **Yes**

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? : **Yes**

If yes, mention the amount : **Rs. 64000/-**  
**from MPCST Year: 2018**

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

- Orientation programme for newly admitted students in all Streams in July 2018. The objective of the session was to bring awareness among the students about the courses, activities and their roles & responsibilities towards college at the onset of new academic session.
- IQAC organized Personality Development Program as per the Calendar of Higher Education. Important sessions were conducted based on themes such as

importance of Role of GURU, Nutrition, Mental & Physical Health, and Environmental Issues etc.

- Important notifications are also displayed within the college campus at different locations through Notice Boards.
- Orientation and motivation programs for teaching & non-teaching staff for quality consciousness.
- Motivation of staff members to inculcate Research Aptitude and apply for research projects, participate in seminars, workshops and Paper Presentations.
- Motivating students to take up social awareness program like green audit, cashless transfer, use of eco-friendly devices, road safety etc.
- Programme based on Gender Sensitization and Women Empowerment.

**13.** 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

<b>S.No.</b>	<b>Plan of Action</b>	<b>Achievements</b>
1.	Refurnishing and strengthening Research Cell.	A National meet to Innovate India infocus-Women was organized
2.	Induction of more visiting faculties experts to enhance quality of Teaching.	Expert lectures by renowned subject experts to enhance quality of Teaching
3.	Incentives to teachers and students for Research Publications.	Motivational Awards to acknowledge Teachers and students achievements in Academics and extra-curricular activities.
4.	Encouraging and motivating the faculty members to participate in refresher courses, Seminars, Conferences etc.	The executed academic and activity plans are published in the monthly newsletter, an initiative by all teaching departments.

**14.** Whether the AQAR was placed before statutory body? : **No**

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

**NAAC interacted with IQAC twice (Once during Accreditation and Assessment of Department of Education and secondly during Assessment of Functioning of College**

**Yes/No : Yes**

Date: 11<sup>th</sup> to 13<sup>th</sup> March, 2015 (College Accreditation)

Date: 4<sup>th</sup> & 5<sup>th</sup> September, 2014 (Dept. of Education)

16. Whether institutional data submitted to AISHE: Yes/No : **Yes**

Year: **2018-19**

Date of Submission : **30 September, 2018**

17. Does the Institution have Management Information System?

**Yes** : ✓

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

**Management Information System is operative in the college. The MIS pervades the following areas of institutional activities:**

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



**PART – B**  
**CRITERION I–CURRICULAR ASPECTS**

**1.1 Curriculum Planning and Implementation**

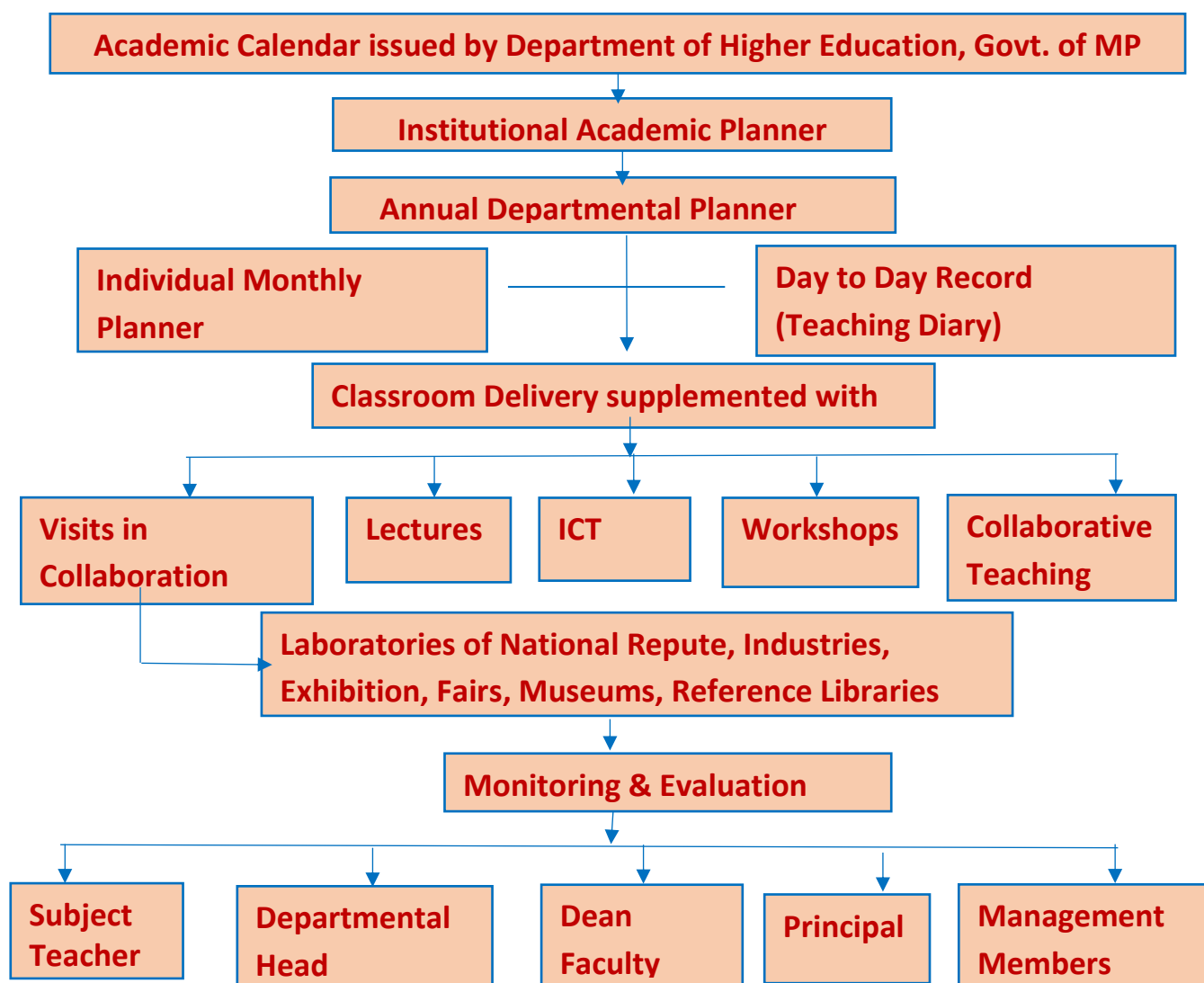
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation.  
Explain in 500 words

Setting higher standards towards women empowerment, equipping them in every possible way i.e. Spiritual, Cultural, Social and Ethical ways and to meet the mission and vision of the institution, all our efforts are focused to achieve excellence.

**Mission:** To empower young women to grow as valuable assets of Global Society by providing them Quality Higher Education enabling them to develop higher intellectual level with spiritual, cultural and ethical values.

**Vision:** To work for the betterment of the society by generating skilled, knowledgeable human resource.

The schematic representation curriculum planning and implementation can be depicted as below.



- Collaborations: Inter linkages with industries, research organization, corporate & other academic bodies to impart appropriate training to our students as per the local needs & global requirements.
- Some faculty members of the college being members of various professional bodies viz ISCA (Indian Science Congress Association), AICSA, UACEE, IACSIT, and IAENG.
- Students also sent to research institute, reputed laboratories & other state level bodies in and around Bhopal: CSIR (Council Of Scientific and Industrial Research), MPCST (Madhya Pradesh Council of Science and Technology), CEDMAP (Centre for Entrepreneurship Development Madhya Pradesh), CIPET (Central Institute of Plastics Engineering & Technology), IIFM (Indian Institute of Forest Management), CRISP (Centre for Research and Industrial Staff Performance), IISS (Indian Institute of Soil Science), CIAE (Central Institute of Agricultural Engineering), and Jawaharlal Nehru Cancer Hospital & Research Centre.
- PG students ↓ are deputed for their dissertation work to visit NCL, Pune.
- College is in direct network EDI (Entrepreneurship development of India), they organize short & long term courses leading to skill development in various areas. Such types of training are organized every year as part of internship programme. The internship program is conducted either on campus as well as off- campus in collaboration with industrial & training units.
- Training & Placement cell: Plans initiate to fulfil demand & upgradation of the students time to time.
- The training & placement cell, Consultancy service, Grievance Redressal cell, Personality development programmes have contributed to sustenance & enhancement of quality of the institution.

The institute incorporates theory with practical (including visits), project work, internship programmes, seminars, extension lectures, workshops, symposia, expert talks, value added sessions to gather feedback regarding their relevance & appropriateness in catering the needs of the society, economy, environment & supplements University curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Certificate Course in Travel and Tourism	-	1 Sep -30 Nov, 2018 3 months	Various Jobs in Travel Tourism Hospitality and Aviation Industry and Tour &Travel Agency Business	E-Ticketing software
Certificate Course in Indian Idol	-	1 Aug.- 31 Jan, 2019 6 months	Student may start music classes, as professional singers, sound engineer, and voice modular of cartoon characters.	Vocal music Training
Certificate Course in Tally	-	1 July-31 Aug 2018 2 months	Job Profile as Tally Accountant	Tally Accounting
Certificate Course in System Tools and Techniques	-	1 July-31 Aug 2018 2 months	Job Prospects in Software and Hardware Field, System Analyst	Hardware and Software
Certificate Course in Level I Entrepreneurship Online Program	-	1 Sep-30 Dec 2018 4 months	To Develop business skills to become Entrepreneur.	Entrepreneurship Skills
<b>1.2 Academic Flexibility</b>				
1.2.1 New programmes/courses introduced during the Academic year-				<b>Nil</b>
Programme with Code	Date of Introduction	Course with Code	Date of Introduction	

1.2.2 Programmes in which Choice Based Credit System (CBCS)/ implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL		-	<p>B.Sc. Biology &amp; Maths B.Com. 1 July, 2006</p> <p>BCA &amp; BBA 1 July, 2008</p> <p>M.Com. &amp; M.Sc. (BT, Chem, CS) 1 July, 2009</p> <p>M.Sc. F&amp;N &amp; Mathematics 1 July, 2010</p> <p>B.Ed. 1 July, 2006</p>	<p><b>B.Sc. Biology</b> *Botany-Chem-Zoo *Microbio-Chem-Bot *Biotech-Chem-Zoo *Biotech-Chem-Botany *Clinical Nut-Chem-Zoo</p> <p><b>B.Sc. Mathematics</b> *Maths-Phys-Chem *Comp. Sci.-Maths-Phys</p> <p><b>B.Com.</b> *Computer Application *Economics *Honours</p> <p><b>BBA (Finance-Marketing-HR)</b></p> <p><b>BCA</b></p> <p><b>B.Ed.</b></p>	<p><b>M.Com.</b> *Accounts *Finance *Marketing *Taxation</p> <p><b>M.Sc.</b> *Biotech *Chem *Comp Science</p> <p><b>M.Sc.</b> *F&amp;N *Mathematics</p>

Already adopted (mention the year)

\*Barkatullah University, Bhopal does not allow choice based credit system. Elective Course System is followed as detailed above.

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

No of Students	Certificate Courses	Diploma Courses
15	Certificate Course in Travel and Tourism	-
20	Certificate Course in Vocal music	-
27	Certificate Course in Tally	-
55	Certificate Course in System Tools and Techniques	-

<b>1.3 Curriculum Enrichment</b>		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
<b>Value added courses</b>	<b>Date of introduction</b>	<b>Number of students enrolled</b>
Spiritual talk by Education Department	5 <sup>th</sup> July, 2018	110
Orientation Programme based on Life Skills (by our President Rev. Siddh Bhauji)	9 <sup>th</sup> July, 2018	250
Programme on Swasth Bharat by Dr Biswaswaroop Roy Choudhary	10 <sup>th</sup> July, 2018	700
Spiritual talk by Commerce Department	12 <sup>th</sup> July, 2018	105
Spiritual talk by Computer Department	19 <sup>th</sup> July, 2018	130
Spiritual talk by Science Department	26 <sup>th</sup> July, 2018	125
Spiritual talk by Education Department	2 <sup>nd</sup> August, 2018	120
Interaction Session of Students based on Moral Values with Rev. Siddh Bhauji	3 <sup>rd</sup> August, 2018	300
Spiritual talk by Commerce Department	9 <sup>th</sup> August, 2018	132
Spiritual talk by Computer Department	16 <sup>th</sup> August, 2018	135
Blessings by Rev. Siddh Bhauji on the occasion of Raksha Bandhan	23 <sup>rd</sup> August, 2018	250
Spiritual talk by Science Department	6 <sup>th</sup> August, 2018	150
Session on Mental Health by Ms.Sonam Chhatwani, Counsellor and Rehabilitation Psychologist.	10 <sup>th</sup> September, 2018	160
Session on “Environmental Conservation through ECO Forum” by Ms. Sangeeta Saxena, State Director, World Wide Fund of Nature (WWF India).	15 <sup>th</sup> September, 2018	220
Spiritual talk by Education Department	27 <sup>th</sup> September, 2018	130
An Interactive Session to face the challenges of life for Students (by Rev. Siddh Bhauji)	4 <sup>th</sup> October, 2018	280
Spiritual talk by Maths Department	18 <sup>th</sup> October, 2018	120
Spiritual talk by Computer Department	25 <sup>th</sup> October, 2018	112

Session on “How to celebrate Diwali” by Dr. Amrita Motwani , Vice- Principal, Navnidh Hassomal Lakhani Public School, Bhopal	30 <sup>th</sup> October, 2018	200
Spiritual talk by Commerce Department	15 <sup>th</sup> November, 2018	142
A session of Dr. Neelkanthan, a transformational trainer on the topic “powerful habits and psychology for success and happiness”	19 <sup>th</sup> November, 2018	600
Spiritual talk by Education Department	29 <sup>th</sup> November, 2018	123
A session by Dr. Archana Gupta on the topic “The benefits of Aloe Vera”.	01 <sup>st</sup> December, 2018	300
A session on Holistic Wellness by Dr. Radha Sukhani	06 <sup>th</sup> December, 2018	230
Spiritual talk by Commerce Department	13 <sup>th</sup> December, 2018	145
Spiritual talk by Computer Department	27 <sup>th</sup> December, 2018	140
Spiritual talk by Science Department	3 <sup>rd</sup> January, 2018	130
Interactive Session of Students on the topic “The importance of forgiveness” with Rev. Siddh Bhauji	7 <sup>th</sup> January, 2019	200
Spiritual talk by Education Department	17 <sup>th</sup> January, 2018	145
Spiritual talk by Commerce Department	27 <sup>th</sup> January, 2018	110
Spiritual talk by Computer Department	14 <sup>th</sup> January, 2018	120
A session by Dr. Archana Gupta on the topic “Herbal Way of Life”.	18 <sup>th</sup> February, 2019	220
Symposium on “Etiquettes and Mannerism” by Ms. Shalu Pandey of SHIM	22 <sup>nd</sup> February, 2019	300
Spiritual talk by Science Department	28 <sup>th</sup> February, 2018	130
Under the guidance and inspiration of Rev. Siddh Bhauji, a Blessings Sharing Session was organized	9 <sup>th</sup> May, 2019	200
1.3.2 Field Projects / Internships undertaken during the year		
<b>Project/Programme Title</b>	<b>No. of students enrolled for Field Projects / Internships</b>	
<b>Annexure - 2</b>		

## 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
<b>Yes</b>	<b>Yes</b>	<b>Yes*</b> * Although Structured feedback is not received from the employers, it is informally received verbally very often on day to day basis.	<b>Yes</b>	<b>Yes</b>

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

The institution has no role to play in the design and development of curriculum prepared by the Board of Studies of different subjects, Barkatullah University, Bhopal under Department of Higher Education, Govt. of MP. However, the senior faculty members of our institution are respective members of Board of Studies, BU, Bhopal. Feedback given by our faculty members, regarding modification of curriculum, are very well appreciated by concerned authorities.

Feedback is acknowledged as an essential element of improving the teaching learning process. It has significant impact in professionalizing teaching in Higher Education, although it is considered as difficult issue in higher education arena. At our institution, the information provided in the feedback is understood in the context it is written and to conceptualize it more as a dialogue than information transmission. Feedback as dialogue means that there is an opportunity to have discussion about that feedback afterwards.

The progress of any institution profoundly depends upon a well-organized and systematic feedback system, accommodating all the stake holders including staff, students, alumni, employers, parents etc., to help the individuals in particular and organization as a whole, to improve the performance and effectiveness of the system. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching aids and student assessment outcomes are implemented leading to improvement.

The feedback is taken from all students i.e. Undergraduate and Post Graduate Programmes offered in the college.

Student feedback is based on two criteria overall college functioning and teaching learning process, which covers overall learning environment, Human Resources & other facilities like library, counselling services, canteen, hostel, sports etc.

Teacher feedback (Teaching and Learning Process)- This feedback covers teaching learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas, Quality of teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Accessibility and availability of Teacher in Campus/ Department etc.

Feedback emphasizes on teacher innovativeness, use of ICT in teaching methodologies, interactive & collaborative teaching and students involvement in learning. Feedback is collected for each and every teaching staff and properly assessed & analysed. Further, the report is duly submitted to the head of the institution for final comments and corrective measures to be taken, which is later on communicated to the concerned teacher for further improvement.

The analysis of feedback for the year 2018-2019, revealed that majority of teacher(s) are doing their work diligently & effectively. Whenever there need be suggestions and recommendations were given to the teacher(s) in the interactive meetings. Efforts taken thereof, by teacher(s) to enhance the quality of their teaching learning process are also appreciated & applauded.

### **Teachers**

The institution has adopted a practice to conduct all staff meetings, at regular intervals for enhancing the curriculum, academic discipline, teaching learning process, research and extension activities etc. Each and every decision taken is well debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation.

### **Employer**

The Employers' feedback highlights evaluation parameters in the form of subject knowledge, attitude, behaviour, regularity, punctuality, maturity, motivation, creativity, presentation skills and ability to get along with others. The analysis of this feedback helps the institute in reframing various skill development trainings. It also helps in determining overall employability of our students at various levels.

### **Alumini**

Our institution enjoys a strong and healthy bond with the Alumini. As they are the brand ambassador(s) of every institution, their constructive feedback is taken with due positive considerations for the improvement and development of the institution. Alumini feedback is based on role of the college in the development of students' personality, employability and academic excellence. Various alumni program such as Foundation Day, Alumni Meet etc. are organised in the institute during every academic year.

### **Parents**

As an important stake holder of this system, feedback from parents is also collected, assessed and analysed. Some of the parameters accommodated in the parents feedback, include quality of teaching, students' discipline, sports facilities, Lab. Facilities, examination system, other students facilities such as transport, library, internet, Wi-Fi etc. The parents are well communicated about the progress of their wards from time to time.



## CRITERION II - STUDENT ENROLMENT AND PROFILE

### 2.1 Student Enrolment and Profile

#### 2.1.1 Demand Ratio during the year

S. No.	Course Code	Name of programme	Subject Combinations	Seats	Admitted	Enrolled
1	C029	B. B. A.	BBA	120	42	42
2	C030	B. C. A.	BCA	180	22	22
3	C198	B. Com	Commerce with Computer Application	200	65	65
4	C032	B. Com	Commerce	200	103	101
5	C062	B. Sc.	Biotechnology - Botany - Chemistry	30	0	0
6	C067	B. Sc.	Biotechnology - Chemistry - Zoology	30	0	0
7	C085	B. Sc.	Botany - Chemistry - Zoology	70	23	23
8	C116	B. Sc.	Chemistry - Mathematics - Physics	50	10	10
9	C122	B. Sc.	Clinical Nutrition - Chemistry - Zoology	30	28	28
10	C137	B. Sc.	Computer Science - Mathematics - Physics	100	19	19
11	C080	B. Sc.	Botany - Chemistry - Microbiology	30	26	26
12	D418	B.Com. (Honours)	Commerce	120	55	55
13	C031	M. Com.	Commerce	60	19	19
14	C042	M. Sc.	Biotechnology	25	9	9
15	C044	M. Sc.	Chemistry	25	11	11
16	C046	M. Sc.	Computer Science	25	12	12
17	C050	M. Sc.	Mathematics	30	19	19
18	C205	M. Sc. (Home Science)	Food and Nutrition	25	11	11
19	BED727	B.Ed.	Education	50	49	49

## 2.2 Catering to Student Diversity

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
218-19	440	81	13	--	32

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

## 2.3 Teaching –Learning Process

### 2.3.1: Percentage of teachers using information and communication technology (ICT) for effective teaching with learning management systems (LMS), E- learning resources etc. (Current year data)

Number of teachers on roll 2018-19	Number of Teachers using ICT (LMS, e-resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
45	43	Computers	06	04	NPTEL
		Laptops			E resources
		Projector			Educational CD's
		LCD screen			INFLIBNET
		DVD Players			

### 2.3.2: Student mentoring system available in the institution? Give details (maximum 500 words)

Our college has well organized Tutor Guardian Scheme to have one to one interaction with students. For a particular batch of students, a teacher is assigned the role of Tutor-Guardian. Tutor- Guardian works as a friend, philosopher and guide for these students. She keeps the track of every student's day-to-day activities inclusive of daily attendance, test results, internal assessment, examination results and other related information of students under their command. A specially designed tutor guardian book is also maintained by them. They encourage the students to participate in on-campus and off-campus co-curricular & extracurricular activities. The observations are

shared with the parents/guardians on regular basis. Counselling the students to face challenges encountered not only in college campus but in their personal lives too. Tutor-Guardian acts as a mentor to students and offers them emotional and academic support. The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students. The teachers act as a buffer for the first year students and help them to get acclimatized to the college environment. This scheme, which is unique of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and reduces their anxiety in the present scenario.

On every Thursday a moral story based on spiritual thought is shared during morning assembly.

During the beginning of the academic session, orientation cum interactive programmes are organized in which our President Rev. Siddh Bhauji, guide the new admitted students to face challenges of life through values.

Students are permitted to use not only the various facilities available in the campus but also available in the sister concerns. They are assisted in every way to make them employable youth and capable global citizen to create employment. Further they are also groomed by hiring area specific experts. Apart from mentoring for academic excellence, we also provide opportunities to pursue various certificate courses as an additional qualification.

Every year during Annual Meet all the student achievers i.e. academics, sports, NCC, NSS, literary and cultural performers of that session are honoured. Their parents are also invited and felicitated by the Chairman of the College Governing Body himself. Gold medallists of affiliating university are honoured with a cash prize varying from Rs. 15000/- to Rs. 5000/- .

<b>Number of students enrolled in the institution</b>	<b>Number of full time teachers</b>	<b>Mentor-Mentee Ratio</b>
1438	45	1:30

<b>2.4 Teachers Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
<b>No. of sanctioned positions</b>	<b>No. of filled positions</b>	<b>Vacant positions</b>	<b>Positions filled during the current year</b>	<b>No. of faculty with Ph.D.</b>
<b>45</b>	<b>45</b>	<b>Nil</b>	<b>NA</b>	<b>18</b>

## 2.4.2 Honours and recognition received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year)

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

## 2.5 Evaluation Process and Reforms

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

<b>Programme Name</b>	<b>Programme Code</b>	<b>Semester/ Year</b>	<b>Last date of the last semester-end/ year-end examination</b>	<b>Date of declaration of results of semester-end/ year-end examination</b>
B.Com. (Hons.)	D418	VI Sem	08.06.19-19.06.19	12.07.19
B.Ed.	-	IV Sem	13.06.19-19.06.19	06.08.19
B.Sc.	C062 C067 C085 C116 C122 C137 C080	VI Sem	03.05.19-10.06.19	03.07.19
B.Com.	C198 C032	VI Sem	02.05.19-31.05.19	06.07.19
BBA	C029	VI Sem	02.05.19-10.06.19	25.06.19
BCA	C030	VI Sem	02.05.19-31.05.19	25.06.19-01.07.19
M.Com.	C031	IV Sem	28.06.19-05.07.19	22.08.19
M.Sc. (Maths)	C050	IV Sem	28.06.19-17.07.19	13.08.19
M.Sc. (CS)	C046	IV Sem	28.06.19-13.07.19	06.08.19/23.07.19
M.Sc. (Biotechnology)	C042	IV Sem	28.06.19-13.07.19	06.08.19/29.07.19
M.Sc. (Chemistry)	C044	IV Sem	28.06.19-13.07.19	03.08.19
M.Sc. (F&N)	C205	IV Sem	28.06.19-05.07.19	31.07.19

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

Department of Higher Education, Government of MP introduced yearly pattern in the entire state in the year 2016. Our affiliating University i.e. Barkatullah University has adopted this system since 2017. Continuous Internal Evaluation (CIE) System is followed by the institute. The institute has a Learning Resource Centre and is following different methods to ensure academic excellence of students and also to expand the learning canvas of the students. Following are the various continuous comprehensive evaluation (CCE) modes adopted in the college.

- Power Point Presentations (PPT)
- Role Play
- Assignments
- Poster Presentations
- Written Tests
- Mini Projects
- Book Review
- Quiz
- Laboratory Experiments
- Working Models
- Bibliography
- Old Question Paper Solving
- Problem Solving
- Classroom Teaching
- Auto Biography

The staff members communicate the students' about examination pattern and schedule, internal assessment, marking scheme etc. Analysis of examination results is done by the respective technical staff under the supervision of respective Teacher Incharge. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. Whenever necessary, the Departmental Head/Guardian Tutor shall recommend the visit of the parent to the college for a discussion about the Students' performance. Remedial Classes are conducted for the slow learners and absentees. ATKT or Re-examinations are conducted for the absent students as per university guidelines.

The institute is also having a web library with free Wi-Fi. There is an additional Reading Room apart from the Central Library. Literary Activities like Debate, Essay Writing, Slogan Making, Poster Making and Speech Competitions are organized on a regular basis just to enhance the learning of the student.

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

The institute follows the academic calendar of the Barkatullah University as well as institutional academic calendar. The Semester Cell under the guidance of Principal prepares the internal examination planner (inclusive of the mode of assessment and the dates of allotment & submission) for all the departments. Regular staff meetings are held to ensure adherence to the schedule given in the academic calendar. The other curricular and co-curricular activities like Seminars, Workshops, Cultural Programmes etc. are planned as per the academic calendar prescribed by the University.

The time table committee prepares the time table all the each department, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the UGC & the University. This time table is displayed on the notice boards as well as is given to each and every student to ensure that they stick to the schedule. The calendar or teaching planners are well prepared in advance and is outlined in a detailed fashion. The institute adheres and functions to the minimum number of working days and teaching days. A teaching diary is maintained everyday by the teachers individually duly signed by the HODs according to the classes taken by them as per the college calendar. Departments follow different evaluation outcomes throughout the semester/yearly pattern as an indicator of the student performance. The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

## **2.6 Student Performance and Learning Outcome**

### **2.6.1. Programme outcomes, programme specific outcomes and course outcomes for all programme offered by the institution are stated and displayed on website and communicated to teachers and students.**

The academic results are quite encouraging i.e. 100%. In addition to academic excellence they have been well equipped with the moral and ethical values. Their personality has been groomed in every possible way leading to confident, compassionate and diligent, committed employable youth. They have been placed in companies varying from multinational to local.

### **B.Sc. and M.Sc.**

Proficiency in Mathematics is need of the hour and an important outcomes of the education. In an increasingly technological society, the ability of workers to solve complex scientific problems and to use advanced Mathematical skills are crucial components of the nation's ability to compete in the global market. It is therefore, needed to go for mathematical sciences at the higher education level.

Some objectives of Biological Science course are to prepare qualified graduates and post graduates for clinical research or pedagogy, to prepare qualified personnel for employment, making them competent to address global issues like climate change, etc., to train the students in the utilization of essential test devices, scientific teamwork, basic and moral speculation and logical approach in information introduction. Also, they have a wide scope in the area of Research and Development, Chemical Manufacturing Industries, Education Sector, Medical Research. The students can explore how modern molecular bioscience approaches can solve key challenges in cell biology, pathology, pharmacology, physiology, produce massive amount of data on genome, proteome analysis, medicine, DNA cloning, Sequencing techniques, etc.

Chemistry makes one understand the fundamental principle behind the origin and sustenance of life. It is capable of deciding transportation, nutrition, energy production, etc. The students opting chemistry at the UG & PG levels possess the opportunities to render their services as Analytical Chemist, Bio medical Scientists, Healthcare Scientist, Nanotechnologist, Research Scientist etc. They are preferred in Pharmaceutical industries, Diagnostic Centres, Biotech Firms, Research laboratories, Hospitals, Clinical Labs, Agricultural Industries etc. They also contribute in conservation of natural resources thereby suggest remedial measures against the potential threats in the environment.

### **B.C.A. (Bachelor of Computer Application)**

#### **PROGRAM OBJECTIVES**

To equip the students to meet the requirement of corporate world and Industry standard.

1. To engage in professional development and to pursue post graduate education in the fields of Information Technology and Computer Applications.
2. To provide the students about computing principles and business practices in software solutions, outsourcing services, public and private sectors.
3. To produce outstanding IT professionals who can apply the theoretical knowledge into practice in the real world and develop standalone live projects themselves.
4. The salient features of the programme include emphasis on enhancing the students' soft skills and providing them with optimum industry interaction through varied initiatives.
5. To prepare students to take up higher education like M.C.A, M.Sc. (CS/IT), M.B.A to become business scientists, researchers, consultants, entrepreneurs and teachers with core competencies.



## **PROGRAM OUTCOMES**

1. Understand the concepts of key areas in computer science.
2. Analyse and apply latest technologies to solve problems in the areas of computer applications.
3. Apply technical and professional skills to excel in business.
4. Communicate effectively in both verbal and written form.
5. Develop practical skills to provide solutions to industry, society and business.

### **B.Com.**

The objective of this course is to educate and train them so that they become professional in Chartered Accountancy, Banking, Insurance, Finance, Travel & Tourism, Management, Taxation, successful Entrepreneurs etc. Students may contribute effectively to the successful operation of business in the development of the Society at local and global levels. To help students to develop analytical skills in decision making process, effective communicators, life skills, vital skills, etc. To groom their personality to be employable and employment creators in the various fields of their personal interests.

### **M.Com.**

The objective of this course is to impart Professional education and training in various aspects of business and its environment and provide them with opportunities to develop analytical skills in order to meet the challenges of business at the national and global level.

### **B.Ed.**

The objective of this course is to acquire teaching skills and fully pursue to partake in a successful career path and excel in teaching profession. We envisage to form the future teachers, leaders and citizens who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth & peace and who are ever open to further growth. The well-groomed teachers who are leaving the portal of this temple of learning are moulded to decipher the unique potential of an authentic enterprising teacher and possess the passion to impart imaginative, innovative and hands-on education to carve out a promising future of the students whom they have to mould in various educational institutions where they have to serve.

Along with imbibing pious samskaras, Counselling skills and Life skills are thought to our trainee teachers as teaching skills, so that in future, when they will be teachers, they can develop a good bond with their students and can guide them in proper direction.

### **2.6.2. Attainment of Programme outcomes, Programme Specific outcomes and course outcomes are evaluated by the institution.**

Programme outcomes are seen every year by the flawless performance of the students who secure the positions in merit list of affiliating University, Barkatullah University, Bhopal.

The learning Outcomes and academic performance of students are continuously evaluated by internal assessment. For Slow learner's staff members conduct Remedial classes to improve their performance on regular basis. Special sessions and orientation programmes are also conducted for the beginners for strengthen their academic performance.

The learning outcome of students is evaluated by surprise tests, class tests, discussions, Seminars, presentation and assignments. The individual Department maintains the records of the students' performance in the test conducted by them.

The institution organizes Guardian Tutor meet on regular basis. Every faculty member has been assigned the duties of Guardian tutor of specific classes and they monitor the progress of the students and give guidance from time to time if required. Additionally, they also discuss the academic performance and problems faced by them. Students' feedback and suggestions are also a part of evaluation system for future enhancement and development of the institution.

The institution makes efforts for the overall development of the students by organizing seminars, workshops, guest lectures and remedial classes. Apart from this, motivational, spiritual, healing sessions are also conducted for the students to enable them to enhance their knowledge in various subjects in order to support to bring out the best hidden in them.

### **2.6.2. Average pass percentage of Students (Current year data)**

**2.6.3.1.** Total number of final year students who passed the university examination: **459**

**2.6.3.2.** Total number of final year students who appeared for the examination : **465**

<b>Year</b>	<b>Program Code</b>	<b>Program Name</b>	<b>Number Of Students Appeared In The Final Year Examination</b>	<b>Number Of Students Passed In Final Year Examination</b>
<b>2017-18</b>	C029	B.B.A	37	37
	C030	BCA	33	33
	C198	B.Com (CA)	72	68
	C032	B.Com (Eco)	66	65
	C062	B.Sc.	8	8
	C067	B.Sc.	16	16
	C085	B.Sc.	8	8
	C116	B.Sc.	12	12
	C122	B.Sc.	12	12
	C137	B.Sc.	53	53
	C080	B.Sc.	01	01
	D418	B.Com (Honours)	62	61
	C031	M.Com.	12	12
	D410	M.Sc. (F&N)	8	8
	C042	M.Sc. (Biotech)	4	4
	C044	M.Sc. (Chem)	9	9
	C046	M.Sc. (CS)	9	9
	C050	M.Sc. (Maths)	16	16
	BED727	B.Ed.	27	27
<b>Total</b>			<b>465</b>	<b>459</b>

• Pass percentage =

**Total number of final year students who passed in the university examination X 100**

**Total number of final year students who appeared for the examination**

= **459 X 100**

= **465**

= **99%**

## 2.7 Student Satisfaction Survey

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

### Student Satisfaction Survey on teaching –learning evaluation

Year 2018-19

1. How much of the syllabus was covered in the class :
  - a) 80-100%  
**90%**
  - b) 70-80%  
**10%**
  - c) 55-70%  
-
  - d) 30-55%  
-
2. How well did the teachers prepare for the class :
  - a) Excellent  
**85%**
  - b) Very good  
**10%**
  - c) Good  
**5%**
  - d) Average  
-
3. The teacher's approach to teaching can be best described as :
  - a) Excellent  
**90%**
  - b) Very good  
**5%**
  - c) Good  
**5%**
  - d) Fair  
-
4. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students:
  - a) Most regularly  
**80%**
  - b) Regularly  
**10%**
  - c) Often  
**10%**
  - d) Sometimes  
-

5. The teaching and mentoring process in the institution facilitates you in understanding, social and emotional growth :
- a) Excellently well  
**80%**
  - b) Significantly well  
**15%**
  - c) Very well  
**5%**
  - d) Well  
-
6. The institution provides multiple opportunities to learn and grow :
- a) Strongly agree  
**75%**
  - b) Agree  
**10%**
  - c) Neutral  
**5%**
  - d) Can't say  
-
7. The teachers identify your strengths and encourage you with providing right level of opportunities:
- a) Completely agree  
**90%**
  - b) Reasonably agree  
**5%**
  - c) Partially agree  
**5%**
  - d) Slightly agree  
-
8. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the professional world:
- a) Yes maximum efforts are taken  
**75%**
  - b) Yes but moderate efforts taken  
**10%**
  - c) Yes but more efforts required  
**15%**
  - d) May be but I am not involved  
-

9. Are you satisfied with the infrastructure of the institute :

- a) Yes it is one of the best  
**40%**
- b) Yes it is better than other institutes  
**30%**
- c) Yes it has positive aura  
**30%**
- d) Yes its ambience is full of positivity  
-

10. How well you found the library facility of the institute:

- a) Excellent  
**85%**
- b) Exceedingly well  
10 %
- c) Par excellence  
**5%**
- d) Very good  
-

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 Resource Mobilization for Research----- NA</b>				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
<b>Nature of the Project</b>	<b>Duration</b>	<b>Name of the funding Agency</b>	<b>Total grant sanctioned</b>	<b>Amount received during the Academic year</b>
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects <i>(other than compulsory by the College)</i>	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
<b>Total</b>	-	-	-	-
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
<b>Title of Workshop/Seminar</b>	<b>Name of the Dept.</b>		<b>Date(s)</b>	
<b>National Meet to Innovate India – In -focus Women</b>	<b>All Departments- Sant Hirdaram Girls College</b>		09/10/2018	

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Wall painting competition	Ms. Ananya Shrivastava Ms. Shivani Singh	Sewa Sadan Eye Hospital, Sant Hirdaram Nagar, Bhopal	9.10.2018	Students
Scientific Rangoli	<b>First Prize:</b> Latitha Vishwakarma & Dimple Deval <b>Second Prize:</b> Rashmi, Keerti Meena, Vinita Meena, Anushri Jain, Arshi <b>Third Prize:</b> Harshita Batham , Neeta K Yadav and Manjula Solanki	Sant Hirdaram Girls College, Bhopal	27.10.18	Students
NET(JRF-Lectureship)	Dr. Charanjit Kaur	UGC NET	17.06.18	
State NSS Award	Dr. Charanjit Kaur, Principal, Sant Hirdaram Girls College, Bhopal	Ministry of Sports & Youth Affairs	24.09.18	College
State NSS PO Award	Ms. Meenakshi Shrivastava	Ministry of Sports & Youth Affairs	24.09.18	Faculty
State NSS Volunteer Award	Ms. Nabahat Hasan	Ministry of Sports & Youth Affairs	24.09.18	Student
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year----- NA				
Incubation Centre	Name	Sponsored by		
Name of the Start-up	Nature of Start-up	Date of commencement		



<b>3.3 Research Publications and Awards</b>			
3.3.1 Incentive to the teachers who receive recognition/awards			
State	National		International
11	02		01
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )			
Name of the Department		No. of Ph. Ds Awarded	
Computer Science		02	
Maths		01	
Physics		01	
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Mathematics	04	<b>2.95</b>
	Education	02	<b>5.7</b>
	Commerce	03	-
	Computer Science	04	<b>1.4</b>
International	-	-	-
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year			
Department		No. of publication	
Chemistry Dr. Charanjit Kaur		03	
		1- Pragati Prakashan Medical Plants, 2018 2- Bebe Nannki, Women Innovators, 2018 3- Mata Gujri Ji, Women Innovators, 2018	
Biotechnology Dr. Divya Patel		01	
		Advances in Health and Environment Safety, Springer, 2018	
Chemistry Ms. Shanta Belani		01	
		Pragati Prakashan Medical Plants, 2018	
Zoology Dr. Madhvi Gaur		06	
		1. 2018, International Journal of Advanced Research & Science & Engineering 2. Review on Hepato-protective plants used against anti-tuberculosis drugs. 3. . Comprehensive review on Rubia cordifolia 4. . A review on Crataegus songarica	

	<p>5. Protective role of plants &amp; their components against Cisplatin</p> <p>6. Article on Contributions and Life Sketch of Ms. Sushma Swaraj, in the book entitled Women Innovators, 2018</p>
<p>Commerce Ms. Raana Shahwal</p>	<p>03</p> <p>1. 2019 Impact of marketing strategies on Britannia Title – Emerging Trends, Issue and Challenges in Business Economics(Book)</p> <p>2. 2018 Facts and figures of Demonetization in India- Views Reactions and Impact Title – Emerging Trends, Issue and Challenges in Business Economics(Book)</p> <p>3. 2018 A Study on Funding Schemes for women in India with special reference to global fund foundation for women Title – National meet to Innovate India –In focus women(Book)</p>
<p>Language Dr. Neha Gupta</p>	<p>02</p> <p>1 360<sup>0</sup> Revolution in Qualitative Technical Education &amp; Holistic Development Title- The Myth of Moksha in R.K. Narayan’s The Guide”</p> <p>2. Smt. Nirmala Sitharaman, Women Innovators, 2018</p>
<p>Language Dr. Neha Gupta</p>	<p>02</p> <p>1. 360<sup>0</sup> Revolution in Qualitative Technical Education &amp; Holistic Development Title- The Myth of Moksha in R.K. Narayan’s The Guide”</p> <p>2. Smt. Nirmala Sitharaman, Women Innovators, 2018</p>
<p>Language Dr. Mugdha Rajput</p>	<p>01</p> <p>1 360<sup>0</sup> Revolution in Qualitative Technical Education &amp; Holistic Development Title-Poranik Khatye Avam Hindi Sahitya</p>
<p>Computer</p>	<p>05 Women Innovators, 2018</p>
<p>Commerce</p>	<p>04 Women Innovators, 2018</p>
<p>Education</p>	<p>01 Women Innovators, 2018</p>
<p>Science</p>	<p>08 Women Innovators, 2018</p>

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Some Cases of Regularity of Birkhoff Interpolation problem	Ms. Poornima Tiwari & A K Pathak	Journal of Indian Mathematical Society	2019	--	Sant Hirdaram Girls College	--
Incomplete Pal Type Interpolation on Non Uniformly distributed nodes	Ms. Poornima Tiwari & A K Pathak	Mathematical Journal of Interdisciplinary Science	2019	--	Sant Hirdaram Girls College	--
Effect of Carbohydrate Sources on seed germination of Adsonia Digitata	Dr. Sugandha Singh Dr. Varsha Parasheami	International Journal of Medicinal Plants	2019			
Phytochemical analysis in vitro antioxidant activity of Rubia cordifolia	Dr. Madhvi Gour	Internal Journal of recent International Journal of recent trends in Science & Technology, Special Issue,	2018			

		2018 ACAEE:26-33				
Antioxidant potential of Gallic Acid against cisplatin induced oxidative damage in liver tissue	Dr. Madhavi Gaur	International Journal of recent trends in Science & Technology, Special Issue,2018 ACAEE:37-42	2018			
Technologies for Smart Learning	Dr. Suneela Choube Dr. Dalima Parwani	Universal Review journal vol 7 Issue VIII, Aug -2018	2018	ISSN 2277-2723		
Entrepreneurial Education in India	Dr. Suneela Choube	Research Line International journal vol :11 Feb-April2019	2019	2321-2993		
Financial performance evaluation and analysis of oil companies in India	Ms. Ranna Shahwal		2019			
A Study on Trends in Indian Petroleum Industry	Ms. Raana Shahwal	Emerging Trends, Issues and Challenges in Business Economics (Book)	2019			
A study on comparative financial statement analysis of Hindustan	Ms. Ranna Shahwal		2019			

Unilever limited						
Assessment of Heads Of Department for Inspiring their Accountability	Ms. Dalima Parwani	IJMESS				
Technologies of Smart Learning	Ms. Dalima Parwani	Universal Review Volume 5 Issue 8 August 2018				
Taxonomic System of Distributed Denial of Service Attacks and its Anticipated Countermeasures	Ms. Dalima Parwani	IJSRCSAMS Volume 8 Issue 1 January 2019				
Humanism in The Nevels Of Chaman Mahal	Dr. Neha Gupta	Gurukul Shodh Srijan August 2018				
The Art of Plot Construction in the Plays of Arnold Wesker	Dr. Neha Gupta	The International Research journal of social sciences & Humanities: Volume VII ,2018	5.76			
V.S. Naipaul's Contribution	Dr. Neha Gupta	The International Research journal	5.76			

to the Post-Colonial Literature as an Expatriate		of social sciences & Humanities: Volume VII ,2018				
The theme of Alienation in the works of Bharati Mukherjee	Dr. Neha Gupta	Naveen Shodh Sansar, January –March 2019	5.610			
Nagarjun Ke Kavya Me Vangaya	Dr. Mugdha Singh Rajput	The International Research Journal of Social Sciences & Humanities Volume VII , 2018	5.76			
Malvi Kavi Sant Pipa	Dr. Mugdha Singh Rajput	Naveen Shodh Sansar January March 2019	5.610			
Nagarjun Ke Kavya Me Vangaya	Dr. Mugdha Singh Rajput	The International Research Journal of Social Sciences & Humanities Volume VII , 2018	5.76			
A FP-LAPW study of $RA_3$ (R = Yb, Lu and Sc) compounds	Dr. Veena Thakur	<b>High Temperatures-High Pressures: The International Journal of Thermophysical Properties</b>		1472-3441 (O) 0018-1544 (P)		
Theoretical calculations of Elastic, Mechanical and Thermal	Dr. Veena Thakur	Indian Journal Of Physics		0973-1458		

Properties of REPt <sub>3</sub> (RE = Sc, Y and Lu) Intermetallic Compounds based on DFT						
Need for Water Conservation in Modern India	Dr..Harsha Premchanda ni	Recent Development an Chemical Science	2019			
Qualitative & Quantitative Analysis of Phytochemical “ Baleria Prionts “	Ms.Shanta Belani	Recent Development an Chemical Science	2019			
“Spectroscopic Characterization of Ruthemium Polypridal Complexs Containg 1,4-bis ( ethyal benzoate) benzene-1,4-diamine as ligand”	Dr. Archana Choubey	Recent Development an Chemical Science	2019			

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
		NA				
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	6	4	2	-		
Presented papers	1	1	-	-		
Resource Persons	1	1	1	01		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ Date		Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities		
Holistic Wellness-Understand obesity	Dr. Radha Sukhani 06 December, 2018		<b>All Staff</b>	<b>All Students</b>		
Kargil Vijay Diwas	Sant Hirdaram Girls College 26 July 2018		<b>All Staff</b>	<b>All Students</b>		
Guru Poornima Samahroh	Sant Hirdaram Girls College 27 July 2018		<b>All Staff</b>	<b>All Students</b>		
World Literacy Day	Sant Hirdaram Girls College 8 Aug 2018		<b>All Staff</b>	<b>All Students</b>		



Speech Competition	Sant Hirdaram Girls College 27 Sep 2018	05	40
PRE RD Camp	Jharkhand Rachi 3-12 Oct 2018	-	01
Debate Competition	Sant Hirdaram Girls College 20 Nov 2018	02	20
Special Camp (Seven Days)	Sant Hirdaram Girls College 8-14 Jan 2019	02	97
Kahjur Distribution	Sant Hirdaram Girls College 9 Jan 2019	05	90
Youth Day	Sant Hirdaram Girls College 12 Jan 2019	05	20
Essay Competition	Hamidia College, Bhopal 18 Jan 2019	-	05
Road safety Programme	Sant Hirdaram Girls College 9 Feb 2019	All Staff	All Students
Debate Competition	M LB College 13 Feb 2019	-	02
State Camp	BU, Bhopal 25-3 March 2019	-	02
Maa Tujhe Salam Camp	Bagha Border 24- 28 Feb 2019	-	02
International Women Day	Sant Hirdaram Girls College 8 March 2019	All Staff	All Students
National Integration Camp	Sant Hirdaram Girls College 10-16 March 2019	01	02

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NSS	State NSS Award	Ministry of Sports & Youth Affairs	<b>College</b>
NSS	State NSS PO Award		<b>01 (Faculty)</b>
NSS	State NSS Volunteer Award		<b>01 (Student)</b>

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swasth Nari Swasth Pradesh	Govt. Organising Civil Hospital Bairagarh	Rally	02	311
World Population Day	Sant Hirdaram Girls College 11 July 2018	Poster & Slogan Competition	02	All
Metal Health	Aatman Counselling and Rehabilitation Centre 10 Aug 2018	World Suicide Preventive Day	02	150

Voters Awareness Campaign	Sant Hirdaram Girls College 12-17 Nov 2018	Door to Door Awareness Essay Competition Skit Slogan Competition	02	200
World AIDS Day	Sant Hirdaram Girls College 1 Dec 2018	Poster & Slogan Competition	02	All
Nukaad Natak & Health Check-up Camp	Sant Hirdaram Girls College 3 Dec 2018	Health Check-up Camp	03	20
Blood Donation Camp	Sant Hirdaram Girls College 7 Dec 2018	Blood Donation	05	28

### 3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Workshop	B.Sc. students of BHEL college, Bhopal	Self-financed by the organizing department	7 Days
Workshop	Class XI and XII the students of Anand Utsav School	Self-financed by the organizing department	1 Day
Workshop	Sri Sathya Sai College for Women, Bhopal	Self-financed by the organizing department	2 Days
Session by Dr. Neelkanthan 19 <sup>th</sup> November, 2018	Students- “Powerfully habits and Psychology for success and happiness”	Self-financed by the organizing College	1 Day

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Permanent	Inter Departmental Linkage	Department of Biotechnology and Bioinformatics Barkatullah University, Bhopal	04-09-2018 to 12-09-2018	M.Sc. III Sem Biotech students
Permanent	Inter Departmental Linkage	Department of Biotechnology and Bioinformatics Barkatullah University, Bhopal	25-10-2018 to 27-10-2018	B.Sc. V Sem and B.Sc. II year Biotech students
	Experimental design for Diagnostic Research on cancer	Jawaharlal Nehru Cancer Research Hospital, Bhopal	01-01-2019 to 14-02-2019	B.Sc. VI Sem Biotech Students
	Basic technique in plant tissue culture	Grow Tips Biotech Laboratory, Bhopal	15-01-2019 to 14-02-2019	B.Sc. VI Sem Micro, Biotech, ZBC) Students
	Plant tissue culture	Blossom Pharmaceutical laboratory, Bhopal	15-01-2019 to 14-02-2019	B.Sc. VI Sem Microbiology student
	Dissertation	Pinnacle Biomedical Research Institute (PBRI) Bhopal	01-04-2019 to 30-04-2019	M.Sc. IV Sem Biotech students
	Dissertation	Peoples Hospital and Research Institute, Bhopal	01-03-2019 to 30-06-2019	M.Sc. IV Sem Biotech Students
	TALLY	i.net	2018-2019	B.Com. VI Sem
	Singing	Crazy Bags	2018-2019	B.Com. VI Sem
	Food and drug Analysis	Food and drug Administrative Department Idgah Hills	28.01.2019 to 15.02.2019	B.Sc. VI Sem

	Blood sample test	Vinayak Hospital Hospital Pathology Dewas	28.01.2019 to 15.02.2019	B.Sc. VI Sem
	Fertilizer and soil testing	National Fertilizer Ltd. Guna	28.01.2019 to 15.02.2019	B.Sc. VI Sem
	Therapeutic nutrition care for Hospitalized patients Clinical Nutrition	Chirayu Hospital, Bhopal	11.12.2019	B.Sc. VI Sem (F&N)
	Therapeutic nutrition care for Hospitalized patients Clinical Nutrition	Bansal Hospital, Bhopal	03.09.2019	B.Sc. VI Sem (F&N)
	PHP	Zenith Infotech	.15.01.2019 to 15.03.2019	BCA VI Sem
	PHP	Soft Tech	15.01.2019 to 15.03.2019	BCA VI Sem
	Python	Crisp	15.01.2019 to 15.03.2019	BCA VI Sem
	Java	Bhopal Institute of Professional	15.01.2019 to 15.03.2019	BCA VI Sem
	HTML	Bahgwan Kala Kendra	15.01.2019 to 15.03.2019	BCA VI Sem

	HTML CSS,JS,PHP	ROW	15-01.2019 to 15.03.2019	BCA VI Sem
	Java Net Beans	World Soft Technologies	05.03.2019 to 25.04.2019	M.Sc. IV Sem(CS)
	Java Net Beans	SUNNY INSTITUTE	15.03.2019 to 14.05.2019	M.Sc. IV Sem (CS)
	Advance Java	Complete IT Education Center	15.03.2019 to 14.05.2019	M.Sc. IV Sem (CS)
	Eclipse	Vedisoft	15.03.2019 to 14.05.2019	M.Sc. IV Sem (CS)
	Biogas plant	Sharda Vihar Jankalyan Samiti	27.2.2019 to 07.03.2019	M.Sc. IV Sem (Chemistry)
	Water sample Testing	Creative Environment Service Savoy Complex	27.2.2019 to 07.03.2019	M.Sc. IV Sem
	Food and drug Analysis	Food and drug Administrative Department Idgah Hills	27.2.2019 to 07.03.2019	M.Sc. IV Sem
	Chirayu Hospital, Bhopal	Nutritional care of Hospitalized patients	27.2.2019 to 07.03.2019	M.Sc. IV Sem (F&N)

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
<i>i.net</i>	8-9-2018	TALLY	27
Vermicomposting -Zoology	-	Vermicomposting -Zoology	10

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Year 2018-19      30,00,000/-	Rs. 28,30,019

#### 4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3.14 acres	-
Class rooms	24	09 Tutorial rooms
Laboratories	17	-
Seminar Halls	02	-
Classrooms with LCD facilities	05	-
Classrooms with Wi-Fi/ LAN	05	-
Seminar halls with ICT facilities	02	-
Video Centre	-	01(Recording Room)
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-
Others	-	-

### 4.2 Library as a Learning Resource

Library is automated {Integrated Library Management System - ILMS }

Integrated Library Management Systems (ILMS) are multifunction, adaptable software applications that allow libraries to manage, catalogue and circulate their materials to library users (Student and faculty) easily.

The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has undergone a drastic change.

Automation of library using the ILMS, use of e-journals and books, providing remote access to e-resources in the library have become a matter of necessity. Providing for these and such other developments as well as utilizing them well are important indicators of the quality of an academic institution.

Facilities provided : Library

Computerized issuing

- Reference service
- Referral services
- Newspaper clipping
- Indexing service
- Access to open access resources

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
<b>Soul 2.0</b>	Partially	<b>0.14</b>	<b>2006</b>

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16335	580560	4	1250	<b>16339</b>	<b>5806858</b>
Reference Books	3950	8	1		3951	
e-Books	80409	-	-	-	97000+	-
Journals	46	85510	2	3700	48	89210
e-Journals	3828	-	-	-	3828	-
Digital Database	N-LIST	5950	N-LIST	5950	N-LIST	5950
CD & Video	570	-	-	-	570	-
Library automation	Yes	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	1700	-	1700	-	1700	-

- CDs/DVDs/Video collection also includes the gifted items.
- Number of books also includes the gifted books.

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	114	82 (04 Labs)	114	114	16 MBPS	21	11	5-20 MBPS	-
Added									



Tota 1	114	82 (04 Labs)	114	114	16 MBPS	21	11	5-20 MBPS	-
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4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

**5-20 MBPS /GBPS**

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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<http://shgc.in/shgc/recording-studio.php>

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Under SWAYAM developed by UGC, our Students are getting registered and are taking advantage of the e-content and E-lectures delivered online by the respective faculties of repute. The students and faculty are very much satisfied and gradually faculty is getting prepared for adding themselves.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
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-	-	-	-
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4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities (Year 2014-15 onwards)	Expenditure incurred on maintenance of physical facilities
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20,00,000/-	19,80,087/	28,00,000/-	27,64,062/-
11,00,000/-	-	22,00,000/-	21,44,647/-
9,00,000/-	10,32,683/	33,00,000/	32,50,887/-
12,00,000/-	-	25,00,000/-	24,71,533/-
17,00,000/-	8,34,619/-	36,00,000/-	35,71,919/-
	11,18,000/		
	-		
	16,62,052		

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

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

Policies are

1. The policies and plans of the institution are made public and known to everyone concerned so that there is no communication gap.
2. The top management and top functionaries monitor the implementation of plan against given time target and the level of the outcome.
3. Procurement of infrastructure ensuring its quality & cost and up gradation from time to time.
4. For the purchase of any tangible material in college we follow the procedure of inviting minimum of three quotations from different vendors and then give the order to provide material (like equipment and chemicals for labs, books for library etc.) to the vendor who quotes lowest price but maintains the good quality.

5. Proper accounting and inventory of each items is maintained in a register. Physical verification of infrastructure is done periodically through annual stock verification. Preventive and corrective maintenance including annual maintenance contracts. The college maintains its infrastructure (including class room, laboratory and other extracurricular facilities) with the support and co- ordination of the maintenance officer. The maintenance officer regularly affirms the needs and requirements of the college from time to time and takes care to its fulfilment.
6. Regular maintenance of class room and office furniture is done on regular basis.
7. Disposal of scrap or unserviceable material is done whenever required.
8. Upkeep and maintenance of Annual maintenance of Generator, fire equipments, water coolers, air conditioners etc is a regular feature. The college has technicians, computer technicians, carpenters, electricians and plumbers for maintenance of equipments like computers and printers, furniture, electrical devices and water tube well.

### **Library Policy & Management**

The Central Library has separate Reference section with Reading Room and E- Library with internet connectivity .There is a Web Library also for access to On-line books and Journals through membership of INFLIBNET. All the books are catalogued with barcodes. OPAC – Online Public Access Catalogue is used to find out what materials are available in the Library. The Library staff is qualified and fully trained in automated functioning of the Library.

Library has also made provisions for students to refer old question papers for preparing their examination.

The college library also holds rare books and is rich in archival materials. The college library also keeps the materials other than books such as encyclopedia, reference books, reports, dissertations, journals, magazines, photographs, news clippings etc.

On the occasion of International Literacy Day SHGC Central Library Introduced a new activity i.e. **Surprise Date with a Book** for students. Library remains open on all working days in an academic year (excluding Sundays and Public Holidays) between 8.00 am and 5.00 pm.

Highlights of rules and Regulations followed by Library -

1. The library follows certain protocols in the usage of books. The entry register is kept for both staff and student at the entrance to the library. Anybody who enters the library must enter in the register to use the facilities in the library.

2. Library policies are discussed and decided by Library Advisory Committee which is constituted by the College Management. Whenever required, library committee holds its meeting to take decisions for the smooth operation and promotion of the library.
3. Recently, the library software (SOUL 2.0- INFLIBNET) has been procured and installed to Automate and digitize the library.
4. The library holds the annual membership of NLIST-INFLIBNET since 2014. The library users access e-books and e-journals through allotted login and password.
5. UG Students are entitled to check out books for a period of 7 days.
6. PG Students can avail the books for a period of 15 days.
7. Students opting for B.Ed. are entitled to check out books for a period of 15 days.
8. All books are required to be returned for physical verification once a year irrespective of the date of issue and category of users. Dates for physical verification will be announced one week in advance.
9. There are 13 departmental libraries in college. The inventory check and Internal Audit of these departmental libraries is done every year by central library.
10. The Library also provides the facilities other than books such as Reprography, Motivational Audio Video, 5 year Unsolved question papers, Newspaper clippings etc.
11. For document delivery services through e-mail, an exclusive e-mail Id for Library has been created and maintained.
12. In case of any Staff or Student (Faculty, Office Assistant and Student) leaving the institution for any reason must get a no dues certificate from the librarian is a mandatory procedure to be practiced.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

#### 5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Nav Yuvak Parishad	254	3048000/-
	Smt. Geeta Israni Scholarship	30	300000/-
Financial support from other sources			
a) National	Gaon Ki Beti Scholarship	20	100000/-
	Minority Scholarship	6	36000/-
	Central Sector Scholarship	86	880000/-
	Pratibha Kiran	70	350000/-
	Karamkar Kalyan Mandal	8	16000/-
	SC/ST AWASIYA SAHAYATA YOJNA	2	24000/-
	POST METRIC SCHOLARSHIP (ST /SC & OBC)	222	1262250/-
b) International	-	-	-
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Power Yoga- The Super Brain Yoga	Assembly activity	All	Sports Committee, SHGC

Remedial Coaching	27 <sup>th</sup> -29 <sup>th</sup> August, 2018	57 (B.Sc. I Year)	Department of Mathematics
Remedial Coaching	25 <sup>th</sup> -29 <sup>th</sup> October, 2018	46 (B.Sc. III Year)	Department of Mathematics
Remedial Coaching	1 <sup>st</sup> , 5 <sup>th</sup> , 20 <sup>th</sup> , 22 <sup>nd</sup> November, 2018	51 (B.Sc. V Sem.)	Department of Mathematics
Remedial Coaching	1 <sup>st</sup> , 5 <sup>th</sup> , 13 <sup>th</sup> , 22 <sup>nd</sup> , 27 <sup>th</sup> December, 2018	36 (M.Sc. I Sem.)	Department of Mathematics
Remedial Coaching	1 <sup>st</sup> , 5 <sup>th</sup> , 12 <sup>th</sup> , 14 <sup>th</sup> , 16 <sup>th</sup> November, 2018	28 (M.Sc. III Sem.)	Department of Mathematics
Remedial Coaching	26 <sup>th</sup> -29 <sup>th</sup> November, 2018	11 (M.Sc. I Sem Chemistry)	Department of Mathematics
Remedial Coaching	2 <sup>nd</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> April, 2019	(B.Sc. VI Sem.)	Department of Mathematics
Remedial Coaching	6 <sup>th</sup> -11 <sup>th</sup> May , 2019	30 (M.Sc. IV Sem.)	Department of Mathematics
Remedial Coaching	13 <sup>th</sup> -17 <sup>th</sup> May , 2019	30 (M.Sc. IV Sem.)	Department of Mathematics
‘Swasth Bharat ke Nirman mein Prakritik Chikitsakon ka Yogdan’	21 <sup>st</sup> - 23 <sup>rd</sup> June, 2018.	250	Dr Biswaswaroop Roy Choudhary,
An Interactive Session on “Basic Values for a successful life”	9 <sup>th</sup> July, 2018	150	Rev. Siddh Bhauji, Chairman, Sant Hirdaram Girls College.
Poster Making and Slogan Writing Competition on “World Population Day”	11 <sup>th</sup> July, 2018	50	Department of Biotechnology. SHGC
Interaction Session of Students with Rev. Siddh Bhauji	3 <sup>rd</sup> August, 2018	140	Rev. Siddh Bhauji, Chairman, Sant Hirdaram Girls College
Orientation Programme of Certificate Course in Travel & Tourism	1 <sup>st</sup> September, 2018	150	Director of Aakash Aviation Mr. B.S. Tiwari, Dr. Lalit K. Gaur, Tourism Consultant
Workshop on “Resume Writing”	4 <sup>th</sup> September, 2018	120	Ms. Veena Sharma, Communication Trainer, Aditya Birla Group
Session on “HUNAR 2.0”	5 <sup>th</sup> September, 2018	63	Mr. Rabina Yesmin, Asst. Manager JARO Educational Group.

Essay Competition on “World Literacy Day”	8 <sup>th</sup> September, 2018	37	Language Department, SHGC
Seminar on Mental Health-“Working together to prevent suicide”.	10 <sup>th</sup> September, 2018	58	Ms. Sonam Chhatwani, Counsellor and Rehabilitation Psychologist
Session on “Environ-mental Conservation through ECO Forum”	15 <sup>th</sup> September, 2018	65	Ms. Sangeeta Saxena, State Director, World Wide Fund of Nature (WWF India).
Poster Presentation Competition on “World Ozone Day”	16 <sup>th</sup> September, 2018	10	Department of Chemistry, SHGC
Intra-collegiate Speech Competition on “Moral Values and Education”.	27 <sup>th</sup> September, 2018	20	Department of Commerce & IQAC Cell, SHGC.
Guest Lecture on “Importance of Patent in Innovations”	28 <sup>th</sup> September, 2018	86	Dr. N.K. Choubey, Sr. Principal Scientist, MPCOST, Bhopal
Internship Program on “Tools and techniques in Molecular Biology	26 <sup>th</sup> Sept. – 4 <sup>th</sup> October, 2018	18	Department of Biotechnology, Sant Hirdaram Girls College
An Intra-collegiate Competition on Homemade Eco-Friendly Bags to beat “Plastic Pollution”	3 <sup>rd</sup> October, 2018	40	Department of Chemistry, SHGC
An Interactive Session on “How to face the challenges of life”	4 <sup>th</sup> October, 2018	150	Rev. Siddh Bhauji, Chairman, Sant Hirdaram Girls College.
National Meet to Innovate India – in Focus Women	9 <sup>th</sup> October, 2018	250	Dr. Pramila Maini, Ex-Director, IEHE, Bhopal. Dr. Sandhu Singh, Ms. Sabarjeet, Dr. Aftab Iqbal and various Entrepreneurs, Scientists, Researchers.
Session on “How to celebrate Diwali”	30 <sup>th</sup> October, 2018	120	Dr. Amrita Motwani , Vice- Principal, Navnidh Hassomal Lakhani Public School, Bhopal
“Life and teachings of Iron Man of India and their present relevance”	31 <sup>st</sup> October, 2018	120	Language Department, SHGC
Guest Lecture in Computer Fundamentals	31 <sup>st</sup> October, 2018	58	Appin Technology, Bhopal
A session of on the topic “Powerful habits and Psychology for success and happiness”	19 <sup>th</sup> November, 2018	500	Dr. Neelkanthan, Transformational

			Trainer and Psychologist.
A session on the topic “The benefits of Aloe Vera”.	01 <sup>st</sup> December, 2018	200	Dr. Archana Gupta , Navnidh Hassomal Lakhani Public School, Bhopal
A session on “Holistic Wellness”	06 <sup>th</sup> December, 2018	230	Dr. Radha Sukhani
Inter State Youth Exchange Programme on “Ek Bharat Shresth Bharat”	17 <sup>th</sup> December, 2018	550	NSS units of Sant Hirdaram Girls College in collaboration with Nehru Yuva Kendra.
Interactive Session on "The importance of forgiveness”.	7 <sup>th</sup> January, 2019	200	Rev. Siddh Bhauji, Chairman, Sant Hirdaram Girls College.
Income Tax Provisions – Basics and Beyond	11 <sup>th</sup> January, 2019	250	Ms. Bhavna Rai Joint Commissioner of Income Tax Department.
National Youth Day’ on the occasion of 155 <sup>th</sup> birth anniversary of Swami Vivekanand.	12 <sup>th</sup> January, 2019	250	Dr. Jyoti Keswani, Associate Professor, SHMNYS.
Intra-collegiate Competitions on National Voter’s Awareness Week	15 <sup>th</sup> January 2019	120	Language Department, SHGC
Telecast of “Pariksha Par Charcha 2.0”	29 <sup>th</sup> January, 2019	500	Sant Hirdaram Girls College.
Guest Lecture on “Organic Farming”.	7 February, 2019	120	Mr. Gulab Singh Mewada, SHNYS.
Orientation Program on Road Safety	9 <sup>th</sup> February, 2019	500	Mr. Irshad Wali, DIG, Bhopal
A session on the topic “Herbal Way of Life”	18 <sup>th</sup> February, 2019	200	Dr. Archana Gupta, Navnidh Hassomal Lakhani Public School, Bhopal.
Symposium on “Etiquettes and Mannerism”	22 <sup>nd</sup> February, 2019	200	Ms. Shalu Pandey, SHIM
Celebration of National Science Day	28 <sup>th</sup> February, 2019	120	Department of Science, Sant Hirdaram Girls College
Inter-collegiate Debate Competition on International Women’s Day	8 <sup>th</sup> March, 2019	100	Language Department and Literary Committee, SHGC.
14 Days Workshop on “Performing & Visual Arts”	11 <sup>th</sup> March- 30 <sup>th</sup> March, 2019	150	Department of Education, Sant Hirdaram Girls College.



Motivational Session on “Blessings and Sharing”	9 <sup>th</sup> May, 2019	200	Rev. Siddh Bhauji, Chairman, Sant Hirdaram Girls College
5 <sup>th</sup> International Yoga Day Celebration	21 <sup>st</sup> June, 2019	250	NSS Unit SHGC and Sant Hirdaram College of Naturopathy and Yogic Sciences.

### 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
1st September 2018	Orientation Programme of Certificate Course in Travel & Tourism by Director of Aakash Aviation Mr. B.S. Tiwari, Dr. Lalit K. Gaur, Tourism Consultant		150		
4th September 2018	“Session on Resume Making” by Ms. Veena Sharma, Communication Trainer, Aditya Birla Group.		120		
5 <sup>th</sup> September 2018	“HUNAR 2.0” by Mr. Rabina Yesmin, Asst. Manager JARO Education		63		
11th September 2018	“Career Counselling Session” by Ms. Chandni Sehgal, Mahindra Bank Coaching		100		
4th October 2018	Guest Lecture on Career Opportunities in Biotechnology by Dr. Rohit Saluja, Scientist, Department of Biochemistry, AIIMS, Bhopal		80		
31 <sup>st</sup> October, 2018	Guest Lecture in Computer Fundamentals by Appin Technology.		58		
22nd February, 2019	Symposium on “Etiquettes and Mannerism” by Ms. Shalu Pandey, SHIM		200		

### 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
18	16	3-4 days

\*\* Note- The percentage of grievances received is negligible. As ours is a Girls college, so there is no question of harassment. The cases generally registered belongs to administration, general suggestions and superficial problems. No ragging case registered till date since the inception of the college.

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Jaro Education	106	02	TCS	25	06
Asian Research Co., Indore	87	17	Capegemini	10	02
Samrat Trades, Indore	98	38	Gurukul School Gandhi Nagar, Bhopal	1	1
			R.S Public School, Indore	1	1
			Life Care Pharmacy, Delhi	2	2
			Chirayu Hospital, Bhopal	1	1
			Sant Hirdaram Girls College, Bhopal	2	2
			IES School, Sehore	1	1
			General Post Office, Bhopal	1	1
			Mithi Gobindram Public, School, Bhopal	1	1
			Nav Yuvak Parishad, Bhopal	1	1
			Government Middle School, Abbas Nagar, Bhopal	1	1
			Shree Shai Hr. Sec. School, Gandhi Nagar,	1	1

			Bhopal		
			OM Vidya Mandir , Bairagarh, Bhopal	1	1
			Saint George Co-ed H. S School	1	1
			Sanskriti International School	1	1
			PGT-Rukhmani Devi School	1	1
			Self Employed (Actress)	1	1
			NYP & SVCA, Bhopal	2	2
			Sadhu Vaswani School, Bhopal	2	2
			VITA English Coaching Class	1	1
			Bhagwan Kala Kendra, Bhopal	4	4
			Blue-Bird Academy	1	1
			ASD Intech Services Pvt. Ltd.	1	1
			BD Services Pvt. Ltd., Delhi	1	1
			Tax Assistant, Ministry of Finance, Govt. of India	1	1
			DB Group, Bhopal	1	1

#### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	212	B.Com.	Department of Commerce	SHGC, SHIM, SIRT & IPER	M.Com. & MBA
2017-18	12	BCA	Department of Computer Science	SHGC & Sadhu Vaswani College	M.Sc. (CS)
2017-18	22	B.Sc. (Mathematics)	Department of Mathematics	SHGC, IEHE & RGPV	MCA & M.Sc. (Mathematics)

2017-18	17	B.Sc. (Chemistry)	Department of Chemistry	SHGC & MLB College	M.Sc. (Chemistry)
2017-18	08	B.Sc. (Food & Nutrition)	Department of (Food & Nutrition)	SHGC	M.Sc. (Food & Nutrition)
2017-18	04	M.Sc. (Food & Nutrition)	Department of (Food & Nutrition)	SHGC	Ph.D. (Food & Nutrition)
2017-18	24	B.Sc.(Biotechnology)	Department of Biotechnology	SHGC	M.Sc. Biotechnology
2017-18	02	B.Sc. (Microbiology)	Department of Biotechnology	SHGC	M.Sc. Biotechnology

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	01 ( Ms. Sharmila Kumari-B.Sc. Chemistry)	141550
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Poster Making and Slogan Writing Competition on “World Population Day”	Inter-collegiate Level	60
Essay Competition on “World Literacy Day”	Intra-collegiate Level	18
Collage Making, Group Dance Competition Solo Dance Competition	Intra-collegiate Youth Festival competitions	120
Clay Modelling	Intra-collegiate Competition Level	20
Spot Painting Poster Making		15
Rangoli Competition		40
Elocution & Debate Competition		15
Wild Life Week 2018- Painting Competition , Photography competition, Rangoli Competition, Essay and Debate competition	Intra-collegiate Level	120
Competition on Homemade Eco-Friendly Bags	Intra-collegiate Level	40
World Sight Day -Slogan Competition and wall Painting Competition	Intra-collegiate Level	20
World Mental Health Day- Debate Competition	Intra-collegiate Level	25
Inter Collegiate Chess Competition	Intra-collegiate Competition	10
State level speech camp organised by Nehru Yuva Kendra on “Ek Bharat Shrestha Bharat	Intra-collegiate Level	20
Inter-collegiate Debate Competition on International Women’s Day	Intra-collegiate Competition	16
Intra-collegiate Essay Writing Competitions on National Voter’s Awareness Week	Intra-collegiate Level	35

Inter-collegiate Poster Presentation Competition on “World Ozone Day”	Intra-collegiate Competition	45
Intra-collegiate Speech Competition on “Moral Values and Education”.		30

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	-	-	-	-	-	-

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

Student participation is integral part of all the activities organised in the college. As there was no provision of Student Council by the affiliating University and department of Higher Education, Govt. of MP in the session 2018-19, therefore student council was not constituted for the session. Although, student representatives are nominated for various committees of the college. The members of respective committees are entrusted with the responsibility of organising various college activities. Student members of the committees are nominated as per the recommendations of the Convenor of the respective committee. The following are the committees:-

**Sports Committee:** - It is headed by the Sports Officer who organizes various sports activities and prepares the students to participate in various inter collegiate and intra collegiate competitions. Organising Annual sports meet is the regular feature of the college. Student representatives from senior classes are actively involved in the committee in planning and execution of all the indoor and outdoor competitions. The Sports Incharge identifies the talent of students in different sports and train them for higher level competitions i.e. District, State and Nationals.

**Cultural Committee:** - The cultural activities of the college are planned by the cultural committee every year. This involves intra-collegiate, inter-collegiate competitions as well as other internal cultural programs like Annual Day, Traditional Day, Fresher, Farewell, Alumni meet etc. The cultural committee members include faculty members as well as student cultural Secretary. The committee identify students who are good at cultural programs and trains them for college activities as well as, inter collegiate cultural fests. Inter college & Intra college cultural activities/competitions involve student representatives.

**Examination Committee:** - Maintaining the record and procurement of the University Examination answer sheets, ensuring safety, security and confidentiality of Question papers etc.

are the key roles of the Committee. Suggestions from the students are considered regarding dates and timings of the internal exam by the examination committee.

**Grievance Redressal Cell:** - This Cell addresses all kinds of grievances of the students. Grievance related to examinations, infrastructure, harassment, ragging etc. are addressed by the Cell. Suggestion boxes are placed in the college at a prominent & noticeable locations & the suggestions specified by students are given due consideration. Some grievances are directly brought to the notice of the Principal or the committee members. Thus, the committee directly or indirectly involves students in the administration of the college.

**College fests & Celebrations:** - As celebrations add flavour to the College life, therefore, fests/fairs are organised on regular basis. Committees are constituted for all celebrations of the college like Annual Day, Teachers Day, National festivals etc. which involves in-charge faculty members and one or two student representatives, class representatives, committee members, NSS and NCC students from all classes. They all work as a team in planning and execution of the programs, thereby resulting in grand success of the events.

**Feedback:-**

Students are provided with feedback forms every year which contributes to analyse the student's understanding of teaching methodologies of faculties. Proper analysis of feedback is carried out digitally taking all the aspects of teaching-learning into consideration. As and when need arises, the teachers are given suggestions by the higher authorities to alter or adapt their teaching methodologies in accordance with the student's need. Thus, involving them in the administration process.

**Green Audit Committee:** - The foundation of this committee is with the aim of maintaining our campus neat, clean and pollution free. The committee members including the teachers & students took part actively in all the activities like rally, Best out of waste, Green dish preparation, Open Quiz based on environmental issues etc. Additionally, this committee is committed to aware the people about increasing population, environmental conservation and the future consequences of climate change etc.

**Various other Committees:** - Student representatives are involved in all committees of the college including Anti-Ragging Committee, Sexual Harassment Cell etc.

**Literary Committees:** - Its main objective is to enhance the literary skills of students, to bring to light the hidden talents among the students and conduct various literary events providing a platform for the students to come up with their not so known skills. It also instils in them a confidence to communicate and express well. Apart from this, it is solely responsible for "Srijan", a wall magazine of SHGC, Bhopal. The wall magazine is a perfect amalgamation of all kinds of interests and literature be it the mother tongue Hindi or the connecting language English.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the College has an alumni association named SHOGA (Sant Hirdaram Old Girls Association), which has been operational since 2015. The alumni of the organisation comprise of old students from previous batches, who have established themselves as prominent people of the society, in fields of politics, real estate, IT, educational department and other government officials as well. They help the students through the placement Cell, IT, government establishments etc.. The old students take active part along with the advisory committee members who are always in touch with them. They play a significant role in shaping the future of the students. The alumni involve themselves not only in the academic growth of the students but also by providing exposure to the students through various activities like cultural fests, NSS and NCC. During cultural fests, the alumni contribute a significant amount individually as cash or kind.

Some alumni are holding positions of - Principals, Teachers, Developers, Accountants, Artists, and Business Icons etc. Though they are well settled in the country or abroad, the alumni community always keep in touch with the College and faculty members. Sant Hirdaram Old Girls Association (SHOGA) actively help the poor by donating food, articles, clothing etc. under the "Joy of Giving" & also sponsors 'Best Student Award' Trophy every year.

5.3.2 No. of registered enrolled Alumni: 379

5.3.3 Alumni contribution during the year (in Rupees) : Rs. 43, 500/-

5.3.4 Meetings/activities organized by Alumni Association :

Numbers of Meetings- 04

Dates of Meetings- 01/07/2017, 22/07/2017, 29/07/2017 & 01/12/2017

No. of Members attended- 01,12,12 & 09

Total no. of Alumni enrolled- 379



## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

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

1] The decentralized model is very much functional and evident in every sphere of the institution; Be it Office Administration, Teaching departments or Committees. All units work in coordination with each other in implementing the institutional programs. At all Hierarchical levels, effective leadership is exemplified by the authorities i.e. Chairman, Director and the Principal. Members of the Governing body, stakeholders, Alumni jointly work to design, formulate and execute the plan of action within the designed framework of Governance. The Academic and administrative units work together for the upgrading the standard of the institution and all its beneficiaries.

With the blessings of noble soul, Sant Hirdaramji Sahib and foresightedness of Rev. Siddh Bhauji, President, the institution strives to provide Quality higher education to the students in order to meet the challenges of the outside World. The Governing body communicates the operational decisions to the Head of the institution. The Principal officiates and entrusts responsibilities to faculty members and non-teaching staff members. A strengthened Union In charge (teacher representative) with various committees work hand in hand for Promoting excellence at all fronts in the institution. Further, the faculty members who also convenors, discharge their duties along with the team mates in various functional units like, NSS, NCC, IQAC, Research etc. The faculty members make full use of operational academic autonomy to plan and execute Teaching Learning programs and other activities. All the matters pertaining to the various departments are discussed by the Teachers with HOD and implemented with the consent of the Principal. The participative management is well reflected in the Regular meetings with the Principal and Director are held under the command of the President. The President addresses to the needs of the staff members and provide them with an enriching orientation.

**\*Chart of Portfolios and committees: Annexure - 3**

2] The concept of sustainability and waste management has been gaining importance worldwide due to the Growing environmental concerns to conserve the planet for our future progeny. The institution adopts various waste Management approaches to keep the campus hygienically clean. In order to contribute to PM's Swachh Bharat Abhiyan, the institution discourages the use of polythene in the campus. Use of any form of polyethylene is strictly prohibited in the campus. The campus is made polythene free as it is the most hazardous material in present scenario. The NSS Volunteers and the students Counsel all the stakeholders about the adverse effects of using polythene on the environment. The use of

Disposables is restricted in the campus. Additionally, students, faculty, and staff members are educated on Proper waste management practices. E-waste is disposed off on a systematic basis through M.P. Pollution Control Board (MPCB). Different bins are used for collection of biodegradable and non-biodegradable wastes. Nukkad Natak, poster display, rallies and public campaigns are organised to create awareness for Waste management.

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

**Yes**

Data is the lifeline of every educational institution. The crucial data pertaining to the students, teachers and non-teaching members; be it Personal data, Enrolment details, Results, etc. is maintained, analysed and processed time to time. For example, the institution has implemented the use of an Online attendance Management system. It is user friendly and very efficient. Secondly, the TBI software helps the teachers and office staff members to readily access the student records. It is very beneficial for the management to keep and maintain financial official records too. The suggestions given by the Management, Chairman, and Governing body are given due considerations by the various committees, teaching departments and office staff as displayed on the Institutional website. Interactions with stakeholders comprising of Parents, Alumnae and the students are regularly organised.

## **6.2 Strategy Development and Deployment**

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

### **❖ Curriculum Development**

In the area of curriculum development, the Institute has to follow the norms of Barkatullah University and adhere to academic calendar issued by the Department of Higher Education, MP. The curriculum basically incorporates the current needs and trends of the local as well as global industry.

- Board of Studies of affiliating University has been entrusted the task of curriculum planning and implementation. Our College faculty members regularly contribute in upgrading the syllabi.
- In addition to regular degree courses offered by the University, our College runs various short term courses, which are being designed and updated by external subject experts and our faculty members at the beginning of the new session.
- Also, the Institution has made conscious efforts in enrichment its syllabi by adding value added programmes like personality development, soft skill learning and various other useful certificate courses.

- Every department prepares yearly planner which is followed meticulously by all the faculty members.
- To enrich the knowledge and to provide practical exposure to the student's Study visits, Hands on training, Expert lectures/Invited talks, workshops, Conferences, Symposia and seminars are also organized on regular basis.

#### ❖ **Teaching and Learning**

- The teaching and learning process is implemented according to the academic calendar given by the Department of Higher Education and Barkatullah University, Bhopal.
- Use of innovative learning facilities like ICT enabled classrooms, well-equipped laboratories, well-stocked library, internet connection, etc. ensures effective teaching and learning process.
- Sharing of e-resources through Google Classrooms and use of spoken tutorial videos provides effective learning.
- Role plays and case study solving methodology helps the students to transcend and think beyond the confines of the classroom setting.
- Internal assessment via conduction of written examination is also a regular practice in the institution.
- Special attention is given to the slow learners through effective Mentor Mentee System and remedial classes specially conducted for them.
- Regular analysis of the University Results gives scope to ensure further improvements in teaching.

#### ❖ **Examination and Evaluation**

Continuous Comprehensive Evaluation using different modes are conducted by the college as per the schedule in the academic calendar in accordance with the guidelines of the Department of Higher Education, Govt. of MP.

- Different CCE modes are used like Quiz, Question Bank formation, Group Discussion, written assignments, Classroom teaching, Poster presentation , Model test paper solving, previous year question paper solving, Power Point Presentation etc. This enables the students to develop logical and reasoning aptitude.
- In evaluation Process (15% marks for semester pattern and 20 % marks for yearly pattern) of the total marks are earmarked for CCE evaluation internally.
- University examination evaluates 85% marks for semester pattern and 80% marks for yearly pattern.

#### ❖ **Research and Development**

- The institution has constituted a Research Committee to facilitate, monitor and encourage the research activities. It meets regularly to discuss various plans to promote research and motivate the faculty for academic advancement. The committee

promotes inter disciplinary approach which leads to all-round development of all the faculties. To meet the objectives of the research, the findings are percolated to the society.

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

### ❖ **Library, ICT and Physical Infrastructure / Instrumentation**

#### **Library**

Library is the heart, mind and soul of an educational institution and a fountain-head of innovativeness, inspiration and insight both for the students and the faculty. Learning and library are complementary to each other as the light to the lamp.

Institute has developed aesthetically designed and State of the art Information Resource Centre (Library) viz. equipped with books on different subjects, periodicals, newspapers, magazines, books of competitive exams, unsolved papers etc and is fully automated. The library also subscribes to a number of research journals of repute.

Library services include:

- Database search through INFLIBNET.
- Circulation service.
- Reference service.
- Book bank facility.
- Access to internet zone/e-library and N-list programme

#### **ICT**

- The college has adopted a well-defined ICT System to ensure ICT enabled teaching and learning process.
- The College campus is equipped with Wi-Fi facility.

- The College website is further improved with more information to the students in terms of notification, academic and other activities & various placement information.
- All the classrooms and labs are well equipped bearing projection facilities under surveillance of CCTV cameras.

### **Physical infrastructure.**

Sant Hirdaram Girls College, Bhopal is committed to provide the best infrastructure in classrooms, laboratories, library, sports and PC's to the students. The College management ensures that the infrastructure meets and fulfils the requirements of teaching learning and other processes as specified by statutory bodies and updated time to time both in term of quality and quantity. The College is spread over a campus of 3.14 acres of land. The entire infrastructure is world class with good architecture plan and its effective execution. The best part of infrastructure is well ventilated and illuminated look. The natural light is available in profuse and every corner of the buildings has sufficient light and air to sustain a pleasant working atmosphere. The main Campus has four different building blocks each of specific nature and utility. The three blocks are used as instructional areas while the fourth block is the Administrative & Library block.

Facilities for Teaching include.

- The college has 24 spacious well-furnished, ventilated and illuminated Class Rooms.
- There are 9 Tutorial Rooms
- The college has 2 well-furnished and equipped Seminar Hall with a seating capacity of 120 each. The public address system and projection facilities are permanently installed.
- The College has 15 well-equipped Laboratories and other labs of Department of Education.

The institution has adequate facilities for sports, games (indoor & outdoor) gymnasium, yoga centre, auditorium and well-furnished audio recording studio.

### **❖ Human Resource Management**

Human resource management is a contemporary, umbrella term used to describe the management and development of employees in an organization. It involves developing and administering programs that are designed to increase the effectiveness of an organization. It includes the entire spectrum of creating, managing, and cultivating the employer-employee relationship.

Thinking on the same lines, following practices are adopted:

- The Management Committee reviews the existing HR policies for the teaching and non-teaching staff in accordance with the IQAC recommendations and enhance the facilities further to retain the best talent.
- Delegation of responsibility –Some of the key responsibility areas are identified and delegated at different levels in the descending order- Principal, HOD's, Assistant Professors and office staff.
- Participatory management- sub committees for different functional activities comprise of representatives of teaching, non- teaching staff and students
- Staff orientation programmes are organized by the college on regular basis.
- Policy for compensation- provident fund, leave encashment, group insurance, loan facility etc.

#### ❖ **Industry Interaction / Collaboration**

- Institute has interaction and collaboration with reputed organisations, industries and institutions.
- Many MOU'S have been signed in context to inter disciplinary and multi-disciplinary approaches.

For e.g. MOU'S with Akash aviation, crazy bags, i.net etc.

- Faculty members are also involved with different consultancy programs. This increases the Institute- Industrial interaction and collaboration.
- The College has a well-structured Training & Placement Cell which aims at various Industry linkages and organizes successful campus placement drives by inviting various companies for selection of eligible students.
- Alumni of the institute working in different reputed Govt./private/ academia are regularly invited to address the students.

#### ❖ **Admission of Students**

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

roles in counselling and mentoring the students. Student induction programme (SIP) is very well planned, organised and executed.

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

#### ❖ **Planning and Development**

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

This measure has been used by the administration also to bring in transparency. Further, the constitution of various committees for different college events and other management related activities also happens on the digital platform. The minutes of the meetings for these committees are also circulated on digital portals.

Attendance of teaching and non-teaching staff is maintained using biometric machines. Communication with Students is established through Bulk SMS, WhatsApp groups, tutor guardian system, College Website etc.

#### ❖ **Administration**

Numerous administrative activities are practiced in the institution through e- governance. Some of them are listed below:

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

#### ❖ **Finance and Accounts**

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



Exams, etc. are also received through digital media, thereby, ensuring transparency in the transaction.

#### ❖ Student Admission and Support

The online admission process is given below.

- Online on campus and off campus admission process conducted by Govt. of M.P. for all the Govt. and Private Colleges of M.P. through the portal of Dept. of Higher Education, Govt. of M.P. having URL epravesh.nic.in.
- The student first need to register themselves in the Higher Education portal. They also need to get their original documents verified by the officials of Government colleges of M.P. Thereafter, the students select course, college name as per their choice. The Department of Higher Education allots the list as per merit and reservation policy. Then, the students take admission as per the allotted list in the respective college.
- Once the seat is locked in the name of the Institute, the student goes for online fees submission.

#### ❖ Examination

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

### 6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	NIL	NIL	NIL	NIL

Note - \*AL/DL is sanctioned for attending various academic programmes include conferences, seminars, training programmes, workshops, symposia, refresher courses, FDP etc.

\*Further, Local Transport Facility is also provided by the college for attending the aforesaid programmes.



6.3.2 Number of professional development/administrative training programmes organized by the College for teaching and non-teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19					
	Faculty development Programme on “Empowering Girl Child as Educating one girl means educating a generation”.		11-08-2018	All	All
	Session on the topic “Powerful Habits and Psychology for Success and Happiness” By Dr. Neelkanthan (Transformational Trainer)		19-11-2018	All	All
	Session on “ The benefits of Aloe Vera”		01-12-2018	All	All
	Session on “Holistic Wellness”		06-12-2018	All	All
	Faculty Development Program on “Inculcation of Life Skills and Ethical Values”.		02-02-2019	All	All
	Faculty Development Program on “Recent Research and Developments Trends in different subjects” (on every Saturday of the week)		01-03-2019 to 30-06-2019	All	All
	Session on “Shankaracharya Advaita Philosophy”		29-03-2019	All	All
6.3.4 Faculty and Staff recruitment (no. for permanent/full time recruitment):					
Teaching			Non-teaching		
Permanent-37		Full Time-9	Permanent-21		Full Time/Temporary-NIL
6.3.5 Welfare schemes for					
<b>Teaching</b>		Group Insurance Scheme (EPAC) Maternity leave, Sabbatical leave, Special leave, , Free transportation facility, Gift cheques etc. are given for staff members on personal			

	grounds, organizing day long trips, teaching staff are felicitated every year on teachers day and on the auspicious occasion of Deepawali, a scheme of advance loan against Provident Funds for teaching staff is also there.
<b>Non-teaching</b>	Group Insurance Scheme, Providing uniforms for non-teaching staff, felicitated every year on the auspicious occasion of Deepawali, scheme of advance loan against Provident Funds for non-teaching staff is also there.
<b>Students</b>	All Government Scholarship schemes. Students with Academic and extra-curricular excellence are honoured with cash prizes every year. Private Scholarships are funded through various agencies which includes Nav Yuvak Parishad, Geeta Israni Scholarship etc. INFLIBNET, DELNET & Wi-Fi Facility is available for free access.

#### **6.4 Financial Management and Resource Mobilization**

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

Financial Audit is carried out by the certified auditors appointed by the Foundation Society through proper interview and appointment process on the basis of skill, knowledge and expertise. They submit the annual Audited Report and the Balance Sheet at the end of the financial year.

Audit is conducted every year for the income expenditure between 1st April of the current year and 31st March of the next year.

As the Society is a registered society and has appointed an Auditor, the process of receiving audit objections and their compliance is not required. While generating the audit report the auditor clears the queries and then corrective measures are taken thereof for future developments. A copy of the audited statement duly signed by the auditor for last year, 2018 is annexed (6.4.1)

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

The institute is a private unaided self-financing institution and does not receive any grant from any source. However, the infrastructure is created by the donations received from the philanthropists who have great faith and trust in the legendary saint and his benevolent activities. The donations are used only for asset creation and the recurring expenditure is carried out through the institutional receipts in the form of fees paid by the students. This

is the only source of income for the institution for recurring expenditures. The Foundation Society supports for the deficit.

The society has enough reserve fund to take care of the shortfalls and college is always responsible to pay off all the obligations provided by the society. There are no funds/grants received during last five years from non-Government bodies, individuals and philanthropist. The Audited Income Expenditure Statement of academic and administrative activities for past year is **annexed (Annexure – 4 a & b)**

File Descriptions: Annual Statements of Accounts:

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NA	NA	NA

#### 6.4.3 Total corpus fund generated

The entire financial transaction is handled by the Foundation Society. The fees collected from the students is deposited in the account of the college. The account section of the Society is responsible for maintaining the statement of accounts created for the purpose. The process of expenditure is a channelized process in which the vouchers are generated for payment which is then forwarded for further processing to the accounts section. The entire process starts with Note sheet writing by the concerned staff which is approved by Principal and then by the Director of the college. Subsequent to the approval of the Competent Authority the payments are made through online transactions or by cheque.

#### **Efforts made by the institution in securing additional funding and optimum utilization of resources:**

The Society has not received any grant-in-aid from any organization or funding agency. There is no additional funding and hence there is no utilization status of the additional funds. However, some additional resource are generated for the corpus fund through various ongoing activities enlisted as under:-

1. College conducts examinations on Sundays for other institutes and organizations. For conducting the examinations the rentals are paid by the respective organizations. The Institution also shares their internal resources for examination duties which is an added advantages for the organizations or institutes availing rental centers to conduct their examinations.
2. College has been selected as exam center for university exams to be conducted for other institutions which supports college to generate funds on continual basis. College has provisioned additional in house internship programs, certificate course, workshops,

seminars, symposia and trainings for the welfare of the students wherein the students are benefitted with the experience of the external faculty in their area of interest. A nominal fee is charged from the students in which the college holds some shares which is another source of additional income.

3. There is a notional budget of the institution and all the expenditures are carried out as per the budget provisions. HOD's of each department has to submit a list of necessary items to the Competent Authority for approval and then it is monitored by the accounts section and the finance is maintained by them. Provisions has been under taken so that timely intimation w.r.t the utilization of funds is brought to the notice of the Competent Authority. Appropriate measures have been practiced to ensure effective and efficient use of financial resources available with the institution.

### 6.5 Internal Quality Assurance System

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

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

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

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

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

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

6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> <li>• Under the Faculty development program, an initiative was taken to encourage the faculties to present their research topics on a weekly basis.</li> <li>• 5 Faculty members have been awarded PhD in the year 2018-19.</li> <li>• The working for NIRF (National Institute Ranking Framework) is under process</li> </ul>				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No.				
d. NBA or any other quality audit : No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
1	Ozone Day Celebration	16 <sup>th</sup> September, 2018	1 Day	256
2	Importance of Patent in Innovations	28 <sup>th</sup> September, 2018	1 Day	150
3	How to face the challenges of life?	4 <sup>th</sup> October, 2018	1 Day	278
4	National Meet to Innovate India – in Focus Women	9 <sup>th</sup> October, 2018	1 Day	1000
5	Educational Tour to Pachmarhi	22 <sup>nd</sup> October, 2018 to 23 <sup>rd</sup> October, 2018	3 Days	62
6	Session on “Powerful habits and Psychology for Success and Happiness”	19 <sup>th</sup> November, 2018	1 Day	359
7	Debate Competition “Education System Is Helpful In Removing Corruption In India”	20 <sup>th</sup> November, 2018	1 Day	167
8	Fisheries Day	22 <sup>nd</sup> November, 2018	1 Day	167

## CRITERION VII - INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Poster Making Competition for Gender Sensitization and Women Empowerment	27 <sup>th</sup> and 28 <sup>th</sup> Feb, 2019	250	
‘NUKKAD NATAK’ by N.S.S.units on the Theme : Gender inequality in Education			
National Research Seminar on “Bhartiya Sant parampara me mahila santo ka yogdan” organised by the department of Hindi of Govt. MLB Girls PG Autonomous College. The Principal Dr.Charanjit Kaur, presented a paper on the topic "Sikh Itihaas ki adwitiya shaksiyat Mata Gujri ji”.			
Release of Women innovators Book	2018-19	180	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources (Annexure – 5)			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities – Wheel Chair	YES	-	
Provision for lift	NO	-	
Ramp/ Rails	YES	-	
Braille Software/facilities	YES	-	
Rest Rooms	YES	-	
Scribes for examination	YES	-	
Special skill development for differently abled students	YES	-	
Any other similar facility	-	-	
7.1.4 Inclusion and Situatedness			
Enlist most important initiatives taken to address locational advantages and disadvantages during the year			
The Location of the college is excurt but it is well connected as Govt as well Public transport is easily available. Transport			

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-2019	1	1	<b>10<sup>th</sup> July, 2018</b>  <b>(3 Days)</b>	<b>‘Swasth Bharat ke Nirman mein Prakritik Chikitsakon ka Yogdan’</b>	Dr Biswaswaroop Roy Choudhary, Member of American Diabetes Association was the key speaker of this session. He has cured thousands of people in India and has Centers in Malaysia, Singapore, Vietnam, Bangladesh and Gulf Countries. He is a Member of American Diabetes Association. He exposed the myths created about diabetes and related diseases like BP, Cholesterol, Thyroid, Obesity, Renal Disorder etc. which are called as lifestyle-related diseases. He said that these diseases can be cured by life-style modification and not by life-long medicines.	500
	1	-	<b>11<sup>th</sup> July, 2018</b>  <b>(1 Day)</b>	<b>World Population Day</b>	World Population Day which seeks to focus attention on the urgency and importance of Population issues. Two competitions namely, Poster Making and Slogan Writing were organized by the Department of Biotechnology The theme of the events was “Outburst of Population – affecting Nation’s Economy, Employment and Environment.	879

1	-	<b>31<sup>st</sup> July, 2018</b> <b>(1 Day)</b>	<b>Visit to AIIMS, Bhopal</b>	An Educational visit for UG and PG students of Biotechnology & Microbiology was organized at AIIMS Bhopal. The lab visit was scheduled for 3 hours, a small lecture cum power point presentation on Good Laboratory Practices was delivered by Dr. Rashmi Choudhary, Professor, AIIMS followed by visit of research Labs. The Scientists, Research Associates and Project fellows explained and demonstrated the use of several equipment like DNA Analyses, RT-PCR, Flow Cytometer, Gradient PCR, Cell Culturing Lab and Biosafety Cabinets etc. The students were made aware about the recent jobs and opportunities available in the subject.	36+2
1	-	<b>4<sup>th</sup> August, 2018</b> <b>(1 Day)</b>	<b>Educational Visit at MFP-PARC, Bhopal</b>	Department of Biotechnology organized a study visit at Minor Forest Produce Processing and Research Centre (MFP-PARC), Barkheda Pathani, Bhopal. This is a unit financed by MP State Mandi Board along with M.P. State Minor Forest Produce Federation to ensure village empowerment, to provide structure for medicinal plants processing and value addition, to provide quality raw material of medicinal and aromatic plants. The aim of this study visit was to develop interest and scientific approach regarding processing, testing and medicinal use of herbal plants.	69+6
1	-	<b>1<sup>st</sup> Septem</b>	<b>Orientation Programm</b>	An Orientation Programme of Certificate course in Travel & Tourism was organised, Director	116+8



			<b>ber, 2018 (1 Day)</b>	<b>e of Certificate Course in Travel &amp; Tourism</b>	of Aakash Aviation Mr. B.S. Tiwari, Dr. Lalit K. Gaur, Tourism Consultant and visiting faculty, Mr. Kumar Satyam, IHM were the invited guest who had delivered lecture on importance of certificate course and future prospects in related areas.	
1	-	<b>1<sup>st</sup> September, 2018 (1 Day)</b>	<b>Educational Visit to Indra Gandhi Manav Sanghralaya</b>	A visit Organized for the Science students by Zoology & Botany department Students visited the Museum and saw the poster of evolution, chart of Geological time scale, model and description of DNA along with various species of plant.	108+12	
1	-	<b>4<sup>th</sup> September, 2018 (1 Day)</b>	<b>Workshop on Resume Writing</b>	Training and Placement Cell had organized a workshop on Resume writing. Ms. Veena Sharma, Communication Trainer, Aditya Birla Group was invited as a trainer. This one day workshop was organized for Undergraduate and Postgraduate students so that they can present their skills and academic achievements in an effective way to get good job offers.	98+5	
1	-	<b>4<sup>th</sup> September, 2018 (1 Day)</b>	<b>Visit – CIPET Govindpura, Bhopal</b>	Dr. Shuba and Dr. Alok Sahu, Scientist gave brief introduction of working of various instruments and equipment's installed in the industry.	47+4	
1	-	<b>8<sup>th</sup> September, 2018 (1 Day)</b>	<b>World Literacy Day</b>	An essay Writing competition was organized on the topic "Importance and relevance of literacy and adult learning". The motive of this competition was to increase the students' knowledge about adult learning and how it	89+5	

					helps students to gain new skills and expand their knowledge.	
	1	-	<b>10<sup>th</sup> September, 2018</b> <b>(1 Day)</b>	<b>Seminar on Mental Health</b>	On the occasion of 'World Suicide Preventive Day' a seminar was organized' on the theme "Working together to prevent suicide". The resource person was Ms. Sonam Chhatwani who is a Counsellor and Rehabilitation Psychologist. She highlighted the purpose of Celebrating this day to raise the awareness among the people across the world so that suicides can be prevented. She said that it is a mental health problem and is 100% curable if proper measures are taken. She emphasized on the implementation of awareness campaigns so that its prevention may be strengthened and risk factors may be reduced. She ended by saying that it is essential to increase the availability of mental health resource and to reduce barriers to accessing care.	102+5
	1	-	<b>11<sup>th</sup> September, 2018</b> <b>(1 Day)</b>	<b>Career Counselling Session</b>	Ms. Chandni Sehgal (Academic Manager), Mr. Kuldeep Mittal (Academic Manager), Mr. Siddharth Pandey (Dept. Manager Academic), Ms. Komal Kotwani (Career Counsellor) and Mr. Ajay Garg (Branch Manager) from Mahindra Education Pvt. Ltd were invited to share their thoughts on career options for students in their respective subjects.	76
	1	-	<b>16<sup>th</sup> September, 2018</b>	<b>Ozone Day Celebration</b>	On the occasion of world ozone day, Department of Chemistry organized 'Poster Presentation Competition'.	256+5

			(1 Day)			
	1	1	26 <sup>th</sup> September, 2018 (1 Day)	Open Campus Drive - JARO Education	Jaro Education is one of the leading education service provider catering to the needs of working professionals. Above 100 students from SHGC had registered for the campus drive. Many institutions of Bhopal like VNS and BSSS actively participated in this campus drive.	105+5
	1	-	27 <sup>th</sup> September, 2018 (1 Day)	Visit to Water Treatment Plant, Kolar, Bhopal	Students visited different units like Filtration Unit, Alum-lime Treatment Unit, Chlorination Unit and Pump House.	96+5
	1	-	27 <sup>th</sup> September, 2018 (1 Day)	Speech Competition	As per the guidelines issued by Higher Education the IQAC Cell in collaboration with the Commerce Department organized on Intra-collegiate Speech Competition. The topic of the speech was "Moral Values and Education".	54+4
	1	-	28 <sup>th</sup> September, 2018 (1 Day)	Guest Lecture on Importance of Patent in Innovations	Dr. N.K. Choubey, Sr. Principal Scientist and In-charge Intellectual Property Facilitation Centre, Patent Information Centre & Technology Management Centre, MPCOST, Bhopal was invited to share his expertise with the students in the field of IPR.	150+10
	1	1	26.09.2018-4.10.2018 (7 Days)	Internship Program on "Tools and techniques in	Department of Biotechnology developed an internship module to facilitate students of Biotechnology of local colleges. 15 students from various colleges participated as the program has limited 15 seats and the program began from 26.09.2018 and	15+3

				<b>Molecular Biology</b>	ended on 4.10.2018. The module was named as “Tools & Techniques in Molecular Biology” and included expert lectures as well as practical demonstrations.	
	1	-	<b>1<sup>st</sup> October, 2018</b> <b>(1 Day)</b>	<b>Study Visit At Crisp, Bhopal</b>	A Study visit on Multimedia and Basic concepts of Server and Client Side Scripting and Current Technologies was organized for the students of BCA. Mr. Devesh (CRISP) brief introduction about latest technologies and also various career options like Software Developer, Android Developer, Web Designing and its Development and various other options of IT sector. Mr. Mukesh Kharonia (CRISP) has provided knowledge to the students of comprehensive overview of Animation, their features and Web Portal Design.	89+3
	1	-	<b>1<sup>st</sup> October, 2018</b> <b>(1 Day)</b>	<b>Campus Drive for Students</b>	Campus drive was organized for M/s Samrat Traders Company, whole process of selection was completed in two rounds i.e. group discussion and interview. Total 38 students from our college got selected as Business analyst in Samrat Traders Co.	90+4
	1	-	<b>3<sup>rd</sup> October, 2018</b> <b>(1 Day)</b>	<b>An Intra-collegiate Competition on Homemade Eco-Friendly Bags</b>	An intra-collegiate competition on ‘Homemade Eco-friendly Bags’ was organized by the Department of Chemistry as an initiative to beat ‘Plastic Pollution’	67+3
	1	-	<b>4<sup>th</sup> October, 2018</b>	<b>An Interactive Session to face the</b>	In the pious presence of Rev. Siddh Bhauji an Interactive session was organized for the students of Sant Hirdaram Girls	278+6

			<b>(1 Day)</b>	<b>challenges of life for Students with Chairman</b>	College, Bhopal in the presence of Principal and Director. Rev. Siddh Bhauji, Chairman (SHKES) motivated the students to learn various life skills specially driving, swimming etc. He insisted on reading books should be inculcated as a habit rather than indulging in social networking sites. He further elaborated that technology should be used till it causes goodness. He also asserted the students to learn cooking as fast food is not good for health. It was an enriching session for students.	
	1	-	<b>4<sup>th</sup> October, 2018</b>	<b>Guest Lecture On Career Opportunities In Biotechnology</b>	A guest lecture on “Career Opportunities in Biotechnology” was organized by Department of Biotechnology, Dr. Rohit Saluja, Scientist, Ramanujan Swami Fellowship holder Deptt. Of Biochemistry, AIIMS, Bhopal was invited to share his expertise with the students in the field of Biotechnology.	76+5
	1	1	<b>9<sup>th</sup> October, 2018</b> <b>(1 Day)</b>	<b>National Meet to Innovate India – in Focus Women</b>	The purpose of the meet was to provide a common platform for Entrepreneurs, Scientists, Researchers, Teachers and Academicians to interact and share their ideas and innovations in Entrepreneurship. This gathering intended to ensure and promote the use of Hygienic & Healthy Natural Products.  The basic idea conceived upon which the entire frame work of the day long meet rated was in context to the role of women. Women are an integral part of a Nation and play an important role in the process of innovation and	1000+60

					development. The meet focused on imparting training for establishing Economic Independence and emphasized on the strategic role of Entrepreneurs in Sustainable Development.	
	1	-	<b>15<sup>th</sup> October, 2018 (1 Day)</b>	<b>Industrial visit to Parle-G at Mandideep (Bhopal)</b>	The students of commerce visited the industry and learned about manufacturing process of Parle products their packaging, storage and distribution.	93 4
	1	-	<b>31<sup>st</sup> October, 2018 (1 Day)</b>	<b>National Unity Day</b>	Language department organised a panel discussion on the topic “Life and teachings of Iron Man of India and their present relevance”. A slogan writing on ‘Unity’ was also performed by the students on this occasion	67+5
	1	-	<b>22<sup>nd</sup> October, 2018 to 23<sup>rd</sup> October, 2018 (3 Days)</b>	<b>Education al Tour to Pachmarhi</b>	An Educational tour was organised to Pachmarhi for the students of SHGC, Bhopal. Sixty two students, one society member, four faculty members, and two staff members visited Pachmarhi and learned about the exotic flora and fauna and the history of the hill station.	62+7
	1	1	<b>31st October, 2018 (1 Day)</b>	<b>Medical Camp</b>	As per the instructions of higher education, a medical camp on “Healthy women, healthy state” was organised in collaboration with the Civil Hospital, Bairagarh. Blood test for haemoglobin was conducted for 325 students. The main objective behind organizing the camp was to aware the students about blood deficiency disorders. Dr. Alka Purniya and Dr. D.K. Jain of civil Hospital successfully carried out the examination and co-operated with the staff of the	325+10

					institute. Iron tablets and sachet of ORS were distributed to the students.	
	1	1	<b>12<sup>th</sup> – 17<sup>th</sup> November, 2018</b>  <b>(3 Day)</b>	<b>“Voters Awareness Campaign”</b>	<p>“Voters Awareness campaign” was organised by NSS unit to promote voting amongst 18+ students. Various programmes were organized like:</p> <ul style="list-style-type: none"> <li>• Rally on the theme “Run for democracy”</li> <li>• Door to door awareness campaign</li> <li>• Essay on “The Role of Youth in strengthening the democracy”.</li> <li>• Slogan writing competition on “Voting is important”.</li> <li>• Skit on the topic “Voting-celebration of democracy”.</li> </ul>	123+6
	1	-	<b>19<sup>th</sup> November, 2018</b> <b>(1 Day)</b>	<b>Session by Dr. Neelkanth an ji</b>	A session of Dr. Neelkanth, a transformational trainer was organized on the topic “Powerful habits and Psychology for Success and Happiness”.	359+35
	1	-	<b>20<sup>th</sup> November, 2018</b> <b>(1 Day)</b>	<b>Debate Competition “Education System Is Helpful In Removing Corruption In India”</b>	Sant Hirdaram Girls College had organised a debate competition in association with Khadi and Village Industries Commissions (KVIC) under “Vigilance Awareness Week” the topic of the debate was “Education system is helpful in removing corruption in India”. 10 students participated in the competition. Three officers of KVIC, Mr. Sanjeev Rana, Mr. Upendra Jugade and Mr. Anil Tilwani graced the occasion by their presence. The students participated with great zeal.	167+9
	1	-	<b>22<sup>nd</sup> November,</b>	<b>Fisheries Day</b>	This day is celebrated to draw attention to the problems related to population of fishes like	167+3

			<b>2018 (1 Day)</b>		overfishing, unsustainable fishing techniques, habitat destruction, in adequate methods of fishing and other threats to our fish water and Marine resources. Speech competition	
	1	-	<b>01 Decem ber, 2018 (1 Day)</b>	<b>How beneficial is Aloe Vera?</b>	Dr. Archana Gupta explained the benefits of using Aloe Vera for cosmetic and medicinal purposes. She also described its uses as food supplement and herbal remedies.	78+7
	1	1	<b>01 Decem ber, 2018 (3 Day)</b>	<b>World AIDS Day</b>	NSS unit of Sant Hirdaram Girl's college under Red Ribbon Club had organized Nukkad Natak, Poster making competition and slogan writing competition. The Nukkad Natak was prepared by NSS volunteers on the theme "Macchar Ki Samjhaish" depicting the reasons of HIV/AIDS and the methods to prevent the same. The theme of Poster making Competition was "FIGHT AIDS & HIV- BE STRONGER WITH KNOWLEDGE, BE INFORMED & INVOLVED". The topic of slogan writing competition was "FIGHT AIDS, NOT PEOPLE WITH AIDS".	89+3
	1	1	<b>6<sup>th</sup> Decem ber, 2018 (1 Day)</b>	<b>Holistic Wellness</b>	Dr. Radha Sukhani, MD Anaesthesiologist, Chicago, Illinois shared her experience and research work on the topic "Understand obesity: prevent and reverse by natural solutions" with the faculty members and the students. She explained what is insulin and what are the root causes of obesity and what is unhealthy life style? She then shared the preventive measures	56+47



					for the diseases caused by obesity.	
	1	-	<b>7<sup>th</sup> January, 2019 (1 Day)</b>	<b>Chairman's Interactions with students</b>	Rev. Siddh Bhauji, Chairman, SHKES focused on important preachings of Santji while interacting with students one by one: 1. Give Respect to elders. 2. Help Mother and give her 1 day off. 3. Learn Skills like Driving & Swimming 4. Feed Natural Habitats. 5. Complete withdrawal from social media.	66+8
	1	1	<b>8<sup>th</sup> to 13<sup>th</sup> January, 2019 (7 Days)</b>	<b>7 Days NSS Camp at Kurana Village</b>	7 days NSS Special Camp was organized by NSS Unit in Village Kurana from 8 <sup>th</sup> Jan, 2019 with 94 students and 2 NSS Program Officers. Details of the program organized are as follows:  On 8 <sup>th</sup> Jan - the camp began with the inaugural session in the presence of Principal of SHGC and NHLPS Counsellor Dr. Archana Gupta, the former threw light on the subject of "Leader and Leadership" while the latter on the subject "Women Empowerment – Challenges & possibilities".  On 9 <sup>th</sup> Jan – Dr. Ashuvendra Pratap Singh, Physiotherapists, Bhopaland Ms. Vibha Khare, Dietician, SHGC elaborated on the subjects related to Health and Physical workouts, therapies and diet chart.  On 10 <sup>th</sup> Jan – Ms. Nita Deep Bajpee, Owner, NGO, Bhopalenlightened the girls with	94+2

				<p>entrepreneurship possibilities and challenges for girls. She also trained the students in Tribal Art through 2 days Tribal Art Workshop.</p> <p>On 11<sup>th</sup> Jan – Dr. T. Thomas, Department of Hydrology was present who guided the students and villagers about Water Harvesting System – Challenges and Possibilities for future and climate change.</p> <p>On 12<sup>th</sup> Jan – Dr. Surendra Shukla and his team from ‘Nehru Yuva Kendra’ was present to throw a mark on festival of Democracy – Elections, My Govt. App, Youth Parliament etc. He appreciated the enthusiasm and activeness of girls and wished for their bright future by distributing Pen and Diary.</p> <p>On 13<sup>th</sup> Jan – Rev. Siddh Bhauji, Chairman, SHKES and Principal, SHGC appreciated the NSS students and Bhauji guided the girls to give something to your society as well as develop the zeal to do something for country and our soldiers. Rev. Bhauji distributed Skipping Rope, Pencil Colours and a bunch of motivating film CDs and DVDs to every student. He also distributed prizes to the winning teams of different competitions organized in Camp.</p> <p>On 14<sup>th</sup> Jan – On last day of Camp Program Officers of Camp Ms. Meenakshi Shrivastava and Dr. Varsha Mandwariya motivated the students to develop</p>	
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					their personality through community services. It includes all such activities that grooms one's personality as well as bring out the best to turn out to be a perfect character.	
	1	1	<b>9th January, 2019 (1 Day)</b>	<b>Distribution of Khajur at Bhauri Village</b>	Under Joy of giving students distributed Khajur at Bhauri Village.	179+15
	1	-	<b>11th January, 2019 (1 Day)</b>	<b>Income Tax Provisions – Basics and Beyond</b>	Joint Commissioner of Income Tax Department Ms. Bhavna Rai, Mr. Vilas Dharmadhikari and Mr. Akhilesh Rai graced the session. The motto of the session was to sensitize both current and budding tax payers. The resource person Ms. Bhavna Rai very effectively shared her expertise. She started with the basic briefing about tax. She gave the details about PAN Card and TAN Card. A video on “Bharat Badal Raha Hai” was shown to the students.	142+10
	1	-	<b>12th January, 2019 (1 Day)</b>	<b>National Youth Day Celebration</b>	A grand Surya Namaskar was also organized and students and teachers performed it under the guidance of resource person Dr. Jyoti Keswani, Associate Professor, SHMNYS along with two students of SHMNYS who demonstrated the steps of Surya Namaskar. Dr. Keswani motivated students and comprehended the benefits of practicing Surya Namaskar. She said that it is organized to create awareness about Yoga and its advantages in achieving a healthy body, mind and spirit.	119+32

1	-	<b>15<sup>th</sup> January, 2019 (7 Day)</b>	<b>Intra-collegiate Competitions</b>	Language Department organized Intra-collegiate Competitions on the occasion of National Voter's Awareness Week. Various Competitions like debate, essay writing, slogan and painting were organized For Debate Competition the topic was "Should Lok Sabha and Vidhan Sabha elections be held at the same time". For the Essay Competition the topic was "Voting is a National Duty". For Slogan Competition the topic was "Role of Youth in Democracy". For Painting Competition the topic was "Voter's Education".	59+5
1	-	<b>23<sup>rd</sup> January, 2019 (1 Day)</b>	<b>F&amp;N Students Visit to Arogya Kendra</b>	Students from the Department of Food and Nutrition visited Arogya Kendra. Arogya Kendra is a naturopathic healing centre, which functions under the Jeev Sewa Sansthan. At this centre, patients with terminal illness are treated with natural substances such as mud, water, and light. It has several equipments for hip-baths, hand- and foot-baths, colon hydrotherapy, anemia, and shirodhara. At the centre, many diseases are treated by different types of wraps, massages, steams etc.	45+4
1	-	<b>7<sup>th</sup> February, 2019 (1 Day)</b>	<b>Guest Lecture organized by Zoology Department</b>	Department of Zoology organized a guest lecture on "Organic Farming". The invited speaker for the session was Mr. Gulab Singh Mewada who is a farmer belongs to Barkhedi Village, Bhopal, having renowned work in the field of Organic Farming. In his session	67+3

					he briefed students about the benefits and methods to make different types of compost, vermin wash, organic fertilizers, preparation of fertilizers from home-waste, preparation of kitchen garden, neem oil, good quality cow dung cakes, anti-mosquito-chipko card and showed original samples of them among the students.	
	1	-	<b>9<sup>th</sup> February, 2019</b> <b>(1 Day)</b>	<b>Orientation Program on Road Safety</b>	The purpose of this program was to spread the awareness about the road safety measures and traffic rules which should be followed by every citizen of India. The initiative took by the Bhopal Police Department under the theme “Road Safety – Safety to Life”. The chief guest Mr. Irshad Wali, DIG, Bhopal along with SP Mr. Hemant Chauhan, Mr. Dharamvir Yadav, Mr. Arvind Dubey and ASP Mr. Shanu Aftab were present in this occasion.	117+6
	1	1	<b>16<sup>th</sup> February, 2019</b> <b>(1 Day)</b>	<b>Campus Drive for Students</b>	Campus drive was organized by Asian Research Corporation. 86 students of different colleges i.e. SHGC, Satya Sai College, SHIM and Pandit Dindayal Upadhyay College had participated in this program for the post of Business Analyst. This whole process of selection was completed through personal interviews. Total 33 students in which 17 from SHGC, 08 from Satya Sai College, 07 from SHIM and 01 candidate from Pandit Dindayal Upadhyay College got selected as Business analyst.  On this occasion Mr. Navneet Kahar, Director Asian Research, Mr. Shubham Jain (Sales Head)	86+5

					and Mrs. Amita Chaudhri (HR Head) were present.	
	1	-	<b>18<sup>th</sup> February, 2019</b> <b>(1 Day)</b>	<b>Session on “Herbal Way of Life – A Need of the Hour</b>	The Key Speaker of the session was Dr. Archana Gupta. She said that girls should be mentally as well as physically healthy. She told in detail about natural herbs and the benefits of using them. Students were given a book of Dale Carnegi “How to win friends and influence people” and also ‘Safed Moosli’ for their better health.	45+5
	1	-	<b>26<sup>th</sup> February, 2019</b> <b>(1 Day)</b>	<b>NSS Volunteers presented a Skit</b>	Under Personality Development Cell NSS volunteers presented a skit on the theme “Pariksha darane ki nahi, sawarne ki vastu hai”. The motive of the skit was to encourage students towards the positive face of examination and to eliminate its fear.	97+3
	1	-	<b>22<sup>nd</sup> February, 2019</b> <b>(1 Day)</b>	<b>Symposium on “Etiquettes and Mannerism”</b>	The Chief Guest and Speaker was Ms. Shalu Pandey of SHIM. Ms. Shalu Pandey’s address was focused on branding, attitude and clarity between etiquettes and mannerism.	76+4
	1	-	<b>28<sup>th</sup> February, 2019</b> <b>(1 Day)</b>	<b>National Science Day</b>	Various competitions were organized on this day i.e. Science Toons, Science Model, Best out of waste, Recipe Contest, Extempore Speech and Science Fancy Dress.	65+3
	1	-	<b>8<sup>th</sup> March, 2019</b> <b>(1 Day)</b>	<b>Celebration of International Women’s Day</b>	On this occasion an intercollegiate debate and essay writing competition was organized by Language Department and Literary Committee. The topic of debate was “Is women empowerment a myth in developing countries” and for	98+7

					essay it was “Think equal, Build smart, Innovate for change”. Students from 8 colleges participated in the competitions.	
	1	-	<b>11<sup>th</sup> March, 2018 to 30<sup>th</sup> March, 2018 (14 Day)</b>	<b>Fourteen day’s Workshop on “Performing &amp; Visual Arts” for B.Ed. Students</b>	Workshop on “ Performing & Visual arts” were organised for B.Ed. students on the techniques like Madhubani Mandana Painting, Tie & Die, Rangoli & Collage Making, Handicraft & Painting, Collage Making & Clay, Painting, Clay Modeling, Block Printing, Paper Craft, Pot Decoration, Art and Craft, Wooden Work.	67+4
	1	-	<b>23<sup>rd</sup> April, 2019 (1 Day)</b>	<b>Study visit</b>	Department of Zoology and Botany organized a visit to Regional Museum of Natural History (RMNH), Bhopal. 35 students of B.Sc. I & II Year and B.Sc. VI Semester visited RMNH along with four faculty members. The aim of the visit was to go through the exhibition on “Avian Species of India” and Rivers of MP. Beside these students observed the fossils of different animals, various varieties of rocks, different genera of fishes and type of scales, Dinosaur park and gallery, fish aquarium etc. The museum and exhibition are designed in such a way to help the students to have a practical knowledge about Life Science, Biology and Environmental Science.	77+5
	1	1	<b>3<sup>rd</sup> May, 2019 (1 Day)</b>	<b>Books collected by the Faculty Members</b>	As kind blessings of our Chairman Rev. Siddh Bhauji, books were donated (rather every faculty member was provided with a choice of picking any book of their own choice, out of an ocean of selected and rare books	45 Faculties

					and to every one's surprise even the number was not restricted) to the faculty members of all the Departments of Sant Hirdaram Girls College, Bhopal in the month of May, 2019. As we all know that books build the necessary foundation of life. The collection of books was amazing and everyone was charmed by looking at diverse kind of pleasure from reading varied varieties of books. They had always admired and dreamt of certain books which they found there. Some books provided them information about cooking, some about health & nutrition and some focused on spiritualism. There were dictionaries, grammar books, quotation books, motivational books, heroic stories, autobiographies, biographies and story books etc. There were certain other books which had a mixture of remarkable themes, reflected broadly social and political dilemma. All the books collected are worth treasuring and reading again and again. The volunteers present at the Holy Kutiya extended every possible help, they deserve high appreciations. On the whole the exposure gave a heavenly experience, which is beyond description.	
	1	-	<b>May, 2019 (For Entire year)</b>	<b>Surprise Date with a Book</b>	SHGC Central Library celebrated International Literacy Day in the project area to highlight the importance of literacy specially to develop reading and writing skills for students and to understand that learning is a lifelong process. To mark literacy	445+37



					day, SHGC, Central Library introduced a new program named, “Surprise Date with a Book” for students. After reading the book, they need to submit the reviews, the best ones are suitably rewarded. This activity has become a regular feature since September, 2018.	
	1	1	<b>21<sup>st</sup> May, 2019</b>	<b>Meeting with Hon. Governor regarding Donation of Books &amp; School Bags</b>	Under the auspices and grace of Sant Hirdaram Sahibji and under the auspicious guidance of Rev. Siddh Bhauji, Shaheed Hemu Kalani Educational Society and Sant Hirdaram Girls College were privileged of meeting Her Excellency Hon. Governor Mrs. Anandi Ben Patel regarding the donation of books and stationary for the poor school going students. The five member team was constituted which includes Shri Hero Gyanchandani, Vice President, SHKES, Mr. Mahesh Dayaramani, Secretary, JSS, Mr. K.L. Ramnani, Joint Secretary, SHKES, Dr. Charanjit Kaur, Principal, SHGC and Ms. Dalima Parwani, Asst. Prof., Computer Science, SHGC got the opportunity to personally meet the Governor. The team had the golden moment to explain all the benevolent activities being carried out by the society. The team had been blessed to donate useful reading material in the form of books, school bags in large number (200) which contained lunch box, water bottle, note books etc.	5
	1	1	<b>June, 2019</b>	<b>College Chalo Abhiyan</b>	This refers to College Chalo Abhiyan brief which we conducted in Sant Hirdaram Girls	943+45

				<b>&amp; Career Counselling</b>	<p>College. Its pleasure to share the process, activities and outcome of the same where we could better connect with students from different locations and streams.</p> <p>We at Sant Hirdaram Girls College with advice and guidelines of Higher Education (MP), conducted this College Chalo Abhiyan, where we could meet and counsel students from 20 different schools of Bhopal. We met around 200 parents and communicated details to 943 students of these schools.</p> <p>Students were given information about:</p> <ol style="list-style-type: none"> <li>1. Different Schemes</li> <li>2. All the courses running in the college</li> <li>3. Career opportunities associated with different courses</li> </ol> <p>We hope this will create awareness as well as opportunities for students in their future endeavors.</p>	
1	-	<b>21<sup>st</sup> June, 2019</b>	<b>5<sup>th</sup> International Yoga Day Celebration</b>	<p>On 21<sup>st</sup> June, 2019 5<sup>th</sup> international Yoga Day was celebrated by NSS unit in collaboration with Sant Hirdaram College of Naturopathy and Yogic Sciences. Faculty members of Sant Hirdaram Girls College, Navnidh Hassomal Lakhani Public School, Mithi Gobindram Public School and Students of Sant Hirdaram Girls College, Sant Hirdaram Institute of management, Sant Hirdaram College of Naturopathy and Yogic Sciences participated in the Event. As the theme of this year international Yoga Day was “Yoga for Climate Action” so</p>	117+15	

					before starting with the Yoga Asanas, tree plantation in the college campus was done to spread the message of importance of plants for the existence of Fauna on the earth. As per the instructions from University Grant Commission the Common Yoga Protocol was followed for the Mega Yoga Demonstration on 21 <sup>st</sup> June, 2019. For the same the college had also organized 4 days workshop before International Yoga day for the practice of Yoga Asanas as per the Common Yoga Protocol.	
	1	1	<b>22<sup>nd</sup> June, 2019</b>	<b>Tree Plantation</b>	Trees keep the environment clean and green. They are responsible for Climate amelioration, conserving water and supporting life. They provide food projection and homes for birds, mammals etc. It is therefore planned to plant 50 trees in the college campus.	89+18

7.1.5 Human Values and Professional Ethics		
Title	Date of Publication	Follow up (maximum 100 words each)
Brochures and Prospectus for all the students	1 <sup>st</sup> Day of Academic Session	A code of conduct for students is illustrated in the Prospectus. This help to maintain the code of conduct in the college premises. The new students get acquainted with the rules of the college. They also get an overview of the college life in campus.

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (From.....to....	Number of Participants
The Introduction of the Students to a Spiritual Environment	3 <sup>rd</sup> July, 2018	500
Programme on Swasth Bharat	10 <sup>th</sup> July, 2018	350
Celebration of World Population Day	11 <sup>th</sup> July, 2018	280
Tribute to Great Spiritual Leader Dada J.P. Vaswani	12 <sup>th</sup> July, 2018	480
Celebration of Kargil Vijay Diwas	26 <sup>th</sup> July, 2018	550
Celebration of Guru Purnima	27 <sup>th</sup> July, 2018	350
Interaction Session of Students with Rev. Siddh Bhauji	3 <sup>rd</sup> August, 2018	220
Independence Day Celebration	15 <sup>th</sup> August, 2018	350
Blessings by Rev. Siddh Bhauji on the occasion of Raksha Bandhan	23 <sup>rd</sup> August, 2018	260
Educational Visit to Indra Gandhi Manav Sanghralaya	1 <sup>st</sup> September, 2018	380
World Literacy Day	8 <sup>th</sup> September, 2018	240
Ozone Day Celebration	16 <sup>th</sup> September, 2018	250
An Interactive Session to face the challenges of life for Students with Chairman	4 <sup>th</sup> October, 2018	230
Session on “How to celebrate Diwali”	30 <sup>th</sup> October, 2018	300
National Unity Day	31 <sup>st</sup> October, 2018	210
“Voters’ Awareness Campaign”	12 <sup>th</sup> – 17 <sup>th</sup> November, 2018	350
Session by Dr. Neelkanthan ji	19 <sup>th</sup> November, 2018	500
“Environment Protection and Our Future”.	01 <sup>st</sup> December, 2018	250
World AIDS Day	01 <sup>st</sup> December, 2018	350
Inter State Youth Exchange Programme	17 <sup>th</sup> December, 2018	450
Valedictory Function	20 <sup>th</sup> December, 2018	100
Distribution of Khajur at Bhauri Village	9 <sup>th</sup> January, 2019	150
Pledge on Voters Day	25 <sup>th</sup> January, 2019	390
Republic Day Celebration at College	26 <sup>th</sup> January, 2019	350
World Wetland Day celebrated at Van-Vihar	31 <sup>st</sup> January, 2019	150
Symposium on “Etiquettes and Mannerism”	22 <sup>nd</sup> February, 2019	280
Condolence Meet in the memory of 44 martyrs of CRPF1	15 <sup>th</sup> February, 2019	360
Session on Shankaracharya Advaita Philosophy	29 <sup>th</sup> March, 2019	100

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

#### **Green landscaping with trees and plants**

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

#### **Internal Green Audit Core Group**

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

- Maintenance of clean and pollution free campus.
- Creating awareness towards cleanliness and conservation of natural resources amongst students and staff.
- Ensure maintenance of greenery in the campus by undertaking tree plantation program on regular basis.
- Organize different types of competitions addressing environmental issues, their protection and conservation.
- Invite renowned environmentalist to deliver lectures on environment conservation.
- Organize rallies and Skit in the nearby area and adopted Village of NSS along with the NSS volunteers to create awareness about the social issues like *Open defecation, Swacch Bharat Abiyaan, Plant a tree- Need of an hour, Plastic Free earth, Reduce-Reuse-Recycle concept* etc.

The entire campus is divided into 7 stations so that cleanliness can be maintained properly.

- Station 1- Administrative Block
- Station 2- Science block & Dhanvantri Medicinal Garden
- Station 3- Commerce Block
- Station 4- Vermicomposting unit
- Station 5- Canteen
- Station 6- Hostel
- Station 7- Parking Area

Every Year Green Audit Celebrates “Green day” in which competitions like Best out of waste, Green dish, Quiz on climate change/ Global warming, collage making are organized to spread awareness amongst students, that it is their responsibility to protect our Earth. Similarly the committee organizes various events on “World Environment Day” i.e.; on 5<sup>th</sup> June like poster making competition and slogan writing competitions. We have started a practice called “***Thank God by Plantation***” where on the occasion of Birthday every member of the college whether its staff or the students they have to plant a tree within the college campus or at their home. We also

celebrate “Hariyali Mahotsav – Ek Shringaar Dharti ka” where NSS unit along with the Green audit committee organizes events like oath taking ceremony where all the students and teachers pledge that they will not harm any tree and will plant the same, competitions like poster making, slogan writing and essay writing are organized on the event.

The college campus has lot of plants and trees , the different varieties of plants and trees includes Ashok, Gulmohar, Kadam, Maulsary, Neem, Juniperus, Champa, Ficus (all varieties), Chandani, Rumax, Shatut, Muriya, Kalsa, Habiscus, Golden Bottle brush, Eruka Palm, Snepra, etc. The unit had created green corner named “Green times” for the information flow and knowledge sharing related to environmental issues.

### **Dhanvantri Medicinal Garden**

The Department of Botany maintains a Medicinal Garden on the college campus, which is well flourished with herbal plants and trees named “Dhanwantri”. There are various herbal plants like Aloevera, Tulsi, Ashwagandha, Sarpandha, Nirgundi, Giloe, awla, Kanchnar, asparagus, calotropis, Stivia, Ilaichi, Amahaldi, Bisca (Sindoori), Lemon Grass, Adusa, Hath Jod, Bryphillium, GhuiAwla and Brahmi etc. These herbal plants are also used by the sister concern institution located near to our institution which deals in the field of Naturopathy and Yogic Sciences.

There is another Vatika maintained near the Medicinal garden known as “Navgrah Vatika” where different plants are planted representing different planets.

### **Vermicomposting Unit**

The wet waste generated in the college campus like of vegetables, fruits and flowers goes directly into the Vermicompost unit run by the zoology department. The compost prepared using different waste is marketed with in the campus as well as the city level/ state level exhibitions. The income generated is used again for the vermicomposting related purchases. This compost generation using different biomasses is also a part of minor project given to students, where students using different tests find out the composition of compost made from different biomasses, which is a research part of the department as well.

### **Environment conscious sessions, workshops and Social work**

Our Chairman has taken an initiative through organizing various sessions with an aim to inspire and encourage many young minds to contribute to positive changes in their attitudes and behaviour towards beautiful fauna and their habitats. He distributes clay water bowls and bird food amongst the students and staff of the college to motivate and hearten them towards the birds. Similarly the management shows their affection towards street Dogs too and has taken an initiative to provide them food, for the same college provide Dog food at minimal rates of Rs. 10/-. Two thousand clay water bowls and bird food has been given to the NSS unit by the society to be distribute amongst the NSS adopted villages. The thinking behind this event is to emotionally connect the younger

generation with the nature's beauty, the beautiful birds and animals created by God and to teach all how important they are for our own survival.

In the sequence a special session is organized by our Chairman on the theme "Herbal way of life: Need of an hour" where Dr. Biswaroop Roy Choudhry, Member of American Diabetes Association, having healing centers at Malaysia, Singapore, Vietnam, Bangladesh and Gulf countries was invited to deliver lecture where he explained how we can use our kitchen ingredients to cure ourselves. Apart from this special sessions were organized for Girls to make them understand the healing properties of Aloe Vera and after session herbal plants are distributed amongst the students and faculty members.

A drive is started by the Chairman where students are promoted to collect seeds of the fruits and the vegetables they eat and through the collected seeds road side or whenever they are travelling in the soil, so that they can germinate into trees.

Special sessions are organized for the students to promote Eco-friendly Diwali celebration, every year workshops are organized by NSS unit to prepare Eco-friendly Ganesha to reduce water pollution, in which students participate enthusiastically. Every Wednesday, during the morning assembly, environment issues and case studies related to environment are discussed among the students.

### **Waste Management**

The campus has the facility to segregate biodegradable and non-biodegradable waste. The college has two dustbins at every floor for dry waste (Blue Dustbin) and wet waste (Green Dustbin), these dustbins are kept under the supervision of NSS unit. Also the waste generated in the labs like gels prepared in molecular biology practical's, syringes, microbial cultures, glass slides, coverslips, are disposed off carefully in a (Red Dustbin) meant for hazardous compounds, which is then successfully discarded in a zone identified with in the college campus without causing any harm to the inmates. Adequate number of exhaust fans and fume Hoods are also there in the chemistry lab where experiments with hazardous chemicals are performed to reduce the chemical pollution. The college avoids the usage of severe corrosive chemicals in the practical classes and sees that minimum quantities of chemicals are purchased to save expiry and disposal.

Workshops are organized for the students on "Eco-Friendly Bag preparation" from the waste materials available at home and competitions are also organized under green audit and NSS unit where students displays their Eco-friendly bags. Also in a National Meet organized by the college the students of the college put an exhibition of these bags. The Hostel of the college has Sanitary pad vending machines and the dispose off machines as well to reduce the pollution created by Sanitary pads. Plant (Adiantum) which absorbs radiations are placed in computer lab to maintain the moderate environment of the lab and to protect people from harmful radiations.



### **E-waste management**

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

### **Energy conservation**

- All the classrooms are adequately ventilated and permit natural light to reach almost on all the areas of the building throughout the day. This mitigates use of artificial light and electricity is saved to the maximum extent.
- Students are motivated to switch off the lights and fans when not in use.
- NSS Volunteers and the Green Volunteers ensure such practices on the campus.
- Electronic equipment's and gadgets are shut-off when not required.
- Energy consumption in the hostel is minimized to the extent possible. Solar panels are installed in the Hostel.

### **Plantation Drive**

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

The activity imbibed a sense of value of tree plantation, protection of the environment by making a pollution free earth. The students are encouraged to spread awareness amongst their friends, relatives and society for the conservation of environment and importance of tree plantation.

The institution believe in striving towards the initiative of honorable Prime Minister's "Swachh Bharat Mission" by propagating the thoughts of clean and green society amongst its students for the betterment of nation .

The NSS volunteers presented a skit on engaging communities to plant trees, describing multifaceted role of trees, training them in the art of planting and caring for trees inculcating values of integrity social responsibility, environmental conservation , brotherhood and humanity. NSS Volunteers also presented Skit and Nukkad Nataks on the issues like importance of toilet in the houses, stop open defecation in the adopted Village Kurana and Barkheda Salam under Swacch Bharat Abhiyaan.

### **Public Transport:**

The campus offer accommodation to students at subsidized rates. Currently, over 20% of the student population avail the hostel facilities available on campus, 30% live in the vicinity of the campus, 30% of the student population avail the bus facility leased by the college and the remaining 20% avail public transport or car pools rather than using individual cars to reduce traffic



and pollution. The college has a specific parking area which assures a pollution free environment in the college campus.

### **Bicycles:**

There are few students who cycle to college. Faculty members prefer to opt for car pools or the Bus facility provided by the management of the Institution. Therefore, the carbon footprint of the entire college is relatively less.

### **Walkways and Pedestrian Friendly Roads:**

The campus is located in an area which is surrounded by the nature's scenic beauty. The campus is designed with the concept of open spaces and lawns. There is a well connecting concrete road from the main road to the college campus. A park is situated near the college campus having Jogging Trails, students living in the college hostel prefer their morning and evening walks in this park which is located at a walking distance from the college campus.

### **Paperless Office:**

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

### **Plastic free campus:**

The college has taken an initiative to free the campus from the use of polythene, for the same a committee is constituted of NSS volunteers who keep an eye on the check points like college campus, hostel, and canteen and nearby areas. The students are encouraged to use the paper bags, jute bags or cloth bags in the college campus. Apart from this training programs are organised for the students to train them on the preparation of paper bags, how they can prepare creative bags using waste materials available at their homes or work place. They are encouraged to spread awareness amongst their families, friends and relatives to minimize the use of polythene or to stop its usage completely. The students are told about the disadvantages of polythene use through speeches in morning assembly. Other than this poster making competitions, slogan writing competitions and rallies are also organised to discourage the usage of polythene.

Waste generated in the college campus is segregated into biodegradable and non-biodegradable waste. For the same under NSS unit two dustbins are placed on every floor of the college with a mark wet waste and dry waste. Apart from this a bin is placed in front of professional wing where electrical waste is collected. Also the biological and chemical waste is collected in different bins and are disposed off carefully under controlled conditions.

## 7.2 Best Practices

Describe at least two institutional best practices

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

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

### Best Practice I

#### **Title of the Practice: Women Centric Approach**

Typically, females have been stereotyped as creative individuals who lack logical or analytical thinking. This coupled with social norms and cultural traditions that put women students on back foot has further alienated them from getting their due when it comes to education in India.

But with the changing dynamics of society, this trend is changing. Women are getting more and more independent and making their name in careers which were restricted to men only. The fighting spirit with which female students have broken the traditional norms have enabled them to reach new heights when it comes to education.

In order to help female students to get an equal footing and be worthy global citizens, we have adopted Women Centric Approach as one of our best practices.

#### **MISSION STATEMENT OF THE INSTITUTION**

*“To empower young women to grow as valuable assets of Global Society by providing them Quality Higher Education enabling them to develop high intellectual level with spiritual, cultural and ethical values”.*

We are committed to honour our Mission & Vision and to fulfil the objectives of the college.

#### **GOAL**

- To nurture human ethical values and noble virtues in girls.
- To empower girls to be worthy global citizens.
- To make girls better employable by providing them Higher Education as a balanced blend of knowledge, skills and values.
- To enable girls to retrospect at regular intervals to identify strengths & weaknesses, opportunities & threats and to plan diagnostic remedial measures.
- To cultivate ability in girls for independent thinking, self-endeavour and self-reliance.
- To impart vocational training and technical education in girls along with book based knowledge.
- To realise them that they should be treated with dignity and worth.
- To be listened to attentively
- To be informed about their rights and responsibilities
- To help them make the right decision
- To make all-encompassing efforts for the overall development of girls.

## The Context

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems.

As women are worst sufferers in society and their empowerment is a critical element, the practice of “*Women Centric Approach*” has been adopted against this backdrop.

## The Practice

We offer Expert Sessions, Invited Talks, Guest Lectures, Pathological Test, Confidential Counselling, etc. in many areas for personal wellbeing and mental & physical health of students.

- Various awareness camps have been organised such as Thalassaemia Test, Blood Test (Haemoglobin, Thyroid, etc.) for routine physical health check-ups of the students.
- Personal Counselling Sessions are organised from time to time regarding Wellness & life management, new life experiences, crisis management, depression, anxiety stress management, grief, sexuality, family & relationship issues, goal setting, self-development and many others as required by the students.
- Expert sessions and invited talks are organised by Personality Development Cell on various themes like HIV-AIDS, Cancer, Alzheimer, Gender Sensitization, Women abuse and exploitation, etc.
- Workshops are organized on Haematology, Heart fullness, Relaxation and Meditation Technique, Food Frauds and Food Safety, etc.
- In order to enable students to cope up with various deficiency diseases and genetic disorders, a nutritional talk is delivered by Department of food & Nutrition on every Tuesday. Also, Nutrition Week is celebrated every year.
- To inculcate moral, ethical & spiritual values amongst students, a spiritual talk is delivered by faculty members on every Thursday during Morning Assembly.
- Yoga, Meditation and Aerobic classes are organised on every Saturday for students for their all-round fitness, weight loss, stress relief, inner peace, improved immunity, living with greater awareness, increased energy, better flexibility & posture and better intuition.
- In order to build **self-confidence, safety, street awareness, toned muscles and fighter’s reflex**, self-defence classes are organized in the form of Martial Arts, Judo and Karate.

## Evidence of Success

Mission of our college is to prepare skilled, knowledgeable, committed, youth to be capable of facing the global competitions. College is very much committed to meet this challenge.

The academic results are 100% for all the classes as has been the trend in the past glorious years.

- The students excel in University examinations and have created a unique position by qualifying for prestigious awards (Gold Medal) and various Merit Positions.

- The students undertake challenging and useful projects that have won appreciation from experts of the industry.
- One of our outstanding NSS Volunteer, visited Peoples Republic of China under Youth Exchange Programme of Govt. of India in June 2016 and there she won prizes among 100 students.
- One of our Cadet has been awarded with CWS (Cadet Welfare Society Scholarship) Award (2015) by Madhya Pradesh & Chhattisgarh Directorate and one Cadet was selected for RD, Chilka. Almost all the NCC Cadets actively participate in the various events organised by NCC.
- Apart from academics, students participate in various Sports Competitions (indoor and outdoor ) like Badminton, Open Rock Climbing, Basketball, Kho-Kho and Volleyball held on campus and out campus and students brought laurels to the institution by bagging Gold, Silver and Bronze Medal.
- The college has illustrious placement record and its alumni are well placed across the globe.
- The excellent infrastructure, highly qualified faculties and women centric approach has made Sant Hirdaram Girls College, Bhopal the most preferred girls' college in India.

#### **Problems Encountered and Resources Required:**

- **Problems Encountered:** The problem area is time management. A lot of rescheduling and adjustment has to be done to enable students to attend various sessions on women related issues. The attempt is yet to receive full mental support from all quarters of staff and students as it is a very new approach in an academic institution.
- **Resources Required:** Human Resources/Professionals to impart training, Professionals and psychologists for Counselling, Mobilising funds and Improved mechanism for various Psychometric tests.

#### **Best Practice II**

##### **Title of the Practice:**

Waste Management in the campus. Waste Management is the prevention, treatment, handling, reuse and disposition of solid wastes. Hence, it is imperative that the wastes generated should be properly handled and managed to ensure environmental friendly campus.

##### **Goals:**

- The aim of the institution is to execute waste management program effectively and efficiently in the campus.
- To make the institution 'Green & litter free';
- To convert the biodegradable waste from all sources in the campus into eco-friendly "vermicompost".

- To create awareness on waste handling among the students of the institution for healthy wellbeing.

## **The Context**

We ensure reducing, reusing and recycling the wastes. The hazardous materials and wastes generated in the laboratories are handled by trained faculty and attendants.

The E-waste (E.g. Old computers and their parts i.e. monitors, printers, CD's, DVD's etc. are collected in the E-waste corner. This is further handed over to MP Pollution Control Board for its recycling and disposal. Organic wastes i.e. Green waste like dried plant leaves, flowers and trimmings and Kitchen waste from hostel is reused for making vermicompost. Buffet style meal system is practiced in the hostel mess. The Self-service practice is followed in the mess. This encourages the students to take smaller portions and avoids wastage of food resources. Every last scrap of food waste is composted to achieve 100% food recycling. The institution encourages practices like using earthenware vessels for storing water instead of plastic bottles to cut down the need of recycling. The staff and students are encouraged to reusable Mugs, plates, forks, Paper bags and packaging material.

Different strategies are used to reduce Paper waste like

- Reducing the use of photocopier*
- Ensuring double side printing*
- Using online versions for viewing study material.*

## **The Practice:**

### **Collection of Wastes:**

- "Dust Bins" are kept at designated locations in the College campus and the Hostel.
- A fully functional Vermicomposting Unit is established in the college premises. This practice ensures source level waste management.
- The wealth generated out of this waste contributes to a sustainable income. Also, the compost is used to nourish the plants on the campus.
- Students take part in various activities and present their working model of Vermicompost unit in various institutions. Talks on 'bio-waste management and utilisation' are also held on routine basis.
- This successful practice helps to create awareness on waste handling and ensure a healthy livelihood amongst the stakeholders.
- The Faculty Members of Zoology department also provide consultancy services and internship programmes to students of other institutions and contribute in promoting activity based learning.

### **Evidence of Success**

The evidence of success is the generation of resources through the sale of vermicompost in the local market and fairs. The income is deposited in the account of the college.

### **Problems Encountered and Resources Required**

There was no major problem faced by the enterprising group. However, minor problems keep on recurring which are sorted out immediately.

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the web link of the institution in not more than 500 words

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

## 8. Future Plans of action for next academic year (500 words)

### \*REFORMS AND INNOVATIONS TO BE IMPLEMENTED

- *A tool is just an opportunity with a handle*

*(Kevin Kelly).*

*Reform:* Described as a “top-down” approach; either system-wide or anchored within several different institutions; based on external processes. *Innovation:* Characterized as a “bottom-up” or “grassroots” approach; based on internal processes. Innovation play a vital role in transforming the society, from low to high productivity, poverty to prosperity.

- Innovative use of assessment can be regarded as a reform, or movement
- We would like to explore how assessment, student diversity, and the use of new technologies are incorporated into reform and innovation movements
- Technology has always served as both a driving force and instrument of innovation in any area of human activity.
- First Year Induction programme and Alumni Meet to be organized together.
- For Safety and Security of girls various Apps information to be shared in detail including downloading of Apps to be strictly implemented
- In Library Reservation and Recommendation Corners to be maintained separately
- Conference programs, newsletters, and association publications to be enhanced
- Curricular and co-curricular initiatives, and multi-level assessment.
- Scope of Participation to be enhanced: Local versus national
- Key Individuals to be entrusted with responsibilities
- Funding Agencies to be identified and approached
- Unique campus cultures/identities to be created
- Collaborations with Industries to be developed
  
- More rewards to be given to students and Parents to be honoured
- Mock interviews to be organized in an innovative manner.
- Transport facility was free for all kind of excursions, visits etc. We are planning to implement it for all, at all times even for attending regular college.



- Student's data to be managed with sensible data protection protocols like de-identification. De-identification requires publishers of student data to review and remove all information that can be used to identify student names and other personal details, thereby preserving student privacy.

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### **IMBIBING LIFE SKILLS:**

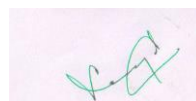
As Life skills-based education is a form of education that focuses on cultivating personal life skills such as self-reflection, critical thinking, problem solving and interpersonal skills, therefore, it has been planned to recognize it as a methodology to address a variety of youth development issues and thematic responses. The 1990 Jomtien Declaration on "Education for All" took this vision further and included life skills among essential learning tools for survival, capacity development and quality of life. In order to attain this vision, we will be providing training to our students in 2019-20, where each and every individual will get the opportunity to develop their potential to their best. Better health choices are one of the life skills described in Ottawa Charter for Health Promotion. It is planned to organize several sessions on different herbs like Alovera, Tulsi, Neem to promote its use and improve immunity & maintenance of health. Workshops cum training sessions on art & craft, playing Dholak and other musical instruments, Knitting, Embroidery etc. will also be a part of our future action plan for inculcating Life skills. To nurture bonding among the people of the society and in order to imbibe Universal Human Values of compassion, truth, righteousness leading to peace loving society, enriched with non-violence, regular sessions will be organised.

Name: Dr. Suneela Choube



Signature of the Coordinator, IQAC

Name: Dr. Charanjit Kaur



Signature of the Chairperson, IQAC

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