



## YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
<b>1.Name of the Institution</b>	SANT HIRDARAM GIRLS COLLEGE, BHOPAL
• Name of the Head of the institution	Dr. Dalima Parwani
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07552640632
• Mobile No:	9993957299
• State/UT	Madhya Pradesh
• Pin Code	462030
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Barkatullah University
• Name of the IQAC Coordinator	Dr. Meenu Tahilyani
• Phone No.	07552640632
• Alternate phone No.	07552640631
• IQAC e-mail address	iqacshgc2022@gmail.com
• Alternate e-mail address	santhirdaramgirlscollege@yahoo.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://shgc.in/internal-quality-assurance-cell-iqac">https://shgc.in/internal-quality-assurance-cell-iqac</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes

<ul style="list-style-type: none"> <li>if yes, whether it is uploaded in the Institutional website Web link:</li> </ul>		<a href="https://shgc.in/academic-calendar">https://shgc.in/academic-calendar</a>			
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2015	01/05/2015	30/04/2020
Cycle 1	B	2.72	2014	24/09/2014	23/09/2019
<b>6.Date of Establishment of IQAC</b>			03/01/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty		Scheme	Funding Agency	Year of award with duration	Amount
NIL		NA	NIL	00	00
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			7		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>			Yes		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>			<a href="#">View File</a>		
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>			No		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>					
<p><b>Academic Quality Enhancement:</b> IQAC spearheaded initiatives to ensure the implementation of outcome-based education, emphasizing learning outcomes during lectures and assessments. Faculty members were guided to align their teaching methodologies with desired learning outcomes, thereby enhancing the overall academic quality.</p>					
<p><b>Environmental Sustainability Initiatives:</b> IQAC took proactive steps towards promoting environmental sustainability on campus. It organized various green practices such as tree plantation drives, plastic eradication campaigns, and awareness programs. These initiatives not only contributed to creating an eco-friendly campus but also fostered environmental consciousness among students and staff.</p>					
<p><b>Research Promotion and Scholarly Activities:</b> IQAC played a pivotal role in promoting research culture within the college. It encouraged faculty members to participate in conferences, seminars, and workshops, facilitating knowledge dissemination and scholarly exchange. Additionally, IQAC supported faculty in undertaking research projects and publishing papers in reputable journals, thereby contributing to the advancement of knowledge.</p>					
<p><b>Documentation and Organizational Excellence:</b> IQAC led efforts to enhance documentation processes across departments and cells. By emphasizing the importance of well-maintained records and streamlined documentation practices, IQAC ensured better organization and management of institutional data. This contributed to improved efficiency in administrative processes and decision-making.</p>					
<p><b>Utilization of ICT Tools for Teaching and Learning:</b> IQAC encouraged the integration of Information and Communication Technology (ICT) tools in teaching practices. It facilitated the adoption of innovative teaching methodologies that leverage technology to enhance student engagement and learning outcomes. Moreover, IQAC implemented feedback mechanisms to assess the effectiveness of ICT resources in teaching and learning, fostering continuous improvement in educational practices.</p>					

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

Plan of Action	Achievements/Outcomes
To organize National/International Conferences as a part of promoting the Research Environment	two days International Virtual Conference was organized by IQAC, Sant Hirdaram Girls College, Bhopal in association with Research Foundation of India on "Strategies for Strengthening Industry Academia Linkage: Practicability and Implications". The objective behind organizing this conference is to unravel the novelty of thoughts amidst a plethora of opinions and connect and communicate with the academic and industry experts to bridge the gap between industry and academics.
Establishing an Institution's Innovation Council (IIC)	The college has achieved a significant milestone by successfully establishing an Institution's Innovation Council (IIC). This accomplishment underscores our commitment to fostering innovation, entrepreneurship, and creativity within our campus community.
Preparation for applying for NIRF Ranking.	By the end of the academic year, we successfully completed the application process and submitted our institution's NIRF application. Our diligent efforts in implementing quality enhancement initiatives, coupled with effective documentation and compliance, enabled us to meet the requirements for NIRF ranking.
Strategized to conduct comprehensive Faculty Development Programmes (FDPs) aimed at enhancing the professional competencies and pedagogical skills of faculty members.	Organize Faculty Development Programme (FDP) on NEP 2020 and NAAC perspectives in collaboration with Research Foundation of India (RFI) and RFI Care. Conduct a 10-day Training Program and Workshop on writing research papers jointly with RFI.
To conduct activities in order to increase number of placement of students.	The Training and Placement Cell in association with American India Foundation, organized a one-week training program on Communication Skills. Ms. Munmun Mallik from AIF served as the resource person. Additionally, initiatives like the Youth Employment Program with TCS, Soft Skills Training with GTT Foundation, competitive exam classes, and a session on

### 13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	31/01/2024

### 15. Multidisciplinary / interdisciplinary

Sant Hirdaram Girls College (SHGC) implements a holistic multidisciplinary curriculum directed by the affiliating University, aiming to provide students with comprehensive knowledge beyond their core subjects. Subjects like Commerce and Management, Science, Computer Science, and Education are seamlessly integrated into the curriculum. The College has embraced the National Education Policy, initiating its implementation from the academic session 2021-22, with plans to extend it to subsequent years, incorporating multiple entry and exit provisions as per UGC guidelines. Upholding a multidisciplinary approach, students can opt for elective subjects from different

streams based on their interests. Certificates, diplomas, and degrees are awarded based on credit accumulation over the years, with honors degrees attainable after four years through research or coursework. Furthermore, SHGC integrates skill development into general education through Skill Development Classes. Additionally, the institution emphasizes community engagement and social service activities, such as supporting orphanages, organizing blood donation camps, and educating women on health and hygiene. Through multi-disciplinary international conferences, SHGC facilitates the exchange of research ideas and knowledge across various disciplines, fostering collaboration and innovation in overlapping domains.

#### 16. Academic bank of credits (ABC):

The College has embraced the National Education Policy (NEP) 2020 since 2021 and is currently undergoing the registration process for the Academic Bank of Credit (ABC) portal. However, an obstacle arises from the fact that the Affiliating University, Barkatullah University in Bhopal, has not yet completed its registration on the ABC portal. Consequently, the College is unable to proceed with its own registration on the Academic Bank of Credits portal.

#### 17. Skill development:

Sant Hirdaram Girls College, under the stewardship of Rev. Hotchand Dhanwani (Siddh Bhauji), prioritizes holistic education and skill development. The college offers a diverse array of Skill Development Classes and vocational subjects encompassing Mehendi, Dholak, Knitting, Embroidery, Classical Music, Yoga, Personality Development, Vermi Composting, Desktop Publishing, Digital Marketing, and more. These courses are tailored to enhance practical skills and boost employability. Aligned with the National Skill Development Corporation's objectives, the institution fosters a blended learning approach through curricular enrichment, electives, and add-on courses. Initiatives like model-making competitions, exhibitions like the Smart Maker Festival, workshops, and live projects promote vocational education. External mentorship sessions provide valuable real-world insights. Soft skills development and values education are integral components of the curriculum. Conferences, talks, and mandatory courses like SCOPE and E-Taxation contribute to students' holistic growth. Additionally, partnerships with charitable organizations and NSS activities reinforce ethical principles and character development. Engagement with alumni through the Executive Alumni lecture series enriches students' perspectives. Furthermore, a strategic MoU with a US-based college enhances educational experiences, particularly in business and management, aligning with the National Education Policy 2020.

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

Sant Hirdaram Girls College excels in integrating the Indian knowledge system seamlessly into its teaching-learning process. The institution's commitment to this endeavor is evident from its various initiatives. The day commences with a morning assembly where the entire college community, comprising teachers and students, unites to sing the national anthem, fostering a sense of patriotism and unity among all. This ritual serves as a poignant reminder of India's rich cultural and historical heritage. Cultural events play a pivotal role in celebrating and preserving Indian traditions. Through performances of Indian contemporary and classical programs, students have the opportunity to showcase their talents while immersing themselves in the cultural fabric of the nation. Teachers play a crucial role in facilitating the integration of the Indian knowledge system into the classroom. In addition to teaching in English, they also ensure that students' doubts are addressed in Hindi, thus promoting multilingualism and inclusivity. The college embraces religious and cultural diversity by celebrating various festivals throughout the year. From Christmas to Eid, Mahavir Jayanti to Durga Puja, students and faculty actively participate in these festivities, fostering communal harmony and understanding. Furthermore, the institution organizes numerous events such as Yoga Day, Ethnic Day, and Teacher's Day, which serve as platforms to promote Indian culture and values among students. Through these activities, Sant Hirdaram Girls College not only imparts academic knowledge but also nurtures a deep appreciation for India's diverse cultural tapestry, preparing students to become responsible global citizens rooted in their Indian identity.

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

Sant Hirdaram Girls College, aligned with the tenets of the National Education Policy (NEP) 2020 and under the umbrella of Barkatullah University, is dedicated to implementing Outcome-Based Education (OBE). This educational philosophy revolves around defining and achieving clear Course Outcomes (COs) and Program Outcomes (POs) for every academic endeavor. In this framework, COs outline the specific knowledge, skills, and attitudes that students are expected to acquire by the conclusion of each

course. On the other hand, POs encompass broader competencies that students should develop throughout their entire program of study. The institution ensures that its curriculum, teaching methodologies, and assessment practices are all harmonized with these defined outcomes. Faculty members design learning experiences aimed at fostering active engagement, critical thinking, and skill acquisition among students, in alignment with the specified outcomes. Assessment strategies are carefully crafted to evaluate students' progress towards achieving these outcomes, providing valuable insights for both learners and educators to continuously enhance the teaching-learning process. By embracing OBE, Sant Hirdaram Girls College prepares its students not only to excel academically but also to thrive in their chosen professions, equipped with the necessary skills and competencies to succeed in today's dynamic and evolving world.

## 20.Distance education/online education:

The college seamlessly integrated a Virtual Classroom for online teaching, facilitating faculty to deliver classes, webinars, and guest lectures effortlessly. Hybrid teaching mode was adopted, merging physical and virtual sessions. Access to e-journals augmented student studies. Faculty-produced YouTube lectures enriched blended learning experiences. Swayam courses were seamlessly incorporated, diversifying educational resources. This comprehensive approach embraced technological advancements while ensuring a robust learning environment, blending traditional methods with innovative online platforms to cater to diverse student needs and preferences.

## Extended Profile

### 1.Programme

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1383
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	711
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	469
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	41
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	48
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4. Institution</b>	
4.1 Total number of Classrooms and Seminar halls	24
4.2 Total expenditure excluding salary during the year (INR in lakhs)	12276888
4.3 Total number of computers on campus for academic purposes	157

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Sant Hirdaram Girls College in Bhopal is unwaveringly committed to delivering a comprehensive and impactful education, showcasing a dedication to effective curriculum delivery and empowering its students.

The college strictly adheres to Barkatullah University's Syllabus and Annual Academic Calendar, ensuring a curriculum that aligns with the highest academic standards. Offering a wide range of programs, from M.Sc. in Bio Technology, Chemistry, Maths, F&N, and Computer Science, to M. Com, B.Sc., BCA, BBA, B.Ed., and B. Com, the college caters to a broad spectrum of academic pursuits.

1. The Timetable Committee meticulously crafts department and class-wise schedules, adhering to UGC Regulations 2018 workload specifications.
2. Departmental meetings focus on detailed Lesson Plans and diverse pedagogies to enhance curriculum delivery. Integration of traditional and ICT-based methods, including flipped classrooms and blended learning, ensures a dynamic and engaging learning experience.
3. The Internal Quality Assurance Cell (IQAC) of the College maintains a Feedback System. Periodic internal and external Academic Audits are carried out by the IQAC. All the relevant documents are systematically maintained and evaluated during the Academic Audits.
4. Faculty members dedicate extra time for tutorial and remedial sessions, ensuring individual attention. A Tutor Guardian system, coupled with the identification of Advanced and Slow learners, promotes peer learning and personalized teacher-student collaboration.

At Sant Hirdaram Girls College, we believe in nurturing not just academic excellence but also in developing values, social responsibility, and a sense of empowerment among our students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.shgc.in">www.shgc.in</a>

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

We adhere to the Academic Calendar set by the Barkatullah University, which outlines the dates for Year/Semester commencement, completion, admissions, and examinations.

Departmental Academic Calendar:

- Each department formulates a detailed Academic Calendar and timetables within the broader framework provided by the University, ensuring a personalized and effective approach.
- Students are informed about the Academic Calendar through various channels, including the College website and notice boards, promoting transparency and

accessibility.

- During the Orientation Programme, first-year students receive comprehensive information about the college's Vision & Mission, various cells working for overall betterment, syllabus, optional papers available throughout the three years, and the requirements for Internal Assessment.
- The schedule for external examinations, set by the University, is displayed on notice boards for easy reference by students.
- Mandated 30 marks for Internal Assessment involve tests, assignments, and projects scheduled by subject teachers as per the Departmental Academic Calendar, ensuring a balanced distribution throughout the semester.
- Faculty members employ innovative teaching pedagogies, including discussions, case studies, field visits, and project works, for continuous internal evaluation.
- Talks, conferences, seminars, and workshops on syllabus-related topics are integral components of the Academic Calendar, providing additional avenues for knowledge enhancement.
- Internships, both within and outside the College, are encouraged as part of the evaluation process.
- Strict attendance monitoring is in place, with students required to meet minimum criteria and submit feedback before receiving admit cards for end-semester exams.
- Courses with hands-on training involve practical examinations in the College's labs, supplemented by internal/external viva-voce as required.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.shgc.in">www.shgc.in</a>

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

345

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

345

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institution's commitment to integrating crosscutting issues into its curriculum and various programs is commendable. Through a diverse array of initiatives, it addresses professional ethics, gender equality, human values, environmental sustainability, and more.

Faculty Development Programs and Capacity Building Programs ensure educators are equipped to incorporate these issues into their teaching effectively. Seminars like the one on the National Education Policy 2020 with NAAC perspectives provide insights into aligning educational practices with national standards.

Events such as the Brighter Path Beyond Amrit Mahotsav of Nation Seminar and Personality Development Workshops foster personal growth and societal awareness. The institution also promotes social causes through programs like the National Eye Donation Awareness Program and National Nutrition Week.

Industrial visits, webinars on biosafety, and seminars on road safety ensure students are aware of industry standards and societal responsibilities. Celebrations like National Unity Day and Birsa Munda Jayanti promote cultural diversity and inclusivity.

Skill development is a priority with workshops on communication, research paper writing, and financial intelligence. Events like Fest Litearion and the Annual Sports Meet encourage creativity, teamwork, and physical well-being.

The institution also engages with societal issues through observances like Human Rights Day and Women's Day Celebration. Educational visits, alumni meets, and health check-up camps enrich the student experience and foster community engagement.

Overall, these initiatives reflect the institution's holistic approach to education, preparing students not only for academic success but also for responsible citizenship and meaningful contribution to society.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

23

File Description	Documents
Any additional information	<a href="#">View File</a>



Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://shgc.in/uploads/iqac/Student%20Satisfaction%20Survey%20Report%202022-23.pdf">https://shgc.in/uploads/iqac/Student%20Satisfaction%20Survey%20Report%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1420

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

**Strategies adopted for Slow Learners:** The college employs various strategies to support slow learners comprehensively. Remedial classes are conducted, particularly for difficult subjects, ensuring extra attention for those who need it most. Faculty members dedicate personal time to assist students individually, aiding their understanding and coping mechanisms.

A mentor-mentee system provides tailored support, identifying strengths beyond academics and bolstering self-confidence. Mentors delve into students' socio-economic backgrounds, understanding potential barriers to success and providing appropriate assistance. Emotional and professional counseling is readily available, addressing any hurdles hindering academic progress.

The mentor also facilitates connections with subject teachers for additional support, ensuring a personalized approach to learning. Parents are kept informed about academic performance and any associated psychosocial challenges. The college prioritizes timely syllabus completion and offers extra attention to develop skills essential for employability.

By implementing these multifaceted strategies, the college fosters an inclusive environment where slow learners can thrive academically and personally, ensuring they not only complete their syllabus but also develop the skills necessary for future success.

**Strategies adopted for Fast Learners:** Fast learners are engaged in innovative projects and institute initiatives. Top performers serve as Class Representatives and join committees, honing communication, leadership, and teamwork skills. They also assist slow learners through peer learning, fostering a collaborative and supportive learning environment.

File Description	Documents
Link for additional Information	<a href="http://www.shgc.in">www.shgc.in</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1383	41

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The college implements student-centric methods such as experiential learning, participative learning, and problem-solving methodologies through various approaches:

### 1. Experiential Learning:

- Organizing field trips, laboratory experiments, and simulations to provide hands-on experiences.
- Encouraging project-based learning where students tackle real-world problems, fostering critical thinking and practical skills.
- Offering internships and industry collaborations to expose students to professional environments and practical applications of their studies.

### 2. Participative Learning:

- Facilitating group discussions, debates, and case studies where students actively engage with course material and share perspectives.
- Incorporating collaborative projects and team-based assignments that promote teamwork, communication, and peer learning.
- Using interactive technologies such as online forums, polling tools, and collaborative platforms to encourage active participation both in and out of the classroom.

**3. Problem-Solving Methodologies:**

- Integrating problem-based learning into the curriculum, where students work through complex problems or scenarios.
- Providing opportunities for students to apply theoretical concepts to real-world problems through case studies, research projects, and practical exercises.
- Offering workshops and seminars focused on developing analytical and critical thinking skills, as well as strategies for effective problem-solving.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.shgc.in">www.shgc.in</a>

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

The college has embraced ICT tools across departments to enrich the teaching-learning experience. The Department of Computer Science leads this endeavor, utilizing smart classrooms for effective learning. LCD projectors in all departments aid in screening educational content and creating presentations.

The integration of ICT has facilitated a student-centric teaching methodology, allowing for seamless communication, knowledge sharing, examinations, assignments, and mentoring through platforms like YouTube, email, WhatsApp, Zoom, and Google Classroom. With free internet access and a comprehensive website featuring e-content for various courses, students can maximize their learning potential.

The library complements this digital infrastructure by offering access to computers, online publications, and recommended journals, with photocopying facilities available. Furthermore, internal and practical marks are uploaded to the university's portal, ensuring transparency and efficiency in academic administration. Regular online feedback from students and stakeholders underscores the college's commitment to continuous improvement in the curriculum and teaching-learning environment, making ICT an integral part of the educational journey.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://shgc.in/ict-facilities-andresources">https://shgc.in/ict-facilities-andresources</a>

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

**2.3.3.1 - Number of mentors**

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

41

File Description	Documents
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Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

20

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

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

**2.4.3.1 - Total experience of full-time teachers**

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The college, affiliated with Barkatullah University, Bhopal, adheres to its regulations for student performance. These guidelines are transparently communicated to students. Internal assessments are meticulously conducted for theory courses, laboratory work, internships, and projects.

An academic calendar is published at the start of each session, accessible on the college website, ensuring students are informed well in advance about class tests and assignment deadlines. Theory assessments are based on department-prepared question papers, referencing old papers and faculty input. Assignments are allocated by subject teachers via WhatsApp groups.

After evaluation, answer sheets are shared with students, and sessional result analyses are conducted at the departmental level. Internship and project assessments involve presentations scheduled by faculty coordinators in consultation with the Head of Department. These presentations, often in PPT format, are evaluated based on predetermined parameters.

For field projects and internships, external members from the university conduct viva voce assessments. This comprehensive approach ensures a systematic and fair evaluation process, facilitating students' academic growth and preparing them for professional endeavors.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.shgc.in">www.shgc.in</a>

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

The college employs a comprehensive continuous evaluation system for internal assessment, comprising class tests, tutorials, assignments, projects, and presentations. These components are systematically conducted to ensure a holistic assessment approach.

Students receive detailed feedback and suggestions for improvement on their evaluated papers, fostering a culture of constructive learning. Any queries or grievances

regarding assessment are diligently addressed by faculty members to ensure clarity and fairness.

Prior to sending marks to the university, students are provided ample opportunity to review their assessments and register complaints if necessary. Departments review the final assessment marks to identify and rectify any discrepancies, ensuring transparency and objectivity.

A multi-tiered mechanism is in place to handle grievances related to internal examinations, with department heads overseeing the process to maintain fairness and integrity. Any errors detected are promptly reported to the university, underscoring the college's commitment to accountability and quality assurance in assessment practices.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://shgc.in/grievance-redressal-cell">https://shgc.in/grievance-redressal-cell</a>

## 2.6 - Student Performance and Learning Outcomes

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

Both teachers and students are well-informed about the stated program and course outcomes of the programs offered by the institution, ensuring alignment with educational objectives and expectations. These outcomes serve as benchmarks for assessing students' progress and achievements throughout their academic journey.

Teachers are familiar with the program and course outcomes, incorporating them into lesson planning, instructional strategies, and assessment methods. They use these outcomes to guide curriculum design and delivery, ensuring that course content and activities are aligned with intended learning objectives. Additionally, teachers provide guidance and support to students to help them understand and achieve these outcomes.

Similarly, students are briefed on the program and course outcomes at the beginning of their academic programs. They are made aware of the knowledge, skills, and competencies they are expected to acquire by the end of their studies. This awareness empowers students to take ownership of their learning and to actively engage in activities that contribute to their personal and academic development.

Overall, the institution fosters a culture of transparency and accountability by ensuring that both teachers and students are aware of and actively pursue the stated program and course outcomes, ultimately leading to a meaningful and impactful educational experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://shgc.in/academic-programmes">https://shgc.in/academic-programmes</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The institution rigorously evaluates the attainment of program outcomes (POs) and course outcomes (COs) to ensure the quality and effectiveness of its educational programs. Various assessment methods are employed to measure the extent to which students have achieved these outcomes.

For program outcomes, comprehensive assessments are conducted at the end of each academic program to evaluate students' overall proficiency and competence in the specified areas. These assessments may include capstone projects, comprehensive exams, internships, and portfolios, among others. The results of these assessments provide valuable insights into the program's effectiveness in equipping students with the necessary knowledge, skills, and attributes.

Similarly, course outcomes are assessed through regular evaluations conducted throughout the duration of each course. These assessments may include quizzes, exams, projects, presentations, and other formative and summative assessments. By aligning course assessments with specific learning outcomes, the institution ensures that students' progress towards achieving COs is systematically monitored and evaluated.

The data collected from these assessments are analyzed and used to inform curriculum review and improvement efforts. This continuous evaluation process enables the institution to identify areas of strength and areas for enhancement, ultimately leading to the refinement and enhancement of its educational programs to better meet the needs of students and society.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.shgc.in">www.shgc.in</a>

## 2.6.3 - Pass percentage of Students during the year

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

469

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

## 2.7 - Student Satisfaction Survey

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

<https://shgc.in/uploads/igac/Student%20Satisfaction%20Survey%20Report%202022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

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

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

23

File Description	Documents
Report of the event	<a href="#">View File</a>

Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

Throughout the year, Sant Hirdaram Girls College (SHGC) actively engages in extension activities aimed at fostering students' holistic development and creating a positive impact in the local community. These extension activities sensitize students to social issues and encourage them to contribute meaningfully to society.

Examples of extension activities carried out by SHGC include:

- **Community Service Programs:** Participation in cleanliness drives, blood donation camps, and tree plantation campaigns to address environmental concerns and promote community well-being.
- **Health and Awareness Campaigns:** Organizing health camps, awareness sessions, and workshops on topics such as hygiene, sanitation, and disease prevention.
- **Skill Development Workshops:** Conducting workshops and vocational training programs to empower individuals with employable skills and enhance livelihood opportunities.
- **Educational Outreach Programs:** Organizing programs in nearby schools and villages to provide academic support, mentoring, and resources to underprivileged students, promoting inclusive learning and bridging educational gaps.
- **Cultural and Social Events:** Hosting cultural events, festivals, and social gatherings that bring together students and community members, fostering cultural exchange and community bonding.

Through these extension activities, SHGC aims to enrich students' learning experiences, instill a sense of social responsibility and empathy, and create a positive impact in the local community. These initiatives contribute to the personal growth and development of students while addressing social issues and promoting community well-being.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/nss">https://shgc.in/nss</a>
Upload any additional information	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

29

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

660

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

19

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

19

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

## **INFRASTRUCTURE AND LEARNING RESOURCES**



#### 4.1 - Physical Facilities

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

Sant Hirdaram Girls College (SHGC) boasts adequate infrastructure and physical facilities conducive to effective teaching and learning, contributing to students' academic success. The campus spans 3.14 acres and includes well-equipped classrooms, tutorial rooms, and seminar halls with modern amenities such as Smart boards, LCD projectors, and public address systems.

The college prioritizes environmental factors with adequate temperature, ventilation, lighting, and sanitation services. Its four distinct building blocks cater to various academic disciplines, including commerce, science, administration, and library services. Moreover, SHGC provides 24\*7 internet and Wi-Fi connectivity, ensuring uninterrupted access to online resources for both students and staff.

With 16 well-maintained laboratories, a botanical garden, and a vermicomposting unit, the college offers practical learning opportunities aligned with the syllabi. The presence of a web library with e-journals, e-books, and e-magazines enhances research capabilities.

Additionally, the institution prioritizes safety with firefighting systems installed in every block and laboratory. The development of an Incubation Cell in collaboration with AIC-RNTU, Bhopal, further underscores SHGC's commitment to innovation and entrepreneurship.

Overall, the comprehensive infrastructure of SHGC facilitates holistic education, contributing to students' academic achievements and enhancing their overall learning experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shgc.in/basic-infrastructure">https://shgc.in/basic-infrastructure</a>

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

Sant Hirdaram Girls College (SHGC) provides comprehensive facilities for cultural activities, sports, and physical fitness, enhancing students' holistic development. The college's renowned Audio-Visual facility and spacious auditorium, accommodating over 1000 individuals, serve as the focal point for cultural events, complemented by ample parking and uninterrupted power supply. Adjacent to the auditorium, an exhibition space with lush green lawns offers a serene setting for various events.

A unique sound recording facility on the first floor of the auditorium supports high-quality track recording and digital recording for blind students, equipped with power backup. The gymnasium, situated at the rear end of the auditorium, promotes physical well-being, while a dedicated room for Yoga and Meditation offers tranquility and relaxation under the guidance of faculty from Sant Hirdaram Medical College of Naturopathy and Yogic Sciences.

Special classes on self-defense and martial arts further empower students, promoting personal safety and confidence. National Independence Day and Republic Day celebrations include flag hoisting, NCC cadet honor guards, student march pasts, and cultural performances, fostering patriotism and unity among students. SHGC's robust facilities enrich the college experience, fostering a vibrant and inclusive learning environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.shgc.in">www.shgc.in</a>

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
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Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shgc.in/ict-facilitated-rooms">https://shgc.in/ict-facilitated-rooms</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

12276888

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library at Sant Hirdaram Girls College (SHGC) serves as a comprehensive knowledge resource center, boasting advanced automation through an Integrated Library Management System (ILMS). With nearly 21,312 books, 5,000 reference books, and 47 national and international journals, supplemented by CD-ROMs, DVDs, and access to electronic resources via the NLIST program, the library offers a wealth of information to students and faculty.

Utilizing SOUL Software 2.0 Version, the library provides seamless access to over 97,000 e-books and 6,000+ e-journals, enhancing research capabilities. Additionally, the library houses a rich reference collection, including encyclopedias, atlases, and motivational literature, along with dissertations, theses, and project reports.

Equipped with internet access and CD/DVD-based electronic resources, the library offers ample terminals for searching, browsing, and academic work. Initiatives such as free Wi-Fi, internet access, download, and printout facilities, reprographic services, book exhibitions, and user feedback mechanisms further enhance the library's services.

The library's proactive approach, including faculty-recommended acquisitions and continuous improvement through user feedback, underscores SHGC's commitment to providing a dynamic and enriching learning environment through its library resources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://shgc.in/library">https://shgc.in/library</a>

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

209959

File Description	Documents
Any additional information	<a href="#">View File</a>

Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

90 -140

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Sant Hirdaram Girls College (SHGC) consistently prioritizes the enhancement of its IT facilities, including Wi-Fi connectivity, to meet the evolving needs of its students and faculty. The college recognizes the importance of technology in education and strives to provide a modern and efficient learning environment.

Through regular updates and investments in IT infrastructure, SHGC ensures that its Wi-Fi facilities remain robust and reliable. This allows students and faculty to access online resources, participate in virtual learning activities, and engage in research seamlessly. Whether it's conducting online classes, accessing digital libraries, or collaborating on projects, the Wi-Fi connectivity provided by SHGC supports various educational activities.

By frequently updating its IT facilities, SHGC demonstrates its commitment to staying at the forefront of technological advancements in education. This proactive approach not only enhances the overall learning experience but also prepares students for the digital demands of the modern world.

Furthermore, the institution's emphasis on updating Wi-Fi facilities reflects its dedication to providing quality education and fostering a conducive learning environment. Through these efforts, SHGC continues to uphold its reputation as a progressive educational institution that values innovation and excellence in teaching and learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shgc.in/ict-facilitated-rooms">https://shgc.in/ict-facilitated-rooms</a>

##### 4.3.2 - Number of Computers

157

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student - computer ratio	<a href="#">View File</a>

##### 4.3.3 - Bandwidth of internet connection in the Institution

A.  $\geq 50\text{MBPS}$

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

1060983

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Sant Hirdaram Girls College in Bhopal prioritizes providing top-notch infrastructure, including well-ventilated classrooms, fully equipped laboratories, a comprehensive library, sports facilities, and computers, despite some challenges such as insufficient numbers. The college ensures that its infrastructure meets the standards set by statutory bodies, constantly upgrading it in terms of quality and quantity.

The institution follows transparent procedures and policies for maintaining and utilizing its physical, academic, and support facilities. This includes publicizing policies and plans, monitoring their implementation, and procuring infrastructure with a focus on quality and cost-effectiveness. Proper accounting, inventory management, and regular maintenance are also integral parts of the college's approach.

In terms of library policy and management, the college's central library offers a wide range of resources and services, including internet connectivity and access to online books and journals. The library follows specific protocols for book usage, holds regular meetings to discuss policies, and has recently digitized its operations. Additionally, it offers various facilities beyond books, such as reprography and access to unsolved question papers. The institution ensures smooth operations through inventory checks, departmental libraries, and mandatory procedures like obtaining no-dues certificates.

Overall, Sant Hirdaram Girls College is dedicated to providing a conducive learning environment and comprehensive resources to support student growth and development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shgc.in/procedures-and-policies-for-maintenance-of-infrastructure-and-learning-resources">https://shgc.in/procedures-and-policies-for-maintenance-of-infrastructure-and-learning-resources</a>

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

118

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

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

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

308

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

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

A. All of the above

File Description	Documents
Link to institutional website	<a href="http://www.shgc.in">www.shgc.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

484

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

484

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

67

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>

Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
149	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
02	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	
19	
File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>
<b>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )</b>	
<p>The institution recognizes students as key stakeholders and actively involves them in administrative, co-curricular, and extracurricular activities, understanding their significant role in its growth. SHGC prioritizes utilizing students' support and ideas for the institute's prosperity and well-being, fostering mutual respect and pride among them for their alma mater.</p> <p>A well-structured Student Union Advisory Committee, comprising students from all college years, oversees various sub-committees such as the Literary Committee, Cultural Committee, NSS, NCC, Training and Placement, Grievance Redressal, anti-ragging, and women cell. These committees engage in brainstorming sessions and formal meetings to devise strategies for enhancing students' overall development, including organizing events like National Days celebrations, Foundation Day, and the Annual Function, as well as coordinating intra-collegiate youth fests.</p> <p>Committee members frequently convene to discuss improvements in library facilities and recommend acquisitions of books and journals. Additionally, they collaborate with professional bodies to organize technical workshops, fests, invited talks, and skills/knowledge enhancement programs. Students also actively participate alongside faculty members in various admission procedures throughout the year, contributing to the institution's smooth functioning and development.</p>	
File Description	Documents

Paste link for additional information	<a href="https://shgc.in/activity-gallery?category=College%20Activities">https://shgc.in/activity-gallery?category=College%20Activities</a>
Upload any additional information	<a href="#">View File</a>

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

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

23

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

### 5.4 - Alumni Engagement

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

The Alumni Association plays a pivotal role in fostering connections among alumni, staff, and current students of the institute, facilitating a network that spans the globe. Alumni of SHGC are making significant contributions across various fields of management, showcasing their skills and expertise.

Here's a breakdown of how the Alumni Association contributes:

- 1. Alumni Meet (SHOGA):** Every year, SHGC hosts the "SHOGA" Alumni Meet, providing a platform for former students to reconnect with their alma mater and old friends. This event serves as an invaluable opportunity for networking and exchanging insights on the latest trends and developments in the corporate world.
- 2. Alumni Interaction:** Alumni are frequently invited to participate as resource persons in events such as guest lectures and panel discussions. They share their experiences and expertise on topics ranging from skills and technologies to corporate culture, enriching the learning environment for current students.
- 3. Placement & Career Guidance:** With alumni occupying diverse roles in organizations worldwide, they serve as a valuable resource for career guidance and job opportunities. They regularly update faculty and placement officers about available positions, helping students navigate their career paths effectively.
- 4. Entrepreneurship Awareness:** Many alumni have ventured into entrepreneurship, some as first-generation entrepreneurs, and they generously share their success stories and insights with students.
- 5. Institute Social Responsibility:** Alumni contribute to the institute's social responsibility efforts by engaging in various charitable activities.

File Description	Documents
Paste link for additional information	<a href="https://www.shgc.in/shoga">https://www.shgc.in/shoga</a>
Upload any additional information	<a href="#">View File</a>

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

E. &lt;1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**MISSION 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.

**VISION OF THE INSTITUTION:**

The Vision of the Institution is to Work for the Betterment of the Society through Education by Generating Skilled Knowledgeable Human Resource.

**BROADER OBJECTIVES:**

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

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

File Description	Documents
Paste link for additional information	<a href="https://www.shgc.in/vision-mission">https://www.shgc.in/vision-mission</a>
Upload any additional information	<a href="#">View File</a>

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

In our college's institutional framework, effective leadership is exemplified through practices like decentralization and participative management. Responsibilities within the administration are meticulously distributed among faculty members and non-teaching staff, adhering to a well-organized decentralized structure. At the core of this structure is the statutory Staff Council, comprising the entire teaching faculty, serving as the foundation for various committees, each with specific roles and responsibilities, thus fostering decentralized operations. Crucial committees overseeing different college activities include the Anti Ragging, Library, Grievance Redressal, Research, E-Cell & Incubation, NSS, NCC, Training & Placement, Time Table, Examination, Women, Discipline, Cultural, Sports, and Admission committees.

This decentralized approach is prominently reflected in the annual admission process at our college. The Admission Committee collaborates with departmental teachers to assist in admission visits and counseling. Additionally, a College Helpdesk staffed by students further aids prospective students during the admission process. Moreover, the Principal has the authority to establish additional committees for specific tasks, while the staff association actively participates in significant decision-making processes concerning the college.

Furthermore, our college encourages extensive student involvement and leadership development by assigning formal responsibilities within various societies. Faculty members play pivotal roles in overseeing and managing the day-to-day operations of these bodies. Notably, we have a proactive student union dedicated to representing student interests and facilitating effective communication between the administration and the student community.

File Description	Documents
Paste link for additional information	<a href="https://www.shgc.in/academic-managementsystem">https://www.shgc.in/academic-managementsystem</a>
Upload any additional information	<a href="#">View File</a>



## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At Sant Hrdaram Girls College, the strategic plan is actively implemented to ensure the optimal use of human resources and infrastructure, with a strong focus on enhancing students' academic achievements and well-being. Department heads play a pivotal role in planning initiatives that align with these core values.

The college follows the curriculum prescribed by Barkatullah University, ensuring compliance with guidelines set by Higher Education Madhya Pradesh and the University Grants Commission. Additionally, efforts are made to strengthen the feedback system to gather valuable insights for continuous improvement.

Teaching and learning initiatives prioritize creating an environment that caters to individual learners' needs, fostering engagement and participation among both students and faculty. Special emphasis is placed on leveraging ICT for web-based learning, enhancing educational practices, and ensuring financial and infrastructural adequacy.

In pursuit of academic excellence and research, the college emphasizes the development of frontier technologies, research, and innovation. Moreover, initiatives in incubation and entrepreneurship encourage students to explore their entrepreneurial potential.

Outreach efforts aim to connect with society, while student profiling and skill enhancement initiatives focus on nurturing well-rounded individuals. Alumni engagement is also prioritized, fostering a sense of community and providing opportunities for mentorship and networking.

Overall, Sant Hrdaram Girls College is committed to deploying its strategic plan effectively across various domains, including academic excellence, research, infrastructure development, and extension activities, to create a nurturing and empowering environment for its students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://shgc.in/index.php">https://shgc.in/index.php</a>
Upload any additional information	<a href="#">View File</a>

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

The effectiveness and efficiency of institutional bodies are vital for the smooth functioning of an organization like Sant Hrdaram Girls College. Here's how the college ensures this:

- 1. Policies and Administrative Setup:** Clear policies and procedures govern academic affairs, finance, HR, and student welfare, reviewed and updated regularly for relevance and compliance.
- 2. Appointment and Service Rules:** Transparent rules ensure fair recruitment, selection, and promotion based on meritocracy, fostering a culture of professionalism and competence.
- 3. Procedures and Processes:** Standardized processes streamline administrative tasks like admissions, examinations, grading, payroll, and facility management, minimizing bureaucracy and maximizing efficiency without compromising accuracy.
- 4. Compliance with Regulations:** Adherence to regulations set by bodies like UGC and the State Higher Education Department ensures legal compliance and upholds quality standards, enhancing the institution's reputation and credibility.
- 5. Training and Development:** Ongoing training programs for staff and faculty enhance their skills and knowledge, enabling them to adapt to evolving circumstances and perform their roles effectively.
- 6. Monitoring and Evaluation:** Regular assessment mechanisms evaluate institutional performance and identify areas for improvement, with stakeholder feedback informing decision-making and strategic planning processes.
- 7. Communication and Collaboration:** Open channels of communication foster collaboration and coordination among institutional bodies, facilitated by regular meetings,

committees, and task forces, ensuring alignment with institutional goals and objectives.

8. **Ethical Standards and Integrity:** High ethical standards guide all interactions and decisions, promoting fairness, transparency, and accountability. Enforcement through codes of conduct, disciplinary procedures, and ethical training programs ensures adherence to ethical principles at all levels of the institution.

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

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

A. All of the above

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

**6.3 - Faculty Empowerment Strategies**

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

Sant Hirdram Girls College demonstrates a commitment to staff welfare through various measures:

**A. Leave Benefits:** Both teaching and non-teaching staff can avail leave as per University guidelines, ensuring they have adequate time off for personal and professional needs.

**B. Healthcare Benefits:** The college provides comprehensive healthcare benefits, including medical insurance coverage for both teaching and non-teaching staff. Regular health check-ups and access to medical facilities contribute to the overall well-being of employees.

**C. ICT Facilities:** The college offers fully equipped computer labs for research work, wifi connectivity, and provides laptop/desktop facilities to teaching staff, facilitating their work and professional development.

**D. Skill Enhancement Programs:** Faculty Development Programs (FDPs) are organized for teaching staff, enhancing their skills and knowledge in their respective fields.

**E. Felicitation of Staff:** The college recognizes and appreciates the achievements of both teaching and non-teaching staff by felicitating them upon reaching career milestones, fostering a culture of appreciation and motivation.

**F. Support Facilities:** Non-teaching staff have access to support facilities such as canteen services, on-campus counseling services, and hostel, ensuring their physical and mental well-being.

These welfare measures demonstrate the college's commitment to providing a supportive and conducive work environment for all staff members, promoting their overall well-being and job satisfaction.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/index.php">https://shgc.in/index.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

14

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

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

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

30

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

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

Sant Hirdaram Girls College has a robust system in place for assessing the performance of both teaching and non-teaching staff. Let's break down the key components:

- Teaching, Learning, and Evaluation Related Activities:** This covers the core responsibilities of teachers, including their effectiveness in delivering lessons, engaging students in learning, and conducting evaluations.
- Professional Development, Co-curricular, and Extension Activities:** This aspect recognizes the importance of continuous improvement and involvement in extracurricular and community outreach initiatives.
- Research and Academic Contributions:** Encouraging faculty members to engage in research and contribute to academic discourse enhances the overall academic environment of the college.
- Students Feedback:** Incorporating student feedback is crucial for understanding their perspective and improving teaching methods, curriculum, and overall student experience.
- Self-Appraisal:** Allowing faculty members to self-assess provides them with the opportunity for introspection and professional growth.

For non-teaching staff:

1. **Confidential Reports:** Similar to teaching staff, non-teaching staff are also evaluated based on their performance within their respective departments, with confidentiality maintained throughout the process.
2. **Students Suggestion Box:** Providing students with a platform to share their feedback on facilities and staff ensures their voices are heard and contributes to a student-centric approach to improvement.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/feedback.php">https://shgc.in/feedback.php</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The institution maintains a full-time Accounts Department since its inception to oversee the maintenance of annual accounts and audits. Two primary agencies conduct regular financial audits:

1. **Internal Audit:** The internal audit is conducted by the Secretary and the Management of the institution. It involves pre-audit of major receipts and payments, as well as concurrent or post-audit of all other receipts and payments. Additionally, the internal auditor pre-checks salary fixations, pension, and gratuity payments. These audit processes ensure financial transparency, accountability, and compliance with regulatory requirements, contributing to the institution's financial integrity and credibility.
2. **External Audit:** The external audit is conducted by CA Manoj Kumar Khare from Khare Pamecha & Co. This audit is statutory and covers all financial and accounting activities of the Shaheed Hemu Kalani Educational Society, to which the Institute belongs. It includes scrutinizing all receipts, payments to staff, vendors, contractors, students, and other service providers. Any observations or objections raised by the auditor are communicated through their report. The Secretary and the management of the institute examine these objections, and a draft report is submitted to them for finalizing compliance. Previous audits have been completed satisfactorily, with no serious objections or irregularities outstanding.

File Description	Documents
Paste link for additional information	<a href="http://www.shgc.in">www.shgc.in</a>
Upload any additional information	<a href="#">View File</a>

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

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

Rs. 4,07,000/-

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

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

Sant Hirdaram Girls College employs several institutional strategies for both mobilizing funds and ensuring their optimal utilization:

1. **Fees Collection:** The college's primary source of income is student tuition fees. A well-structured process is in place for collecting fees, managed by various

committees, department heads, and the accounts office.

2. **Sponsorships:** College actively engages in Corporate Social Responsibility (CSR) activities by securing funds from Government organizations and partnering with private bodies for student scholarships.
3. **Certification Courses:** Various departments offer certification courses to students for a nominal fee, generating additional revenue for the college.
4. **Sponsorship:** Additionally, the college leverages sponsorships from Jeev Sewa Sansthan, its Sister Concern, to acquire essential equipment and resources for academic and extracurricular activities. This collaboration significantly enhances the overall learning experience by providing students with access to modern facilities, thereby contributing to their academic growth and personal development.

In terms of Utilization of Funds:

1. **Monitoring:** The management closely monitors the utilization of funds to ensure they are optimally utilized for both recurring and non-recurring expenses.
2. **Quotation Review:** A purchase committee is responsible for soliciting quotations from vendors for the procurement of equipment, computers, books, and other necessities. These quotations undergo thorough scrutiny before a final decision is made.
3. **Budget Compliance:** The principal, purchase committee, and accounts department work together to ensure that all expenditures remain within the approved budget set by the management.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/shoga">https://shgc.in/shoga</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) is integral to ensuring and improving the quality of education and services within the institution. Since its inception, IQAC has been instrumental in implementing effective quality assurance strategies. Key contributions include:

1. **Establishment and Vision:** IQAC was established with a clear vision to streamline and enhance the institution's quality initiatives, reflecting its commitment to maintaining high standards.
2. **Comprehensive Oversight:** IQAC takes a holistic approach, ensuring quality benchmarks are met in teaching, research, administration, infrastructure, and service delivery.
3. **Feedback and Improvement:** Regular feedback mechanisms gather insights from stakeholders, driving continuous improvement in teaching, research, and administrative practices.
4. **Best Practices Implementation:** IQAC identifies and promotes best practices, fostering innovation and improvement across all areas of operation.
5. **Audit and Analysis:** IQAC conducts rigorous audits, analyzing results to identify areas for improvement and develop targeted action plans.
6. **Capacity Building:** Workshops, seminars, and training programs organized by IQAC enhance the skills and knowledge of faculty and staff, fostering a culture of continuous learning.
7. **ICT Integration:** IQAC promotes the use of ICT tools in teaching and learning processes, enhancing educational delivery and effectiveness.
8. **Sustainability Initiatives:** IQAC champions sustainability efforts, including green practices, aligning with the institution's commitment to environmental responsibility and social sustainability.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/internal-quality-assurance-cell-igac">https://shgc.in/internal-quality-assurance-cell-igac</a>
Upload any additional information	<a href="#">View File</a>

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

The institution maintains a structured approach to continuously improving its teaching-learning processes, operational structures, and methodologies through its Internal Quality Assurance Cell (IQAC). IQAC serves as the central body responsible for regularly monitoring and reviewing the teaching-learning process.

Here are some of the key improvements implemented based on feedback:

1. **Academic Calendar:** The institution aligns its academic calendar with the University's schedule, organizing various activities such as seminars, guest lectures, workshops, Faculty Development Programs (FDPs), and hands-on sessions.
2. **Yearly Planner:** Faculty members meticulously prepare lesson plans for each subject they teach throughout the academic year or semester, ensuring comprehensive coverage of the curriculum.
3. **Student Feedback:** The institution actively gathers feedback from students to identify areas for improvement in teaching and learning. This feedback mechanism helps in refining educational practices.

Regarding student learning outcomes, the institution employs various strategies:

- Regular assessment through class tests and interactions to gauge student progress.
- Conducting pre-university tests and continuous evaluations involving internal assessments like tests, assignments, group discussions, and seminar presentations.
- Providing model test papers to students to aid in their preparation.
- Ensuring timely resolution of students' grievances.
- Enforcing a compulsory attendance policy of at least 75%.
- Offering remedial classes to assist struggling students in overcoming academic challenges.
- Implementing and maintaining an effective mentor-mentee process to provide personalized guidance and support.
- Regularly monitoring classes and organizing seminars, conferences, and FDPs to foster continuous professional development among faculty members.

File Description	Documents
Paste link for additional information	<a href="https://shgc.in/internal-quality-assurance-cell-igac">https://shgc.in/internal-quality-assurance-cell-igac</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institute is actively committed to combating gender-based discrimination by fostering open conversations on women's empowerment, gender-based violence, and prejudices both at home and in the workplace. Through organized events and expert-led sessions, the college addresses crucial topics such as 'Gender Sensitization,' 'Self Defence' & 'Women's Health and Wellness. Recognizing that holistic improvement in gender-based disparities requires the eradication of stereotypical views on gender, the institute promotes acceptance of the strengths inherent in each individual and gender. This vision is pursued through a variety of avenues, including webinars, training sessions, discussions, and competitions, aiming to normalize discussions around gender equity and dismantle societal barriers hindering today's youth.

Women Cell in joint collaboration with NSS unit had organized a Seminar as per the guidelines of UGC on Striving Towards Construction of Gender-Neutral World.' which not only spotlight the critical issue of women's safety but also stressing on India's PM Modi's saying that respect for women is an important pillar of India's growth and emphasized the need to extend support to the country's 'Nari Shakti' to ensure progress and added that gender equality starts from family as it is the foundation for building unity and solidarity in the society. In addition, a Panel Discussion was also organized on the topic Sexual Harassment with the objective to disseminate, raise awareness and sensitize the students regarding sexual harassment, its repercussions, the rights of women and behavior in the society.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r">https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r">https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r</a>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy      Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college demonstrates a strong commitment to environmental sustainability through its comprehensive waste management practices. Waste collection bins strategically positioned across the college premises, coupled with awareness campaigns among staff and students, reflect a concerted effort to maintain a clean and responsible environment.

**Waste recycling system:** The college's waste recycling system promotes source segregation, educates on recycling benefits, utilizes recycling bins, collaborates with local facilities, and monitors progress for a sustainable and eco-friendly campus environment.

**Solid Waste Management:** To address food and garden waste, the college has implemented a well-developed Vermicomposting unit, showcasing an eco-friendly approach to managing organic waste. Waste reduction is further promoted with the presence of waste paper bins in every classroom, fostering responsible disposal of paper waste at the source.

**E-waste Management:** In handling electronic waste (e-waste), the college conducts regular e-waste collection drives, ensuring the proper collection and submission of e-waste to the Pollution Control Board. This reflects a commitment to environmental regulations and responsible disposal practices.

**Biomedical Waste Management:** The life science department demonstrates responsible biomedical waste management by employing autoclaving to sterilize waste before disposal in a designated pit outside the premises. This procedure ensures the safe and environmentally sound handling of biomedical waste.

**Hazardous chemicals and radioactive waste management:** The institution rigorously manages hazardous chemicals and radioactive waste, implementing stringent protocols for safe handling, disposal, and compliance with regulatory standards to ensure environmental and human safety.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r">https://drive.google.com/drive/folders/1vFP3g2xRBzWORr9AF1DeUxxFn7U1qk9r</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	<b>A. Any 4 or All of the above</b>

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li>1.Green audit</li> <li>2. Energy audit</li> <li>3.Environment audit</li> <li>4.Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol>	<b>B. Any 3 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>



Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

B. Any 3 of the above

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

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

Sant Hirdaram Girls College demonstrates a comprehensive commitment to fostering inclusivity and embracing diversity across various dimensions. The institution's initiatives span from admissions and staffing policies to pedagogy and extracurricular activities.

1. Admissions and Staffing: Adherence to Barkatullah University's regulations regarding socio-economic categories ensures equitable opportunities for both students and staff.
2. Bilingual Education: Classroom lectures and study materials are provided in both English and Hindi, accommodating linguistic diversity.
3. Financial Support: Fee exemptions and concessions, and provision of books to needy students ensure access and affordability, regardless of socio-economic backgrounds.
4. Outreach: The college actively reaches out to remote and diverse areas, providing training opportunities to students across the country.
5. Individualized Learning Support: Individual faculty members actively employ various strategies to identify and support both slow and advanced learners in their classes. The college's GT (Guardian Tutor) program assigns each student a mentor teacher from their department, providing a dedicated support system for academic and personal concerns. These efforts not only bridge learning disparities but also cultivate values of tolerance and understanding among students and faculty.
6. Equal Opportunity Cell: Ensures effective implementation of policies for disadvantaged groups and provides guidance and support in various domains.
7. Compulsory Personality Development Course: All students participate in a mandatory personality development course. The course focuses on holistic development and aids in building confidence among students.
8. Commemorative Events: Celebrating national and international days, events, and festivals promotes understanding, tolerance, and inclusivity among students and staff.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The initiatives taken by Sant Hirdaram Girls College to sensitize students and staff to constitutional obligations and civic responsibilities are commendable and reflect a

comprehensive approach towards holistic development.

The institution's commitment to promoting health and wellness is evident from its participation in events such as the camp on "Holistic Wellness Through Raw and Natural Food Materials" and the Eye Donation Awareness Program. These initiatives not only educate students but also empower them to make healthier choices for themselves and their communities.

Furthermore, the college has been proactive in organizing events that raise awareness about social issues such as road safety, gender equality, and human rights. Through seminars, panel discussions, and awareness camps, students are encouraged to become active agents of change in society.

The college also takes pride in celebrating national and international observances such as Independence Day, Republic Day, World AIDS Awareness Day, and National Science Day. These celebrations serve as reminders of our shared history, values, and aspirations as a nation, while also fostering a sense of unity and pride among students and faculty members.

Additionally, the institution places a strong emphasis on youth empowerment and skill development, as seen in programs like the National Youth Day observance and the Cooperative Awareness Program for Youth. By providing opportunities for students to explore diverse career paths and learn about cooperative initiatives, the college prepares them to become responsible and contributing members of society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</b></p> <p>Sant Hirdaram Girls College (SHGC) in Bhopal passionately observes various national and international commemorative days, events, and festivals, fostering a vibrant campus culture. Guru Poornima is marked by honoring teachers and acknowledging their teachings through heartfelt greetings and a student-made video. Independence Day is celebrated with grandeur, paying tribute to the nation's heroes, followed by National Sports Day, commemorating Major Dhyhan Chand's birth anniversary and promoting fitness awareness.</p> <p>Teachers Day witnesses a respectful celebration in the presence of esteemed guests and faculty members. International Literacy Day and Hindi Diwas are observed to promote language and literacy awareness. NSS Day is marked with enthusiasm, showcasing the spirit of community service through engaging activities like Nukkad Natak.</p> <p>Special cultural events like Garba night and commemorations like National Unity Day and Madhya Pradesh Foundation Day add richness to campus life. Birsa Munda Jayanti and Bharatiya Bhasha Diwas honor historical figures and promote language harmony.</p> <p>Awareness about environmental issues is raised through events like World Environment Day, while the significance of yoga is highlighted on International Day of Yoga. Through</p>
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these celebrations, SHGC nurtures a well-rounded educational experience, instilling values of social responsibility and cultural appreciation among its students and faculty.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

1. **TITLE OF THE PRACTICE:** Comprehensive Training for Career and Lifeskills Development
2. **TITLE OF THE PRACTICE:** Read and Thrive: A Read-a-thon Initiative

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3 - Institutional Distinctiveness

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

**Focus Area: Fostering Entrepreneurship and Innovation**

Our institution stands out for its unwavering commitment to fostering entrepreneurship and innovation among its students. We prioritize creating an ecosystem that nurtures entrepreneurial spirit and encourages innovative thinking across all disciplines.

The college has E-cell and IIC that is a dynamic hub that provides a platform for aspiring entrepreneurs to ideate, innovate, and execute their business ventures.

Students are offered a plethora of resources, mentorship, and guidance to nurture their entrepreneurial ideas into viable startups. Through workshops, seminars, and networking events, they gain valuable insights into various aspects of entrepreneurship, including business planning, market analysis, funding, and growth strategies.

Moreover, the E-cell collaborates with industry experts, successful entrepreneurs, and venture capitalists to provide students with real-world exposure and mentorship. It facilitates interactions with alumni entrepreneurs and hosts pitch competitions, hackathons, and startup incubation programs to fuel innovation and creativity.

Overall, our focus on fostering entrepreneurship and innovation sets us apart, empowering our students and faculty to become trailblazers, disruptors, and change-makers in their communities and beyond.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

- Providing Academic leave for staff to attend skill-based training programs at national and state institutes to enhance their expertise.
- Increasing the frequency of Industrial visits and guest lectures by prominent speakers to expose students to real-world scenarios and industry insights.
- Planning and executing an offline International Conference post-COVID-19, facilitating the exchange of ideas and insights among researchers, scholars, and experts.
- Strengthening placement efforts through enhanced industry-academia partnerships, skill development training, and career counseling services for students.
- Organizing awareness programs on voting rights and campaigns against crimes targeting women to promote gender equality and civic engagement.
- Inviting experts for guest lectures on Intellectual Property Rights to educate about the significance of safeguarding intellectual creations.

- Launching training cum apprenticeship programs in Bioinformatics, Payroll Management, Python, and other relevant subjects to provide practical learning experiences and boost employability.
- Hosting a Yogathon program to foster physical fitness, mental well-being, and stress management.
- Organizing a Model G20 Summit where students can engage in discussions and negotiations on global issues, nurturing critical thinking, diplomacy, and leadership skills.
- Arranging a Literario Fest dedicated to literature, featuring competitions, workshops, and interactive sessions.
- Conducting various activities, workshops, and campaigns focused on Sustainable Development Goals to raise awareness and inspire action towards addressing global challenges like poverty, inequality, and climate change.
- Implementing strategies to encourage faculty members to increase research output by publishing papers and actively participating in International and National Conferences & Seminars.
- Structuring Socio-Cultural fests to celebrate cultural diversity and foster a vibrant campus atmosphere.