Annual Quality Assurance Report
2017-18

CHAIRPERSON	:	DR. MANJULA SHARMA (PRINCIPAL)
COORDINATOR	:	DR. KUSUM MATHUR (PROFESSOR, GEOGRAPHY)
MEMBERS	:	DR. SMITA JOSHI
		DR. GITANJALI PAGARE
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		DR. RENU PATIDAR

INTERNAL QUALITY ASSURANCE CELL
SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE
AUTONOMOUS COLLEGE,
SHIVAJI NAGAR, BHOPAL

7TH ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

PART-A

Data of the Institution (*data may be captured from IIQA*)

1. Name of the Institution

• Name of the Head of the Institution	Sarojini Naidu Govt. Girls P.G. (Autonomous) College, Bhopal
• Name of Head of the Institution	Dr. Manjula Sharma
• Does the institution function from own campus	Yes
• Phone no./Alternate Phone no.	0755-2552560
• Mobile No.	9425019902
• Registered e-mail.	hegsngpgcbho@mp.gov.in
• Alternate e-mail	Manjula_1955@yahoo.co.in
• Address	Shivaji Nagar
• City/Town	Bhopal
• State/UT	Madhya Pradesh
• Pin Code	462016

2. Institution status:

• Autonomous status (date of Conformant of Autonomous Status)	1995-1996 (F-24-2/94) Desk A.C.
• Type of Institution: Co-education/Men/Women	Women
• Location Rural/Semi-urban/Urban:	Urban

- Financial Status
  Grants-in-aid/UGC2f and 12(B) /Self
  Financing

  UGC2f and 12(B)

- Name of the IQAC Coordinator

  Dr. Kusum Mathur

- Phone No.

  0755-2552560

- Mobile No.

  9425155330

- IQAC e-mail address

  iqacsnggpgcbpl@gmail.com

- Alternate e-mail address

  kusummathur90@yahoo.com

3.   Website Address:

Web-link of the AQAR   www.mphighereducation.nic.in/snpg

4.   Whether Academic Calendar prepared during the year?

- Yes/No …., if yes, whether it is   Yes
  uploaded in the Institutional website

- Weblink

  www.mphighereducation.nic.in/snpg

5.   Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	78%	2002	14/05/2007
2nd	B	2.88	2009	14/06/2014
3rd	A	3.09	2017	27/03/2022

6.   Date of Establishment of IQAC: 01/01/ 2003

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item/Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Online feedback for the college by students and Offline feedback from other stakeholder	March-April 2018	500 Students and Hostlers' 102 Teachers 110 Parents 50 Alumni
Online submission of ACR by faculty	May 2018	102
Regular Meetings of IQAC	05 Meetings	11
Meeting with external members of IQAC	27 March 2017	17
Three faculty development programmes were organized -		
(i) Entrepreneurship Development (Sponsored by MPCON)	15.12.2017to 28.12.2017	30
(ii) Sign Language (HEPSN)	13.11.2017 to 18.11.2017	35
(iii) Molecular Biology and Genomics	20/02/2018 to 26/02/2018	41

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

Institution/Department/ Faculty	Scheme	Funding agency	Year of award with duration	Amount
Dr. Shashi Nayak	Minor P.R.	UGC	2017-18	85,000.00
Dr. Ashwina Rangnekar	Minor P.R.	UGC	2017-18	1,22,120.00
Dr. Rohit Trivedi	Visually challenged	UGC	2017-18	36,000.00

9.	Whether composition of IQAC as per latest NAAC guidelines: Yes/No	Yes
	Upload latest notification of formation of IQAC	Composition uploaded
10.	No. of IQAC Meeting held during the year	06
11.	Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
	If yes, mention the amount and Year	NA
12.	Significant contributions made by IQAC during the current year	• Online feedback from Students • Online submission of ACR by Faculty • SPSS workshop in July 2017 • FDP on Sign language (HEPSN) • Workshop on research methodology (Sociology)

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

Future Plan of Action	Achievements/Outcomes
Increase the student strength by starting new degree, diploma and certificate courses.	• About 5% increase in student admissions. • A six month certificate course in 'Tours &Tourism' has been introduced
Online feedback mechanism for students	• Data base has been prepared by collecting Email Id's of students. • Online feedback has been received in response to a questionnaire floated.
Infrastructure Development	• Construction of new library block, class rooms and open air theatre is in progress.
Short term vocational trainings for students.	• Under the aegis of Vivekananda Career guidance cell 7 vocational trainings of 21 days have been organized.
Strengthening of ICT	• Workshop on SPSS • Updating of AISHE &MIS • Online feedback from students • ICT based teaching learning • Online submission of ACR • Faculty participation in Webinars.
Increase in number of Industrial visit, fieldwork and excursion	• Botany, Chemistry, Physics, Political science, Economics, Home Science, History and Geography departments have organized Industrial visits, Socio-economic surveys, field work and excursion during the year.

14. Whether the AQAR was placed before statutory body

No

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

Yes (NAAC)

Date of Visit

11.02.2017

16.	Whether institutional data submitted to AISHE	Yes
	Date of Submission	30.09.2017
17.	Does the Institution have Management information system	Yes

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

Management Information System (MIS)

NEHRC-MIS portal has been launched on 29th September 2018. It is mandatory for all the RUSA beneficiary institutions.

The vision of MIS is to have centralized data base which will capture historical information for RUSA funded as well as non RUSA funded institutes.

Our institute has submitted all the details (Faculty, vacancy, support for higher education, students accreditation etc.) from 2013-14 to 2018-19 on the portal.

CRITERION I – CURRICULAR ASPECTS

1.1   Curriculum Design and Development

1.1.1   Programs for which syllabus revision was carried out during the Academic year

Name of the program	Program Code	Date of Revision
Botany	C – 043 (M.Sc.)	09.08.2017
Computer Application	C- 127, 129 (B.Sc.)	14.08.2017
Geography	C-020	11.08.2017
Political Science	C-021 (M.A. Pub. Ad.)	10.07.2017
Psychology	C-085,C-067,C-122	13.07.2017
Zoology	(B.Sc.)	11.07.2017
Home Science	C-205 (M.Sc. F&N)	11.07.2017
PGDHSM	C-035	11.07.2017

Note: Syllabus for Undergraduate first year classes of all the four faculties viz. Arts, Commerce, Science and Home Science have been changed from semester to annual pattern.

1.1.2   Program/courses focused on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Date of Introduction	Course with Code
Tours & Tourism	1st September 2017 to March 2018 (6 months)	-

1.2   Academic Flexibility

1.2.1   New programmes/ courses introduced during the Academic year

Program Course	Date of Introduction
-	-

1.2.2   Programmes in which choice based credit system (CBCS) elective course system implemented at the affiliated colleges (if applicable) during the academic year

Name of programmes adopting CBCS	UG	PG	Date of implementation of CBCS/ Elective Course System	UG	PG
Already adopted (mention the year)					

1.3   Curriculum Enrichment

1.3.1   Value added courses imparting transferable and life skills of offered during the year

Value added courses	Date of introduction	Number of students enrolled
Python C++ Java	Nov- Jan 2017-18	500(UG)+ 200(PG)
Software training – Basics of computer Libre Office Impress CALC'	July 2017 to Dec 2017	635

1.3.2   Field projects/Internships under taken during the year

Projects/ Programme Title	No. of students enrolled for field Project/internships
Project on Top and town and Hind Pharmaceuticals (Chemistry Department)	26
Socio-Economic survey of village Sehatganj by Dept. Of Geography	45
All UG V sem. and P.G. IV semester students undertake internships in various organizations for Job Oriented Project work	1200

1.4   Feedback System

1.4.1   Whether structured feedback received from all the stakeholders

Students	**Yes**
Teachers	Yes
Employers	-
Alumni	Yes
Parents	Yes
Hostellers	Yes

1.4.2   How the feedback obtained is being analyzed and utilized for overall development of the institution?

The college has a formal mechanism to obtain feedback from the stakeholders for overall quality enhancement. The IQAC is nodal agency to obtain feedback from the stakeholders, namely students, alumni, parents, hostellers and faculty. Accordingly, feedback was taken in 2017-18 in which a combination of traditional and online methods of collecting responses was adopted.

Students are the most important stakeholders in an educational institution. They are well informed, experienced participative and motivated. Therefore, it is of utmost importance to get their responses and suggestions regarding academic and other activities. A student database was prepared with their address and e-mail id etc. Online feedback method was adopted for students on trial basis. 100 students / hostellers participated in providing the feedback. Traditional method of obtaining feedback through hard copies was followed regarding other categories of stakeholders. The main points that could be deduced were –

- Library should be further enriched and it should be housed in a bigger building.
- The number of smart classrooms should be increased and the use of ICT should be encouraged.
- More classes / courses should be organized for personality / skill development.
- It was also suggested that more professional learning course should be run.
- A bigger and exclusive Girl's common room should be made available.

After analysis, the responses and suggestions were categorized into various groups such as academic, professional support, infrastructure etc. The responses were discussed with the Principal and work was allocated to the concerned committees. Their suggestions have been a

guide for the plan of quality improvement for the 2018-19 academic session. Accordingly-

- A new library block is being constructed with better reference and reading room facilities.
- Net surfing area is being extended.
- The demand for clean and improved toilets is being addressed.
- More water purifiers are being installed.
- More computers, instruments and equipments are proposed to be purchased from grant being provided by funding agencies like RUSA / World Bank.

CRITION II TEACHING-LEARNING AND EVALUATION

2.1 **Students Enrollment and Profile**

2.1.1 Demand Ratio during the year

Name of the programme	Number of seats available	Number of Applications received	Students Enrolled
B.A.	375	Number not known due to on line admission by Department of Higher Education and NIC	345
B.Com	500		552
B.C.A.	40		40
B.Sc.(Home Science)	93		68
B.Sc.	361		339
M.A.	400		193
M. Com.	60		56
M.Sc.	88		64
M.Sc.(Home Science)	50		20

2.2 **Catering to Student Diversity**

2.2.1 **Students –full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG course	Number of full time teachers available in the institution teaching only PG course	Number of teachers teaching both UG and PG course
2017-18	3472	711	120 + 32 guest faculty	102	102

2.3   **Teaching - Learning Process**

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
102	100%	Computers, Laptops, LCD, Slide Projectors OHP, Interactive Board	16	3	E-books, E-journals, videos & CDs

2.3.2   Students mentoring system available in the institution? Give details.

Students Mentoring System available in the Institution

- The College has a Tutor-Guardian committee (mentor's club) to provide guardian to every single student in the College. The committee comprises of 6 to 8 faculty members
- Students are divided into groups of 30, making more than 80+ groups in all, in the college.
- Every group is mentored by a faculty member.
- Two to four meetings are held in a year. A timetable is prepared in advance which includes names of tutor –guardian and name of student. Their group room is allotted in a particular time slot.
- During the meeting, a quarterly bulletin **'Samvad-Setu'** is read out, which comprises the facilities available in the college, notice to be circulated among students and scholarships being granted in the college.
- The tutor-guardian redresses grievances of students and takes care of their well-being in terms of academic growth, regularity and security.
- Students' feedback for institutional support service, teaching and learning is also procured and the responses are analyzed.
- Students share their personal, financial, academic, social & other problems with the tutor-guardian and seek their remedy.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4183	102 + 28 (Guest Faculty)	3:2

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph. D
109	102	07	-	99

2.4.2 Honours and recognitions received by teachers

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Alka Parashar	Professor	Chaired 11th Global Summit on Aquaculture and Fisheries, Japan, 24th and 25th May 2018

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.		(SEM.VI)	23/5/18	12/6/18
B.Com		(SEM.VI)	28/5/18	27/6/18
B.C.A. (SEM.VI)		(SEM.VI)	26/5/18	12/6/18
B.Sc.(Home Science) (SEM.VI)		(SEM.VI)	26/5/18	14/6/18
B.Sc. (SEM.VI)		(SEM.VI)	26/5/18	07/6/18
B. Lib			26/5/18	14/6/18
M.A. D&P		(SEM.IV)	28/4/18	25/6/18
M.A.ECO		(SEM.IV)	17/5/18	20/6/18
M.A. English		(SEM.IV)	26/5/18	14/6/18
M. A. History (SEM.IV)		(SEM.IV)	21/5/18	07/6/18
M.A. Hindi		(SEM.IV)	26/5/18	07/6/18
M.A. Music Vocal		(SEM.IV)	14/5/18	25/6/18
M.A. Political Science		(SEM.IV)	15/5/18	12/6/18
M.A. Public Adm. (SEM.IV)		(SEM.IV)	21/5/18	07/6/18
M.A. M.S.W (SEM.IV)		(SEM.IV)	21/5/18	25/6/18

M.A. Sociology		(SEM.IV)	21/5/18	25/6/18
M. Lib.			26/5/18	05/7/18
M. Com. (SEM.IV)		(SEM.IV)	21/5/18	05/7/18
M.Sc. Botany		(SEM.IV)	17/5/18	14/6/18
M.Sc. Chemistry		(SEM.IV)	23/5/18	20/6/18
M.SC. Physics		(SEM.IV)	17/5/18	25/6/18
M.SC. Maths		(SEM.IV)	23/5/18	30/6/18
M.Sc.(H. Sc.).F&N		(SEM.IV)	22/5/18	20/6/18
M. Sc. (H. Sc.) T&C		(SEM.IV)	22/5/18	14/6/18
M. Sc. (H. Sc.) HD		(SEM.IV)	18/5/18	12/6/18
P.G.D.C.A.		(SEM.II)	10/5/18	12/6/18

2.5.2   Average Percentage of Students Complaints/grievances about Evaluation against total Number Appeared in the Examinations During the Year

No. of Complaints or grievances about Evaluation	Total No. of students Appeared in the Examinations	Percentage
NIL	4183	0

2.6   Student Performance and Learning Outcomes

2.6.1   Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution

(www.mphighereducation.nic.in/snpg)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
C028	B. A. First Year	330	270	81.82
C028	B.A. (SEM. VI)	220	168	76.36
C030	B.C.A. (SEM. VI)	39	39	100.00
C032, C198, C190	B.Com. First Year	542	524	96.68
C032, C198, C190	B.COM. (SEM. VI)	484	419	86.57
C037, C326, C442	B.Sc. (Home Science) First Year	61	33	54.10
C037, C326, C442	B.SC. (HOME SC.) (SEM. VI)	37	31	83.78
C249	Bachelor Of Library And Information Science	7	7	100.00
C043	M.Sc. Botany (SEM. IV)	13	13	100.00
C062, C067, C085, C116, C122, C336, C137, C127, C129	B.Sc. First Year	310	190	61.29
C062, C067, C085, C116,	B.SC. (SEM. VI)	255	230	90.20

C122, C336, C137, C127, C129				
C044	M.Sc. Chemistry (SEM. IV)	13	11	84.62
C031	M.COM. (SEM. IV)	54	53	98.15
C005	M.A. Economics (SEM. IV)	34	28	82.35
C006	M.A. English Literature (SEM. IV)	23	22	95.65
C004	M.A. Drawing & Painting (SEM. IV)	16	16	100.00
C008	M. A. Hindi Literature (SEM. IV)	16	14	87.50
C009	M.A. History (SEM. IV)	11	10	90.91
C035	Post Graduate Diploma in Hospital Services Management (SEM. II)	4	4	100.00
C050	M.SC. Mathematics (SEM. IV)	30	28	93.33
C250	Master Of Library And Information Science	16	16	100.00
C025	M.A. Social Work (SEM. IV)	5	5	100.00
C016	M.A. Music (Vocal) (SEM. IV)	6	5	83.33

Code	Programme	Enrolled	Passed	Percentage
C205	M. Sc. (Home Science) Food and Nutrition (SEM. IV)	18	18	100.00
C034	Post Graduate Diploma In Computer Applications (SEM. II)	8	7	87.50
C054	M.Sc. Physics (SEM. IV)	10	8	80.00
C018	M.A. Political Science (SEM. IV)	19	19	100.00
C021	M.A. Public Administration (SEM. IV)	4	4	100.00
C026	M.A. Sociology (SEM. IV)	27	26	96.30
C210	M.PHIL. SOCIOLOGY (SEM. I)	2	2	100.00

2.7   Student Satisfaction Survey

2.7.1   Student Satisfaction Survey (SSS) on overall institutional performance (results and details are available on www.mphighereducation.nic.in/snpg)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research :   No

3.1.2 Teachers awarded National/International fellowship for advanced studies/research during the year

	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	–	–	–	–
International	–	–	–	–

3.2 Resource Mobilization for Research

3.2.1 Research funds sanctioned and received from various agencies, industry and other organizations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	2015-17	MPCOST	5,30,000	
Minor Projects	2015-17	UGC	5,30,000	2,07,120
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-

International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	2	10,60,000	2,07,120

3.2.2   Number of ongoing research projects per teacher funded by government and non- government agencies during the year:

Two Minor projects sponsored by UGC

3.3   Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
-	-	-

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.4   Research Publications and Awards

3.4.1   Ph. Ds awarded during the year

Name of the Department	No. of Ph.Ds Awarded
Botany	02
Chemistry	01
Dance	01
Hindi	01
Music	03
Political Science	01
Sociology	01
Urdu	02
TOTAL	**12**

3.4.2   Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publications	Average Impact Factor, if any
National	Economics	03	
	English	01	
	Hindi	01	
	History	01	
	Home Science	02	
	Psychology	01	
International	Botany	05	
	Chemistry	09	
	Commerce	03	
	Economics	03	
	English	04	
	Fine Arts	01	
	Hindi	01	
	History	01	
	Home Science	03	
	Physics	06	
	Psychology	01	
	Sociology	01	
	Zoology	04	
	Total:	51	

3.4.3   Books and Chapters in edited Volumes/ Books published, and Papers in National/ International Conference Proceedings per teacher during the year

Department	No. of publications
Political Science	1 Book
Sanskrit	1 Book
Urdu	1 Book
Physics	1 Book
Home Science	1 Book
History	1 Chapter in book
Hindi	1 Chapter in book
Economics	1 Chapter in book

Conference Proceeding	
Botany	2
Economics	2
English	1
Geography	3
Political Science	1
Psychology	1
Zoology	1

3.4.4   Patents published/awarded during the year

Patent Details	Patent status Published/Filed	Patent Number	Date of Award
-	-	-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

3.4.6   h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	15	43	12	-
Presented papers	27	64	02	-
Resource Persons	07	20	05	-

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant (s) department	Name of the Consultancy projects	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
-	-	-	-

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
-	-	-	-	

3.6 **Extension Activities**

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

Title of the Activities	Organizing unit/agency/collaborating agency	Number of teacher co-ordinated in such activities	Number of students co-ordinated in such activities
Eco Friendly Initiatives	Student Union	2	400
Biodiversity and Water Conservation (desiltation of Upper lake)	Student Union	75	400
Cancer, Leprosy and Aids Awareness Programs	NSS	3	27
Environment Awareness	Eco-Club		15
Blood Donation	NSS	3	85
Tree Plantation	Eco-Club & Student Union	5	1500
Traffic Rules and Regulation	Student Union	4	40
Disaster Management and Fire Fighting	Student Union	3	150
Self Defence and Marshall Art	NSS	2	225
Rehabilitation during Flood, Earthquakes and other Natural Calamities – Donation was collected from the students and	NSS & NCC	5	200

faculty members			
Visits to Old Age Homes, Orphanages	NSS, Psychology Dept.	4	500
Visits to Schools for Physically and Mentally Challenged Children	Mental Health Club, HEPSN	3	200
Observation of World Population Day, Science Day, Ozone Day, Hindi Diwas and International Women's Day	Geo-Club	4	30
Medical Camps	Red Cross & NSS	4	25
Distribution of medicines and clothes at old age homes and orphanages	NOGA	2	
Distribution of eatables and toys to diseased, disabled and needy children	NSS	3	
14 day cultural visit to Manipur and Nagaland under theme "*Ek Bharat Shresht Bharat*".	Music Dept.	2	

3.6.2   Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	**Award/recognition**	**Awarding bodies**	**No. of Students benefited**
-	-	-	-

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

Name of the scheme	Organizing unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
We Care For You	Police Department, Govt. of Madhya Pradesh	Lectures and Slide-show on Crime Against Women by Superintendent of Police, Bhopal	10	More than 1500
Swachhta Abhiyan	Nagar Nigam, Bhopal	Workshop on Cleanliness and desiltation of Upper Lake	70	400
Know Your Body	Red Cross	Get to know your body in less than 3 minutes and aids Awareness	10	80
Voter Awareness	State Election Commission and District Administration	Lectures and Interaction	28	570
Awareness against AIDS	Health Department, Govt. of Madhya Pradesh	3 km Student Rally	08	125

3.7   Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

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

Nature of linkage	Title of the Linkage	Name of the partnering institution/ industry /research lab with contact details	Duration	Participant
Internship, project work, sharing of research facilities etc. during the year	Hospital Management	34	10days, 1month, 3months	Students of Hospital Management
Internship, project work, sharing of research facilities etc. during the year	Zoology	10	10-15 days	Students of Zoology and Clinical Nutrition
Internship, project work, sharing of research facilities etc. during the year	Botany	05	7 -15 days	Students of Botany
Internship, project work, sharing of research facilities etc. during the year	Physics	02	10-15 days	Students of Physics

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Sanwariya Herbal and Musli Farm Misrod Bhopal and Department Of Zoology S.N.G.G.P.G College, Bhopal	2014	Vermi composting training- to promote organic farming and green technology among students	70 + 6 Teachers
Lenience bio-technology lab. Bda complex Saket Nagar Bhopal and Department Of Zoology S.N.G.G.P.G College, Bhopal	2017	Knowledge of Plant tissue culture and molecular biology techniques through training	80 +7 teachers
Madhya Pradesah Urjavikas Nigam, Bhopal and Department Of Physics S.N.G.G.P.G College, Bhopal	31/01/17	Training and project related to energy management	40
RKDF University Gandhi Nagar Bhopal and Department Of Physics S.N.G.G.P.G College, Bhopal	31/01/17	Joint short term courses , seminars etc. on energy, physics and micro- electronics	10+4 teachers
Minor Forest Produce Research And Training Centre Barkheda Pathani Bhopal , and Department Of Botany	2014	Training and Visit Regarding Medicinal Plants Processing Techniques	30

S.N.G.G.P.G College, Bhopal			
Jawaharlal Nehru cancer hospital and research centre and Department Of Botany S.N.G.G.P.G College, Bhopal	2014	Training in Advance Instrumentation Techniques	40
Grow tip research centre Bhopal and Department Of Botany S.N.G.G.P.G College, Bhopal	2014	Training in Tissue Culture Techniques	35
MPCON Bhopal and Department Of Botany S.N.G.G.P.G College, Bhopal	2014	Training regarding cultivation processing and marketing	16
Scan Research Laboratory and Department Of Botany S.N.G.G.P.G College, Bhopal	2017	To Study Bio-Technology And Microbiology Techniques	51

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
804.65 lacs	80% of the sanctioned amount through global budget

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	6.68 acre	-
Class rooms	56	-
Laboratories	38	-
Seminar Halls	02	-
Classrooms with LCD facilities	03	05
Classrooms with Wi-Fi/ LAN	Wi-Fi campus	-
Seminar halls with ICT facilities	02	01
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lac) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lacs)	-	-
Others	-	-

4.2   Library as a Learning Resource

4.2.1   Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2006

4.2.2   Library Services

	Existing		**Newly Added**		**Total Value**	
	Number	Value	Number	Value		
Text Books	36012		119	39,990	36,313	
Reference Books	3740					
e-Books	97000+					
Journals	66		20	38,460	86	
e-Journals	6000+					
Digital Database						
CD & Video	292 CDs & 7 Video					
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content
-	-	-	-

4.3 IT Infrastructure

	Existing	Newly Added	Total
Total Computers	156	4	160
Computer Labs	03	-	03
Internet	2 Wi-Fi 4 mbps	-	02
Browsing Centres	01	-	01
Computer Centres	01	-	01
Office	01	-	01
Department	24	-	24
Available Bandwidth (MGBPS)	-	-	-
Others	-	-	-

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

………………….. MBPS/ GBPS

4.3.3   Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.4   Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
70,000/-	-	**36,55,000/-**	-

4.4.2   Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (information is available on institutional Website)

❖ **Maintenance Committee**

The college has a maintenance committee which comprises of 7 to 10 members to cater to regular upkeep work and periodic repairs.

- Committee holds regular meetings to the repairing demands received from the department.
- Decides the agency for repairing
- The college engages the services of a carpenter, a gardener, electrician and technician on daily wages for repair and maintenance of furniture, garden, electric fittings appliances and equipments.

❖ **Purchase Committee**
- A certain amount from *Jan Bhagidari* Fund is allotted to the practical departments for maintenance of laboratories and equipments.

❖ **Library Committee**
- Call for list of textbooks, reference books and journals from all departments;
- Books are purchased as per prevalent stock purchase rules

❖ **IT Cell**

IT cell of the college looks after the IT related issues in the college it had a administration for system/network to undertake maintenance of compilers peripherals & networks.

❖ There is a sports officer who takes care of gymnasium and outdoor, indoor games.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1   Student Support

5.1.1   Scholarships and Financial Support

	Name/ Title of the Scheme	Number of Students	Amount (in Rupees)
Financial Support from Institution	Post Metric Scholarships for SC Students	548	52,74,115
	Post Metric Scholarships for ST Students	162	15,53,548
	Post Metric Scholarships for OBC Students	623	25,84,987
	Gaon Ki Beti Yojna	85	4,25,000
	Pratibha Kiran Yojna	104	5,20,000
	Scholarships for Minority Students	71	
	Central Sector Scholarship	535	
	Disabled Student	03	
	Prime Minister Scholarship Scheme for CRPF	02	
	Ph.D.	02	
Financial Support from other sources **National**	-	-	-
International	-	-	-

5.1.2   Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Spoken Tutorial	20th July 2017 (July- December 2017)	635	IIT Mumbai Training Tutorial

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Swami Vivekanand Career Guidance and Counseling scheme	-	197	-	327

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
1. Grievance redressal	29	7 Days
2. Anti ragging	Nil	As per situation
3. Sexual Harassment	Nil	As per situation

5.2   Student Progression

5.2.1   Details of campus placement during the year

Name of Organizations Visited	On Campus		Off Campus
	Number of Students Participated	**Number of Students Placed**	-
TCS	10	03	
Magnum	200	66	
Times Pro	98	34	
Safe Express	33	10	
Sagar Group	70	21	
Azim Prem ji	42	11	
Career Point	200	80	
ICICI	190	91	
Perfect Research Advisory	49	18	
National Education Foundation (SUNY)	11	03	

5.2.2   Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-	-	-	-	-	-
Note: Development of Tracking System For Student Progression is in process for World Bank					

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	08	
SET	-	
SLET	-	
GATE	02	
GMAT	-	
CAT	-	
GRE	-	
TOFEL	-	
Civil Services	-	
State Government Services	21	
Any Other	PO (02)	

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

Activity	Level	Participants
Co-curricular		
Nisha Masoorkar Debate Competition	Inter-collegiate	20
Extempore		10
Sports		
Kho-kho	Collegiate	60
Table Tennis	Collegiate	18
Cultural Events – Various activities during Annual Function of the College		
Creative Writing		
Ek Patti Maa Ke Naam		
Salad Decoration		
Bharat ke Rang Yuvaaon ke Sang	Collegiate	1000
Still Photography		
Short Film Making		
Wall of Memory		
Rangoli		
Mehendi		

5.3 Student Participation and Activities

5.3.1   Number of awards/medals for   outstanding performance in sports/cultural activities at national/international level

Year	Name of Award	National/ International	Sports	Cultural	Student ID Number	Name of Student
2017-18	Gold Medal (Boxing)	International	Boxing	-		Anjali Sharma
	8th Golden Gloves Championship Serbia (Boxing)	International	Boxing	-		Divya Pawar
	Asian Championship, 2018 Thailand (Bronze)	International	Boxing	-		Divya Pawar
	Gold Medal in 2nd Youth Men's & Women's National Championship, Rohtak	National	Boxing	-		Divya Pawar
	Bronze Medal in Judo	National	Judo	-		Samiksha Badkul

5.3.2   Activity of   Student Council & representation of students on academic & administrative bodies/committees of the institution

After a long gap, the student union election was held in the college on 30th October 2017. Each section consists of 80 students. Every class has elected a class representative ("**CR**"). A total of 76 class representatives were elected through the said elections, out of which 25 CRs were elected unopposed. The elected CRs voted for the four office bearers i.e., President, Vice President, Secretary and Joint Secretary, who formally held their respective offices after the oath taking ceremony. Since then, the Student Union along with its Advisory Committee had been conducting a number of cultural, social and other developmental programmes. The Student Union celebrated National Festivals on Campus i.e., Independence Day and Republic Day with high spirits with good student participation. "*Advita*" a four day annual festival was successfully conducted from 7th February 2018 to 10th February 2018 along with a celebration of sports day and fete to conclude with. Programmes like "*We care for you*", free health check-up, and hemoglobin test were organized for the welfare of students. Funds were raised for Kerala Flood victims and hand-made cards were made and sent for the soldiers at border on the occasion of Rakshabandhan. All

these programmes witnessed maximum student participation thereby inculcating a spirit of nationalism, social consciousness and health awareness among the students of the institution.

5.3   **Alumni Engagement**

5.3.1   Whether the institution has registered Alumni Association?

Yes – The institute has a registered an alumni association, namely *Nutan Girls Association* ("**NOGA**"). After almost two decades from date of its formation, it was revived again in 2002 and has been functioning actively since then. NOGA has about 400 members which elect five office bearers for a period of 2 years. NOGA provides a forum to the alumni to express their views for the better functioning of the institute. It also helps in raising funds for infrastructural development of the institute.

5.3.2   Number of registered Alumni: 400

5.3.3   Alumni contribution during the year: Rs. 13050/-

5.3.4   Meetings/activities organized by Alumni Association:

- The alumni association holds regular meetings to ensure social, educational and professional development of the students. Five meetings were conducted during the year. The association has been actively involved in various activities like distributing warm clothes to needy people. The members of the alumni association have also participated in plantation of trees thereby contributing towards keeping the campus green.
- Every year during the college cultural fest NOGA sponsors a number of activities and prizes.
- The association had also organized a fair to provide a platform to the young entrepreneurs to exhibit and sell their products.
- NOGA is a source of motivation for the present students to touch new heights.
- NOGA seeks to guide the students in securing better employment opportunities.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision and Leadership

6.1.1   Mention two practices of decentralization and participative management during the last year

- The institutional set up is democratic and decentralized system which promotes a culture of participative management at various levels. The principal being head of the institution forms various committees to run the college & hostel.
- There are more than 50 activity committees functioning in the college
- Every committee has one convener and a member from the faculty.
- At least one student representative is kept in each committee.

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

Yes

6.2   Strategy Development and Deployment

6.2.1   Quality improvement strategies adopted by the institution for each of the following:

❖ **Curriculum Development-**

The institution gives ample freedom to students to choose from a variety of core and elective options in undergraduate programs

Course	No. of elective options
B.Sc.	04
B.Sc.	03
B.A.	56
B.Com	03
B.Sc.(H.Sc.)	03

- With the commencement of inter disciplinary programs, student intake has substantially rose.

- Attempts are made to incorporate important topics covered in National and State level competitive and entrance exams like UPSC, MPPSC, NET, Banking etc. among others.
- The college conducts seminars, conference and workshops for faculty and students to ponder over curriculum related issues.

❖ **Teaching and learning**
- Regular feedback from students to improve teaching & learning methods.
- Zero & bridge classes are conducted in the beginning of each semester, before commencement of regular classes, in which interactions are hold with students to get a clue of their academic background, socio, economic, status aims and aspirations and requirement and expectations. In additions to this a mandatory SWOC analysis is performed by each student to understand her own strength and weakness.
- The innovative teaching approaches to improve the learning of the students.
- The faculty made use of
- ICT based modern equipments in smart classroom.
- Satellite communication (SATCOM) to teach students through you tube, who at times fail to attend the classes.
- Field visits excursions and study tours to provide an exposure of real life situations and cultural heritage.
- Alternative methods of teaching like, group discussions debate quiz demonstrations, presentation and team teaching.
- Well equipped library for both faculty & students

❖ **Examination and Evaluation**
- The college conducts examination in yearly pattern for some courses and in semester pattern for others.
- As per directives of Department of Higher Education, MP at undergraduate level yearly examination system has started from 2017-18
- In yearly pattern students are evaluated through four CCEs and one year end examination. Out of the four CCEs two are non-traditional and two of traditional patterns.
- The college ensures the progress of its students through formal and informal modes by continuous comprehensive evaluation
- The formal modes are CCE II (traditional), semester theory examination and Job oriented project work.
- The informal modes include classroom response, group discursion, quiz assignment, surprise test, presentation etc.
- The examination cell conducts the whole process of examination. The cell declares the examination schedule, conducts the examination and declares the result within two to four weeks of completion of examination.
- Transparency is maintained in evaluation process

❖ **Research and Development**

- The institution has organized a National Seminar on Research methodology to enlighten students and faculty about new tech-higher in research methodology.

- Eminent scholars are invited by the departments to deliver lectures in the theme based lecture series
- Number of scholars have been registered for the year 2017-18
- There are 45 teachers registered as Ph.D. supervisors.
- To promote research culture in the college, the institution has a policy to
- Promote proper infrastructure
- Research room laboratories and library facility for faculty and research scholars.
- Develop linkages and collaboration with other institutes.
- Offer free excess to Wi-Fi, internet and digital library.
- The college has taken initiatives in advocating the relative finding of research to the students and community and in transferring the outcome form lab to land.
- A few of the initiatives are
- Cultivation of stevia and conservation of acrous calamul in surrounding rural area.
- Identification and timely intervention of Dyslexia learning Disability among school children.

- ❖ **Library, ICT and physical Infrastructure/Instrumentation.**
- The college has an advisory committee that consists of a convener and three to five senior faculty members with librarian as member secretary which monitors.
- Call for list of textbooks reference books and journals from the department.
- Review of demand placed by the departments in new of the availability of funds.
- Books are purchased as per prevalent stock purchase rules.
- Books are property entered in the accession register, stacked and labeled.
- Library resources are adequately available for all the staff and students.
- Monitoring footfalls and corresponding services by the library
- Stock verification & condemnation.
- The library is open from 10:30 AM to 5:30 PM on all workshop days. Smart cards have been proved for issue and return of books through bar code passwords have been provided to staff and students for free online excess through DELNET trend N-List (….Lib Net) It has longer area for browsing and relaxed reading.
- ICT – Being a government institute, the IT cell of the college follows the IT policy of the department of Information and Technology, govt. of MP.
- The college has 157 computers configuration wise 80 computers are Dual core, 25 Core 2 Duo 10, Intel 5 and 42 others.
- Wi-fi facility one wi-fi is available in a radius of 100 meters around the principal chamber and another around the central library propriety software/open source software-windows 2008, 2007 and 2003 XP MS Office, Window s server 2003 SOUL, Auto CAD, Map Info, core Draw Apach 20.3
- Every department of the college facilitates ist faculty by providing a free access to computer and internet and other required peripherals to prepare teaching learning material.
- Students are also allowed to prepare their representations and projects.
- Infrastructure the college comprises a campus area of 6.68 acres.

❖ **Teaching Plan**
- As per the allocation of syllabus the faculty prepares a unit wise teaching plan for the entire session.
- Teachers comply with the plan, as per the given time-table, and record the curriculum covered each day in their daily diaries.
- All the stockholders have an access to this through website or the college notice board.

❖ **Human Resource Management**
- Faculty positions were filled through guest faculty in self financing courses.
- Human Resource Development was ensured through training cum workshop for teaching and administrative staff.
- Due care was taken to assign the administrative job and responsibilities to commensurate with the caliber of individual.

❖ **Industry Interaction/Collaboration**
- Students were sent to industries, NGOs, commercial organizations and scientific laboratories for job oriented project work and in situ training.
- The college has entered into tie up with companies to provide ample job opportunities.

❖ **Admission of Students**
- Online admission through the portal of MP Higher Education following the reservation

Implementation of e-governance in areas of operations

❖ Planning and Development
- Planning and all correspondace with agencies like world bank, RUSA, NAAC, PIU,PWD, UGC etc. are done online

❖ Administration
- ER Sheet of faculty
- Database of academics & other responsibilities
- Online exchange of information through departmental portal
- Bio-metric attendance
- Online submission of ACR

❖ Finance and Accounts
- Online submission of fee
- Database of salary
- E-payment of salary and other emoluments.
- Online record of income & Expenditure
- E- tendering

- ❖ Students Admission and Support
  - Online Admission and transfer
  - Online application for various Scholarships
  - Bar coded membership cards for all stakeholder
  - Library is automated through S/W soul 2.0
  - Online feedback from students
  - Access to internet

- ❖ Examination
  - Non traditional methods for evaluation
  - Online submission of examination fee
  - Online declaration of result

6.3   Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	FDP on sign language (HEPSN)	-	13.11.2017 – 18..11.2017	35	-
2017-18	FDP on Molecular Biology & Genomics	-	20.02.2018 – 26.02.2018	41	-
2017-18	Workshop on Research Methodology	-	21-03-2017 – 27.03.2017	45	

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
FDP on Entrepreneurship Development	10	15.12.2017 – 28.12.2017
FDP on sign language (HEPSN)	35	13.11.2017 – 18..11.2017
FDP on Molecular Biology & Genomics	12	20.02.2018 – 26.02.2018

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
-		-	

6.3.5   Welfare schemes for Teaching & Non-Teaching staff

<u>Teaching & Non-Teaching Staff</u>:

There are number of welfare schemes available for teaching and non-teaching staff. These include.

- General Provident Fund (GPF)
- Contributory Provident fund (CPF)
- Family Benefit fund (FBF)
- Group Insurance Scheme (GIS)
- Medical Reimbursement
- Free medical checkup & treatment in govt. Hospitals
- Pension/Family Pension
- Death cum Retirements Gratuity
- Housing Loan at a discounted rate of interest
- Festival advance
- Grain Advance
- All types of leaves and vacations including maternity, Paternity, study and duty leave.
- Commutation of pension
- Leave encashment
- Ex-gratia

During the last 4 years, all the staff members (teaching and non-teaching|) have contributed to and availed of the benefits of such schemes.

<u>Students</u>:

Insurance scheme, mobile distribution, free books stationery to SC-ST students, various scholarship – *Gao ki Bati*, *Pratibha kiran*, medhavi students, Post metric scholarship, etc.

6.4   Financial Management and Resource Mobilization

6.4.1   Whether the Institution conducts internal and external financial audits regularly?

Yes, The College has a mechanism for internal and external audit through which the institution conducts financial audits regularly. Internal audit is carried out by the department of higher education, while external audit is done by the office of Accounts General, Madhya Pradesh, once in three years. Last audit took place in April 2017. As informal institutional arrangement, an accounts inspection committee inspects the ledger of accounts regularly. The services of a Chartered Accountant have also been engaged by the college for annual auditing of accounts.

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

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

6.4.3   Total corpus fund generated:

Janbhagidari= 1,59,88,303.00 + ATM Rent = Rs. 60,000.00

6.5   Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Commissioner Higher Education	Yes	Deans of Faculties
Administrative	Yes	UGC Review Team	Yes	IQAC Feedback Process
Financial	Yes	A.G.M.P. Gwalior/Treasury/C.A.	Yes	DDO/ Accountant

6.5.2   Activities and support from the Parent – Teacher Association:

- They are welcome to attend the orientation program
- Tutor guardian scheme
- Feed back

6.5.3   Development programmes for support:

- Government Organises development programmes for support staff time to time

6.5.4   Post Accreditation initiative(s):

- Six monthly Certificate course in '*Tours and Tourism*'
- Strengthening of ICT
- Remedial Classes

6.5.56.5.5

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

6.5.6   Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration	Number of participants
2017-18	National workshop on SPSS training	26.06.2017 – 01.07.2017	One week	35
	Online feedback for the college by students and Offline feedback from other stakeholder	March-April 2018	One day	500 (Students Hostlers) 102 Teachers 110 Parents 50 Alumni
	Online submission of ACR by faculty	May 2018	One month	110
	Regular Meetings of IQAC		One day	17
	Meeting with external members of IQAC	27.03.2017	One day	17
	Three faculty development programmes were organized (i) Entrepreneurship Development (Sponsored by MPCON) (ii) Sign Language (HEPSN) (iii) Molecular Biology and Genomics	15.12.2017 – 28.12.2017 13.11.2017 – 18.11.2017 20.02.2018 - 26.02.2018		

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1   Institutional Values and Social Responsibilities

- Informal discussion sessions have been organized for students to discuss contemporary social issues the activities have been further supplemented with exhibitions and presentations in college which interrogate issues as women movement and sexual identify.

Alumni

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Special lectures seminars and workshops by alumni are arranged on regular basis.
- Memorial lectures scholarships awards, prizes and medals instituted by alumni.
- Three plantations to mark special occasions.
- Solar panels
- Constant efforts to minimize waste generated in the lakes.
- Paperless organization through e-filling system.
- Online feedback from students.
- Cluster activities
- Innovation
- (St Stephens) Best Practice
- E-file system
- Eco friendly policy of the college
- Blood donation camp
- Cloth donation camp
- Medical camp\
- Plan of action
- Online administration
-

Digitization

- Online feedback
- Online submission by faculty
- Bio metric attendance
- Online fee submission launching of
- HIS
- Workshop on SPSS

Library committee

- IT cell of the college looks after the IT related issues in the college it has a administrator for system Network to undertake maintenance of computer peripherals and networks.

- The college engages the services of a carpenter a Gardner electrical and technician on daily wages for repair and maintenance of furniture, garden, electric fittings appliances and equipment.
- There is a sports officer who takes care of outdoor and indoor games Competition
- Chairperson head of the institutions
- Teacher 3 to 8
- Few senior administration officers
- One nominee Each from local society student
- One nominee Each from employer, industrialist/stakeholders
- Coordinator/director of IRAC
- The login id for the online submission for AQAR will be email id used for the IIQA.

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

Title of the programme	Date	Participants	
		Female	Male
1. We care for you	17.11.17	1500	
2. Ek Bharat swatch Bharat special lecture	14.08.18	500	
3. Know your body	01.01.18	80	
4. Inter College Debate	30.01.18	20	

7.1.2   Environmental Consciousness and Sustainability/Alternate Energy initiatives

- Three plantations to mark special occasions.
- Solar panels
- Constant efforts to minimize waste generated in the lakes.
- Paperless organization through e-filling system.

7.1.3   Differently-abled (Divyangjan) friendliness

ITEMS FACILITIES	YES/NO	NO. OF BENEFICIARIES
Physical facilities	Ramp	06
Provision for lift	In future plan	-
Ramp/ Rails	Yes	06
Braille Software/facilities	Procurement of LED T.V.	
Rest Rooms	Yes , renovation of toilet	-
Scribes for examination		
Special skill development for differently-abled students	Yes, English classes for persons with disability one session	06
Any other similar facility	-	

7.1.4   Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of Initiative	Name of Initiative	Issues addressed	Number of participating students and staff
2017-18	-	Extension Activities organized in the nearby slum areas for the benefit of the socio-economically disadvantaged people		Extension Activity	Nutrition, Clothing	20
2017-18	College is at prime location of the city	-	-	-	Commutation for the students is easy & safe	-

7.1.5   Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up
Nil	Nil	Nil

7.1.6   Activities conducted for promotion of universal Values and Ethics

Activity	Date/ Duration	Number of participants
Blood Donation	21.07.17	15
Ek Bharat Shreshtha Bharat(Interaction with North East Nagaland)	03.08.17	25
Run for Freedom	15.08.17	80
Nadi Abhiyan (Esha Foundation)	01.09.17	20
Bachpan Bachao	19.09.17	55
Rally on World Aids Day	01.12.17	25
One Week Faculty Development Programme on Disability Issues with focus on sign language	13 to 18.11.17	35
Anubhuti Gao Chale Hum (Program by SFD	15 to 18.03.17	03
Distribution of Blankets and Woollens by NOGA	14.01.18	04

7.1.7   Initiatives taken by the institution to make the campus eco-friendly:

1. Ozone day celebration on 15/10/17 by poster competition
2. Special lectures on Nuclear hazards and its possible management
3. Special lectures on Environment conservation management and carbon foot print
4. Plantation
5. Polythene free campus

7.2   Best Practices

BEST PRACTICE -1

1. **Title of the Practice - New Approaches in Teaching Learning and Evaluation**

2. **Objectives of the Practice**
    *   Integration of ICT and modern practices in daily classroom teaching.
    *   Alternative teaching methodologies to make the classroom interaction more participative, vivid and simpler to the learners, particularly to the weaker ones.
    *   Exposure of students to a varied variety of learning ways to enable them to construct knowledge on their own.
    *   Holistic development by inculcating inter-personal skills and making the students financially independent.

3. **The Context**
    *   Our institution has an amalgamation of students from different socio-economic backgrounds endowed with different levels of cognitive abilities.
    *   It is difficult to impart knowledge to all in the same manner. Therefore, it was necessary to search alternative methodologies of teaching learning and evaluation.

4. **The Practice**
    *   Using diverse methods of teaching and learning facilitates classroom interaction and makes it more stimulating. It increases acceptance of knowledge and enhances an intrinsic urge for better performance on the part of the student.
    *   The better performance in turn boosts the self-confidence level in the student.
    *   This initiates motivation/quest for higher and higher benchmarks.

5. **Evidence of Success**
    *   Students are much more sincere and regular in classrooms as compared to the past few years.
    *   Inquisitiveness, quest & self-learning habits are development in students.
    *   A consistently high pass percentage has been observed during past few years.
    *   There is a visible change in self- confidence levels of our students with an urge for advanced learning and they have been able to translate their knowledge into grateful deployment.

6. **Problems Encountered and Resources Required**
    *   All modes are not equally applicable for each subject. Therefore, it becomes challenging to make parity between the subject and the teaching learning approaches.
    *   To development intrinsic motivation amongst teacher to get the desired results.
    *   Owing to the time-constraints, at times, it becomes unfeasible to provide additional

aliquot of knowledge in the classroom.
- It is challenging to persuade heterogeneous mindsets & intellectuals, to accept a new method of teaching, learning and evaluation.

7. The resources required are:
- Computer workstations, internet & printers in every department for ICT based teaching.
- A rich library with e-books, teaching aids, like LCD, OHP, Visualizes, and smart classroom are required for applying different methods of teaching- learning.

8. The college has been the forerunner to venture semester system, comprehensive continuous evaluation, non-traditional methods of teaching & learning, and a fine – tuned Tutor Guardian Cell (Mentor's Club) which has been implemented later on in 800+colleges of the state.

BEST PRACTICE -2

1. Title of the Practice - Vocational Experience

2. Objectives of the Practice
- To stimulate young minds to select an area of vocation based on their priorities, strengths and weakness.
- To acquaint the learners with propect5s and avenues related to the subject/program of the study, available in the market.
- To have a know-how of the essential qualifications, desirable skills and knowledge, practical training and experience, if any, of gainful employment in the related area.
- To enable the students to adapt themselves as per the vocational needs or to design an enterprise of their choice.

3. The Context
- Before onset of this scheme, students used to step in the job market as total novice. They seldom held any experience or skill and had to make a fresh start all together after acquiring their degrees.
- They hardly got a chance to prepare job-oriented report or present the same amidst peers, guide and experts.
- The College was not having any ready resources for the student to acclimatize or to obtain exposure, to interact with institutional workers and to get a holistic view of the job in question.

4. The Practice
- Student has to select a job-related project in any one of her opted subjects.
- Every student is allotted a teacher-guide by the concerned Head of the Department.
- The guide holds a discussion with student regarding various job related areas in the particular subject depending on a student's interest and abilities.

- The student has to indicate her choice in ant two vocations one for semester I and another for semester II. Then they compare between the two vocations and finally resort on one vocation after detailed survey.
- The student has to report to the particular Office/Institute and has to work there for at least 50 hours.
- Student has to submit the report before commencement of semester examinations. Then a viva-voce is conducted in which external experts are invited.
- Every student has to earn at least 40% marks as an eligibility to pass in the final examination.
- The College has detailed guidelines for vocational experience.

5. **Evidence of Success**
   - Since the implementation of vocational experience schemes, there has been a tremendous change in the learning attitude of students towards their curriculum, particularly, in their basic subject.
   - They get many opportunities to identify their strength and weakness and get a chance to conquer the challenges and to tap the opportunities.
   - This scheme provides a chance to the students to compare two options, one in first semester and another in second semester. It gives an opportunity to assess and finally decide one as career.
   - It is apparent that vocational experience scheme has helped the students to make up their mind and armour themselves for their prospective careers. This scheme has evaded their doubts and resulted in designing a specific roadmap for a promising career.
   - As a result, there has been a marked escalation in the number of students getting placements or entering into an enterprise.

6. **Problems Encountered and Resources Required:**
   - The students have a wide variety of choices for vocation, which are practically difficult to be catered. Therefore, students are offered exposure in some broadly categorized fields, like teaching, establishing pathology laboratory, banking, advertising, sales & marketing, counseling, insurance etc.
   - Many of the organizations have their own activities and exigencies rendering it difficult to accommodate our students in the predetermined time-slot.
   - The teachers have their own teaching evaluation, research and administrative schedules and it is often difficult to find out time to monitor an individual student to work in distantly located work station.

7. **The required resources are:**
   - To make a tie-up with those laboratories/ institutions which have rich facilities that provide hands-on-training, demonstration and practicum, exposure to routine functioning

7.3 Institutional Distinctiveness

Major Thrust area is ***Support for Students*** in order to empower the students. Following are a few of the many committers working towards the same:

1. **Student's Advisory committee:** The student advisory committee enhances the ability of students to work in an organized manner and helps in inculcating leadership quality amongst the Students. It conducts Student Union elections and cultural activities (both Intra College and Inter colleges), culture literary and sports activities.

2. **Literary committee:** It encourages the involvement of students in decision making process and management related activities.

3. **Literary Committee:** The Literary committee of the college oversees all the literary activities and brings out the best literary talent among the students. For this, it conducts Quizzes, Essay-writing competitions, Debates, Story-writing competitions, etc.

4. **Tutor Guardian Cell:** The tutor guardian cell is one of the primary committees of the college for providing overall (academic, personal, financial) support and mentorship to the students.

5. **Swami Vivekanand Career Guidance Cell:** Swami Vivekanand Career Guidance Cell conducts 21-day skill and personality development programmes for students in order to prepare and groom the students for better job placements**.** Periodic lecture series is also organized by the Cell for inculcating a spirit of patriotism and good citizenry among the students.

6. **Remedial Coaching Cell:** This is the other cell of the college that facilitates the transition of students from college to professional life. The Remedial Coaching Cell *inter alia* conducts classes for students who need special help for better performance in academics.

7. **Higher Education for Persons with Special Needs (HEPSN**): This Cell looks after the needs of special students and empowers them to compete with other students.

8. **Job Oriented Project Work:** 15 days internship/ training is organized for the students of UG VI Semester and PG IV Semester.

9. **Grievance Redressal cell:** As the name suggests, the said Cell looks into the complaints and grievances of the students and attempts to resolve the same in a time bound manner.

10. **Anti ragging committee:** The College is aware of its responsibility of curbing the practice of ragging among students and hence, has enforced an absolute no tolerance policy against ragging in any form so that fresh students can comfortably and freely assimilate in the student community of the College.

11. There are various other Guidance and Counseling Cells in the College where students can approach in case of any personal, psychological or emotional problems**.**

8. **Future Plans of action for next academic year**:

- Infrastructural development by raising funds through RUSA, IDP, *Jan Bhagidari*, UGC and other government schemes.
- Green Campaign – Ensuring greenery on the campus through plantation, implementing polythene free campus policy, environmental audit, solar panel installation, water harvesting, etc.
- Refurnishing of auditorium
- Strengthening of MIS system
- Publication of departmental e-newsletters
- Starting of new degree/ diploma and certificate course
- Conducting workshop for creating of Question Bank
- Review for Extension of Autonomy

Name: Name:

_____   _____
Signature of Coordinator IQAC   Signature of Chairperson IQAC