



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SAROJINI NAIDU GOVT. GIRLS P.G. (AUTO.) COLLEGE
Name of the head of the Institution	Dr. Manjula Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07552552560
Mobile no.	9425019902
Registered Email	hegsngpgcbho@mp.gov.in
Alternate Email	iqac.sngpgcbho@gmail.com
Address	SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE, SHIVAJI NAGAR, BHOPAL
City/Town	BHOPAL
State/UT	Madhya Pradesh

Pincode	462016																														
2. Institutional Status																															
Autonomous Status (Provide date of Conformant of Autonomous Status)	05-Jan-1996																														
Type of Institution	Women																														
Location	Urban																														
Financial Status	state																														
Name of the IQAC co-ordinator/Director	Dr. Kusum Mathur																														
Phone no/Alternate Phone no.	07552552560																														
Mobile no.	9425155330																														
Registered Email	hegsngpgcbho@mp.gov.in																														
Alternate Email	kusummathur90@yahoo.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://snggpg.in/cppage.php?wpid=44																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	http://snggpg.in/cppage.php?wpid=43																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>73</td> <td>2002</td> <td>14-May-2002</td> <td>14-May-2007</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.88</td> <td>2009</td> <td>14-Jun-2009</td> <td>14-Jun-2014</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.09</td> <td>2017</td> <td>27-Mar-2017</td> <td>27-Mar-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	73	2002	14-May-2002	14-May-2007	2	B	2.88	2009	14-Jun-2009	14-Jun-2014	3	A	3.09	2017	27-Mar-2017	27-Mar-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
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1	B	73	2002	14-May-2002	14-May-2007																										
2	B	2.88	2009	14-Jun-2009	14-Jun-2014																										
3	A	3.09	2017	27-Mar-2017	27-Mar-2022																										
6. Date of Establishment of IQAC	01-Jan-2003																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Cleanliness Drive	10-Jul-2018 180	380
Autonomy Review by UGC Peer team	17-Jan-2019 2	6
Soft skill development in IT for Faculty and office Staff	21-Jun-2019 6	70
Faculty Development on Administrative and Managerial Skills	13-Mar-2019 7	100
Student Satisfaction Survey	01-Apr-2019 61	3089
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Rohit Trivedi	Visually challenged	UGC	2017 365	36000
Sarojini Naidu Government Girls. P.G. (Autonomous) College Bhopal	Autonomy	UGC	2018 1826	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

Yes

If yes, mention the amount	88743
Year	2018

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

Student Tracking

Observation & Celebration of important days & dates.

Publication of Newsletters by various departments.

Emphasis on Field visits, Surveys Training.

Remedial Classes. .

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

Plan of Action	Achivements/Outcomes
Police Chowki for Safeguard of Students.	? A female Police Chowki has been constructed
Open Gym	? Installed open gym for students
Remedial Classes	? Remedial Classes have been conducted for academically weaker students, in which students were guided by the faculty members and external experts
Solar panel installation	? Installation work is in progress
Infrastructure Development	? Construction of new Block has been completed which includes - • .Library • Gym • Class Room • Open Theater
Introduction of New Course.	? B.Sc. with Computer Science (Physics, Computer Science, Mathematics, Economics Computer Science Mathematics) has been Introduced.
Question bank Workshop	? All Academic Departments conducted workshop for Question Bank

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

Yes

assess the functioning ?	
Date of Visit	02-May-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>NEHRCMIS 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 201314 to 201819 on the portal. Management Information Systems (MIS) make use of Information Technology to help administrators ensure a smooth and efficient running of the organization. Information collected by these systems is structured so that the administrators can easily evaluate the institution's current performance vis a vis previous outputs. Like most of the other colleges of state our college is governed by the Department of Higher Education. The department has developed a central MIS system through which the information from all the government colleges are collected. The log in and password is provided by the department to each college through which we can also access the portal. The portal of Higher Education has various modules through which the information is collected and the day to day operations are performed. Student Management: Students admission is carried out smoothly by e-governance portal of Department of Higher Education wing e-pravesh link. The registration process is operated by MP online agency and the stakeholders can use it through kiosk of MP online which is established</p>

throughout the state. The admitted students get the information on their registered mobile number. Students submit their fee online through the portal available on MP online authorized by Department of Higher Education. The enrolment generation activities are operational on portal of Barkatullah University while the examination related activities are carried out by the college itself. Feedback from various stakeholder are obtained online and offline as well. The scholarship related activities are conducted through MIS portal of Department of Higher Education. MIS portal Department of Higher Education conducts all activities related to various scholarships. Department of Technical Education takes care of two scholarships Jankalyan and Medhavi Chhatra, for which login id and password is provided by them. Employee Management: The e-governance portal keeps the records of all the faculty and staff members and IFMIS (Integrated Financial Management Information System) portal. The ER (Electronic Record) sheet is available on e-governance portal in which the detail record of individual is available on a single click. The IFMIS portal provide salary slips along with annual statement with the help of login password made available to all the staff members. ACR (Annual Confidential Report) is also submitted through e-governance portal of HED which is presently under updation process. Account Management: The Account Section is working on latest version of Tally and the fee submission and record maintenance of students is done by softwares.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

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

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MA	C020	Psychology	14/07/2018
MA	C008	Hindi Literature	03/07/2018
MA	C006	English Literature	29/06/2018

MSc	C043	Botany	07/07/2018
BSc	C085	Botany-Chemistry-Zoology	07/07/2018
BSc	C067	Biotechnology - Chemistry - Zoology	07/07/2018
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BSc	B. Sc. (Computer Science - Economics - Mathematics)	07/05/2018	B. Sc. (Computer Science - Economics - Mathematics)- C 336	07/05/2018
BSc	B. Sc. (Computer Science - Mathematics - Physics)	07/05/2018	B. Sc. (Computer Science - Mathematics - Physics)- C137	07/05/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	C-137- Computer Science- Mathematics- Physics	07/05/2018
BSc	C-336-Computer Science- Economics-Mathematics	07/05/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Zoology	55

MSc	Zoology (B.Sc. And M.Sc.)	80
MSc	Zoology	14
MA	Geography (M.A. and B.A. Final)	46
MA	Geography	12
MA	History	48
MA	Political Science	50
MSc	Home Science (Food And Nutrition)	12
MSc	Home Science (Food And Nutrition)	12
MSc	Home Science (Food And Nutrition)	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>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. Accordingly feedback was taken in 2017-18 in which a combination of traditional and online method 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 / hostelers 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 -</p> <ul style="list-style-type: none"> • 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 courses should be run. • A bigger and exclusive Girl's common room should be made available. <p>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 session. Accordingly-</p> <ul style="list-style-type: none"> • 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 equipment are proposed to be purchased from grant being provided by funding agencies like RUSA / World Bank.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Biotechnology - Chemistry - Zoology	33	Nil	32
BCom	Advertisement	150	Nil	150
BCom	Computer Application	150	Nil	150
BCom	Economics	338	Nil	338
BA	All subject combination	469	Nil	467
BSc	Home Science	63	Nil	33
BSc	Home Science- Clinical Nutrition and Dietetics	18	Nil	17
BSc	Home Science -Fashion Designing	18	Nil	18
BCA	Computer Application	40	Nil	34
BSc	Biotechnology- Botany - Chemistry	33	Nil	29

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3999	810	4	103	107

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

	Resources)				
107	107	254	16	2	15000315
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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
4809	110	1:44

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	107	2	Nil	104

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr- Alka Parashar	Professor	Adarsh Vidhya Saraswati Rashtriya Puraskar By Global Management Council Ahmadabad
2018	Dr. Manjula Vishwas	Professor	State Award for NSS
2018	Dr. Shobha Shrivastava	Professor	Best citizen of India Gold Medal Award
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	C 028	VI Semester	16/05/2019	13/06/2019
BA	C 028	I Year	15/05/2019	10/06/2021
BA	C 028	II Year	08/05/2019	10/06/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	4809	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 (to provide the weblink)

<http://snggpg.in/cppage.php?wpid=43>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C 004	MA	Drawing and Painting	14	14	100%
C 005	MA	Economics	23	22	95.6%
C 006	MA	English Literature	27	23	84.18%
C 008	MA	Hindi Literature	15	13	86.66%
C 009	MA	History	17	16	94.11%
C030	BCA	Computer Application	43	42	97.67%
C037,C326, C442	BSc	Home Science+ Clinical Nutrition+ Fashion Designing	26	25	96.1%
C032,C198, C190	BCom	All subject combination	499	453	90.08%
C 085,C 062,C 067	BSc	All subject combination	242	190	78.51%
C 028	BA	All subject combination	255	215	84.31%

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2.7 – Student Satisfaction Survey

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

<http://snggpg.in/cppage.php?wpid=43>

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

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

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	0	0	Nil	0
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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	100000	100000
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

1

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
0	0	Nil
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Botany	3
Chemistry	1
Dance	1
Hindi	1
Music	1
Sociology	1
Urdu	1
Philosophy	1
Drawing and Painting	3
Physics	1
Zoology	1
Commerce	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	4	3.74
National	Chemistry	5	7.20
International	Chemistry	1	6.76
National	Economics	2	5.11
International	Economics	1	8.99
National	English	7	3.65
International	English	1	1.33
National	Drawing and Painting	4	2.24
National	Physics	5	0.36
International	Physics	1	3.5

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	6
Sociology	3
Economics	1
Physics	1
Hindi	1
History	1

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
0	Nil	0	Nil
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	194	32	Nil
Presented papers	16	46	Nil	Nil
Resource persons	Nil	6	2	Nil
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
0	0	0	0
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
00	0	0	0	0
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3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Health Chek up Camp (swasth Naari swasth Pradesh)	Red Cross Society M.P. Branch	2	275
Outreach Programme in Sukhi sevaniya	College Unit NSS B.U. Unit NSS	2	53
Community service in sailana District	State unit of NSS	1	2
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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	Number of students Benefited
0	0	0	Nil
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Desiltation of the upper lake	Nagar Nigam Dist Administration	desiltation of Upper Lakes of Bhopal	2	20
Swachhh Bharat Summer Internship	Department of Higher Education, Govt. of Madhya Pradesh	Survey Rally, Nukkad Natak etc. for Hygiene	1	15
International Yoga Day	Govt. of Madhya Pradesh	Group Yoga	4	25
Voter Awareness SWEEP Campaign	State Election Office M.P	Voting Practice on VVPAT Machine	2	150
Awareness Regarding Law Relating to Child Sexual Abuse	Police Training Center Bhouri Raisen	Lecture by Experts	1	31
AIDS Awareness	Department of Higher Education, Govt. of Madhya Pradesh	Orientation for prevention of AIDS Rule of Red Ribbon Club	1	28
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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
00	0	0	0
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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 From	Duration To	Participant
JOPW	Fish Cultivation	Patra Fish Farm	15/12/2018	31/12/2018	5
JOPW	Museum Keeping Taxidermy	Regional Museum of Natural History	15/12/2018	31/12/2018	8
JOPW	Fish Cultivation	Fisheries Federation	15/12/2018	31/12/2018	5
JOPW	Publication Process	Indira Prakashan	15/12/2018	31/12/2018	1
JOPW	Journalism	Navbharat Patrakarita Evam Sanchar Vibhag, Arera Hills, Bhopal	15/12/2018	31/12/2018	2
JOPW	Rock Art	State Museum Bhopal	15/12/2018	31/12/2018	4
JOPW	Life of Gond tribe	Tribal Museum, Bhopal	15/12/2018	31/12/2018	3
JOPW	Office Management Training	BACHPAN National Institute of Women, Child Youth Development, Rohit Nagar, Bhopal	15/12/2018	31/12/2018	2
JOPW	Sign Language	Umang Garve Deep Centre	15/12/2018	31/12/2018	2
JOPW	Dietary Counseling of diseases	Chirayu Hospital, Fatehgarh, Peergate, Bhopal	15/12/2018	31/12/2018	4

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Madhya Pradesh Consultancy Organisation Limited (MPCON), Bhopal	20/08/2018	Research Instrumentation (Botany Department)	25
Jawahar Lal Nehru Cancer Hospital Research Centre Bhopal	20/08/2018	Training in Advanced instrumentation techniques Microbiology	85
Minor Forest Produce Processing And Research Centre (MFP-PARC) , Bhopal	14/09/2018	Medicinal Plant Processing Technique Training (Botany Department)	25
Indian Red Cross Society , M.P. State Branch, Bhopal	01/11/2018	Health Check-up, Training Employment (Economics Department)	280
Grow tip Biotech Research Training Centre, Bhopal	20/08/2018	Training in Tissue Culture Technique	20
Sanwariya Herbal Museli Farm, Misrod, Bhopal	18/03/2019	Vermicomposting to Promote Organic Farming green technology	70

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
582610000	317260000
200000000	200000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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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	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	52370	83059044	Nil	Nil	52370	83059044
Reference Books	3780	750000	Nil	Nil	3780	750000
Journals	58	148795	Nil	Nil	58	148795
Digital Database	12	Nil	Nil	Nil	12	Nil
CD & Video	299	Nil	Nil	Nil	299	Nil
Library Automation	2005	Nil	Nil	Nil	2005	Nil
Others (specify)	2747000	Nil	Nil	Nil	2747000	Nil

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	145	3	2	16	1	1	16	100	0
Added	8	0	0	0	0	0	0	0	0
Total	153	3	2	16	1	1	16	100	0

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

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
0	Nil

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
0	419836	0	795943

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

1 Maintenance Committee • The college has a maintenance committee comprises of 7 to 10 members to cater regular upkeep 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.

2 College Committee • There is a purchase committee in the college which ensures the purchase according to Madhya Pradesh Bhandar Kraya Niyam. • A certain amount from Jan Bhagidari Fund is allotted to the practical departments for maintenance of laboratories and equipments. The college has a provision for regular updation, repairs and maintenance of all equipments from Janbhagidari Funds. Whenever any contingency arrives, funds are made available.

3 Library Committee monitors the following aspects- • Call for list of textbooks, reference books and journals from all departments • Books are purchased as per prevalent stock purchase rules • Monitoring footfalls and corresponding services rendered by the library • Stock verification and condemnation • An e-learning resource centre is in offing. Construction of new library block is under way.

4 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 computers, peripherals networks. • Every department of the college facilities its faculty by providing free access to computer and internet and other required peripherals to prepare Teaching-Learning material. • The Students also allowed to prepared their preparation and projects under the supervision of departmental faculty. • Being a Government institute, the IT cell of the college follows the IT policies of the department of Information and Communication Technology, Government of the Madhya Pradesh.

5 Sports- • There is a sports officer who takes care of outdoor and indoor games. • The college has well equipped gymnasium and sports department with almost all types of sports equipments. • The college has sports field for basketball. • Sport tournaments are held at collegiate , intercollegiate and state level under the supervision of the sports officer. • For outstanding players, the college provides special coaching from Sports Academy. • Sports kit, T.A. and D.A. is provided to the students representing the college.

<http://snggpg.in/cppage.php?wpid=43>

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	Scholarships	1285	10525336
Financial Support from Other Sources			
a) National	Central Sector Scholarship and 2. Prime Minister Scholarship Scheme for CRPF	312	3290000
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial classes	01/01/2019	132	Teachers from the college other Colleges
Soft Skills Personality training (Science)	03/08/2018	107	National Skill Development cooperation (NSDC) Ms. Shuruti saxena
Soft Skills Training - Campus Placement (Arts)	07/08/2018	49	National Skill Development cooperation (NSDC) Mr. Manish
Soft Skills Personality Training (Commerce)	02/08/2018	95	National Skill Development Cooperation Ms. Jagjeev Kaur
Computer Tally Training	26/08/2018	95	National Skill Development cooperation (NSDC) Ms. Anita Roy
Yoga as a Profession	13/08/2018	55	National Skill Development cooperation (NSDC) Ms. Divya Mishra
Sign Language	07/10/2018	30	National Skill Development cooperation (NSDC) Ms. Deepti Patva
Employability Skill Development Training	11/06/2019	30	National Education Foundation (NEF) State University New York (SUNY)
Tours and Travels	10/08/2018	50	National Skill

Development
cooperation (NSDC)
Ms. Jaideep
Mukherjee

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
27	27	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Corporate Sectors	453	140	00	Null	Null
View File					

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
2018	43	Post Graduate	All departments of the college	Local Colleges & Other	M.Phil & Phd
2018	335	Under Graduate	All departments of the college	Local Colleges Other	Post graduate
View File					

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

Items	Number of students selected/ qualifying
NET	6

GATE	2
Any Other	23
View File	

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

Activity	Level	Number of Participants
Badminton	College Level	6
Kho-Kho	College Level	10
Volly Ball	College Level	12
Judo	College Level	6
Wrestling	College Level	4
Chess	College Level	8
Kabaddi	College Level	10
Basket Ball	College Level	15
Table Tennis	College Level	8
Foot Ball	District Level	14
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	National Bronze Medal	National	1	Nil	R178880250206	Nikita Kushwah
2019	Rank of Para - Jumper in Para Sailing, Agra	National	1	Nil	R178880280063	SGt Arpita Mehta
2019	First Prize in NIC , Durg	National	1	Nil	R178880280150	UO Muskan Vishvkarma
2019	First Position in Rock Climbing in RCTC National camp	National	1	Nil	R178880280405	UO Kirti Adiwasi
2019	National Gold Medal (Wushu)	National	1	Nil	R-1217708	Megha Singh
2019	National Gold Medal	National	1	Nil	R-178880250166	Nida Khan

	(Archery)					
2019	National Gold Medal	National	1	Nil	R1688815 20142	Neetu Bardahe
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At present the College does not have any student council as per Department Higher Education, Govt. of M.P. policy. But the College has a student advising committee consisting of one faculty member as convener and 6-7 faculties as members. It also has 4 student members. The committee has been caring out number of programs throughout the year such as celebration of national festivals and important days. Health check up and awareness camps, international Yoga days, Swachchh Bharat Abhiyan etc. Each committee of the college is represented by the students. 02 Students are nominated to form the part of more than 40 committees viz IQAC, UGC, Student union Cultural committee, Literary, Discipline, Canteen, Swami Vivekanand Career counseling and Campus Placement, Tutor-Guardian, Sports, Grievance-redressal, Anti-ragging, Prevention of Sexual Harassment, Campus Maintenance, NSS, NCC, Press-release, Hostel, Annual Function, Yuva Utsav, News letter, Research E-Journal, Janbhagidari, IT Cell, Library, and Garden etc. Thus, students have an active representation on academic and administrative bodies and committees of the college.

- **HOSTEL ADMINISTRATION** Students provide strong support in the administration and management of hostel affairs. The hostel has a mess committee, discipline committee, cultural committee and cleanliness committee in which students are representatives and manage the functioning of the Mess and Hostel campus.
- **CULTURAL COMMITTEE** Students have strong representation in all the cultural events and help in organisation and management including Annual Function and Youth Festival.
- **NSS NCC** Students help in the management and organisation of various level Camps and Social Welfare activities under the banner of NCC NSS.
- **ORGANISATION OF SPECIAL EVENTS** Student volunteers help in the management and celebration of special days of National importance. They also participate in Social Welfare activities like Tree Plantation Drive, Voter Awareness Program, Swachchh Bharat Abhiyan and Shudhd ke Liye Yudhd Rally etc.
- **OTHER EXTENSION ACTIVITIES** Students assist in the preparation of Wall Magazines, Social Services, Publishing of periodic Newsletter.
- **MEMBERSHIP IN AMALGAMATED FUND (AF)** Students are the members in amalgamated fund and attend meetings. They are also members of Sports Purchase Committee, Eco-club and Sarojini Naidu Chemical Society of the college. All such activities promote leadership quality, teamwork, discipline, management-skills, time and resource skills and build confidence among the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes - The institute has registered alumni association as the Nutan Girls Association NOGA It was revived after two decades in 2002 and has been functioning actively NOGA it has about 400 members which elect five office bearers for a tenure of 2 years. The alumni to express their views for the better functioning of the institute. It also helps in fund raising activities for infrastructural development of the institute. In an alumni meet, which was organised under the aegis of World Bank project, MPHEQIP on 6th December, 2018, more than 300 students participated from the whole of Madhya Pradesh especially to mention are the names of Bhakti Sharma a Sarpanch and Meena Kaur. One of the Alumnus Ms. Jagjit Kaur oriented the students with the contemporary opportunities in job market and career and emphasized on the skill development

required for the same. Also during the meet were present 20 alumni professors of this college who are posted in the same Institution. All of them actively participated in the meet. The whole program was hosted by Vivekanand Career guidance Cell and world bank project (MPHEQIP) of the Higher Education Department, Government of Madhya Pradesh. The whole programme was coordinated by Professor, Dr. Manisha Sharma an alumna of the college and Dr. Kiran Sharma under the able guidance of the Principal Dr. Manjula Sharma • The alumni association has regular meetings to ensure social, educational and professional development of the students. Five meetings were conducted during the year. The association has been active in various activities like distributing warm clothes to needy people. (It has also conducted plantation activities to keep the campus green and environment healthy.) • Every year during the college cultural fest NOGA sponsors a number of activities and give Prizes. • They had organized mela to give and outlet to the alumni. • NOGA is a source of motivation of the present students to touch new heights. • It seeks to guide the students in securing better employment opportunities.

5.4.2 – No. of registered Alumni:

425

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

12050

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association has regular meetings to ensure social, educational and professional development of the students. Five meetings were conducted during the year. The association has been active in various activities like distributing warm clothes to needy people. (It has also conducted plantation activities to keep the campus green and environment healthy.) • Every year during the college cultural fest NOGA sponsors a number of activities and give Prizes. • They had organized mela to give and outlet to the alumni. • NOGA is a source of motivation of the present students to touch new heights. • It 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 (maximum 500 words)

PRACTICE -1 Sarojini Naidu Govt. Girls Post Graduate (Autonomous) College, Bhopal is one of the prestigious institute of Madhya Pradesh for quality education for women to have achieved considerable heights in academic excellence and extracurricular activities, thus developing holistic personality. The college has been awarded A Grade in 2017 with 3.09 points by NAAC in cycle III of Re-accreditation. The college has 107 highly qualified permanent faculty, 25 guest faculty, 12 visiting faculty and 01 counselor. The Principal, head of the institution is assisted by the HODs of various departments and the office staff. The institution follows a democratic and participatory mode of Governance. The Principal delegates power to the Heads of the Departments, who in-turn transfer responsibilities to the faculty. The HODs have the responsibility to carry forth academic, co-curricular activities smoothly. The Head of department also has the power to initiate purchase, maintenance, planning and implementation of various activities. Each department shoulders the responsibility of conducting Board of Studies meeting to upgrade the syllabus annually. Heads of the Departments enjoy considerable administrative and academic autonomy in running their disciplinary units. The faculty are made incharge of Department of Library, JOPW and Newsletter etc.

The faculty also works in-unison in setting question papers for CCE exams, panel of Examiners are framed and other miscellaneous work is carried out. To achieve academic excellence, the faculty works in coordination with the Head of the Department, thereby enhancing the academic level of the students. This is primarily done via innumerable activities. Departments organise various programs like lecture series, discussions, writing competitions of book reviews, critical appreciations, extempore and presentation etc. There is a continuous endeavor to attain excellence by integrating new modes of teaching learning. Publications of Research paper, participation in seminars, webinars and online interaction with expert open new horizons of learning. IT based teaching-learning proves to be a boon as it enables easy access to a learning material available online. The departments also organise various projects through which the students work in field, thus achieving excellence. Staff Council, Academic Council, Executive Committee, Janbhagidari Committee, World Bank Committee, RUSA, UGC and Staff Club etc have specific function for achieving institution goals through participative management mode of practice. PRACTICE -2 The institution has more than 70 committees, which are functional in the college, responsible to conduct various co-curricular activities involving student participation. The convener and members of the committee carry forth diversified ventures to bring about a holistic development of students. Each committee has two student representatives, who assist the convener and the team. The convener and the teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering NSS, NCC, Tutor-Guardian Committee, Remedial classes, UGC, Swami Vivekanand Career Guidance, Grievance Redressal Cell, Anti Ragging Committee, Prevention Of Sexual Harassment Cell, Cultural and Literary committees are some among other laudable committees.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Swami Vivekanand career guidance cell in the college made consistent efforts to invite companies and hence provided opportunities to students in getting employment in companies like Amazon , Azim Premji foundation magnum, Times pro. Perfect Leaf. Sagar Group of institution, ICICI, Career point, NEF, Flo career and Oriental Bank. Memorandum of understanding with seven institutions have been signed and some renewed. Almost all the Departments have established linkages with the nearby institution to facilitate internship on the job training to the students. The college also collaborates with training institutes like Jawaharlal Nehru Cancer Hospital Research Center, Fisheries federation, department of sericulture, SAMPADA, Grow tip Biotech Research, CRISP, AMPRI, CIPET, MPCON, IIWM and DMI for scholastic, research and extension

<p>Human Resource Management</p>	<p>activities.</p> <p>As Steve Jobs said You cannot mandate productivity you must provide the tools to let people become their best Human Resource is essential for the smooth functioning of an institution. 107 teachers were entrusted with teaching and non-teaching roles. To further maintain the students to teacher ratio, various guest faculties were appointed. To ensure well-functioning the institute. Various skilled and unskilled workers were employed for class-3 and class-4 position. For maintaining the basic amenities like cleaning and security, the services were outsourced.</p>
<p>Research and Development</p>	<p>Research and Development committee is consistently working to promote Research through organising various activities that help in developing Research acumen among faculty as well as students which is not restricted to organising Research Seminars, Conferences but also pre PhD presentations of PhD students and inviting faculty and students for the PhD viva voce conducted by the research centres of various departments and motivates faculty for carrying out and undertaking Research Projects in their subject areas or cross cutting fields. Sixteen PhDs have been awarded so far under the guidance of faculty members in this academic year out of which 08 are from Arts faculty, 03 from Home Science faculty and 05 from Science subjects. One UGC sponsored Minor research project is being carried out by the History department. Lectures on SPSS and Research Methodology have been organised for faculty members and students. A total number of sixty (60) Research papers have been published by the faculty in various International National level UGC listed and peer reviewed journals. 12 contributory chapters in books and 01 complete book and 03 papers have been published by various faculty members. Library facilities, free excess to Wi-Fi, internet and digital library is provisioned for students, faculty, staff and research scholars fostering unhindered research activities in the institution. Collaborative efforts and to develop linkages with other</p>

Institutions has been a constant endeavour of the Institution all along and benefited students and faculty in many ways.

Teaching and Learning

The college conducts examination in annual pattern for UG courses and semester pattern for PG courses. In annual pattern students are evaluated through four CCEs and one year end final examination. Out of the four CCEs two are non-traditional and two CCEs are in traditional pattern. The college assures the progress of its students through formal and informal modes by Continuous Comprehensive Evaluation (CCE). The formal modes are CCE II (traditional), theory examination and Job Oriented Project Work. The non-traditional or informal modes include classroom response, group discussion and quiz in class, Question-Bank, assignments, surprise tests, presentations, scene enactment, Costume Dramatization, Nukkad Natak etc. The entire examination is conducted by the Examination Cell. It is responsible to declare the examination time-table, it conducts the exam and declares the results within two to four weeks of completion of examination. Complete transparency is maintained in evaluation process. For PG classes setting of question paper and evaluation is done by subject experts from outside the parent university. The ratio of examination is 70 main exam and 30 of CCE. In-house printing of question papers, mark-sheets, preparation of answer copies is done by the Examination Cell. The mark-sheets and answer booklets have QR Code.

Curriculum Development

The Institution gives ample freedom to students to choose from a variety of core an elective in Undergraduate and Postgraduate programs. The syllabi is reviewed by all the departments in their Board of Studies meetings and the given 04 departments viz Botany, Psychology, English Literature and Hindi Literature have rationalized their curriculum and have edit certain topics to align the same with recants prints which are socially relevant .

Almost all the departments have incorporate the topics covered in National and State level c competitive and Entrance exams like UPSC , MPPSC,

NET, Banking etc. among others as recommended by Central Board of Studies. With the growing demand of employability skills, given new courses C-336 B.Sc. (Computer Science Mathematics Economics) and C-137 B.Sc. (Computer Science Mathematics Physics) have been introduced. Under Job Oriented Project Work internship program, students of Undergraduate VI Semester and Postgraduate IV Semester worked with various Government and Private organisation to get hands-on training and practical experience.

Library, ICT and Physical
Infrastructure / Instrumentation

The Library is fully automated under the Integrated Library Management System - ILMS since the year 2005, where Name of the ILMS software is SOUL 2.0 and it is fully automated with version 2.0 Total number of books in the Library are 61455 of which General books are 52380 and that available under Book Bank scheme are 9085 in this academic session. The students from marginalised communities belonging to SC / ST/ OBC categories are provisioned with free text books and stationary and so was in this academic year 2018 -19 also. The Library is fully equipped with state of the art Infrastructure and Learning resources with computers, barcode scanner, LCD projectors and digital copying printers are available for the benefit of students. As far as IT and IT infrastructure is concerned the college is in consonance with IT policy of the Department of Information and Technology and has fully adopted it. Free network facility is accessed by students, faculty and staff that is made available by The Network Resource Centre (NRC) of the college. Besides this each and every department also has free access to wi-fi and it has its own PC/ computer, and other basic IT resources. The existing number of computer labs in the college is 03 and a total number of 153 computers are available in this academic session where 08 were added from last years 145 total number of computers. 16 computers / PCs are available with the Browsing centres, one computer at the computer centre, one at the office and 16 computers are made available at the various departments. A Facility of two Wi-Fi of 4mbps each is available at the Institution for open access by faculty

	staff and students. The Total bandwidth of 100 mbps is available in the whole of the institution in this academic year.
Admission of Students	<p>Online admission is done through the portal of Department of Higher Education, Govt. of Madhya Pradesh (e-pravesh), follows a procedure of online registration, online and offline verification and online fee payments.</p> <p>The students are given choice of subjects on the portal of e-pravesh.</p> <p>The students seeking admission in UG/PG, register themselves online in the portal and later at the given date come for verification to the college (offline verification). The students pay fees both online and offline. The admission process is carried smoothly by the Admission committee which looks forth into the process with full dexterity.</p>
Examination and Evaluation	<ul style="list-style-type: none"> • The enrolment generation activities are operational on portal of Barkatullah University, Bhopal • Preparation of the result through computer programming • Online submission of examination fee • Non traditional methods in conducting CCEs and examination/Power Point Presentation

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

E-governance area	Details
Planning and Development	Planning and all correspondence with agencies like World Bank, RUSA, NAAC, UGC etc. is done online.
Administration	<ul style="list-style-type: none"> • ER (Electronic Record) Sheet of faculty • Database of academics other responsibilities • Online exchange of information through portal of Department of Higher Education, Govt. of M.P. • Online submission of ACR (Annual Confidential Report) • The administrative office of the college assists the Principal in the general administration.
Finance and Accounts	<ul style="list-style-type: none"> • Online submission of fee • Database of salary • e-payment of salary and other emoluments • Online record of income Expenditure • e- tendering • The DDO of the college is delegated the financial powers
Student Admission and Support	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The enrollment generation activities are operational on portal of Barkatullah University, Bhopal • Preparation of the result through computer programming • Online submission of examination fee • Non traditional methods in conducting CCEs and examination/Power Point Presentation

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP on Administrative managerial Skills	Nil	13/03/2019	19/03/2019	100	Nil
2019	FDP on Soft skill Development in IT	Nil	21/06/2019	26/06/2019	60	Nil
2019	Nil	Soft Skill Development in IT Training	21/06/2019	26/06/2019	Nil	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
---------------------------	---------------------------------	-----------	---------	----------

development programme				
Climate Change: Upcoming challenges and Adaptaiton Mechanisms for Sustaomable Environmental Conversation	1	08/10/2018	Nill	1
FDP on Soft skill Development in IT	60	21/06/2019	26/06/2019	6
FDP on Administrative managerial Skills	100	13/03/2019	19/03/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Insurance scheme, • free books stationery to SC-ST students, • various scholarship - ? Gao ki Bati, ? Pratibha kiran, ? medhavi students, ? Post metric scholarship

of such schemes

of such schemes

6.4 – Financial Management and Resource Mobilization

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

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, Government of Madhya Pradesh, while external audit is done by the office of Accountant General, Government of Madhya Pradesh, Gwalior once in every three years. Last audit took place in 2017-18 as informal institutional arrangement, an accounts inspection committee inspects the ledger of accounts regularly. The services of a Chartered Accountant have been hired by the college, who audits the Government Cash Book, P.D. Cash Book, Autonomous Cash Book, UGC Cash Book and Janbhagidari Cash Book. The college level World Bank committee audits the finances and funds received by scrutinizing the vouchers. The internal audit also verifies the fund received and used in RUSA..

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

40263018

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	UGC Review Team Commissioner Higher Education	Yes	Principal
Administrative	Yes	UGC Review Team	Yes	Principal

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

- They are welcome to attend the orientation program
- Interaction with UGC Review Team
- Feed back from Parents

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

- Training Program on Soft skill Development in IT.
- Office Account Trainings in Academy of Administration.
- Health Check up by Red Cross.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

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

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

Yes

b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Faculty Development on "Administrative Managerial Skills"	13/03/2019	13/03/2019	19/03/2019	100
2019	"Soft Skill Development in IT" For Faculty Office Staff	21/06/2019	21/06/2019	26/06/2019	43
2019	Autonomy Review by UGC Peer team for Fourth cycle	17/01/2019	17/01/2019	18/01/2019	3095
2019	Student Satisfaction Survey	01/04/2019	01/04/2019	31/05/2019	3089
2018	Student Tracking	27/12/2018	27/12/2018	15/03/2019	1168
2019	Cleanliness Drive	10/07/2018	10/07/2018	30/06/2019	384

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defense For Girls	07/07/2018	13/07/2018	100	Nil
Swasth Nari Swasth Pradesh	02/01/2019	02/01/2019	600	Nil
Rashtriya Balika Divas "Beti bachao Beti Padhao"	24/01/2019	24/01/2019	150	Nil
Lecture on	11/03/2019	11/03/2019	48	Nil

Protection of
Girls at
workplace

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

About 0.5 percent energy need is met by solar lamps. About 50 percent work of installation of solar panels have been completed rest work is in progress.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	18
Ramp/Rails	Yes	18
Braille Software/facilities	Yes	18
Rest Rooms	Yes	18
Scribes for examination	Yes	18
Special skill development for differently abled students	Yes	18

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	15/12/2018	16	JOPW	Trainings for entrepreneurship Skill Development in nearby Institutions	700
2019	Nil	1	19/03/2019	1	Visit to Anand Dham Vridhashram	To Sensitize the Students Teachers towards their social Responsibility	120
2019	Nil	1	04/03/2019	1	Visit to Rehabi	To understand	15

					litatation Counselin g of India	the dealing with patients of develo pmental disorders	
2018	1	Nil	31/10/2018	1	Visit to old age home "Anand Dham	To create awareness and study about Geriatric care.	47
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
00	Nil	00000

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Bharat Raksha Patra " Ek Rakhi Fauji ke Name"	04/08/2018	04/08/2018	300
2. Young Thinker Conclave	11/08/2018	11/08/2018	190
3. 'Guruvai Namha Program	27/07/2018	27/07/2018	183
4. Interstate Youth Exchange Progrm (Manipur- Nagaland)	19/10/2018	08/11/2018	3
5. "Alpviram" Swayam se Swayam Ki Pehchan	18/01/2019	18/01/2019	50
6. Quiz Program - Colours of Armed Forces	01/03/2019	01/03/2019	200
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Campus cleaning drive
2. Ozone day celebration on 16/10/18 by poster competition
3. Yoga For Students Yoga as Profession
4. Installation of solar panels
5. Plantation

7.2 – Best Practices

7.2.1 – Describe at least two institutional 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.

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 projects 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 any 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

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

<http://snggpg.in/cppage.php?wpid=43>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Major Thrust area is Student Support just to empower the Students we have many committers such as 1. Student's Advisory committee: -The student advisory committee enhances the ability of students to work in an organized manner and inculcate leadership quality amongst the Students. It conducts student union election and cultural activities intra and inters college culture literary and sports activities. 2. Literary committee: It encourages the involvement students in decision making and management. 3. The Literary committee of the college oversees all the literary activities among the students and brings out the best literary talent among the students for this it conducts Quiz essay competitions, debates, story writing etc. 4. The tutor guardian cell is one of the primary committee for overall (academic, personal, financial mentoring and support) supporting the students of the college. 5. Swami Vivekanand career guidance cell : In order to inculcate nationalistic sprit and good citizenry among the students, periodic lectures and organized by the Personality development cell. 6. Remedial Coaching cell: There are two primary in the college to facilitate the transition of students from college to professional life. While the Remedial coaching cell conduct classes for students who need special help. For better performance in academics. To improve an placement prospects of an students swami vivekanand career guidance cell conduct 21 days Skill development career and personality development for students. It prepares grooms the students for better job placements. 7. HEPSN : Special attention is

paid to the difficulty faced students of the college. There is a Higher education for purpose with special needs unit that looks into the special needs and empowerment of save students. 8. Job Oriented Project Work: 15 days internship/training are organized for the students of U.G. VI sem and P.G. IV semester. 9. Grievance Redressal cell 10. Anti ragging committee : The college is aware of its responsibility and has an absolute no tolerance policy regarding student ragging in every form, so that fresh students can comfortably and freely assimilate in the student community of the College. 11. There is a very sensitive Guidance and Counseling Cell in the College where a student can approach in case of any personal, psychological or emotional problems

Provide the weblink of the institution

<http://snqqpg.in/cppage.php?wpid=43>

8.Future Plans of Actions for Next Academic Year

1. Infrastructural development- Looking into the increasing number of students every year the college needs expansion of its existing building. The institution is getting funds through UGC, World Bank, RUSA, Janbhagidari and other Government schemes and plans to construct new indoor sports complex, laboratories and class rooms. 2. Green Campaign- Environmental protection includes program data aimed at reducing risks to the environment from contaminants. Thus we have banned polythene in the campus and will continue to keep the campus polythene free in the future as well. Plantation drive will be another program to keep the campus green. Solar panels will be installed to generate clear energy to meet electricity requirements of the institute. Further, to conserve water level, Water harvesting System will also be put in place. 3. Increase Employability- Emphasis will be laid on skill enhancement program through hands-on trainings, workshops, on job trainings, soft skill trainings, personality development trainings, internships etc to increase employability. 4. Golden Jubilee Celebration- Next year our college is going to celebrate its 50th year of establishment. To commemorate the Golden Jubilee various cultural and academic events will be organised. 5. Faculty Development Program- To promote the professional development of all faculty members and foster a climate for innovation in teaching, learning and research faculty development program will be organised. Training program will also be conducted for the non-teaching staff as well. 6. Lecture Series- To make students aware and self made, a lecture series on banking, Legal rights and moral values is proposed. To sensitize the students towards social responsibilities visits to old age homes and orphanage will be organised. 7. Indoor Sports complex- As the college is producing National level player in sports like boxing, Judo and fencing, it has become need of the hour to provide better facilities to the students. To strengthen the sports activity and enhance the sports facilities indoor sports will be constructed. 8. Strengthening of ICT 9. Emphasis is laid on Quality Research- By strengthening the functioning of college level Research Monitoring Committee, more MoUs with research institution is planned. Students are encouraged for their commitment towards research environment within the campus and faculty members are encouraged to pursue quality research work, more participation in seminars/workshops and conferences.