Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE**
Name of the head of the Institution	**Dr. Pratibha Singh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07552552560**
Mobile no.	**9827226774**
Registered Email	**hegsngpgcbho@mp.gov.in**
Alternate Email	**iqac.snggpgcbho@gmail.com**
Address	**Sarojini Naidu Govt. Girls P.G. (Autonomous) College, Shivaji Nagar, Bhopal- 462016**
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. Shailbala Singh Baghel
Phone no/Alternate Phone no.	07552552560
Mobile no.	9425029994
Registered Email	hegsngpgcbho@mp.gov.in
Alternate Email	iqac.snggpgcbho@gmail.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

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

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	73	2002	15-May-2002	14-May-2007
2	B	2.88	2009	15-Jun-2009	14-Jun-2014
3	A	3.09	2017	28-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
Feedback from all stakeholders	05-Oct-2020 81	5801
Smart Class Management Training	06-Jan-2020 07	76
First Meeting of IQAC	01-Jul-2019 1	9
Second Meeting of IQAC	21-Aug-2019 1	7
Third Meeting of IQAC	20-Dec-2019 1	7
Felicitation of Former Principals	30-Jan-2020 1	400
Lecture on Life Management by Pandit Vijay Shankar Mehta	27-Feb-2020 1	521
National Webinar on NAAC Criterion I curricular aspects	25-Jun-2020 2	501
Plantation Drive (by Government Scheme & Eco Club))	15-Jul-2019 11	384
Cleanliness Drive	02-Jul-2019 240	400
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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
Sarojini Naidu Government Girls. P.G. (Autonomous) College Bhopal	Autonomy	UGC	2019 1826	2000000
Sarojini Naidu Government Girls. P.G. (Autonomous) College Bhopal	RUSA Stage-2 Component-9	RUSA	2017 1826	7500000
Sarojini Naidu Government Girls. P.G. (Autonomous) College Bhopal	World Bank	World Bank	2017 1826	86000000

| Dr. Rohit Trivedi | Financial Assistance to Visually challenged Teachers | UGC | 2019 365 | 36000 |

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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 : | 3 |

| 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 | 70915 |

| Year | 2019 |

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

Grant of Extension of Autonomy for the next five years (201920 to 202324).

Extension activities Field visits and training

Organised faculty development program on Smart Class Management.

Remedial Classes.

Quarterly Publication of Newsletter by college.

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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 |

Golden Jubilee celebrations	Two major events were organised. a. Felicitation of Former Principals b. Lecture on Life Management by Pandit Vijay Shankar Mehta
Lecture-series for students and teachers	Series of lectures were held on health and hygiene and moral values by the department of Home Science.
Installation of Water-harvesting System	Water-harvesting Systems at two sites within the campus were installed.
Solar panel installation	Solar panels have been installed on roof top of two wings of college building
Remedial Classes	Remedial Classes have been conducted for academically weaker students, in which 88 students were guided by the faculty members and external experts.
Skill development and career guidance training	Number of short term trainings on skill development and career guidance were organised. To name a few Communication Skill, Yoga Training, Baking, Clothing Garments Making, Tally Software Training, Cambridge Assessment English Training.
Faculty Development Program m	Faculty Development Program was organised on Smart Class Management.
National webinar on NAAC criterion-I	A national webinar was organised on NAAC criterion- I "Curricular Aspects" on 25th & 26th June' 2020 with participation of 501 scholars.
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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 assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	MIS 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 à vis previous out puts. Most of the colleges of Madhya Pradesh are under the direct control of Department of Higher Education. Our college is also controlled by the Department of Higher Education of Madhya Pradesh Government .Department of Higher Education has developed centrally controlled MIS system through which the information form 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 e pravesh link. The registration process is operated by MP online agency and the stake holders can use it through kiosk of MP online, established 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 enrollment generation activities are operational on portal of Barkatullah University while the examination related activities are carried out by the college itself. Feedbacks in different fields are obtained by the form generated in house utilizing Google form. The scholarship related activities are conducted through MIS portal of Department of Higher Education. Two scholarships, Jankalyan and Medhavi chhatra are controlled by the Department of Technical Education through the admin login and password provided to us. Employee Management: Staff and faculty related information is collected and stored through e governance portal 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 process of updation. 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. Thus utilizing the above mentioned Management Information System, all the records of students and employees are easily available for decision making and day to day operational work. List of modules ? Student admission ? Student attendance ? Enrollment generation ? Fee submission ? Scholarship ? Library management ? ER sheet of employees ? Salary slips ? Leave record ? e CR management

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
BSc	C-062, C-085	Botany	03/08/2019
BSc	C-062, C-067,C-085, C-116, C-122	Chemistry	03/08/2019
BSc	C-116, C-129, C-137	Physics	03/08/2019
BSc	C-067, C-085	Zoology	03/08/2019
BSc	C-122	Clinical Nutrition	03/08/2019
BSc	C-326	Home Science (Clinical Nutrition)	03/08/2019
BA	C-028	History	03/08/2019
MA	C-005 C-006, C-009	Economics, English Literature, History	03/08/2019
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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
Nill	0	Nill	0	Nill
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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
Nill	0	Nill
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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
Nill	0	Nill

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
Cambridge Assessment English Training Course	02/10/2019	77
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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	Botany	19
MSc	Chemistry	10
MCom	Commerce	68
MA	Drawing & Painting	15
MA	Economics	19
MA	English Literature	1
MA	Geography	7
MA	Hindi	13
MA	History	17
MA	music	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes

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

The college has obtained online feedback covering all the aspects directly related to the stakeholders (students, parents, alumni, hostlers, teachers and employers) through Google forms, on varied aspects of curriculum, teaching-learning, evaluation process, college infrastructure, library, canteen, other facilities, administration and management etc. Total feedback obtained: 2,291 from students, 83 from hostellers, 143 from Alumni, 90 from Teachers, 40 from Employers and 3146 responses from parents. After analysis of feedback the responses from students revealed that students are seeking an improvement in washroom facility, canteen, technical training in various courses and trainings in field of self defense. College administration after discussing the matter with concerned committees, renovation of the existing canteen and construction of new washrooms are done along with renovation of existing ones. Under the NSS activity self defense training programme was organised for the students. The responses received from parents also left lot of scope of work for college to reach up to their expectations especially in creating more job oriented programmes for their wards. Feedback obtained from alumni reflects their concern in improvement of infrastructure, ICT facility and placement of students. College has purchased 50 more computers and provided free wi-fi internet facility along with establishing of more smart classes during this academic session. The funds received from RUSA (Rashtriya Uchchatar Shiksha Abhiyan), World Bank and from Chief Minister fund, infrastructure got strengthen resulting in construction of new building for library, Computer lab and indoor Gymnasium. The career guidance cell of college has been asked to organise more and more career fairs and invite various organizations/ industries in college so that students can explore varied job opportunities. College has organised online Industry academia interface so that students had a direct dialogue with CEOs of various industries. The employers response reveals that emphasis is to be given on practical knowledge and suggested the frame work of the syllabus according to the present requirement. Taking their responses in a positive manner college is going to sign more MoUs with various organisation/industries. Syllabus of college is regularly revised by means of conducting Board of Studies every year, in which revision work is taken into consideration by subject experts. Teachers who are not only mentor of students but are also responsible for providing a healthy environment to their students. Outcome of their responses results in need of recording room in music department, increase in ICT facility, conduction of study tours and more industrial training for students. The issues mentioned in responses are materialized by the college administration in the coming session. Study tours will be organised as the funds are available from World Bank however local tours are conducted regularly through Janbhagidari fund of the college. College is also planning to establish a centralised recording room with modern gadgets related to recording.

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
BCA	Computer	46	0	36

	Application				
BSc	Home Science (Clinical Nutrition And Dietetics)	21	0		13
BCom	Advertising	170	0		168
BA	All subject combination	528	0		528
BCom	Economics	378	0		378
BCom	Computer Applicationb	164	0		164
BSc	Home Science	77	0		39
BSc	Home Science (Fashion Designing)	21	0		13
BSc	Biotechnology with Botany And Chemistry	37	0		30
BSc	Biotechnology with Zoology And Chemistry	36	0		36
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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
2019	4435	1051	4	0	111

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	Numberof smart classrooms	E-resources and techniques used
111	111	271	21	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 core Tutor-Guardian committee with 01 convener and 09 members representing all faculties of the college. The committee manages the work for the Guardianship provided by all the teaching staff for every single student of the College. • Students are divided into groups of 30 to 60, making more than 85 groups in all, in the college. • Every group is mentored by a faculty member. • During the year four meetings were held. A timetable is prepared in advance which includes names of tutor –guardian and name of students. Their group room is allotted in a particular time slot for the meeting. •

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. • In the session 2019-20 in the pandemic situation the committee through each Tutor-Guardian played a crucial role in interpersonal communication with the students. It worked successfully as a link between Examination Cell of the college and student in order to conduct Open-Book Examination pattern. • Tutor-Guardian helped in collecting tracking records of Ex-students. Number of students enrolled in the institution 5486 Number of full time teachers 111 and 2 full time guest faculty Mentor: Mentee Ratio 1:49

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5486	113	1:49

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	111	0	2	105

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. Shobha Shrivastava (International Level)	Professor	Best Senior Scientist (21-22/June/2020) Agro Environmental Development Society(AEDS), Uttar Pradesh
2019	Dr. Shashikiran Nayak (International Level)	Professor	Mahila Diwas Samman (8/3/2020) (????? ????? ?????? ???)
2019	Dr. Shashikiran Nayak (National Level)	Professor	Mahila Diwas Samman (8/3/2020) ???????? ???????, ?????, ???? ??????
2019	Dr. Shashikiran Nayak (National Level)	Professor	Mahila Diwas Samman (8/3/2020) ????? ???????, ?????, ???? ??????
2019	Dr. Shashikiran Nayak (International Level)	Professor	Neeraj Sahitya Ratn Samman ????? ????? ??????? ???
2019	Dr. Shashikiran Nayak (National Level)	Professor	Shikshak Diwas Samman (5/9/2020) ????????? ???????? ????? , ?????, ????

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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
BCA	C 030	III year	17/09/2020	11/11/2020
BCA	C 030	II year	Nill	13/10/2020
BCA	C 030	I year	Nill	02/10/2020
BCom	C 032, C 190, C198	III year	17/09/2020	11/11/2020
BCom	C 032, C 190, C198	II year	Nill	27/10/2020
BCom	C 032, C 190, C198	I year	Nill	29/10/2020
BA	C 028	III year	17/09/2020	07/11/2020
BA	C 028	II year	Nill	24/10/2020
BA	C 028	I year	Nill	02/10/2020

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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
0	5486	00

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 005	MA	Economics	23	14	60.86%
C 054	MSc	Physics	9	8	88.88%
C-050	MSc	Mathematics	36	27	75%
C- 044	MSc	Chemistry	11	11	100
C 043	MSc	Botany	16	15	93.75
C030	BCA	Computer	43	42	97.67

		Application			
C-037, C-326, C-442	BSc	Home Science+ Clinical Nutrition+ Fashion Designing	26	24	92.3%
C- 032, C-190, C- 198,	BCom	All subject combination	491	428	87.16%
C 062, C 085, C 067	BSc	All subject combination	241	169	70.12%
C 028	BA	All subject combination	246	204	82.92%

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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
Nill	0	0	Nill	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	0

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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
Industry-Academia Innovative practice	World Bank team of College	07/03/2020
National webinar on NAAC criterion-I	World Bank Project and Department of Higher Education Govt. of M.P. in collaboration with IQAC of College	25/06/2020
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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
Innovation Festival 2019	Neha Dey (Student)	Regional Science Centre, Bhopal	07/09/2019	College category
Innovation Festival 2019	Priyanshi Patel (Student)	Regional Science Centre, Bhopal	07/09/2019	College category
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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	Nill
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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	6
Chemistry	2
Commerce	4
History	3
Home Science	1
Food and Nutrition	2
Music (vocal)	2
Psychology	1
Sociology	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	History	1	6.03
National	Food and Nutrition	2	0
National	Botany	2	0

International	Botany	4	0
National	Chemistry	3	0
International	Chemistry	3	0
National	Commerce	1	5.87
International	English Literature	1	1.33
National	Drawing and Painting	1	6.02
National	Hindi Literature	2	0
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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
Zoology (Dr. H.K. Garg)	1
Zoology (Dr. Ruchira Chaudhary, Editor in chief of Conference proceeding)	1
Mathematics (Dr. Shraddha Dubey)	1
Chemistry (Dr. Usha Nair)	1
Philosophy (Dr. P. K. Khare)	1
Hindi (Dr. Kirti Sharma)	2
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
0	Nill	0	Nill
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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	Nill	0	0	0
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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	Nill	0	0	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	12	55	19	10
Presented papers	6	59	0	0
Resource persons	2	10	5	1

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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)
Department of Food and Nutrition	IGNOU study centre for holding counseling sessions and IGNOU exams in M.Sc. (DFSM)	Indira Gandhi National Open University, Regional Centre, Bhopal	25200
B.Ed. Admission and Counseling Cell	Online Admission and Counseling as Help centre	National Council for Teacher Education, Department of Higher Education, Govt. of M.P.	90500
Online Admission Cell	Online Admission and Counseling	Department of Higher Education, Govt. of M.P.	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
0	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/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Industrial visit to Anant Spinning Mill, Mandideep, Dist. Raisen	Economics Department	8	25
Exhibition on Women Entrepreneurs	Commerce Department	14	150
Poster Competition On Women related Issues	Commerce Department	17	200

Ann Daan- Maha Daan	Commerce Department	15	1500
Industrial visit to Denim Bhaskar Textile Industry, Mandideep, Dist. Raisen	Commerce Department	4	52
Training Banking Sales Management	Commerce Department	4	50
Visit to Prerna Sewa Trust for Donation (Hamidia Hospital, Bhopal)	Commerce Department	6	50
Industrial visit to Ramshree Wafers, Industrial area, Sehore	Chemistry Department	3	38
Intercollegiate curriculum based presentation competition	Chemistry Department	20	45
Summer School Online Training	CSIR-NEIST Jorhat, Assam (Chemistry)	1	0
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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	0
No file uploaded.			

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 activites	Number of students participated in such activites
Swami Vivekanand Career Guidance Cell	Sarojini Naidu Govt. Girls PG (Auto.) College, Bhopal in collaboration with Institute for Excellence in Higher Education, Bhopal Sponsored by Department of Higher	Career Fair	65	350

		Education, Govt. of M.P.			
Free Driving License Camp	RTO , Department of Transport Govt. of Madhya Pradesh Bhopal along with the committee of the college	Making of free Driving License and awareness of Traffic rules for girls students	8	500	
Swami Vivekanand Career Guidance Cell	Chemistry Department	Personality Development Training Program	6	150	
Educational Visit	Chemistry Department	Indian Institute of Science Research (IISER) Bhauri, Bhopal	6	38	
Educational Visit	Botany Department	Vindhya Herbal MFP-PARC, Barkheda Pathani, Bhopal	6	19	
Lecture Series funded by Janbhagidari committee	Botany Department	Lectures on topics related to- 1. Bio-technology 2. Genetic Engineering	6	12	
Donation in Hamidia Hospital, Bhopal	Commerce Department	Visit to Prerna Sewa Trust for Donation	6	50	
Special Lecture funded by UGC	Economics Department	Financial Literacy	5	100	
Lecture Series funded by UGC	Economics Department	Lectures series on topics related to- 1. GST 2. Cyber Security 3. Career in Economics 4. Emotional Intelligence 5. Current situation of Indian Economy 6. How to develop Entrepreneurship skills	5	200	
Educational	Drawing	1. State	3	43	

Visit	Painting Department	Museum, Bhopal 2. Tribal Museum, Bhopal 3. Indira Gandhi National Museum of Man, Bhopal 4. Local Art Galleries,Bhopal		

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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
Honor of Professors and visually challenged students	7	Jan Shikshan Sansthan, Bhopal (NGO)	1
Swachchhta Pakhwada	65	Jan Shikshan Sansthan, Bhopal (NGO)	15
Swachchhta Rally	40	Jan Shikshan Sansthan, Bhopal (NGO)	7

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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	Pharmaceutical Training	Hind Pharma, 11-G, Industrial Area, Govindpura, Bhopal-462022, Tel: 09303969517	01/01/2020	30/01/2020	3
JOPW	Pharmaceutical Training	Nandani Laboratories Pvt. Ltd., 221/5, Bicholi Hapsi, Kanadia Road, Indore, 452001 Tel:	01/01/2020	01/02/2020	1

			73548808800			
JOPW	Instrument ation Training	Pinnacle Biomedical Research Institute (PBRI), Bharat Scout and Guide Campus, New Smart City Road, Shamla Hills, Bhopal 462003 Tel: 0755-2665174	01/01/2020	01/02/2020	3
JOPW	Food Drug Analysis	Food Drugs Administrati on, Idgah Hills, Bhopal, 462001 Tel: 0755-2665385 / 2666058	13/01/2020	30/01/2020	1
JOPW	Pharmaceut ical Training	Lupin Laboratories Limited, Plot No 198-202, Ward Number 11, Hoshangabad Rd, Near Mandideep, Bhopal, 462046	28/12/2019	27/01/2020	1
JOPW	Milk Collection, Processing Marketing	Sanchi Dugdh Sangh, Habib Ganj, near habibganj railway Station, Bhopal -462023 Tel: 0755-2580400	10/01/2020	24/01/2020	1
JOPW	Accounting Taxation Practice	SLR Company C.A. Patidar Associate, M.P. Nagar Bhopal Phone: 0755-4009905	20/12/2019	05/01/2020	7
JOPW	Audit Assistance Work	Mishra Jain Company Charted	20/12/2019	05/01/2020	2

		Accounted, M.P. Nagar, Bhopal Phone: 0755-4044194				
JOPW	Office Management Training	BACHPAN National Institute of Women, Child Youth Development, Rohit Nagar, Bhopal Phone: 0755-2461161	20/12/2019	05/01/2020	2

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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
Upkaran Pharmaceuticals, Industrial Area. Mandideep, Dist. Raisen	10/01/2020	Training Employment (Economics Department)	40
Indira Gandhi National Open university, Regional Services Division, Bhopal	31/12/2019	Program Study Centre (M.Sc. DFSM)	29
Cambridge Assessment English (CAE) university of Cambridge Department of Higher Education of MP	17/07/2019	English Language Project	81
Minor Forest Produce Processing And Research Centre(MFP-PARC) , Bhopa	06/11/2019	Medicinal Plant Processing Technique Training (Botany Department)	18
Madhya Pradesh Consultancy Organisation Limited (MPCON), Bhopal	06/11/2019	Research Instrumentation (Botany Department)	2
Jawahar Lal Nehru Cancer Hospital Research Centre Bhopal	06/11/2019	Research Instrumentation (Botany, Biotechnology and Chemistry	54

	Department)	
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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
17825320	16102325
1500000	694805
16000000	7500000
396000	92689
2000000	575000
7905279	3855828
321315891	321315891

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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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 patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Digital Database	12	0	0	0	12	0
CD & Video	299	0	0	0	299	0
Library Automation	2005	0	0	0	2005	0

Text Books	**52380**	**8310572**	**305**	**172643**	**52685**	**8483215**
Reference Books	**3780**	**75000**	**61**	**63500**	**3841**	**138500**
Journals	**62**	**142488**	**4**	**5030**	**66**	**147518**
Others(s pecify)	**0**	**0**	**0**	**13570**	**0**	**13570**

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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**	**Nill**

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	**153**	**3**	**2**	**16**	**1**	**1**	**16**	**100**	**0**
Added	**1**	**0**	**1**	**10**	**1**	**2**	**3**	**8**	**0**
Total	**154**	**3**	**3**	**26**	**2**	**3**	**19**	**108**	**0**

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

100 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
Music Department	https://youtu.be/0SQ2PwhRkoU
Food And Nutrition Department	[https://www.youtube.com/watch?v=s3XlO79 wZF8](https://www.youtube.com/watch?v=s3XlO79wZF8)

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 incurredon maintenance of physical facilites
694327	**704771**	**11739540**	**11026038**

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)

? The college has a maintenance committee along with RUSA, World Bank, UGC Janbhagidari Committee for Infrastructure and learning resources:- • RUSA to release 1.6 Cr. for Infrastructure (for new construction) and 1 cr. for renovation of canteen, classrooms, Departments and Autonomous Building under component 9 Phase-2 in year 2019-20. • On college level DPR (Detail Project Report (IDP)) under World Bank/ MPHEQIP project Department of Higher Education to give Administrative Section of 8.6 Cr. for New Construction Renovation Work for college and hostel. • College to receive New Sports Complex New Library Block Building from CM fund in year 2019-20. • Maintenance works are regularly done from fund of UGC, Janbhagidari Fund, by Maintenance committee at college level. • Year 2019-20 is very fruitful, college to get lots of fund from various heads to maintain develop its campus for students. • College level committee utilized 80 of fund appropriately. ? There is a purchase committee in the college A certain amount from Janbhagidari 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 of the college looks after the IT related issues in the college. It has an administrative system/network to undertake maintenance of computers peripherals networks. There is a sports officer who takes care of gymnasium, outdoor and indoor games.

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	Scholarship	8	16611
Financial Support from Other Sources			
a) National	Scholarship	2013	16625643
b)International	0	0	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 implemetation	Number of students enrolled	Agencies involved
Personality development scheme	29/07/2019	497	Personality development cell monthly organized 06 capability enhancing programmes with the help of external experts
English Communication and Soft Skills Training	19/09/2019	68	Achal's Academy SITE Group
Health Fitness	19/09/2019	50	Achal's Academy

with Yoga			SITE Group
Microwave Cooking Baking	19/09/2019	32	Achal's Academy SITE Group
Clothing Garments Making	20/11/2019	41	Achal's Academy SITE Group
Tally 9 with GST	20/11/2019	71	Achal's Academy SITE Group
Cambridge Assessment English Training Program	02/10/2019	77	Cambridge Assessment English (CAE) university of Cambridge Department of Higher Education of MP
Remedial Classes	01/10/2019	88	Remedial cell organized classes by various faculty members and external experts
Personality Development	19/09/2019	119	Achal's Academy SITE Group
Banking and Sales Representatives	20/11/2019	47	Achal's Academy SITE Group
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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 passedin the comp. exam	Number of studentsp placed
2019	Personality Development and Campus interviews training Program	0	110	13	30
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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
23	23	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof	Number of	Number of	Nameof	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
Corporate sector	**291**	**29**	**BYJUs**	**0**	**1**

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	**1836**	**Under graduate**	**all department**	**SNGGPG College Bhopal**	**Post graduate**
2019	**14**	**Postgraduate**	**All departments of the college**	**SNGGPG College Bhopal**	**M. Phil & Ph.D.**

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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	**7**
SLET	**3**
GATE	**2**
CAT	**1**
Any Other	**15**

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

Activity	Level	Number of Participants
Fine Art competition (Poster making, Clay moulding, Rangoli and Cartoon making)	**Intra-District Level**	**15**
Singing Instrumental music competition	**Intra-District Level**	**60**
Singing competition	**District Level**	**7**
Women Football competition	**District Level (Organised by College)**	**100**

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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	Gold Medal	National	1	Nill	UGDSB1170392	Megha Singh
2019	First Position	National	1	Nill	R1180049064	Koina Dixit
2019	First Position	National	Nill	1	UGDAB118032	Lakshmi Ahirwar
Nill	Best Cadet	National	Nill	1	UGDAB118032	Lakshmi Ahirwar

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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)

Due to the policy and directives of Department of Higher Education, Govt. of Madhya Pradesh in the session 2019-20, election of the Student Union was not held. So the Student representation was not done under the umbrella of Student Union. The institution has a statutory obligation from World Bank to receive representation from the students in each committee of the college. Two students are nominated to form part of more than 40 committees and clubs of the college. Following committees have student members like- 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,, Sarojini Naidu Chemical Society, Botanical Association, Abdul Kalam Physics Club, Mathematical Club, Zoological Association and Geo Club 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 Old Girls Association NOGA (Registration number S-6229/03 Dated 09/10/2003). NOGA has about 500 members which elect five office bearers for tenure of 2 years. The alumni of the institute express their views for the better functioning of the institute. It also helps in fund raising activities for infrastructural

5.4.2 – No. of registered Alumni:

524

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

21000

5.4.4 – Meetings/activities organized by Alumni Association :

Nutan Old Girls Association (NOGA) is an Alumni association of Sarojini Naidu Govt. Girls PG (Auto.) College, Bhopal. Its serves many valuable roles such as helping to build and grow an institute brand through word-of-mouth marketing. In the session 2019-20, NOGA organised regular meetings in the college. NOGA serves as resources that provide meaningful and mutually beneficial relationship over time. To develop strong Alumni relationship with the institution, a cultural meet of Alumni was hosted in the college campus on 15/09/2019 to celebrate 50 successful years of the college (Golden Jubilee program). In this reunion Alumni from 1970 batch to 2015 batch participated. The Principal addressed the gathering with the list of achievements of the institute and motivated them to enhance their involvement and role for the benefit of the institution. Dr. Madhu Verma an eminent Alumnus was felicitated. During these happy hours NOGA President Dr. Anita Mishra, Secretary Dr. Alka Pradhan, Joint Secretary Mrs. Bharti and Treasurer Dr. Kavita Shrivastava conversed and collaborated with the participants. Alumni volunteered their participation in the Annual Function of the college by enthusiastically setting up stalls in the Fete Matar-gashti 2020. This provided them a platform to unite with the activities of the present students and to setup a trend for entrepreneurship. The fee generated by setting up the stalls was utilised for the benefit of the present students.

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 111 highly qualified regular staff, 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
Teaching and Learning	Methodical feedback is obtained from students to ameliorate teaching learning methods. Students-Orientation Program was conducted from 17/09/2019 to 19/09/2019. Approximately 500 students participated in this program. Zero Bridge classes are conducted in the beginning of each session. Interactive sessions with students enable to get an insight of their academic, social and economic background. Students share their aims and aspirations, SWOT analysis is conducted to understand their strengths and weaknesses. Innovative teaching methodologies are adopted to refine the learning skills of the students. The faculty made use of ICT based modern equipments in smart classroom. Field visits and study tours were conducted by Department of Botany, Chemistry, Geography, History etc. to provide first hand exposure to real life situations and also to acquaint students with Cultural Heritage. More innovative methods of teaching like group discussions, debate, quiz,

	demonstrations, presentation and student team-teaching, enactments of extracts from syllabus, film screening etc. are adopted to make students to get acquainted with the topics. Well equipped library is made available for both faculty students. PG departments have departmental library housing rich collection of reference books. Enabling Unit works to make Higher Education accessible to students with special needs. Specially-abled students are provided with facility to learn Computer, English etc. Audio lectures are made available to vision- impaired students. They also have access to Sugamya Pustkalaya and Book Share. Two wheelchairs were purchased for the students by the Janbhagidari funds in session 2019-20. Remedial Classes are conducted for academically weak students at under graduate level. They get opportunity to attain extra knowledge of subjects through these classes. Faculty of each department is allocated part of syllabus for which all prepare unit wise teaching plan for the entire session. Academic calendar is printed in the daily dairies and followed accordingly. Teachers adhere to the plan, classes are conducted as per the given time-table. Faculty records the classes and portion completed in their daily diaries. Information regarding class, practical or any event is displayed on the notice board. Website of the college is updated timely for the perusal of the stakeholders.
Curriculum Development	Curriculum Development is needed for appropriate selection of syllabus and organisation of learning experiences. It helps in the selection of study to acquire goals and objectives of teaching. With developing age the curriculum needs to be designed and upgraded annually. Revision of the following subjects was done in the session of 2019-20- • 01 B.Sc.(Home Science) Clinical Nutrition/B.Sc. (Clinical Nutrition) • 04 B.Sc. • 01 B.A. • 05 M.A. • 03 M.Sc. (Home Science) Syllabi of different subjects are adopted according to the syllabus proposed by the Central Board Of Studies approved by Department of Higher Education Govt. Of M.P. New topics pertaining to subjects are added

	so as to equip the students with latest knowledge of subjects. Teachers make lessons that include simulation, experiments and other activities to deliver curriculum. The institution is open in adopting education programs which focus on improving student in achieving higher goals. Career based, professional courses are encouraged, which would result in good outcomes. With the commencement of inter disciplinary programs, student intake has substantially arisen. Efforts are made to incorporate important topics covered in various competitive and entrance exams like UPSC, MPPSC, NET, Banking etc. among others. The faculty and students jointly conduct seminars, conference and workshops related to burning issues, to benefit communication skills and attain expert knowledge. This results in networking with others and also helps to boost and motivate students. Department of Political Science organised a seminar on Relevance of Mahatma Gandhis thoughts in Present Scenario (27-28/06/2019). A webinar was also organised by World Bank on Curricular Aspects: NAAC criterion- I (25-26/06/2020) in which 501 scholars participated.
Library, ICT and Physical Infrastructure / Instrumentation	During the session 3023 books (Rs. 373842/-) were purchased for SC students and 1179 students got benefited. 1609 books (Rs. 199,774/-) were purchased for ST students and the number of benefited students are 447. Students belonging to the SC/ST/OBC category are provided with free books and stationary. 305 new books were purchased during the session. Rs. 172643/- was spent from the UGC Autonomy Grant of 3,00,000/-. Four Journals were added in the session. The Library is equipped 27 computers, 01 Barcode Scanner, 02 LCD projectors and 05 Digital copy printer. The IT cell of the college follows the IT policy of the department of Information and Technology, Govt. of MP. The college has NRC (Network Resource Centre) which provides free network facility to the students. Wi-fi facility is available in a radius of 100 feet around the Principal chamber and it extends to the Central library. Every department has free access to computer, internet and

	other required peripherals to prepare teaching learning material. Students have the liberty to visit the library for preparing presentation and projects.
Human Resource Management	Depending upon student-teacher ratio, the departments place their demands for teaching faculty, which is formally fulfilled by advertisements in the local news paper. The applications are scrutinized by Guest faculty recruitment committee and the list of candidates is declared on Merit basis. According to the rules of the Department of Higher Education Govt. of M.P., the eligible candidates are appointed officially. Training and workshops ensure and enable the faculty to focus more on current and contemporary issues related to Higher Education. It also enables them to engage and update themselves with latest techniques. For various non-teaching post (skilled/non-skilled labor) is hired by funding from the Janbhagidari/Autonomous. According to the rules and guidelines of the Department of Higher Education Govt. of M.P.
Admission of Students	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. The students are given choice of subjects on the portal of e-pravesh. 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.
Industry Interaction / Collaboration	The World Bank organised academy industry interface on 7th March 2020 with the objective to enhance the opportunities for employment for the students. Delegates/representatives from Trident group of Industries, Peoples group of Industries and VLCC along with 197 students from the college participated and were benefited by the Academia Industry Interface. The

	Swami Vivekanand Career Guidance Cell in the college makes consistent efforts to relate companies and hence give opportunities to students in getting employment in companies like Amazon, Azeem Premji, Sagar Group of Institutes, ARTECH, Brainberg (Psychologist), Magnum, Upward Health, IFBI (Institute of Finance Banking Insurance) ICICI etc. The Swami Vivekanand Career Guidance Cell also collaborates with institutions and experts who offer trainings in various skill development fields which enhance the students to either be self-employed or begin startups.
Research and Development	Renowned scholars are invited by all the Departments to deliver lectures so as to upgrade the knowledge of students. Dr Amar Nayak, Professor of Political Science delivered lecture on Research Design (Dated 04/03/2020) sponsored by UGC to the students to enhance their knowledge of research. 139 Research scholars have been registered for the year 2019-20 in various subjects. There are 46 teachers registered as Ph.D. supervisors. 16 Departments are registered as Research Centre of Barkatullah University. 25 scholars have been awarded Ph.D. The institution conducts pre-Ph.D. viva of the Research Scholars which is attended by faculty of various streams and future scholars too, in the presence of Research Committee of the college. Infrastructure is being up-graded to enable Research Scholars to conduct their research smoothly. Laboratories, Library facilities are utilized consistently. Free excess to Wi-Fi, internet and digital library is given to Research Scholars. Linkages and collaborations with other institutions are developed to facilitate the Research Scholars. Initiatives are encouraged by the college to advocate relative funding of research to students and community which in turn transfers the outcome from lab to land.
Examination and Evaluation	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.

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

E-governace area	Details
Planning and Development	Planning and all correspondence with agencies like World Bank, RUSA, NAAC, UGC etc. is done online.
Administration	• 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	• 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	• 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	• 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
2019	Dr. Kavita Kakkar Dr. Indira Javed Dr. Rohit Trivedi Dr. Rajkumari Sudhir Dr. Sonal Singhvi Choudhary	Cambridge Assessment English Training	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr. Kusum Mathur Dr. Manisha Sharma	NAAC facilitation Training	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr. Pratibha Singh Dr. Ruchira Choudhary	Making of Action Plan, Governance Bench Marking Activity	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr. Nilima Verma Dr. S. K. Yadav Dr. Manisha Sharma	Induction Program	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr Rita Bamnela	Deeksharambh	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr. Amar Nayak	Accounting Software (Tally) Uniform Chart of Account	RCVP Noronha Academy of Administration and Management, Bhopal	Nill
2019	Dr. Seema Hardikar	Smart Class Training	RCVP Noronha Academy of Administration	Nill

| 2019 | Dr. Indira Javed | Language Lab Training | RCVP Noronha Academy of Administration and Management, Bhopal | Nill |

| and Management, Bhopal | | | | |

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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	Faculty Development Program (FDP) on Smart Class Management	Nill	06/01/2020	11/01/2020	76	Nill

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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 development programme	Number of teachers who attended	From Date	To date	Duration
Cambridge Assessment English Training	4	03/09/2019	06/09/2019	04

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• General Provident Fund (GPF) • Group Insurance Scheme (GIS) • Medical Reimbursement • Free medical checkup treatment in Government specified Private Hospitals •	• General Provident Fund (GPF) • Group Insurance Scheme (GIS) • Medical Reimbursement • Free medical checkup treatment in Government specified Private Hospitals •	• Insurance scheme • Free Books Stationary for SC/ST/OBC Students • Gaon Ki Beti (for students coming from rural areas) • Pratibha Kiran (for students with extra ordinary meritorious

| Pension/Family Pension • Death cum Retirements Gratuity • Festival advance • All types of leaves casual, sick, maternity parenting, study, duty and vacations. • Commutation of pension • Leave encashment • Contributory Provident fund (CPF) • Family Benefit fund (FBF) • Ex-gratia | Pension/Family Pension • Death cum Retirements Gratuity • Festival advance • All types of leaves casual, sick, maternity parenting, study, duty and vacations. • Commutation of pension • Leave encashment • Contributory Provident fund (CPF) • Family Benefit fund (FBF) • Ex-gratia | achievements) • Aawas Yojna (for students staying in rental accommodation) • Nirdhan Chhatra Sahayta Nidhi • Various Scholarships – ? Central Sector ? Scholarship for SC/ST/OBC students ? Medhavi Students ? Post Metric Scholarship for SC/ST/OBC students ? JRF sponsored by UGC ? Disabled Students sponsored by Department of Social Justice |

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 follows the procedure of internal and external audit. Internal Financial audit of World Bank related funds is conducted by the committee constituted at college level . The World bank audits the finances and funds received by scrutinizing the vouchers. The internal audit also verifies the funds received and used in RUSA. Audit of renovation, new construction and purchase of equipment is also done. Internal audit is carried forth by the Chartered Accountant, who audits the Government Cash Books, PD cash book, Autonomous cash book, UGC cash book, Janbhagidari cash book. An accounts inspection committee of the college inspects the ledger of accounts regularly. The external audit done by the office of Accountant General, Govt. of Madhya Pradesh Gwalior.

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
Nill	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

3925500

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	Principal
Administrative	Yes	Commissioner Higher Education	Yes	Principal

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

* **Parents interact during the orientation program (September 2019) • Interaction with UGC Review Team (January 2019) • Feedback 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)

* **Student Tracking • Strengthening of ICT • Smart Classes • Proposal for Language Lab initiated • 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	Golden Jubilee Cele bration:- ? Felicitation of Former Principals	30/01/2020	30/01/2020	30/01/2020	400
2019	Golden Jubilee Cele bration:- ? Lecture on Life Management by Pandit Vijay Shankar Mehta	27/02/2020	27/02/2020	27/02/2020	521
2019	National Webinar on NAAC Criterion I curricular aspects, A Report cum Research Compendium with ISBN Number 978-9 3-5416-713-3 was organized by SNGGPG (Auto.) College, Bhopal	25/06/2020	25/06/2020	26/06/2020	501

2019	Plantation drive	28/10/2019	28/10/2019	02/11/2019	235
2019	Faculty Development on Smart Class Management	06/01/2020	06/01/2020	11/01/2020	76
2019	Feedback from:- 1 Students	05/10/2020	16/10/2020	24/12/2020	2297
2019	Feedback from:- 2 Teachers	05/10/2020	08/12/2020	24/12/2020	92
2019	Feedback from:- 3 Employers	05/10/2020	12/12/2020	24/12/2020	40
2019	Feedback from:- 4 Alumni	05/10/2020	26/10/2020	24/12/2020	143
2019	Feedback from:- 5 Parents	05/10/2020	05/10/2020	24/12/2020	3146
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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
Atmaraksha Training (Self-Defence) by Red Brigade Lucknow	25/08/2019	27/08/2019	4	0
National nutrition week focusing on better health of girls	01/09/2019	07/09/2019	105	0
Poster competition on Social issues related to women	17/01/2020	17/01/2020	100	0
Exhibition on Women Entrepreneurs	17/01/2020	17/01/2020	100	0
Seminar on Personal Health	29/02/2020	29/02/2020	45	0

& Hygiene for college going girls				

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
? ENERGY CONSERVATION Power Purchase Agreement (PPA) for procurement of 60 KW Solar power on long term basis Under R.ESCO Model between M/S Azure Power Rooftop Five Pvt. Ltd. (Power Producer) and Sarojini Naidu Govt. Girls P.G. Autonomous College, Bhopal The CFL/LED and energy rated equipment are used to cut the power consumption. Strict instructions to switch off the electric equipment after use. Glass windows in the classroom facilitate the maximum utilization of natural light. Oath to save water on 22/02/2020 was taken by the members of EBSB (Ek Bharat Shreshth Bharat) Club. ? USE OF RENEWABLE ENERGY A 60 kilowatt solar energy system was set up on the rooftop of the institution through which bill of Rs.1,21,000/- has been reduced to 65,851 per month. Solar power generation unit to fulfill energy requirement of the new building is under process. ? PLANTATION Plantation drive organized by Eco club on 15-18/07/2019 and 10/08/2019 with 149 participants. Plantation in the premises of the institute by faculty and students on 02/08/2019 under "Green Bhopal Cool Bhopal". Mission Plantation in Sanjiwani Van on 29/08/2019 by 07 Swayam Sevak.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	24
Provision for lift	Yes	24
Ramp/Rails	Yes	24
Braille Software/facilities	Yes	24
Rest Rooms	Yes	24
Scribes for examination	Yes	24
Special skill development for differently abled students	Yes	24
Any other similar facility	Yes	24

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
2019	1	Nill	12/02/2020	01	Visit to Indira Gandhi National Museum of Man,	To increase socio-cultural harmony between	30

2019	Nill	1			Bhopal (EBSB Club of Institution)	students of Madhya Pradesh and Manipur	
2019	Nill	1	01/10/2019	01	Nukadd Natak by NSS on the theme "Swachchhta hi Sewa" at CRPF, Bangrasia, Bhopal	Importance of Cleanliness awareness in local community and to achieve the goal to be Cleanest City of India	15
2019	Nill	1	30/12/2019	01	Swachchhta Rally	To aware local people about the importance of Cleanliness	45
2019	2	Nill	03/10/2019	01	Visit to IISER Bhopal (Chemistry Department)	To acquire knowledge about the avenues in the field of Research by visiting an institute of National importance	38
2019	1	Nill	20/09/2019	01	Visit to Vindhaya Herbsl MFP-PARC, Bhopal (Botany Department)	Field visit in which students learnt about the extraction of active chemical compounds from the medicinal plants	41

2019	1	Nill	19/03/2019	01	Visit to Denim Bhaskar Textile Industry, Mandideep, Dist. Raisen, (Commerce Department)	To study the manufacturing process of Denim Fabric	52
					and different methods involved in Processing and Marketing related areas of Economically important plants available in Madhya Pradesh		
2019	1	Nill	09/11/2019	01	Lenience Biotech Lab (Food Nutrition Department)	To study the instrumentation techniques related to the field of micro biology	27
2019	1	Nill	05/02/2019	01	Anganwadi Center-ICDS Govt. of M.P. (Food Nutrition Department)	To create awareness regarding balanced diet among the society, students studied the nutritional status of women and children	15
					[View File]()		

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)

Nil	Nill	00

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to orphanage and old age homes like Anand Dham and Kalyan Sanstha	16/12/2019	31/12/2019	100
"Kaumi Ekta Saptah" was celebrated in which discussion on importance of Unity and Pledge to be united was taken	19/11/2019	24/11/2019	65
Celebration of 130th birth anniversary of our first Prime Minister Pandit Shri Jawahar Lal Nehru at Ravindra Bhawan, Bhopal	14/11/2019	14/11/2019	25
Awareness Rally on HIV AIDS was organized by the Red Ribbon Club under which poster and slogan competitions were organized and Nukkad Natak was presented	25/11/2019	25/11/2019	55
"Shuddh ke liye Yuddh" Rally at GTB complex to protest against Food Adulteration.	15/12/2019	15/12/2019	102
Visit to Prerna Sewa Trust for donation of food	20/12/2019	20/12/2019	50
For the awareness of children rights "Bal Sanrakshan Club" was formed	28/12/2019	28/12/2019	6
Celebration of Gandhi Jayanti - ? Statue of Gandhi ji was unveiled within the campus. ? To commemorate the noble thoughts of Mahatma ji a	02/10/2019	Nil	200

symposium was organized. ? A documentary on Gandhiji's tour to Madhya Pradesh during freedom struggle was presen			
National Breast Feeding Week was celebrated under the theme in which- ? Assessment of BMI of students ? Nutritional counseling for underweight students ? Students prepared recipe booklet for Lactating mothers and Weaning infants	01/08/2019	07/08/2019	105
National Nutrition week (1st Sep 2019 to 7th Sep 2019) was celebrated on the theme "Better child health"- ? Poster /Slogan Competition ? Extempore Debate ? Nutrition Knowledge given by PG students to school students ? Assessment of Hemoglobin of coll	01/09/2019	07/09/2019	105

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

? ECO-CLUB ACTIVITIES • "Nature Nurture for the future "program was organized by Eco-club (July-September 2019-20 under national green core scheme • Plantation in the college premises on 02/08/2019 under "Green Bhopal Cool Bhopal "mission.
? CLEAN CAMPUS DRIVE • Nukkad Natak and Swachhta rally organised under clean Bhopal mission. • Plastic free campus
? WASTE MANAGEMENT • All the waste from the campus college, canteen and hostel is collected and segregated into wet, dry and plastic waste. Biodegradable materials such as Food waste from college hostel and canteen are converted into manure in compost pits which are used as an organic fertilizer for the garden. • e-waste management: cartridge of laser printers is refilled outside the college campus. UPS Batteries are recharged / repaired / exchanged by the suppliers.
? GREEN PRACTICES • Public Transport • Plastic-free campus • Paperless office (to some extent) • Green landscaping with trees and plants
? RAIN WATER HARVESTING Under smart city project Modular rain water recharge

system was set up to use rain water for the plants of institute which is equipped with Rain Water Management System with Channelized Drain Pipe Network, Rain Water Holding Tank, Pumps and Ground Water Recharge Pits.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I 1. TITLE OF THE PRACTICE Enabling unit for empowerment of persons with disabilities (HEPSN) 2. CONTEXT People with disabilities have poorer health, less education and economic participation and higher rate of poverty. The goal of higher education is to ensure that people with disabilities access their right to education and lifelong learning leading to fulfillment of potential, a sense of dignity, self worth and effective participation in a free society. The persons with Disabilities Act 1995 also stipulate that these persons should have access to education at all levels. Girls with disabilities remain more marginalized and face discrimination in education and employment on account of their gender. Education system must foster their sense of dignity and self worth and the development of their personality. In this context, enabling unit was setup in the session 2004-05 under HEPSN scheme of the UGC in the X plan. 3. OBJECTIVES To create barrier free environment in and around college to ensure accessibility of higher education to persons who are specially abled. To facilitate their admission, providing guidance and counseling. To develop instructional material and create awareness about the needs of persons with disabilities and other general issues concerning disabilities. To assist disabled persons to gain meaningful employment in the public and the private sector. 4. THE PRACTICE The following activities were conducted to enable the students: To address the mobility needs of students with locomotor disabilities, the college procured two wheelchairs. Out of the two wheelchairs, one wheelchair is in the custody of the watchman at the entrance gate of the college to provide the student with an easy access upon entering the college. Efforts were made to make instructional material available in audio, e-text and other alternative accessible formats in the recording studio of the enabling unit. Faculty members regularly interacted with different stakeholders to lobby for the entitlements and facilities. 10 newly admitted students started their first year in UG and 05 enrolled for their PG Programs. The unit regularly guides the students and interacts with faculty and college staff to address their special needs. For e.g. Bharti Dongre, B.A. II year was facing difficulties due to her allotted classes being on the first floor. This was looked into in stately and the Timetable was amended to shift their classes to the ground floor. It was ascertained that these students participate in various ongoing training programs and workshops organized by the college. Within the college premises, under the institutional social responsibility a space has been provided without any rental charges to set up a photocopier shop to specially challenged person. 5. OBSTACLES FACED AND STRATEGIES ADOPTED Girls with disabilities remain more marginalized and face discrimination in education and employment because of their gender. Higher education institutions are not fully aware of the special needs of such girl students who are aspiring for higher education and cannot realize their dreams for want of barrier free environment, extra inputs and necessary guidance. Considering the above obstacles the HEPSN unit of the college is striving towards its goals. 6. IMPACT OF THE PRACTICE The enabling unit acted as a one stop for students where all the special needs of these students like availability of instructional material in accessible format i.e. audio and e-text, regular encouragement, guidance and counseling, regular interaction with college staff and faculty for addressing their day to day problems greatly helped in increasing the confidence level of the students and saw an improvement in their overall performance Furthermore, the highlight of the year was three visually challenged ex-students of the college got selected into

various positions in public sector undertakings and banks, namely, Ekta Gaur placed in Ramagundam Fertilizers and Chemicals Limited, Rutika Kalra placed in IDBI and Laxmi Goswami in State Bank of India. Involvement of students as volunteers and participation of students with disabilities in co- curricular activities greatly helped in creating an inclusive environment in college. 7. RESOURCES REQUIRED a) HARDWARE REQUIRED Four standard desktop computers equipped with speakers and headphones. LAN networking and internet connection for the computer Magnification Scanning Device with interface to PC Monitor Multifunctional Laser Printer Standard Flat Bed Scanner Daisy audio players other assistive devices b) SOFTWARE REQUIRED Screen reading and magnification software for the visually challenged persons with Indian Accent Voice in bilingual edition i.e. English and Hindi OCR Scanning Software BEST PRACTICE II 1. TITLE OF THE PRACTICE TUTOR GUARDIAN SCHEME 2. CONTEXT Tutor- Guardian scheme is very advantageous to monitor overall progress of students because it makes possible to have one to one interaction with students. Students are divided into batches and a professor is assigned for each batch to play the role of Tutor- Guardian (TG) who works as a friend, philosopher and guide for these students. TG keeps the track of every student's activity and record of attendance, result, internal assessment, and other information in specially designed booklet. TG encourages students to participate in co-curricular and extra-curricular activities and gives feedback to parents/ guardians. They also council the students to solve difficulties encountered not only related to college but in their personal lives too. In this way teacher acts as a buffer for students and help them to get acclimatized to the college environment. 3. OBJECTIVES To establish a link between students, college parents. To monitor overall progress of students during their graduation and post graduation. To provide guidance to the students to increase their participation and interest in different activities conducted by the Institute, thus contributing in their all round development. Identifying weak areas in their personality and working for their holistic development. 4. THE PRACTICE The first major event was an induction programme for all the newly admitted students of the college in which they were introduced about the tutor-guardian scheme and the academic and infrastructural facilities available to them. Along with the Principal, Controller Exam cell, Heads of all Departments and Conveners of all Committees address and interact with the students. Examination form distribution and submission is through their respective Tutor guardians. Students Tracking Task was successfully completed by tutor guardian of the pass out students from the college in year 2018-19. "Tutor Guardian Summit" was organized in the college inviting parents. In this programme parents had face to face communication with the Principal and the Deans of the four faculties. Samwad-Setu" is a periodical booklet of the college, which conveys various college activities and available facilities. The students are made aware with the contents of this booklet during the tutor- guardian meetings. 5. OBSTACLES FACED AND STRATEGIES ADOPTED Every year, the strength of students is increasing as compared to the number of teaching staff and so the ratio of students per Tutor guardian. Thus making it difficult for a teacher to manage a huge group. Most of the students come from very humble socio-economic backgrounds, therefore the attendance of parents is not up to the satisfaction. The students are also very hesitant to open up and share their problems with the tutor-guardians. Many of them do not even have cell phone facility and they invariably change their contact number, so it makes difficult for the tutor-guardians to disseminate the information. To overcome above obstacles the guest faculty of the college are also involved in the Tutor-Guardian Scheme. Parents are encouraged time and again to attend the meetings through their wards. The tutor-guardians counsel the students and create an atmosphere to build their confidence. The IQAC Cell in collaboration with the IT cell of the college is regularly updating their website and making it more useful for all the stakeholders. 6. IMPACT OF THE PRACTICE All the tutor-guardians played a crucial role in interpersonal communication with the

students. The tutor-guardians played an important role in motivating the students and kept their spirits high during the crucial and difficult days of global pandemic. It worked successfully being a link between the college examination cell, students and parents. All the examination related work eg. Enrollment, exam form distribution submission, admit card distribution and notifications of scholarship etc. all these tasks were smoothly done by tutor-guardians. Tracking record of the ex-students was successfully collected. Parents appreciated "Tutor Guardian Summit" the most as they found it a convenient platform to discuss about the problems of their wards with the Principal as well as faculty Deans. 7. RESOURCES REQUIRED More supporting staff, computers and software is to be developed to digitize for smooth working of the scheme . 8. ABOUT THE INSTITUTION I. Name of the Institution: Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal (M.P.) II. Year of Accreditation: 2017 III. Address: Sarojini Naidu Govt. Girls P.G. (Autonomous) College, Shivaji Nagar, Bhopal- 16 IV. Grade awarded by NAAC: A V. E-Mail: institutional IQAC mail address hegsngpgcbho@mp.gov.in iqac.snggpgcbho@gmail.com VI. Contact person for further details: Dr. Shailbala Singh Baghel (Coordinator) Mobile no. 9425029994 e-mail shailbaghel.59@gmail.com VII. Website: www.snggpg.in

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

The college was founded in the year 1970, got autonomous status (1995-96) with the Potential for Excellence, accreditated as Grade-A by NAAC. Since its inception, the college has adopted an integrated and comprehensive approach to learning to achieve academic excellence. Cultural Diversity and inclusiveness are the main features of students of the college (total 5486 students presently enrolled) as they differ in socio-economic background. It increases cultural understanding, stronger critical thinking skills and enhance creativity. The College contributes towards women empowerment by organizing various activities and making them self-reliant. "Education world"- the Delhi based centre for forecasting and research (on the basis of list approved by UGC autonomous colleges) Sarojini Naidu Govt. Girls P.G. (Autonomous) College, Bhopal, ranked second at National level. Recognizing its privileged position as a premier institute of higher learning in M.P., the college makes consistent efforts in fulfilling its social responsibility toward all sections of society. The Performance of the institution in one area distinctive to its vision: As one of the few institutions in the city that centers on the idea of promoting girls education, it provided equal opportunities for quality education to girls from all sects of society, including students from rural background as well as those belonging to backward class of society. Groomed overall personality of girls by providing various facilities to them for holistic development. A strong infrastructure was developed that facilitated ease of learning for students in all fields. The Performance of the institution in one area distinctive to its priority: Maximum students participation got ensured in academic and co-curricular activities by the continuous efforts of college administration. The college organised several career guidance lectures and short term training programmes that assist students in their career prospects and helped in making student self-reliant. The Performance of the institution in one area distinctive to its thrust: College main thrust is to admit more and more students and provided quality education to them. The statistical analysis reveals that the number of enrolled students increased and the number of passed

out students also got increased in comparison to previous year, utilize the academic and friendly environment provided to them. Solar panels and water harvesting system also got installed which helps in making the college campus econ eco-friendly. Distinctive highlight feature of the College is the installation of HEPSN (Higher Education for People with Special Needs): In the light of time, the institution has recognized and addressed the needs of educating students with special needs. An HEPSN unit was established in the session 2004-05 under HEPSN scheme of the UGC in the X plan with an aim to facilitate teaching to these students. The unit is equipped with necessary equipments to provide computer training to these students. The unit is also endowed with a recording room where teachers and student volunteers record audio lectures, which are made available to visually impaired students.

Provide the weblink of the institution
http://snggpg.in/cppage.php?wpid=43

8.Future Plans of Actions for Next Academic Year

• Introduction of new value added/add-on/ Certificate courses • Annual Academic and Administrative Audit, Green Audit, Energy Audit and Fire Audit to be carried out • Development of Nav-Grah Vatika Medicinal park (Department of Botany)- • Establishment of Art Gallery and Museum (Department of History, Geography Drawing Painting) and display counter (Department of Textile Clothing) • Establishment of State-of-the-art language lab (Department of Hindi Literature English Literature)- Language lab is an exclusive set-up which enables students to enhance language skills, communication skills and to practice soft skills. It allows students to practice language with much wider variety of activities and exercises. Learning occurs in a structured and real context in visually attractive way. It immerses the students in the language learning environment and promotes language use, tailored to the individual need of the student. • Earn while you learn- Establishment of tiny sale counters within the premises to encourage entrepreneurship • Strengthening of library sports facilities (Indoor sports complex, Gym Kho-Kho ground). • Strengthening of Placement cell • Establishment of Legal Aid Cell (in collaboration with Sociology Department)- To enlighten our students on the laws relating to women and provide a platform for empowerment of socially and economically backward groups. Also with a view to introduce students to socio-economic impediments to access to justice. • Seminar/Webinar on Intellectual Property Rights. • Seed money to teachers for Research work • Generation of funds for Research work from various organisations • More new research projects from government agencies • Organising new industry academia • More research publications in the journals notified on UGC website • Increase in IT infrastructure • Registration of college in local chapter of NPTEL • Generation of more funds and implementation of suggestions of NOGA • Organising more programs for students which can help them in making self reliant • More MoUs with various organisations/institutes • To establish centralized recording room • To get constructed new auditorium with seating capacity of 2000 • To establish centralized laboratory • To have dynamic website of college • To strengthen the existing infrastructure • Installation of another solar panel systems on roof top