



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE, BHOPAL
• Name of the Head of the institution	Dr. Pratibha Singh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	07552552560
• Alternate phone No.	07552552567
• Mobile No. (Principal)	9827226774
• Registered e-mail ID (Principal)	hegsngpgcbho@mp.gov.in
• Address	SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE, SHIVAJI NAGAR, BHOPAL- 462016
• City/Town	Bhopal
• State/UT	Madhya Pradesh
• Pin Code	462016
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	05/01/1996
• Type of Institution	Women

• Location	Urban																								
• Financial Status	UGC 2f and 12(B)																								
• Name of the IQAC Co-ordinator/Director	Dr. Shailbala Singh Baghel																								
• Phone No.	07552552560																								
• Mobile No:	9425029994																								
• IQAC e-mail ID	iqac.snggpgcbho@gmail.com																								
3.Website address (Web link of the AQAR (Previous Academic Year)	http://snggpg.in/cppage.php?wpid=44																								
4.Was the Academic Calendar prepared for that year?	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	http://snggpg.in/cppage.php?wpid=43																								
5.Accreditation Details																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>73 (I score)</td> <td>2002</td> <td>15/05/2002</td> <td>14/05/2007</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.88</td> <td>2009</td> <td>15/06/2009</td> <td>14/06/2014</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.09</td> <td>2017</td> <td>28/03/2017</td> <td>27/03/2022</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	73 (I score)	2002	15/05/2002	14/05/2007	Cycle 2	B	2.88	2009	15/06/2009	14/06/2014	Cycle 3	A	3.09	2017	28/03/2017	27/03/2022
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6.Date of Establishment of IQAC	01/01/2003																								
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?																									

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal	UGC (Autonomy Grant)	UGC	08/07/2020	20,00,000
Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal	RUSA phase-2 Component-9	MHRD Policy (MPIGC-Gen)	25/09/2018	2,00,00,000
Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal	MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Project)	World Bank Project and Dept. of Higher Education	31/03/2018	8,60,82,088 (for renovation and new construction) 2,35,000/- (for academic excellence) = 8,63,17,088

8. Provide details regarding the composition of the IQAC:

<ul style="list-style-type: none"> Upload the latest notification regarding the composition of the IQAC by the HEI 	View File	
9.No. of IQAC meetings held during the year	13	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Did IQAC receive funding from any funding agency to support its activities during the year?	Yes
<ul style="list-style-type: none"> If yes, mention the amount 	95,595/-
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Annual Academic and Administrative Audit, Green Audit and Energy Audit were carried out as per the plan of action.	
2. Earn while you learn- An exhibition of handmade articles was organised on 28- 29 October 2021 by present and old students of the college. Total 35 sales counters were set and 46,970/- Rs were generated as income by these students.	
3. To facilitate students about legal awareness, Legal Aid Clinic was established and inaugurated on 29 June 2021 by the Hon'ble Justice Mrs. Nandita Dubey, High Court Judge, Madhya Pradesh High Court, Jabalpur. M. P. Various activities are continuously going on.	
4. 19 MoU's were signed with various organisation.	
5. In the field of infrastructural augmentation as per the suggestions of IQAC a new auditorium, with seating capacity of 2000 was constructed and inaugurated on 14 September 2021	
12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:	
Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> Annual Academic and Administrative Audit, Green Audit, Energy Audit and Fire Audit to be carried out 	Audits have been done
<ul style="list-style-type: none"> Establishment of Art Gallery and Museum (Department of History, Political Science, Drawing & Painting) and display counter (Department of Textile & Clothing) 	For the establishment of Art Gallery and Museum, the hall has been allotted and display boards/shelves are under construction
<ul style="list-style-type: none"> More new research projects 	A project with the funding of 2

from government agencies	lakhs have been sanctioned to the college by MP Biodiversity Board, Govt. of M.P.
• Organisation of Industry Academia Meet	Industry Academia Meet was held on 06 January 2021
• Establishment of Incubation Centre within the college	Incubation Centre on 'Fashion Designing' has been started within the college.
• More research publications in the journals notified on UGC website	25 Research Papers were published during the session
• Increase in IT infrastructure	05 Laptop 55 computers and multifunctional printers, a set-up of virtual class with interactive panel PTZ web camera, mike with microphone and 03 all in one computers were purchased during the session for strengthen the IT infrastructure.
• Registration of college in local chapter of NPTEL	Registered for the session 2020-21
• More MoU's with various organisations/ institutes	19 MoU's were signed with various organisation.
• To establish centralized recording room	Centralized recording room in collaboration of M.P. Government is established with the facilities for recording e-content, broadcasting and online live teaching etc.
13. Was the AQAR placed before the statutory body?	No
• Name of the statutory body	
Name of the statutory body	Date of meeting(s)
Nil	Nil

14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
30/09/2019	30/09/2019
Extended Profile	
1. Programme	
1.1 Number of programmes offered during the year:	45
2. Student	
2.1 Total number of students during the year:	6048
2.2 Number of outgoing / final year students during the year:	1934
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	6061
3. Academic	
3.1 Number of courses in all programmes during the year:	63
3.2 Number of full-time teachers during the year:	135
3.3 Number of sanctioned posts for the year:	110
4. Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1768
4.2 Total number of Classrooms and Seminar halls	06 seminar halls and 59 classrooms
4.3 Total number of computers on campus for academic purposes	206
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	57309992

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college offers number of programmes with well structured curricula at graduate and post-graduate level, which are holistic in its approach and cater to the local, regional, national as well as global developmental need

- To increase the global competency students are taught English language mandatorily at under graduate level which enhanced their communication skills. Computer literacy has been made a part of teaching learning and evaluation. Computer science and IT departments offer advance training to students on Bio-informatics, Cyber security, Artificial intelligence etc.
- Social Science programmes offer a comprehensive understanding of global socio-economic and ecological issues at various spatial levels comprising concerns such as climate change, environmental sustainability, starvation & Malnutrition, conflict and security, Urbanization, human rights and ethics, global commodity flow, liberalization etc.
- The institutional collaboration with international, national and state level organizations like Red Cross, IGNOU, CEDMAP, CRISP, EPCO etc. imparts on-the-job training, practical work experience, make learning skill based and competent to develop students as productive human resources according to the global standards.
- Bachelor and Master's degree in Library Science and information provides a skilled and well trained workforce for libraries.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	http://snggpg.in/cppage.php?wpid=177

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

13

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

34

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

00

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The syllabi of all the subjects offered at Under Graduate and Post Graduate level embrace all cross cutting issues relevant to professional ethics, gender, human values, environment sustainability. Ethics and Human values are considered essential for a happy and contented life. The religious and Philosophical system has a prominent ethical component. Students visit old age home, special school orphanages and offered their services. Number of courses in Science and Social Science faculty makes the student aware about environment related issues through their course content. Botany, Zoology, and Geography offer complete papers of environmental studies and sustainability in which the students learn about the capacity to improve the quality of human life while living within the carrying capacity of the earths supporting systems. Theories and factors affecting moral development and ethical guidelines are part of Psychology Syllabus. Courses in History, Economics, Sociology, Political Science, Psychology offer gender related issues like economic development and gender equality, women empowerment, role of woman in Indian National Movement, Women status-property rights, reforms legislation, Political participation, tradition and modernity, women and child labor which will empower the students for their future.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during

the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

198

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

711

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni **A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	http://snggpg.in/cppage.php?wpid=199
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://snggpg.in/cppage.php?wpid=199
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2707

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

1242

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

IDENTIFICATION OF SLOW AND ADVANCED LEARNERS

Identification of slow and advanced learners

Institute assesses students learning levels regularly by identifying their scholastic performance and scores attained in results. Besides, personality traits and case studies are taken into consideration.

Steps taken by teachers for Slow Learners

Extra classes, guest lectures, remedial classes, mock test and repetitive practices are regularly conducted for academic upliftment. Hand outs, study material, Question Banks, Sample answers, Homework assignments are distributed to students regularly. Translation and alterations in presentations are made for complete understanding of topics. Alternative modes using pictures, films, illustrations, and group discussions are done to develop an easy and better understanding of the subject. Consistent counseling and motivation helps them to recall and cultivate writing and learning skills in more systematized and organized manner.

Steps taken by teachers for Advanced learners

Advanced learners are enriched by reading materials and are motivated by teachers and counselors for their exemplary performances in Competitive exams (NET, SLET, Ph.D. Entrance GRE, TOEFL) and regular academics. Healthy platform and enriched opportunities are provided by faculties to sharpen their imagination, creativity and innovative skills. NPTEL Sessions, YouTube lectures, DELNET, INFLIBNET are recommended to both types of learners for better performances.

https://youtu.be/7u2MkbsE_dw

<https://youtu.be/kVazvG7aI90>

<https://youtu.be/TyWsZphJWjA>

<https://youtu.be/eC3Nf3-pPsc>

<https://youtu.be/Oq5HKX1vicM>

<https://youtu.be/rE6fDltUZdM>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cppage.php?wpid=194

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
20/12/2021	6048	135

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

EXPERIENTIAL LEARNING: It is an engaged learning process whereby students "learn by doing" and by reflecting on their learning experiences. Experiential learning activities includes, Hands-on laboratory Experiments, Practicals , Field exercises, Post Graduate research Projects and Studio performances.

PARTICIPATORY LEARNING: it includes a range of activities with a common thread, enabling stakeholders to play an active and influential part in decision making which leaves profound impact on their simple lives.

Departments organizes various participatory learning activities like Group Discussions, Quiz, Assignments (theoretical and practical) Trainings, Presentations, Brainstorming exercises, Case studies, Community surveys, Consultation with specialists and TPS (Think -Pair -Share) activities for the involvement and active participation of all students for their holistic development.

PROBLEM-BASED LEARNING (PBL)

Problem-Based Learning: It promotes the development of critical thinking skills, problem-solving abilities and communication skills. It also provides opportunities for working in groups, finding and evaluating research materials and cultivating life-long learning process.

Departments uses this methodology by conducting various activities like Case studies, Role-plays, Experiments, Exhibitions, Organizing events, Mock rehearsals ,Cracking Real World Problems and by assigning differential tasks to students.

File Description	Documents
Upload any additional information	View File
Link for additional Information	http://snggpg.in/cppage.php?wpid=194

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The ICT devices are the latest tools, concepts and techniques used in student-to-student and teacher to student interaction. Below is a list of ICT enabled tools used for teaching and learning.

- **Mobiles and Smart class Devices:** During the entire session of 2020 - 2021 College teachers and learners relied absolutely on the online classes, WhatsApp group communication, E-mails and Google meet.
- SWAYAM MOOC, e-PG Pathshala, e-Gyankosh are advised to students for various topics.
- You tube tutorials and Online lectures are shared among students with suitable links.
- Subject related software are promoted for betterment.
- DELNET, INFLIBNET: Access of e-resources is made available to students.
- virtual classes organized by edusat are advised.
- e-books are promoted for better learning.

General ICT tools used by the faculties of the department for teaching and learning are:

- Desktop and laptops
- Projector
- Printer
- Photocopier
- Pen Drive
- IPods
- I pads
- Scanners
- Microphones
- Interactive smart board
- DVDs and CDs
- Flash discs
- Digital video
- Slide shows Internet
- Smart Phones
- Use of online teaching platforms.

Thus, ICT tools contributes immensely for effective and indepth learning of students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://snggpg.in/cppage.php?wpid=176
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

125

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- **Academic CALENDAR:** Every year an academic calendar is prepared as per the directives issued by the Department of Higher Education. The academic calendar of the college includes information related to-
 - Commencement of academic session
 - Schedule of Zero/ SWOT analysis classes
 - Academic schedule and schedule of CCE
 - Schedule of Practical and JOPW exams
 - Preparation leave
 - Schedule of Semester / Annual and ATKT exams
 - Semester break
 - Schedule of declaration of results
 - Schedule of student union formation
 - Sports activities /youth festival / other activities
 - Vacations
 - Annual functions / prize distribution/ publication of annual college magazine

- **Teaching plan:** - Four types of Time tables are in practice which includes
 - Time Table of College including all faculties
 - Department wise Time table
 - Individual teacher wise time table
 - Room wise time table

- **Monthly planner** is prepared by teachers for each class / subject / and daily teaching dairy is maintained which is

signed by HODs and Dean of the faculty every month. Daily diaries are randomly checked by the head of the institution.

- The college strictly adheres to the academic calendar and carry out its activities accordingly.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

110

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

113

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1271

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

02

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Due to *Global pandemic of CORONA* various online modes for conduction of examination were carried out. Facility of submission of Online Examination forms were provided to students on college Website. Open book exam was conducted for all the under graduate and post graduate students as per the orders released by the Department of Higher Education.

- *Processes Integrating IT:* Question papers were uploaded on college website (also made available to the students through Whatsapp group by the Tutor guardians of respective classes.

Submission of Examination answer sheets were done in hard copies through personal mode or through speed post services and results of the examinations were finally uploaded on the college website.

- *Continuous Internal Assessment System:*. Question papers of CCE I and CCE II were made available to the students on Whatsapp groups through Tutor guardian of respective classes. Submissions of CCE answer sheets were done by U.G.students to their respective TG,S and by P.G. students to their concerning HOD's and after valuation marks in CCE Booklets were submitted finally to the Examination Autonomous Cell.
- Presentations of Project work and Viva of JOPW were conducted online for P.G. students.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=191

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Communicated to the teachers and students both in verbal and in written mode

- *POs and Cos for all programs were uploaded on the college website.*
- *Incorporated in the syllabus and hard copy is always kept available with HOD's in department for reference.*
- *Hard copy of each course syllabus are also made available by the HOD's to the Autonomous cell, library and subject teachers.*
-
- *Outcomes are Uploaded on website*
- *Every year an induction programme or Orientation programme is organized at the beginning of the session for U.G.1Year and P.G.1 Sem students.*
- *Briefing of the outcomes is conducted in ZERO CLASSES*
- *Displayed on the College notice board.*
- *Communicated verbally in classes and hard copy of the course syllabus is also made available to the students in the*

introductory classes of every course and on Whatsapp group by their tutor guardians.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	http://snggpg.in/cmsupl/UG%20Course%20Outcomes.pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Formative assessment :- Assessment during learning process includes:

- CCE I - Non - Traditional by different modes like assignments, presentations, class tests, posters, models, etc. 10% of total marks and 20% of course from Unit 1 & 2
- CCE II Traditional 20% of total marks and 80% of total course, till Unit IV.

Summative assessment- Assessment at the end of learning process, as main exams which is 70% of total marks and includes complete syllabus.

- Duration: U.G. Programme -3years , PG Programme -2 years
- Every student faces 06 CCEs in each paper at the end of UG Programme, and 08 CCEs in each paper at the end of selected specific PG programme.
- Every student faces total 03 summative assessments at the end of U.G. Level and 04 summative assessments and their aggregate

scores are computed on the basis of their achievements in formative and summative assessments together.

Assessment of Attainment Level

- **Direct Method:** - Results are calculated on the basis of scores obtained in semester end/ year end exams and internal assessment together.
- **Indirect Method:** - Feedback survey from the stake holders i.e. students, parents, alumni , employers .

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=199

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1934

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	http://snggpg.in/cppage.php?wpid=185

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1LPgGjr7P9TYMok_bUd8KIasWhGGG_s2SW/edit?usp=sharing&oid=101752617795103459683&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college is having a well-defined Research Policy, which is uploaded on college website. The research activities are carried out as per the guidelines provided in research policy. The Research Advisory Committee suggests the ways by which the up-gradation of research activities are adopted by Research Development Cell. The Research Ethics Committee of college looks after any issues related to ethics in research work. The Research Advisory Committee has suggested the restarting of e-journal of college. The Research Development Committee collects the copies of Research Papers of faculties annually and check the status for Citations and calculate the h-index.

College is planning to provide seed money to the faculty for promotion of research work. Committees also conduct the Pre-Ph.D. viva-voce for candidates, who have completed their research work in research centre of college.

As per the Research Advisory Committee's suggestion the development committee is facilitating the developments for establishing research centre. The Academic Development Council in collaboration with Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP) Department Of Higher Education, Madhya Pradesh has organised virtual lectures for research scholars and PG students entitled "Research Methodology: Referencing Styles" on 10 April 2021.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://snggpg.in/cmsupl/Research_Policy%202021-22.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

00

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

2,00,000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

02

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=179
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

59

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

02

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://mpsbb.nic.in
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Job Oriented Project Work conducted for the entrepreneurship development of Postgraduate students. One month training from external agencies compulsory for the Postgraduate Final year students. They get training from the following agencies and institutions:-

MPCON

MEP-PARC

M.P. CEDMAP

CRISP

Jawahar Lal Nehru Cancer Hospital & Research Centre Bhopal

Shri Satya Sai College for Women (Autonomous), Bhopal

Family Planning Association of India, Bhopal Branch

Regional Museum Of Natural History, Bhopal

Department of Women and Child Development, Govt. of Madhya Pradesh

????? ?????? ???? ???? ???? ??????, ??????

????????? ?????? ?????????? ??????? ???? ??????????? ???? ??? ??????????, ??????
etc.

During pandemic year, in-house training was provided in the field of floriculture to the some students of Postgraduate, Botany.

Faculty members visited Ravindra Nath Tagore University Bhopal to collect the know how regarding setting up of new incubation centre in college.

21 research centres of college are imparting knowledge to the students in variors field of research and innovations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=195

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

24

File Description	Documents
URL to the research page on HEI website	http://sngqpg.in/cppage.php?wpid=160#
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

25

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

2

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The institution aims at the holistic development of the students through extension and outreach programs. It strives to sensitize the students to develop social values, gather knowledge and take up the responsibility in societal issues by involving them with the community. The students carried out different activities through the

NSS and NCC committees

During the Pandemic period, the NSS and NCC candidates distributed food packets and milk to the passengers of special shramik train. Students performed volunteer duty of railway station and bus stands. NSS volunteers have performed Nukkad natak regarding Covid awareness. They also distributed masks and carried out *Roko-Toko Abhiyan* during the Pandemic period. NCC Cadets managed the vaccination drives very well by motivating, helping people, guiding, and maintaining discipline.

Students made people aware about water conservation with the help of posters. The utility of Yoga for maintaining health and fitness "YOGA FOR WELL BEING" message was conveyed by videos. Posters were made by students to sensitize community against child labor.

An online workshop on *Psychosocial Counseling and Covid Helper Skills* was also organised in the collaboration with Mahatma Gandhi National Council of Rural Education, Hyderabad (Ministry of Human Resources, Govt. of India). This was done to help the students cope with their mental and emotional health during covid times. A whatsapp group of NSS students was also created to achieve this aim.

Thus students continuously got engaged in sensitizing all in various issues of importance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

08

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

74

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2670

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

329

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal, has adequate facilities for teaching, learning in terms of classrooms, laboratories, computing equipments, etc. Each Department of the college also has adequate numbers of classroom, laboratories, seminar library, seminar halls, projectors and computers equipments like desktops, laptops, printers, photocopy machines, internet connection wi-fi etc. Moreover, this year a lot of physical infrastructure is added by making use of Chief Minister funds where an expansive library building on 3 floors housing sports department at the ground floor and a huge Vivekanand auditorium, with a seating capacity of 1200. With the help of RUSA funding, four rooms adjacent to new Library Block have also been constructed. World Bank Project of Higher Education has been funding for the construction of 13 rooms, a Central laboratory, IT complex, new rooms and a guardroom in the hostel, which is targeted to be completed by March 2022. In this year 2020-21 new learning resources, laboratory equipments for Home Science (microwave, fridge etc.), dual desk and supporting furniture was purchased.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cmsupl/4.1.1%20final.pdf

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

The Institution has two auditoriums, one a newly constructed Vivekanand auditorium of 1400.00 sqm for hosting cultural activities and another multipurpose indoor stadium augmented to 20.50 metres × 24 metres dimensions (originally 719.33 area sq m) in this year 2021, for cultural and sports activities.

The sports department is on the ground floor (860.00 sq m) of three-storied Library building constructed in 2020, which offers physical fitness and strengthening in a Gymnasium with a turnover rate of 30 - 35 students.

Table tennis, Badminton, Yoga, Judo & Karate, Chess, Carom, self-defense is many of the indoor activities, where girls practice regularly. An open Gymnasium of 11×33 metres is available for the students. Open space of 165×55 ft is used for Athletics including Shot put, Discus, Relay Baton, Javelin and outdoor games mainly kho - kho, kabaddi and Volleyball. The sports department has all equipments and gadgets required for major sports, games and athletics. The sports Department is in Collaboration with Madhya Pradesh, Director of sports to make use of their elaborate infrastructure and stadium facilities. MOU's with other organizations is in the pipeline.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

29

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

11381800

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Name : ILMS software SOUL 2.0, Bar coded Membership card and books

Nature : Fully automated

Version : SOUL 2.0

Year of Automation : 2005

SOUL 2.0 (Software for University Libraries) is an state of the art software designed and developed by INFLIBNET centre with features of Unique support, OPAC search, Easy installation, Copy cataloguing, user friendly interface and a dedicated helpline. It supports multiplatform for bibliographic database like MySQL, MS-SQL or any other RDBMS and compliant to International standards.

Built on a centralized database and normally utilizes a common computing platform consolidating all library operations into a uniform and enterprise wide system, where Library automation and collection development tasks are broken down into different modules of :

Acquisition,

Catalogue

Circulation

Serial Control (based on KARDEX system)

OPAC (Online Public Access)

Administration

The Institution's well-equipped library & E - Resource centre with Institutional membership of DELNET and N- List has access to plethora of Books, Periodicals, Video - Audio content, Thesis and Dissertations and huge database of E - books and access to E- books through kitabcopy.com. besides a rich collection of 52675 books (textbooks and reference books), subscription to 82 journals in this year and 5 lakh has been sanctioned for purchase of books through Janbhagidari fund in this year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cppage.php?wpid=34

4.2.2 - Institution has access to the following: e- A. Any 4 or more of the above journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

675948

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

320

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

With a Vision to "Provide IT support system ? IT Department of the college exclusively operates w.r.t. IT facilities within the institution and also to actively enforce the policies of the Ministry of Higher Education, Govt. of Madhya Pradesh and its own charted out IT policy as well.

The Department provides various digital facilities to all the departments, offices and committees in the college, like LAN, institution of hardware/software. It also manages E-support systems like creating feedback forms, data collection activities, organising online webinars, other online activities like admission, campus placement and execution of regular classroom teaching.

A virtual classroom/recording studio established in collaboration with the Govt. of Madhya Pradesh has facilities for recording e-content, broadcasting, and online live teaching besides smart classes and seminar halls established and maintained by the IT department.

- The IT Department had budgeted approximately 4 lakhs for this year against maintenance of IT and IT support Infrastructure.

- The Net line within the College converted from Copper to Fibre with the facilities of 5 nos of Broad Band upto 200 mbps
- Last updation has been done in November 2021.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cmsupl/IT%20Policy%20(2)%20(1).pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1070	192

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

B. Any three of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=176
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

45928192

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The Institution follows the Madhya Pradesh Higher Education guidelines for general policies and procedures regarding utilization and maintenance of infrastructure and facilities.

Maintenance committee, Building, IT committee, Sports committee, Janbhagidari committee, oversee and supervise the maintenance & utilization of the support facilities of the college and their convenors are nominated by the Principal and council of the college.

The schedule of the utilization of physical, academic and support facilities are notified through the official Time Table and office of the Principal as well as published on the college website regularly.

Library committee allocates funds for purchase of new books and LMS to enrich its resources which is displayed on notice boards and website.

As per IT policy and requirements constant upgradation of IT infrastructure is in vogue through RUSA, World Bank project (MPHEQIP) and Janbhagidari funds.

This year a virtual class was added.

The Institution provides various sports facilities and makes its own annual calendar of intra and inter collegiate tournaments as well as various summer, winter and fitness camps.

Maintenance and utilization of physical academic and support facilities and its follow-up is an important aspect of the internal and external Audit and review of audit assessments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3322

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

16

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised **A. All of the above**

**for improving students' capabilities Soft Skills
Language and Communication Skills Life
Skills (Yoga, Physical fitness, Health and
Hygiene) Awareness of Trends in Technology**

File Description	Documents
Link to Institutional website	http://snggpg.in/cppage.php?wpid=182
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

3328

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

68

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

269

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

21

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

29

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students have an active representation in various academics and administrative bodies like; IQAC, UGC, Student Union & Cultural committee, Literary, Discipline, Canteen, Swami Vivekananda career counselling & campus placement, Tutor Guardian, Sports, Grievance Redressal, Anti Ragging, Prevention of Sexual Harassment, Campus Maintenance, Press Release, Hostel administration, Mess committee, Discipline committee, Cultural Committee & Cleanliness committee and manage the functioning of the mess and hostel campus.

Besides this student's team is actively working for the Legal Aid clinic, from the year 2021 seeking legal help and awareness through various orientation programmes and workshops. A Student's union and youth festival committee works for organizing Annual function, competitions and many other programmes. Students participated in cultural exchange programmes with Manipur state under the aegis of Ek Bharat shreshtra Bharat'.

In NSS and NCC the students manage and organize various camps and social welfare activities and Covid-19 awareness programme.

other extension activities - students assist in the preparation of wall magazines, social services, publishing of periodic newsletters.

Students are also the members in 'Amalgamated Funds' and attend

their meetings.

However, student union elections were not held in the session of 2020 - 21 because of the COVID-19 pandemic and policy directives of the State Government.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=123

5.3.3 - Number of sports and cultural events / competitions organised by the institution

30

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Alumni Engagement programme at SNGGPG college fosters a spirit of fidelity and promotes general welfare of students and college. The interaction and engagement between the alumni and students are multi-dimensional. The alumni share their professional experience and acquaintance to work environment. They are invited for lectures providing guidance for preparation of competitive examinations. Furthermore, the alumni help the students gain exposure via internships and job-oriented project-work, including Dietician/nutritionist experience at Bansal Hospital and Nursery school training at Blooming Buds School. Financial aid is provided for the tuition fee of poor students. Dr. Nisha Mishra conveyed information on Health and Hygiene necessities. Hon' Judge Nandita Dubey helped establish a Legal Advisory Cell at the institution. At the community level, a plantation drive was organized and Mask distribution campaign was conducted serving the needy. A record of the alumni with their job placements and contacts is meticulously maintained. Noga meetings on the dates 8/07/2021, 16/07/2021,

10/08/2021, 04/10/2021 were organized, where all the office bearers and few noga members were present and decision regarding general body formation, Account opening, online registration and work distribution were taken respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cmsupl/5.4.1%20Link.pdf

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The *Vision* and *Mission* of the institution are in tune with the policies of the nation at large. With the objective of inclusive growth, it reaches out to students from the disadvantaged sections and strives to facilitate the learning process of differently abled students. Under the Chairmanship of the *Principal*, the *Executive Council* and *Academic Council*, along with the supportive hands of the *IQAC*, works for the fulfilment of a holistic approach to education. The institution aims to go beyond core academics and works hard to tap the physical, social, intellectual, emotional, artistic, creative as well as spiritual potential of the learner. A democratic and participatory mode of Governance is followed wherein the *Principal*, assisted by the *Administrative Officer*, delegates power to the *Deans* of the faculties who supervise the *HODs*, who in turn work in coordination with the faculty in order to carry out the academic activities. The *Conveners* and members of more than 70 committees discharge an energetically pervasive role as motivators of culturally and socially conscious activities. An active learning environment is thereby stimulated by steering the *Staff Council*, *Tutor Guardian Committee*, *Remedial Classes*, *Swami Vivekananda Career Guidance Cell*, the *Enabling Unit* and other laudable Committees.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=32

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

A Case Study of the purchase of 20 computers will highlight the process of decentralization and participative management in the institution.

The various *Departments/Committees* put up their demands for computers, through the *HODs / Coordinators* to the Principal. The Principal forwarded it to the *Coordinator, RUSA*. The Coordinator, in the capacity of an authorized buyer, moved forward the purchase process on a national level by open bidding through the GeM Portal (Govt. e marketing) in which the interested vendors participated. The technical bid was opened in the presence of the *Technical Committee*, and all the documents were examined by its members. Out of the 23 bidders, only 10 got qualified. After the scrutiny by the Technical Committee, the *Financial Committee* made its evaluation. With the consent of the Principal, the bidder who quoted the lowest (i.e. MS Anvee) was selected and work order was issued. The College Technical Committee then scrutinized and approved the delivered items. The RUSA Coordinator was directed by the Principal to issue the Computers to the respective *Departments/Committees/ Cells*, through the IT Cell as per their requisition. The related documents were forwarded to the IT Cell in-charge for distribution and maintenance of records.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	http://cooperatives.mp.gov.in/sites/default/files/MP_Purchase_Rules_2015.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College has been a pioneer institution in M.P., having attained autonomous status on 25/07/1995. There have been three autonomy reviews, the last in 2017. While the Principal heads the autonomous cell, the Controller exam oversees its operations. The cell is divided into Academic, Printing, Finance and Data Processing units. The college has several U.G., P.G. and M.Phil. courses, some of which are self-financing. The examination system, decided autonomously, comprises of internal and external assessments. Internal assessments are conducted through continuous evaluations, comprising non-traditional and traditional methods. The main exams, carrying 70% weightages, are based on external question papers and evaluation. The college follows an academic calendar prepared before the year commences, diligently complied with by the cell. A complex and meticulous examination process is followed. Stitching and printing of answer books, question papers and other documents is done in-house. After QR-coding and packing, answer books are sent for external evaluation. Result processing, tabulation and marksheet printing takes place, following which results are declared on the college website. Students are provided with a recourse to grievance redressal. Periodic SWOC analysis helps in performance evaluation, enabling room for improvement. These best practices have been adopted while implementing the autonomous strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://snggpg.in/cmsupl/Strategic%20Plan%20%206_1_2-converted.pdf
Upload any additional information	View File

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

Being a Government Autonomous College, all Service Rules Procedures in the institution are followed as per the Government Rules and Regulations. The *Principal* supervises and monitors all the activities in the college. As the *Supervisor of Academia*, the Principal monitors the quality of teaching-learning, co-curricular and extracurricular activities, and appoints the *Deans* of the various faculties. The Deans supervise the departments in order to promote excellence in scholarly productivity. As the *Chief*

Controller Examinations, the Principal supervises the *Controller*, monitors the working of the entire Examination Cell, and is accountable to maintain the confidentiality, credibility and success of all examinations. As the *Financial Disbursing Officer*, the Principal functions as a nominee of the Government and carries out purchasing as per Government rules. As the *Human Resource Manager* of an Autonomous College, the Principal oversees all the appointments made by the Government. As the *Disciplinary Authority*, the Principal ascertains that discipline is maintained in the institution. As the *Chairman of the IQAC*, the Principal supervises the *Coordinator* of the Cell to initiate, plan and facilitate various activities, which are necessary to enhance the quality of education imparted. A senior experienced Professor is also appointed as an *Administrative Officer* to assist the Principal.

File Description	Documents
Paste link to Organogram on the institution webpage	http://snggpg.in/cmsupl/Organogram%20Criterion%206%20IQAC.pdf
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=114

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has an effective welfare mechanism for its teaching and non

staff. All the employees are considered to be the most valuable resources and therefore provided with an enabling ethos, and a supportive working environment. In addition to the existing norms of the state government, various welfare measures like Provident Fund (GPF), Group Insurance Scheme (GIS), Pension, Death Cum Retirement Gratuity, Medical Reimbursements, Free Medical Treatment in government/private hospitals, Advance for Festivals, and all types of leaves (Casual & Optional Leave, Maternity Leave, Child Care Leave, Study Leave, Duty Leave and Vacation Leave), Commutation of Pension, Leave Encashment, Contributory Provident Fund (CPF), Benefit Fund (FBF) and Ex-Gratia are the post retirement welfare schemes for teaching and non-teaching staff. Various career development programs like FDPs, Orientation Courses, Refresher Courses, short term courses, and various other trainings are provided for the career development of the teaching and as well as the non-teaching staff in the college. The aim is to motivate them, and to develop and optimize their full potential. The members of the staff are in turn expected to put in the best of their efforts towards achieving the Vision and Mission of the institution

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.bareactslive.com/MP/MP143.HTM

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

89

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

To ensure financial compliance, internal and external financial audits are conducted every year. An *Internal Financial Committee* verifies the funds received from all sources like UGC, RUSA, Janbhagidari, World Bank etc. The College has also engaged a competent Chartered Accountant who visits the college to check the cash book, income and expenditure statements, and the balance sheets periodically. The audit report showing the utilization of grants is sent to the concerned authority. The audit is carried out by the officials sent by the *Department of Higher Education* of every Government College of Madhya Pradesh. The external audit is also conducted by the *Office of the Accountant General, Govt. of Madhya Pradesh, Gwalior* regularly according to the protocol.

All audit objections are communicated to the Principal by the concerned authority. The objections are scrutinized by the Head Clerk/ Accountant/Registrar/ DDO. The response and the response is sent in a prescribed format to the AD, Dept. of Higher Education, which forwards it to the Directorate, from where it goes to the concerned department to resolve the objection. If the response is satisfactory at all levels, then the audit is considered settled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

139800

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institution mobilizes its funds received from the State Government, UGC, RUSA, World Bank, Autonomous and Janbhagidari in a well-planned manner in accordance with the approval of various statutory committees constituted by the Principal. Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff. For every financial year, a budget is prepared by a Finance Committee, keeping in mind the developmental criteria of the institution, and accordingly provisions are made. The UGC Committee proposes a budget for the allocation of funds under various heads to the Finance Committee. On its approval, the UGC deploys the fund and maintains a record of it. Likewise, all the above-mentioned committees try to utilize the sanctioned amount and make the optimal utilization of the available financial resources as per the Government Rules of Madhya Pradesh. The procedure of purchase is also very transparent. Proposals, as per requirements, are invited by all the Departments and Committees within a specific period of time. On receiving the proposals, tenders are invited in an open bid. The best bid is selected in the presence of the finance committee. A record of expense and balance is maintained by the concerned committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC set up a Legal Aid Clinic on 29th June 2021, formed under a Central Government scheme, working alongside the District Legal Services Authority. This is a pioneer college in the state, without a Law faculty, to have such a provision. The Clinic motivates students to serve society by helping the needy get judicial recourse. Students participate in Lok Adalat, thereby observing workings of the family court. Regular visits by advocates and paralegals facilitate counselling and fieldwork. A dedicated team of student volunteers assists in operations of the clinic. The District Legal Liaison sensitized students on gender issues and observed International Girl Child Day.

The college advanced learning resources by shifting its Library and Information Centre to a newly constructed three-level building spread over 15000 sq. feet. A fully automated facility with SOUL 2.0 software, the library provides seating for 300 students and a separate unit for researchers. There are 52,275 books and 63 journals, providing a blend of traditional textbooks and other volumes for holistic enrichment. Through institutional membership of DELNET and N-LIST, users gain access to thousands of E-Books, E-Journals and videos. The library also facilitates student access to the rich resources of Swami Vivekanand Public Library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation

and learning outcomes at periodic intervals through its IQAC as per norms

The institution reviews its teaching-learning process, implementing modifications as required. 2020-21 is a noticeable example of adaptability during the pandemic when modified student-centric tools and teaching methods, primarily online, were adopted for experiential and participatory learning. Operatively, the institution follows an academic calendar to enable the teaching-learning process in a scheduled manner. However, the IQAC, in consultation with the Autonomous Cell, modified the calendar, keeping in mind the pandemic considerations and students interests.

The institution has a blend of advanced and slow learners and ensures the best interest of both. The tutor-guardian keeps a record of each student's performance and acts as a guide, friend and councilor to overcome barriers in learning.

Teachers make extra effort to accelerate the learning of advanced learners by giving them enriched reading materials and project-based learning opportunities, e.g. laboratory experiments, internships and practicum, enabling them to exhibit their talents, creativity and innovation.

For slow learners, remedial classes, guest lectures and mock tests are organised. Necessary alterations are made in the presentation of content per the student's requirements. They are provided study material, question banks, sample answers and short assignments. Teachers encourage them to participate in extracurricular activities, develop soft skills and attain piecemeal achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or

A. Any 4 or all of the above

international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	http://snggpg.in/cppage.php?wpid=193
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security

- Well trained and vigilant women security guards stationed across the campus.
- Extensive surveillance network with 24*7 monitored by CCTV Cameras.
- Strict implementation of Anti-Ragging and Anti-sexual Harassment Committee.
- Well Secured Girl's hostel with dedicated Warden and staff

Counseling

- The Counseling cell functions as a part of psychology department.
- A psychology counselor visits the cell on daily basis to resolve the issues.
- In spite of the pandemic there were 25 cases which were counseled.

Common rooms

- The college has a well equipped common room to comfortable sitting to relax between classes.
- Charging stations, music system and Wi-fi facilities.
- Newspaper, magazines for reading.

- Counter is provided to promote "earn while you learn" and enhance entrepreneur skills and sell their self made products.
- Extension of Girls Common Room is under progress

Any other relevant information

- A National webinar on Social Construction of Gender was organized to sensitize students towards Gender Issues.
- Legal aid clinic was established in the college, which is continuously benefitting the students through awareness programs, orientation programs and free legal advice and support.
- Gender concerns are the part of curriculum to assist students become more aware included in the curriculum to help pupils become more aware

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cmsupl/7.1.1_1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The College believes in "Let's go green and keep our campus clean". Eco-Club, Physics Botany & Zoology Departments, NCC and NSS unit, EBSB Club of college have played a prominent role in conducting activities related to waste management. In the college campus the following initiatives are taken towards the waste management.

- To achieve a healthy environment on our campus, college stringently follow the waste segregation into Dry and Wet waste bins.
- Methods of waste disposal mechanism is taught to students through courses such as Environmental Studies
- Dry waste generated is collected by Bhopal Municipal Corporation
- Wet waste from garden and canteen are composted in our compost pit
- There are 2 compost pits installed in college which are maintained by Zoology and Botany Departments
- Electronic goods are put to optimum use; the minor repairs are done by the Technician and are reused.
- IQAC organized Webinar on the processing and management of E-waste
- E-Waste Management Committee arranged E-Waste collection centres under the collaboration with SamudaikVikas Kendra and Jan KalyanSansthan
- Waste water generated is in the form of Grey water which without any pre-treatment is safely drained through closed drain pipes to the treatment plant of Bhopal Municipal Corporation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

Institution provides inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal and other diversities.

In celebration of Indian Classical Music the Music Department of the college organised National webinar on the theme Sawan-Sangeet in which performance by Umakant Gundecha who sang Dhrupad gayaki and

MaliniAwasthi who performed on Sawan ke Shailiyoon ke challis geet on 5thAugust2021. A virtual visit to the historical places of Bhopal was organized by Department of History Department of Commerce organized online lecture on Solahsankar's

Ek Bharat Shreshtha Bharat club of the college aims to enhance interaction & promote mutual understanding between people of paired state (Manipur) The club carries out following activities to promote a sustained and structured cultural connect in the areas of language learning, culture, traditions & music, tourism & cuisine, sports and sharing of best practices,

- A documentary film screening was held to learn more about Manipur's culture.
- Online Quiz
- Learning the Manipuri language
- National webinar on World Heritage Day
- Talk on the topic Unity in Diversity

Appreciating diversity in communities includes understanding dimensions of diversity and to learn more on this during COVID, NCC Cadets distributed food to the elderly and disadvantaged

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The curriculum is framed with mandatory topics like Professional ethics and human values, Constitution of India, as a small step to inculcate constitutional obligations among the students.

NSS unit of the institution played "Nukkad Natak" on child protection and distributed masks to educate people about the need of wearing a mask during pandemic. NSS also organized a cleanliness drive to mark the occasion of Swachhh Bharat Abhiyan . NCC Cadets cleaned room, statues and garden area. One week Faculty Development Program was organized by IQAC to orient faculty members towards values and responsibility. COVID immunization efforts screened on college campus was managed and motivated by the NCC and NSS volunteers. EBSB Club held a short video producing competition with

the theme "Vaccine; A Shot of Hope." A short video making competition was organized by EBSB Club on the theme -Vaccine; A shot of hope

To sensitize students towards Rights, Duties and Constitutional Obligations Political Science Department organized one week training program on "Parliamentary Government and its Process". Sociology Department organized a talk on Cyber Security whereas EBSB Club organized awareness program on "cyber-crime". Students took an oath with the Education Minister for proper Covid Behavior as a citizen's obligation.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized **A. All of the above**

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Students come together and perform cultural programs like dance, songs, and speeches to share their thoughts on these days. The NCC cadets perform parade and participate in this celebration with great patriotic fervour. The NCC Cadets commemorated Kargil Vijay Diwas on the 26th of July by reciting poems and performing patriotic songs and dances in honour of the Kargil war martyrs.

The Institution also commemorates the birth anniversaries of great Indian personalities like, Mahatma Gandhi, Birsa Munda. The students share the teachings of these eminent personalities through speeches and posters.

World Wetland Week was arranged by the Eco club to show support for environmental protection, while World Breastfeeding Week was observed by the Department of Food and Nutrition. An online lecture on prevention of AIDS was organized by NSS unit on World AID Day. The institution commemorated International Yoga Day, World No Tobacco Day to raise awareness of physical fitness among students and staff.

Computer department observed Basant Panchami by performing Saraswati vandana and cultural performances by students. NCC Cadets commemorated Rakshabandhan by tying rakhee to police officers who look after everyone.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

BEST PRACTICE I

TITLE OF THE PRACTICE

Awareness Towards Environment and Sustainability

Objectives of the Practice

To understand the importance of environment and nature, and promote awareness among students regarding protection of environment.

The Context

Incrementing depletion of resources has mitigated environmental stress resulting in shift of values that ascertain transition from a magnification-centered society to one acknowledging biophysical limits and biodiversity conservation

The Practice

The college does its best efforts to

- Aware students (Organize seminars, Rallies, lectures, Campaign, webinar, competition etc.)
- Save Energy (Solar Energy & energy efficient equipment's)
- save water(harvesting and recharging pits)
- Vermi-composting (biodegradable waste) (polybags)
- plantation drives
- Zero hazardous waste

Evidence of Success

- The Ecological activities are inculcating the right habits among young by sensitizing about importance of wetlands, waste management, Energy conservation, water harvesting.
- Composting of biodegradable waste which is used as manure in garden
- Monthly electricity bill has been reduced to half

Problems Encountered and Resources Required

There is an immensely colossal gap between what students auricularly discern and what they understand about environmental quandaries cognate to demographic changes. Students are expected to become more involved in environmental programs. Compulsory paper is to be edified and activity predicated program like competitions, visits etc. are organized to engender interest to ken about the threats to our planet

Notes

For the establishment of Biodiversity Park, eco-tourism and

conservation purpose, a project titled "Inventory of flora and fauna of Shahapura hill forest, Bhopal" is sanctioned by MP Biodiversity Board, Govt. Of MP, with the funding of 2 lakh rupees.

BEST PRACTICE II

TITLE OF THE PRACTICE

LEGAL AID CLINIC

Objectives of the Practice

- To familiarize students about their remedies under the law.
- To help the students understand the socio-economic impediments to access to justice

.The Context

Women often face specific barriers in accessing legal aids due to insufficient knowledge and poverty. The Legal Aid Clinic in college provides easy access to justice.

The Practice

- Members were empanelled and training session for students was organised.
- On 21-09-2021 students and staff members participated in the National Lok Adalat, which gave them the opportunity to learn more about the court procedure.
- A virtual meet was organized for the orientation on the objectives of the Legal Aid clinic)

Evidence of Success

Legal Aid Clinic was inaugurated on 29-06-2021 and members of Legal Aid team along with students are continuously working to establish it through regular offline/online meetings, planning/ preparing and getting trained for awareness program and orientation programs.

Problems Encountered and Resources Required

The students are experiencing challenges due to pandemics and lockdowns that restrict their movement and prevent them from reaching college

File Description	Documents
Best practices in the Institutional website	http://snggpg.in/cmsupl/7.2%20Best%20Practic%20I.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Recognizing its privileged position as a premier institute of higher learning, Sarojini Naidu Government Girls Post Graduate Autonomous College makes consistent efforts in fulfilling its social responsibility toward specially-abled girls of society

The Enabling Unit was set-up in year 2004-05 under the scheme of UGC. Since then the Unit stands as a distinctive feature of the institution

The HEPSN center is equipped with Braille writing devices, Computers are enriched many softwares. A Recording studio along with computers is equipped for audio recording, Scanners for conversion of printed material into accessible e-text for the use of the special students

Since many students could not peregrinate to college due to lock down and stringent gregarious distancing norms they were helped by the Unit virtually

The students from HEPSN are placed in various public sector undertakings and banks. Ku. Tanya was conferred the National Bal Shri award by the Chief Minister of Madhya Pradesh.

The College is providing a supportive

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college offers number of programmes with well structured curricula at graduate and post-graduate level, which are holistic in its approach and cater to the local, regional, national as well as global developmental need

- To increase the global competency students are taught English language mandatorily at under graduate level which enhanced their communication skills. Computer literacy has been made a part of teaching learning and evaluation. Computer science and IT departments offer advance training to students on Bio-informatics, Cyber security, Artificial intelligence etc.
- Social Science programmes offer a comprehensive understanding of global socio-economic and ecological issues at various spatial levels comprising concerns such as climate change, environmental sustainability, starvation & Malnutrition, conflict and security, Urbanization, human rights and ethics, global commodity flow, liberalization etc.
- The institutional collaboration with international, national and state level organizations like Red Cross, IGNOU, CEDMAP, CRISP, EPCO etc. imparts on-the-job training, practical work experience, make learning skill based and competent to develop students as productive human resources according to the global standards.
- Bachelor and Master's degree in Library Science and information provides a skilled and well trained workforce for libraries.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	http://snggpg.in/cppage.php?wpid=177

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

13

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

34

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year**

00

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The syllabi of all the subjects offered at Under Graduate and Post Graduate level embrace all cross cutting issues relevant to professional ethics, gender, human values, environment sustainability. Ethics and Human values are considered essential for a happy and contented life. The religious and Philosophical system has a prominent ethical component. Students visit old age home, special school orphanages and offered their services. Number of courses in Science and Social Science faculty makes the student aware about environment related issues through their course content. Botany, Zoology, and Geography offer complete papers of environmental studies and sustainability in which the students learn about the capacity to improve the quality of human life while living within the carrying capacity of the earths supporting systems. Theories and factors affecting moral development and ethical guidelines are part of Psychology Syllabus. Courses in History, Economics, Sociology, Political Science, Psychology offer gender related issues like economic development and gender equality, women empowerment, role of woman in Indian National Movement, Women status-property rights, reforms legislation, Political participation, tradition and modernity, women and child labor which will empower the students for their future.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

198

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

711

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the **A. All 4 of the above**

syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	http://snggpg.in/cppage.php?wpid=199
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://snggpg.in/cppage.php?wpid=199
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2707

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

1242

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

IDENTIFICATION OF SLOW AND ADVANCED LEARNERS

Identification of slow and advanced learners

Institute assesses students learning levels regularly by identifying their scholastic performance and scores attained in results. Besides, personality traits and case studies are taken into consideration.

Steps taken by teachers for Slow Learners

Extra classes, guest lectures, remedial classes, mock test and repetitive practices are regularly conducted for academic upliftment. Hand outs, study material, Question Banks, Sample answers, Homework assignments are distributed to students regularly. Translation and alterations in presentations are made for complete understanding of topics. Alternative modes using pictures, films, illustrations, and group discussions are done to develop an easy and better understanding of the subject. Consistent counseling and motivation helps them to recall and cultivate writing and learning skills in more systematized and organized manner.

Steps taken by teachers for Advanced learners

Advanced learners are enriched by reading materials and are motivated by teachers and counselors for their exemplary performances in Competitive exams (NET, SLET, Ph.D. Entrance GRE, TOEFL) and regular academics. Healthy platform and enriched opportunities are provided by faculties to sharpen their imagination, creativity and innovative skills. NPTEL Sessions, YouTube lectures, DELNET, INFLIBNET are recommended to both types of learners for better performances.

https://youtu.be/7u2MkbsE_dw

<https://youtu.be/kVazvG7aI90>

<https://youtu.be/TyWsZphJWjA>

<https://youtu.be/eC3Nf3-pPsc>

<https://youtu.be/Oq5HKX1vicM>

<https://youtu.be/rE6fDltUZdM>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cppage.php?wpid=194

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
20/12/2021	6048	135

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

EXPERIENTIAL LEARNING: It is an engaged learning process whereby students "learn by doing" and by reflecting on their learning experiences. Experiential learning activities includes, Hands-on laboratory Experiments, Practicals , Field exercises, Post Graduate research Projects and Studio performances.

PARTICIPATORY LEARNING: it includes a range of activities with a common thread, enabling stakeholders to play an active and influential part in decision making which leaves profound impact on their simple lives.

Departments organizes various participatory learning activities like Group Discussions, Quiz, Assignments (theoretical and practical) Trainings, Presentations, Brainstorming exercises,

Case studies, Community surveys, Consultation with specialists and TPS (Think -Pair -Share) activities for the involvement and active participation of all students for their holistic development.

PROBLEM-BASED LEARNING (PBL)

Problem-Based Learning: It promotes the development of critical thinking skills, problem-solving abilities and communication skills. It also provides opportunities for working in groups, finding and evaluating research materials and cultivating life-long learning process.

Departments uses this methodology by conducting various activities like Case studies, Role-plays, Experiments, Exhibitions, Organizing events, Mock rehearsals ,Cracking Real World Problems and by assigning differential tasks to students.

File Description	Documents
Upload any additional information	View File
Link for additional Information	http://snggpg.in/cppage.php?wpid=194

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The ICT devices are the latest tools, concepts and techniques used in student-to-student and teacher to student interaction. Below is a list of ICT enabled tools used for teaching and learning.

- **Mobiles and Smart class Devices:** During the entire session of 2020 - 2021 College teachers and learners relied absolutely on the online classes, WhatsApp group communication, E-mails and Google meet.
- SWAYAM MOOC, e-PG Pathshala, e-Gyankosh are advised to students for various topics.
- You tube tutorials and Online lectures are shared among students with suitable links.

- Subject related software are promoted for betterment.
- DELNET, INFLIBNET: Access of e-resources is made available to students.
- virtual classes organized by edusat are advised.
- e-books are promoted for better learning.

General ICT tools used by the faculties of the department for teaching and learning are:

- Desktop and laptops
- Projector
- Printer
- Photocopier
- Pen Drive
- IPods
- I pads
- Scanners
- Microphones
- Interactive smart board
- DVDs and CDs
- Flash discs
- Digital video
- Slide shows Internet
- Smart Phones
- Use of online teaching platforms.

Thus, ICT tools contributes immensely for effective and

indepth learning of students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://snggpg.in/cppage.php?wpid=176
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues**2.3.3.1 - Number of mentors**

125

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- **Academic CALENDAR:** Every year an academic calendar is prepared as per the directives issued by the Department of Higher Education. The academic calendar of the college includes information related to-
 - Commencement of academic session
 - Schedule of Zero/ SWOT analysis classes
 - Academic schedule and schedule of CCE
 - Schedule of Practical and JOPW exams
 - Preparation leave
 - Schedule of Semester / Annual and ATKT exams
 - Semester break
 - Schedule of declaration of results
 - Schedule of student union formation
 - Sports activities /youth festival / other activities
 - Vacations
 - Annual functions / prize distribution/ publication of annual college magazine

- **Teaching plan:** - Four types of Time tables are in practice which includes
 - Time Table of College including all faculties
 - Department wise Time table
 - Individual teacher wise time table
 - Room wise time table
- Monthly planner is prepared by teachers for each class / subject / and daily teaching dairy is maintained which is signed by HODs and Dean of the faculty every month. Daily diaries are randomly checked by the head of the institution.
- The college strictly adheres to the academic calendar and carry out its activities accordingly.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

110

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

113

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1271

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

02

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Due to *Global pandemic of CORONA* various online modes for conduction of examination were carried out. Facility of submission of Online Examination forms were provided to students on college Website. Open book exam was conducted for all the under graduate and post graduate students as per the orders released by the Department of Higher Education.

- *Processes Integrating IT:* Question papers were uploaded on college website (also made available to the students through Whatsapp group by the Tutor guardians of respective classes. Submission of Examination answer sheets were done in hard copies through personal mode or through speed post services and results of the examinations were finally uploaded on the college website.
- *Continuous Internal Assessment System:* Question papers of CCE I and CCE II were made available to the students on Whatsapp groups through Tutor guardian of respective classes. Submissions of CCE answer sheets were done by U.G.students to their respective TG,S and by P.G. students to their concerning HOD's and after valuation marks in CCE Booklets were submitted finally to the Examination Autonomous Cell.
- Presentations of Project work and Viva of JOPW were conducted online for P.G. students.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=191

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Communicated to the teachers and students both in verbal and in written mode

- *POs and Cos for all programs were uploaded on the college website.*
- *Incorporated in the syllabus and hard copy is always kept*

available with HOD's in department for reference.

- Hard copy of each course syllabus are also made available by the HOD's to the Autonomous cell, library and subject teachers.
-
- Outcomes are Uploaded on website
- Every year an induction programme or Orientation programme is organized at the beginning of the session for U.G.1Year and P.G.1 Sem students.
- Briefing of the outcomes is conducted in ZERO CLASSES
- Displayed on the College notice board.
- Communicated verbally in classes and hard copy of the course syllabus is also made available to the students in the introductory classes of every course and on Whatsapp group by their tutor guardians.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	http://snggpg.in/cmsupl/UG%20Course%20Outcomes.pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Formative assessment :- Assessment during learning process includes:

- CCE I - Non - Traditional by different modes like assignments, presentations, class tests, posters, models, etc. 10% of total marks and 20% of course from Unit 1 & 2
- CCE II Traditional 20% of total marks and 80% of total course, till Unit IV.

Summative assessment- Assessment at the end of learning process, as main exams which is 70% of total marks and includes complete syllabus.

- Duration: U.G. Programme -3years , PG Programme -2 years
- Every student faces 06 CCEs in each paper at the end of UG Programme, and 08 CCEs in each paper at the end of selected specific PG programme.
- Every student faces total 03 summative assessments at the end of U.G. Level and 04 summative assessments and their aggregate scores are computed on the basis of their achievements in formative and summative assessments together.

Assessment of Attainment Level

- Direct Method: - Results are calculated on the basis of scores obtained in semester end/ year end exams and internal assessment together.
- Indirect Method: - Feedback survey from the stake holders i.e. students, parents, alumni , employers .

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=199

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1934

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	http://snggpg.in/cppage.php?wpid=185

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1LPgGjr7P9TYMok_bUd8KIasWhGGGs2SW/edit?usp=sharing&ouid=101752617795103459683&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college is having a well-defined Research Policy, which is uploaded on college website. The research activities are carried out as per the guidelines provided in research policy. The Research Advisory Committee suggests the ways by which the up-gradation of research activities are adopted by Research Development Cell. The Research Ethics Committee of college looks after any issues related to ethics in research work. The Research Advisory Committee has suggested the restarting of e-journal of college. The Research Development Committee collects the copies of Research Papers of faculties annually and check the status for Citations and calculate the h-index.

College is planning to provide seed money to the faculty for promotion of research work. Committees also conduct the Pre-Ph.D. viva-voce for candidates, who have completed their research work in research centre of college.

As per the Research Advisory Committee's suggestion the development committee is facilitating the developments for establishing research centre. The Academic Development Council in collaboration with Madhya Pradesh Higher Education Quality

Improvement Project (MPHEQIP) Department Of Higher Education, Madhya Pradesh has organised virtual lectures for research scholars and PG students entitled "Research Methodology: Referencing Styles" on 10 April 2021.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://snggpg.in/cmsupl/Research_Policy%202021-22.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

00

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

2,00,000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

02

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=179
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

59

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

02

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://mpsbb.nic.in
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Job Oriented Project Work conducted for the entrepreneurship development of Postgraduate students. One month training from external agencies compulsory for the Postgraduate Final year students. They get training from the following agencies and institutions:-

MPCON

MEP-PARC

M.P. CEDMAP

CRISP

Jawahar Lal Nehru Cancer Hospital & Research Centre Bhopal

Shri Satya Sai College for Women (Autonomous), Bhopal

Family Planning Association of India, Bhopal Branch

Regional Museum Of Natural History, Bhopal

Department of Women and Child Development, Govt. of Madhya Pradesh

????? ?????? ???? ???? ???? ?????, ?????

???????? ???? ???? ???? ???? ???? ????????? ???? ???? ?????????, ?????? etc.

During pandemic year, in-house training was provided in the field of floriculture to the some students of Postgraduate, Botany.

Faculty members visited Ravindra Nath Tagore University Bhopal to collect the know how regarding setting up of new incubation centre in college.

21 research centres of college are imparting knowledge to the students in variors field of research and innovations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=195

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course

A. All of the above

work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year
3.4.2.1 - Number of PhD students registered during the year

24

File Description	Documents
URL to the research page on HEI website	http://snggpg.in/cppage.php?wpid=160#
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

25

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

2

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The institution aims at the holistic development of the students through extension and outreach programs. It strives to sensitize the students to develop social values, gather knowledge and take up the responsibility in societal issues by involving them with the community. The students carried out different activities through the NSS and NCC committees

During the Pandemic period, the NSS and NCC candidates distributed food packets and milk to the passengers of special shramik train. Students performed volunteer duty of railway station and bus stands. NSS volunteers have performed Nukkad

natak regarding Covid awareness. They also distributed masks and carried out *Roko-Toko Abhiyan* during the Pandemic period. NCC Cadets managed the vaccination drives very well by motivating, helping people, guiding, and maintaining discipline.

Students made people aware about water conservation with the help of posters. The utility of Yoga for maintaining health and fitness "YOGA FOR WELL BEING" message was conveyed by videos. Posters were made by students to sensitize community against child labor.

An online workshop on *Psychosocial Counseling and Covid Helper Skills* was also organised in the collaboration with Mahatma Gandhi National Council of Rural Education, Hyderabad (Ministry of Human Resources, Govt. of India). This was done to help the students cope with their mental and emotional health during covid times. A whatsapp group of NSS students was also created to achieve this aim.

Thus students continuously got engaged in sensitizing all in various issues of importance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

08

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

74	
File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2670

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

329

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal, has adequate facilities for teaching, learning in terms of classrooms, laboratories, computing equipments, etc. Each Department of the college also has adequate numbers of classroom, laboratories, seminar library, seminar halls, projectors and computers equipments like desktops, laptops, printers, photocopy machines, internet connection wi-fi etc. Moreover, this year a lot of physical infrastructure is added by making use of Chief Minister funds where an expansive library building on 3 floors housing sports department at the ground floor and a huge Vivekanand auditorium, with a seating capacity of 1200. With the help of RUSA funding, four rooms adjacent to new Library Block have also been constructed. World Bank Project of Higher Education has been funding for the construction of 13 rooms, a Central laboratory, IT complex, new rooms and a guardroom in the hostel, which is targeted to be completed by March 2022. In this year 2020-21 new learning resources, laboratory equipments for Home Science (microwave, fridge etc.), dual desk and supporting furniture was purchased.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sngqpg.in/cmsupl/4.1.1%20final.pdf

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

The Institution has two auditoriums, one a newly constructed Vivekanand auditorium of 1400.00 sqm for hosting cultural activities and another multipurpose indoor stadium augmented to 20.50 metres × 24 metres dimensions (originally 719.33 area sq m) in this year 2021, for cultural and sports activities.

The sports department is on the ground floor (860.00 sq m) of three-storied Library building constructed in 2020, which offers physical fitness and strengthening in a Gymnasium with a turnover rate of 30 - 35 students.

Table tennis, Badminton, Yoga, Judo & Karate, Chess, Carom, self-

defense is many of the indoor activities, where girls practice regularly. An open Gymnasium of 11×33 metres is available for the students. Open space of 165×55 ft is used for Athletics including Shot put, Discus, Relay Baton, Javelin and outdoor games mainly kho - kho, kabaddi and Volleyball. The sports department has all equipments and gadgets required for major sports, games and athletics. The sports Department is in Collaboration with Madhya Pradesh, Director of sports to make use of their elaborate infrastructure and stadium facilities. MOU's with other organizations is in the pipeline.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

29

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

11381800

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Name : ILMS software SOUL 2.0, Bar coded Membership card and books

Nature : Fully automated

Version : SOUL 2.0

Year of Automation : 2005

SOUL 2.0 (Software for University Libraries) is an state of the art software designed and developed by INFLIBNET centre with features of Unique support, OPAC search, Easy installation, Copy cataloguing, user friendly interface and a dedicated helpline. It supports multiplatform for bibliographic database like MySQL, MS-SQL or any other RDBMS and compliant to International standards.

Built on a centralized database and normally utilizes a common computing platform consolidating all library operations into a uniform and enterprise wide system, where Library automation and collection development tasks are broken down into different modules of :

Acquisition,

Catalogue

Circulation

Serial Control (based on KARDEX system)

OPAC (Online Public Access)

Administration

The Institution's well-equipped library & E - Resource centre with Institutional membership of DELNET and N- List has access to plethora of Books, Periodicals, Video - Audio content, Thesis and Dissertations and huge database of E - books and access to E-

books through kitabcopy.com. besides a rich collection of 52675 books (textbooks and reference books), subscription to 82 journals in this year and 5 lakh has been sanctioned for purchase of books through Janbhagidari fund in this year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cppage.php?wpid=34

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

675948

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

320

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

With a Vision to "Provide IT support system ? IT Department of the college exclusively operates w.r.t. IT facilities within the institution and also to actively enforce the policies of the Ministry of Higher Education, Govt. of Madhya Pradesh and its own charted out IT policy as well.

The Department provides various digital facilities to all the departments, offices and committees in the college, like LAN, institution of hardware/software. It also manages E-support systems like creating feedback forms, data collection activities, organising online webinars, other online activities like admission, campus placement and execution of regular classroom teaching.

A virtual classroom/recording studio established in collaboration with the Govt. of Madhya Pradesh has facilities for recording e-content, broadcasting, and online live teaching besides smart classes and seminar halls established and maintained by the IT department.

- The IT Department had budgeted approximately 4 lakhs for this year against maintenance of IT and IT support Infrastructure.
- The Net line within the College converted from Copper to Fibre with the facilities of 5 nos of Broad Band upto 200 mbps
- Last updation has been done in November 2021.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://snggpg.in/cmsupl/IT%20Policy%20(2)%20(1).pdf

4.3.2 - Student - Computer ratio	
Number of Students	Number of Computers
1070	192
File Description	Documents
Upload any additional information	View File
4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	
A. 50 Mbps	
File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded
4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	
B. Any three of the above	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=176
List of facilities for e-content development (Data Template)	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)	
45928192	

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The Institution follows the Madhya Pradesh Higher Education guidelines for general policies and procedures regarding utilization and maintenance of infrastructure and facilities.

Maintenance committee, Building, IT committee, Sports committee, Janbhagidari committee, oversee and supervise the maintenance & utilization of the support facilities of the college and their convenors are nominated by the Principal and council of the college.

The schedule of the utilization of physical, academic and support facilities are notified through the official Time Table and office of the Principal as well as published on the college website regularly.

Library committee allocates funds for purchase of new books and LMS to enrich its resources which is displayed on notice boards and website.

As per IT policy and requirements constant upgradation of IT infrastructure is in vogue through RUSA, World Bank project (MPHEQIP) and Janbhagidari funds.

This year a virtual class was added.

The Institution provides various sports facilities and makes its own annual calendar of intra and inter collegiate tournaments as well as various summer, winter and fitness camps.

Maintenance and utilization of physical academic and support facilities and its follow-up is an important aspect of the internal and external Audit and review of audit assessments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3322

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

16

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	http://snggpg.in/cppage.php?wpid=182
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

3328

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	No File Uploaded

5.2 - Student Progression	
5.2.1 - Number of outgoing students who got placement during the year	
68	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of outgoing students progressing to higher education	
269	
File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded
5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year	
5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year	
21	
File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year	
29	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students have an active representation in various academics and administrative bodies like; IQAC, UGC, Student Union & Cultural committee, Literary, Discipline, Canteen, Swami Vivekananda career counselling & campus placement, Tutor Guardian, Sports, Grievance Redressal, Anti Ragging, Prevention of Sexual Harassment, Campus Maintenance, Press Release, Hostel administration, Mess committee, Discipline committee, Cultural Committee & Cleanliness committee and manage the functioning of the mess and hostel campus.

Besides this student's team is actively working for the Legal Aid clinic, from the year 2021 seeking legal help and awareness through various orientation programmes and workshops. A Student's union and youth festival committee works for organizing Annual function, competitions and many other programmes. Students participated in cultural exchange programmes with Manipur state under the aegis of Ek Bharat shreshtra Bharat'.

In NSS and NCC the students manage and organize various camps and social welfare activities and Covid-19 awareness programme.

other extension activities - students assist in the preparation of wall magazines, social services, publishing of periodic newsletters.

Students are also the members in 'Amalgamated Funds' and attend their meetings.

However, student union elections were not held in the session of 2020 - 21 because of the COVID-19 pandemic and policy directives of the State Government.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://snggpg.in/cppage.php?wpid=123

5.3.3 - Number of sports and cultural events / competitions organised by the institution

30

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Alumni Engagement programme at SNGGPG college fosters a spirit of fidelity and promotes general welfare of students and college. The interaction and engagement between the alumni and students are multi-dimensional. The alumni share their professional experience and acquaintance to work environment. They are invited for lectures providing guidance for preparation of competitive examinations. Furthermore, the alumni help the students gain exposure via internships and job-oriented project-work, including Dietician/nutritionist experience at Bansal Hospital and Nursery school training at Blooming Buds School. Financial aid is provided for the tuition fee of poor students. Dr. Nisha Mishra conveyed information on Health and Hygiene necessities. Hon' Judge Nandita Dubey helped establish a Legal Advisory Cell at the institution. At the community level, a plantation drive was organized and Mask distribution campaign was conducted serving the needy. A record of the alumni with their job placements and contacts is meticulously maintained. Noga meetings on the dates 8/07/2021, 16/07/2021, 10/08/2021, 04/10/2021 were organized, where all the office bearers and few noga members were present and decision regarding general body formation, Account opening, online registration and work distribution were taken

respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cmsupl/5.4.1%20Link.pdf

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The *Vision* and *Mission* of the institution are in tune with the policies of the nation at large. With the objective of inclusive growth, it reaches out to students from the disadvantaged sections and strives to facilitate the learning process of differently abled students. Under the Chairmanship of the *Principal*, the *Executive Council* and *Academic Council*, along with the supportive hands of the *IQAC*, works for the fulfilment of a holistic approach to education. The institution aims to go beyond core academics and works hard to tap the physical, social, intellectual, emotional, artistic, creative as well as spiritual potential of the learner. A democratic and participatory mode of Governance is followed wherein the *Principal*, assisted by the *Administrative Officer*, delegates power to the *Deans* of the faculties who supervise the *HODs*, who in turn work in coordination with the faculty in order to carry out the academic activities. The *Conveners* and members of more than 70 committees discharge an energetically pervasive role as motivators of culturally and socially conscious activities. An active learning environment is thereby stimulated by steering the *Staff Council*, *Tutor Guardian Committee*, *Remedial Classes*, *Swami Vivekananda Career Guidance Cell*, the *Enabling Unit* and other laudable *Committees*.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=32

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

A Case Study of the purchase of 20 computers will highlight the process of decentralization and participative management in the institution.

The various *Departments/Committees* put up their demands for computers, through the *HODs / Coordinators* to the Principal. The Principal forwarded it to the *Coordinator, RUSA*. The *Coordinator*, in the capacity of an authorized buyer, moved forward the purchase process on a national level by open bidding through the GeM Portal (Govt. e marketing) in which the interested vendors participated. The technical bid was opened in the presence of the *Technical Committee*, and all the documents were examined by its members. Out of the 23 bidders, only 10 got qualified. After the scrutiny by the *Technical Committee*, the *Financial Committee* made its evaluation. With the consent of the Principal, the bidder who quoted the lowest (i.e. MS Anvee) was selected and work order was issued. The College *Technical Committee* then scrutinized and approved the delivered items. The *RUSA Coordinator* was directed by the Principal to issue the Computers to the respective *Departments/Committees/ Cells*, through the *IT Cell* as per their requisition. The related documents were forwarded to the *IT Cell* in-charge for distribution and maintenance of records.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	http://cooperatives.mp.gov.in/sites/default/files/MP Purchase Rules 2015.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College has been a pioneer institution in M.P., having attained autonomous status on 25/07/1995. There have been three autonomy reviews, the last in 2017. While the Principal heads the autonomous cell, the Controller exam oversees its operations. The cell is divided into Academic, Printing, Finance and Data Processing units. The college has several U.G., P.G. and M.Phil. courses, some of which are self-financing. The examination system, decided autonomously, comprises of internal and external assessments. Internal assessments are conducted through continuous evaluations, comprising non-traditional and traditional methods. The main exams, carrying 70% weightages, are based on external question papers and evaluation. The college follows an academic calendar prepared before the year commences, diligently complied with by the cell. A complex and meticulous examination process is followed. Stitching and printing of answer books, question papers and other documents is done in-house. After QR-coding and packing, answer books are sent for external evaluation. Result processing, tabulation and marksheet printing takes place, following which results are declared on the college website. Students are provided with a recourse to grievance redressal. Periodic SWOC analysis helps in performance evaluation, enabling room for improvement. These best practices have been adopted while implementing the autonomous strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://snggpg.in/cmsupl/Strategic%20Plan%20%206_1_2-converted.pdf
Upload any additional information	View File

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

Being a Government Autonomous College, all Service Rules Procedures in the institution are followed as per the Government Rules and Regulations. The *Principal* supervises and monitors all the activities in the college. As the *Supervisor of Academia*,

the Principal monitors the quality of teaching-learning, co-curricular and extracurricular activities, and appoints the Deans of the various faculties. The Deans supervise the departments in order to promote excellence in scholarly productivity. As the *Chief Controller Examinations*, the Principal supervises the *Controller*, monitors the working of the entire Examination Cell, and is accountable to maintain the confidentiality, credibility and success of all examinations. As the *Financial Disbursing Officer*, the Principal functions as a nominee of the Government and carries out purchasing as per Government rules. As the *Human Resource Manager* of an Autonomous College, the Principal oversees all the appointments made by the Government. As the *Disciplinary Authority*, the Principal ascertains that discipline is maintained in the institution. As the *Chairman of the IQAC*, the Principal supervises the *Coordinator* of the Cell to initiate, plan and facilitate various activities, which are necessary to enhance the quality of education imparted. A senior experienced Professor is also appointed as an *Administrative Officer* to assist the Principal.

File Description	Documents
Paste link to Organogram on the institution webpage	http://snggpg.in/cmsupl/Organogram%20Criterion%206%20IQAC.pdf
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cppage.php?wpid=114

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has an effective welfare mechanism for its teaching and non-teaching staff. All the employees are considered to be the most valuable resources and therefore provided with an enabling ethos, and a supportive working environment. In addition to the existing norms of the state government, various welfare measures like Provident Fund (GPF), Group Insurance Scheme (GIS), Pension, Death Cum Retirement Gratuity, Medical Reimbursements, Free Medical Treatment in government/private hospitals, Advance for Festivals, and all types of leaves (Casual & Optional Leave, Maternity Leave, Child Care Leave, Study Leave, Duty Leave and Vacation Leave), Commutation of Pension, Leave Encashment, Contributory Provident Fund (CPF) and Benefit Fund (FBF) and Ex-Gratia are the post retirement welfare schemes for teaching and non-teaching staff. Various career development programs like FDPs, Orientation Courses, Refresher Courses, short term courses, and various other training programs are organized for the career development of the teaching and as well as the non-teaching staff of the college. The aim is to motivate them, and to develop and optimize their full potential. The members of the staff are in turn expected to put in the best of their efforts towards achieving the Vision and Mission of the institution

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.bareactslive.com/MP/MP143.HTM

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

89

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

To ensure financial compliance, internal and external financial audits are conducted every year. An *Internal Financial Committee* verifies the funds received from all sources like UGC, RUSA, Janbhagidari, World Bank etc. The College has also engaged a competent Chartered Accountant who visits the college to check the cash book, income and expenditure statements, and the balance sheets periodically. The audit report showing the utilization of grants is sent to the concerned authority. The audit is carried out by the officials sent by the *Department of Higher Education*, every Government College of Madhya Pradesh. The external audit is also conducted by the *Office of the Accountant General, Govt. of Madhya Pradesh, Gwalior* regularly as per protocol.

All audit objections are communicated to the Principal by the concerned authority. The objections are scrutinized by the Head Clerk/ Accountant/Registrar/ DDO. The response and the response is sent in a prescribed format to the *AD, Dept. of Higher Education*, which forwards it to the Directorate, from where it goes to the concerned department to resolve the objection. If the response is satisfactory at all levels, then the audit is considered settled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

139800

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institution mobilizes its funds received from the State Government, UGC, RUSA, World Bank, Autonomous and Janbhagidari in a well-planned manner in accordance with the approval of various statutory committees constituted by the Principal. Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff. For every financial year, a budget is prepared by a Finance Committee, keeping in mind the developmental criteria of the institution, and accordingly provisions are made. The UGC Committee proposes a budget for the allocation of funds under various heads to the Finance Committee. On its approval, the UGC deploys the fund and maintains a record of it. Likewise, all the above-mentioned committees try to utilize the sanctioned amount and make the optimal utilization of the available financial resources as per the Government Rules of Madhya Pradesh. The procedure of purchase is also very transparent. Proposals, as per requirements, are invited by all the Departments and Committees within a specific period of time. On receiving the proposals, tenders are invited in an open bid. The best bid is selected in the presence of the finance committee. A record of expense and balance is maintained by the concerned committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC set up a Legal Aid Clinic on 29th June 2021, formed under a Central Government scheme, working alongside the District Legal Services Authority. This is a pioneer college in the state, without a Law faculty, to have such a provision. The Clinic motivates students to serve society by helping the needy get judicial recourse. Students participate in Lok Adalat, thereby observing workings of the family court. Regular visits by advocates and paralegals facilitate counselling and fieldwork. A dedicated team of student volunteers assists in operations of the clinic. The District Legal Liaison sensitized students on gender issues and observed International Girl Child Day.

The college advanced learning resources by shifting its Library and Information Centre to a newly constructed three-level building spread over 15000 sq. feet. A fully automated facility with SOUL 2.0 software, the library provides seating for 300 students and a separate unit for researchers. There are 52,275 books and 63 journals, providing a blend of traditional textbooks and other volumes for holistic enrichment. Through institutional membership of DELNET and N-LIST, users gain access to thousands of E-Books, E-Journals and videos. The library also facilitates student access to the rich resources of Swami Vivekanand Public Library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution reviews its teaching-learning process, implementing modifications as required. 2020-21 is a noticeable example of adaptability during the pandemic when modified student-centric tools and teaching methods, primarily online, were adopted for experiential and participatory learning. Operatively, the institution follows an academic calendar to enable the teaching-learning process in a scheduled manner. However, the IQAC, in consultation with the Autonomous Cell, modified the calendar, keeping in mind the pandemic considerations and students interests.

The institution has a blend of advanced and slow learners and ensures the best interest of both. The tutor-guardian keeps a record of each student's performance and acts as a guide, friend and councilor to overcome barriers in learning.

Teachers make extra effort to accelerate the learning of advanced learners by giving them enriched reading materials and project-based learning opportunities, e.g. laboratory experiments, internships and practicum, enabling them to exhibit their talents, creativity and innovation.

For slow learners, remedial classes, guest lectures and mock tests are organised. Necessary alterations are made in the presentation of content per the student's requirements. They are provided study material, question banks, sample answers and short assignments. Teachers encourage them to participate in extracurricular activities, develop soft skills and attain piecemeal achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution

A. Any 4 or all of the above

Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	http://snggpg.in/cppage.php?wpid=193
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security

- Well trained and vigilant women security guards stationed across the campus.
- Extensive surveillance network with 24*7 monitored by CCTV Cameras.
- Strict implementation of Anti-Ragging and Anti-sexual Harassment Committee.
- Well Secured Girl's hostel with dedicated Warden and staff

Counseling

- The Counseling cell functions as a part of psychology department.
- A psychology counselor visits the cell on daily basis to resolve the issues.
- In spite of the pandemic there were 25 cases which were counseled.

Common rooms

- The college has a well equipped common room to comfortable

sitting to relax between classes.

- Charging stations, music system and Wi-fi facilities.
- Newspaper, magazines for reading.
- Counter is provided to promote "earn while you learn" and enhance entrepreneur skills and sell their self made products.
- Extension of Girls Common Room is under progress

Any other relevant information

- A National webinar on Social Construction of Gender was organized to sensitize students towards Gender Issues.
- Legal aid clinic was established in the college, which is continuously benefitting the students through awareness programs, orientation programs and free legal advice and support.
- Gender concerns are the part of curriculum to assist students become more aware included in the curriculum to help pupils become more aware

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://snggpg.in/cmsup1/7.1.1_1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The College believes in "Let's go green and keep our campus clean". Eco-Club, Physics Botany & Zoology Departments, NCC and

NSS unit, EBSB Club of college have played a prominent role in conducting activities related to waste management. In the college campus the following initiatives are taken towards the waste management.

- To achieve a healthy environment on our campus, college stringently follow the waste segregation into Dry and Wet waste bins.
- Methods of waste disposal mechanism is taught to students through courses such as Environmental Studies
- Dry waste generated is collected by Bhopal Municipal Corporation
- Wet waste from garden and canteen are composted in our compost pit
- There are 2 compost pits installed in college which are maintained by Zoology and Botany Departments
- Electronic goods are put to optimum use; the minor repairs are done by the Technician and are reused.
- IQAC organized Webinar on the processing and management of E-waste
- E-Waste Management Committee arranged E-Waste collection centres under the collaboration with SamudaikVikas Kendra and Jan KalyanSansthan
- Waste water generated is in the form of Grey water which without any pre-treatment is safely drained through closed drain pipes to the treatment plant of Bhopal Municipal Corporation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

Institution provides inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal and other diversities.

In celebration of Indian Classical Music the Music Department of

the college organised National webinar on the theme Sawan-Sangeet in which performance by Umakant Gundecha who sang Dhrupad gayaki and MaliniAwasthi who performed on Sawan ke Shailiyoon ke challis geet on 5thAugust2021. A virtual visit to the historical places of Bhopal was organized by Department of History Department of Commerce organized online lecture on Solahsanskar's

Ek Bharat Shreshtha Bharat club of the college aims to enhance interaction & promote mutual understanding between people of paired state (Manipur) The club carries out following activities to promote a sustained and structured cultural connect in the areas of language learning, culture, traditions & music, tourism & cuisine, sports and sharing of best practices,

- A documentary film screening was held to learn more about Manipur's culture.
- Online Quiz
- Learning the Manipuri language
- National webinar on World Heritage Day
- Talk on the topic Unity in Diversity

Appreciating diversity in communities includes understanding dimensions of diversity and to learn more on this during COVID, NCC Cadets distributed food to the elderly and disadvantaged

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The curriculum is framed with mandatory topics like Professional ethics and human values, Constitution of India, as a small step to inculcate constitutional obligations among the students.

NSS unit of the institution played "Nukkad Natak" on child protection and distributed masks to educate people about the need of wearing a mask during pandemic. NSS also organized a cleanliness drive to mark the occasion of Swachhh Bharat Abhiyan . NCC Cadets cleaned room, statues and garden area. One week Faculty Development Program was organized by IQAC to orient

faculty members towards values and responsibility. COVID immunization efforts screened on college campus was managed and motivated by the NCC and NSS volunteers. EBSB Club held a short video producing competition with the theme "Vaccine; A Shot of Hope." A short video making competition was organized by EBSB Club on the theme -Vaccine; A shot of hope

To sensitize students towards Rights, Duties and Constitutional Obligations Political Science Department organized one week training program on "Parliamentary Government and its Process". Sociology Department organized a talk on Cyber Security whereas EBSB Club organized awareness program on "cyber-crime". Students took an oath with the Education Minister for proper Covid Behavior as a citizen's obligation.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Students come together and perform cultural programs like dance, songs, and speeches to share their thoughts on these days. The NCC cadets perform parade and participate in this celebration with great patriotic fervour. The NCC Cadets commemorated Kargil Vijay Diwas on the 26th of July by reciting poems and performing patriotic songs and dances in honour of the Kargil war martyrs.

The Institution also commemorates the birth anniversaries of great Indian personalities like, Mahatma Gandhi, Birsa Munda. The students share the teachings of these eminent personalities through speeches and posters.

World Wetland Week was arranged by the Eco club to show support for environmental protection, while World Breastfeeding Week was observed by the Department of Food and Nutrition. An online lecture on prevention of AIDS was organized by NSS unit on World AID Day. The institution commemorated International Yoga Day, World No Tobacco Day to raise awareness of physical fitness among students and staff.

Computer department observed Basant Panchami by performing Saraswati vandana and cultural performances by students. NCC Cadets commemorated Rakshabandhan by tying rakhee to police officers who look after everyone.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

BEST PRACTICE I

TITLE OF THE PRACTICE

Awareness Towards Environment and Sustainability

Objectives of the Practice

To understand the importance of environment and nature, and promote awareness among students regarding protection of environment.

The Context

Incrementing depletion of resources has mitigated environmental stress resulting in shift of values that ascertain transition from a magnification-centered society to one acknowledging biophysical limits and biodiversity conservation

The Practice

The college does its best efforts to

- Aware students (Organize seminars, Rallies, lectures, Campaign, webinar, competition etc.)
- Save Energy (Solar Energy & energy efficient equipment's)
- save water(harvestingand recharging pits)
- Vermi-composting (biodegradable waste) (polybags)
- plantation drives
- Zero hazardous waste

Evidence of Success

- The Ecological activities are inculcating the right habits among young by sensitizing about importance of wetlands, waste management, Energy conservation, water harvesting.
- Composting of biodegradable waste which is used as manure in garden
- Monthly electricity bill has been reduced to half

Problems Encountered and Resources Required

There is an immensely colossal gap between what students auricularly discern and what they understand about environmental quandaries cognate to demographic changes. Students are expected to become more involved in environmental programs. Compulsory paper is to be edified and activity predicated program like competitions, visits etc. are organized to engender interest to ken about the threats to our planet

Notes

For the establishment of Biodiversity Park, eco-tourism and conservation purpose, a project titled "Inventory of flora and fauna of Shahapura hill forest, Bhopal" is sanctioned by MP Biodiversity Board, Govt. Of MP, with the funding of 2 lakh rupees.

BEST PRACTICE II

TITLE OF THE PRACTICE

LEGAL AID CLINIC

Objectives of the Practice

- To familiarize students about their remedies under the law.
- To help the students understand the socio-economic impediments to access to justice

.The Context

Women often face specific barriers in accessing legal aids due to insufficient knowledge and poverty. The Legal Aid Clinic in college provides easy access to justice.

The Practice

- Members were empanelled and training session for students was organised.
- On 21-09-2021 students and staff members participated in the National Lok Adalat, which gave them the opportunity to learn more about the court procedure.
- A virtual meet was organized for the orientation on the objectives of the Legal Aid clinic)

Evidence of Success

Legal Aid Clinic was inaugurated on 29-06-2021 and members of Legal Aid team along with students are continuously working to establish it through regular offline/online meetings, planning/preparing and getting trained for awareness program and orientation programs.

Problems Encountered and Resources Required

The students are experiencing challenges due to pandemics and lockdowns that restrict their movement and prevent them from reaching college

File Description	Documents
Best practices in the Institutional website	http://snggpg.in/cmsupl/7.2%20Best%20Practice%20I.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Recognizing its privileged position as a premier institute of higher learning, Sarojini Naidu Government Girls Post Graduate Autonomous College makes consistent efforts in fulfilling its social responsibility toward specially-abled girls of society

The Enabling Unit was set-up in year 2004-05 under the scheme of UGC. Since then the Unit stands as a distinctive feature of the institution

The HEPSN center is equipped with Braille writing devices, Computers are enriched many softwares. A Recording studio along with computers is equipped for audio recording, Scanners for conversion of printed material into accessible e-text for the use of the special students

Since many students could not peregrinate to college due to lock down and stringent gregarious distancing norms they were helped by the Unit virtually

The students from HEPSN are placed in various public sector undertakings and banks. Ku. Tanya was conferred the National Bal Shri award by the Chief Minister of Madhya Pradesh.

The College is providing a supportive

File Description	Documents
Appropriate link in the institutional website	http://snggpg.in/cmsupl/7.3.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Establishment of Central Research Laboratory
- Establishment of Recording room in Music department
- Set up of incubation center for Advertisement sales promotion and sales management
- Adoption of New Education Policy
- Strengthening infrastructure of Girls hostel
- More facilities for specially abled students.