



# **SELF STUDY REPORT**

**FOR**

**4<sup>th</sup> CYCLE OF ACCREDITATION**

## **SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE, SHIVAJI NAGAR, BHOPAL**

**SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS)  
COLLEGE , SHIVAJI NAGAR, BHOPAL-462016**

**462016**

**snggpg.in**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal popularly known as *Nutan College*, is considered as a paradigm of creativity, a harbinger of change and a nodal agency for quality sustenance. Since its inception in 1970, the institution has been fostering an eco-system of academic excellence for its students. The vision of the College is “to create new paradigms of progressive, inclusive and ethical education”. To make this vision a reality, the College aims “to empower young women with multi skill education and prepare them for a dynamic role in society”.

As an autonomous government college, the institution has earned its name due to its distinctiveness, healthy practices, optimum utilization of its resources with the highly competent qualified teaching staff and able leadership. In a very congenial academic environment, the students are excelling in academics and in extracurricular activities and have bagged many prizes at state, national and international level. The college is catering a large number of students providing academic flexibility in various undergraduate, post graduate, PG Diploma programs and research facility in 11 subjects. Student centric teaching learning methods and best practices make the college distinctive.

The College has been a forerunner in adopting the New Education Policy with a consistent approach in the area of skill development, setting up of an incubation center and overall development related efforts for stake holders. The college has signed MOUs with various organizations and has designated committees to coordinate different activities and maintain quality standards of the college. The teachers have published many research papers and authored many books. The infrastructure has a strong existence by computer labs, classrooms, seminar halls, practical labs and an ecofriendly campus. The college also has a *Legal Aid Clinic*, *Audio and Sound Recording Studio*, *HEPSN Unit* and *Museum of History- Dharohar*. The College is successfully running six Flagship programs.

The College is marching ahead towards excellence with the quality sustenance endeavors of the IQAC. With the compliance of academic calendar, UGC has provided the freedom to boost the concept of autonomy from the year 1995, under the umbrella of the Barkatullah University, Bhopal.

### **Vision**

**‘Creating new paradigms of progressive, inclusive and ethical education’.**

The *Vision* of the College is “to create new paradigms of progressive, inclusive and ethical education”. Since its inception in 1970, the institution has been fostering an eco-system of academic excellence for its students. With the goal of achieving academic excellence, the academic and administrative staff work in coordination to promote excellence in scholarly productivity. The *Conveners* and *Members* of various committees discharge an energetically pervasive role as motivators of culturally and socially conscious activities. The College fraternity is extremely proud of the outstanding achievements of its students. Students have brought laurels to the College in many fields and have successfully attained high posts in the public as well as in the private sector.

With the aim of fulfilling the *Vision*, the institution aims at a holistic approach to education that goes beyond

core academics, and taps the physical, social, intellectual, emotional, artistic, creative as well as spiritual potential of the learner during the process of learning. To achieve this, all stakeholders viz. the Principal, the Teaching Staff, the Administrative Staff, as well as students adopt a comprehensive approach to education by inculcating human values and instilling a sense of professional ethics at every level in our institution. The broader aim of the institution is to set up an egalitarian society that integrates the individuals of all classes, culture and capabilities.

The institution functions with the objective of inclusive growth. Apart from the other initiatives, the **Higher Education for the Persons with Special Needs (HEPSN)** Unit is an excellent illustration of inclusive growth. This unit is unique in the state and works “to ensure equitable access, recognition of potential merit, to facilitate opportunities of productivity, and social integration without discrimination for the differently abled”.

The institution also aims to reach out to students from the disadvantaged sections. It aims to sensitize the youth towards the marginalized sections of the society, and to inculcate in them a sense of responsibility towards the society. It also aims to promote gender parity in society and to use education as a source of continual evolution of its stakeholders for the welfare of society.

## **Mission**

“To empower young women with multi-skill education and prepare them for a responsible and dynamic role in society.”

The **Mission** of the College gives a direction and facilitates progress in the achievement of goals. The College fraternity tries to focus on the priorities set up as goals for the accomplishment by the stakeholders involved in the process of the accomplishment of its **Mission**.

Apart from fostering an eco-system of academic excellence for its students, the institution aims at encouraging skill development in the students for increasing employability. The institution aims at giving vocational exposure through the academic streams. The aim is to motivate students to think, analyze, and apply the knowledge that they have acquired. The implementation of the **New Education Policy (NEP) 2020** in the session 2021-22 has given special emphasis on skill based education through integration and mainstreaming of vocational education along with academics. This will help students in acquiring various skills for increased employability.

To achieve the aim of empowering women with multi skill education, the **Vivekananda Career Guidance Cell** also works for the skill upgradation, drives, and Career Opportunity Fairs and aims at an increase in the placements of the students every year.

The institution lays a special emphasis on the activities of the NSS and the NCC, as they are platforms for the overall development of the personality of the students. They help the students to be confident, develop leadership skills, and gain knowledge about different people from different walks of life.

The institution also focuses on physical activity in order to keep the students physically fit, to boost their mental

and emotional well-being, to encourage resilience and discipline. The institution aims to provide a platform to the students for various indoor and outdoor sports activities. Players selected in college team are imparted special coaching for a week.

The institution believes that social and cultural activities prepare the students for real life and strengthen their personal skills. As social and cultural activities are of paramount importance, the institution encourages all extracurricular activities that help in widening the horizons of the students.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Catering of the students of all section of the society.
- Striding forward with the vision and mission of the institution.
- Providing quality education to a large number of students.
- Centrally located, easily accessible institute, amidst eco-friendly environment.
- Cater for all the four faculties viz, Arts, Science, Home Science and Commerce,
- Adopted NEP-2020 successfully with ample academic flexibility.
- Highly qualified (99.99% with Ph.D degree) sincere and well experienced faculty members.
- Successful autonomy since 1995
- Innovative students centric teaching-learning structure with focus on advanced and slow learners.
- Six innovative well structured framework of flagship programs:-
- Students are continuously winning many national and enter national awards in sports.
- NCC and NSS students have won many national and state level awards,
- Well equipped labs and smart classrooms and IT enabled classrooms,
- Celebrated golden jubilee in 2020.
- Awarded in A Grade in 2017 with 3.09 grade points by NAAC.
- 33 Undergraduate 22 Post Graduate, 02 PG diploma programs.
- 11 Ph.D research centers in the college.
- Automated Central Library with text books, reference books, e-books, e-journals, memberships of Delnet/Inflibnet.
- Canteen stationary and photocopy kiosk within the premises.
- Girls hostel with the facility of 120 students.
- Offers many national and state level scholarships and freeships.
- Green campus with botanical garden green houses clean campus.
- Healthy practice and green audit, energy audit, fire audit.
- Wheeling solar energy panels to grid 60kw Resco Roof top solar plant.
- Roof water and Ground Water rain harvesting units.
- Active placement cell and learn while you learn initiatives.
- Running many job oriented courses like B.Libb, M.LIB, BCA, B.Sc, Fashion Designing, B.Sc. Computer application and Computer Science, PG Diploma in Hospital Service Management.
- Regularly Participating in Administrative and academic audit.
- Publication of many research papers of staff in reputed journals and books.
- Many Research project are running under varied faculties.
- Has incubation center in Fashion Designing.
- A strong well defined legal aid clinic in the college a meuseum of history, Audio and Sound recording room -----

- Well structured Sports activities, indoor and outdoor gym and indoor sports complex.
- Bagged many awards and prizes in NCC, NSS, sports and other Cultural events.
- A fascinating college band.
- Two units of NSS and a unit if NCC is running successfully.
- Registered alumni association 'NOGA'.
- Bilingual Teaching.
- Strong tutor guardian scheme framework,
- College is local chapter for NPTEL.
- Many functional MoU's.
- Strong HEPSN enabling unit with elevator ramps and rains in all the building.
- Round the clock all the security.
- No ragging case reported till date.
- Inclusion of college in RUSA, world bank under MPHEQIP scheme.
- Availability of councilor for the students.
- Remedial classes.
- Holistic development of students.
- WIFI enabled campus.
- In programming arts students have bagged many national and state level awards.
- Inhouse printing of question papers, marksheet QR code.
- Answer sheets are also prepared in house by the exam cell with QR code.
- Dynamic website with student management system and employee management system.
- Online declaration of results.
- Many value added courses, providing jon opportunities.
- Vermicomposting, solid and liquid waste and organic waste management.
- QR code on the trees of college campus
- Teachers are encouraged to under go regular faculty development programs, workshops and teaching are organized.
- Well placed alumni as IAS, IPS, Army, Professor, Banks etc.

### **Institutional Weakness**

- Limitation of infrastructural augmentation in comparison to admitted students.
- Merit bases autonomy in admission.
- More computers with latest configuration and licensed software.
- In the absence of entrance exams students with lower percentage of marks and weak academic background are admitted to the courses not suitable to them.

### **Institutional Opportunity**

- Best Situatedness.
- Better research atmosphere labs and language labs.
- Job opportunities and skill development programs.
- More programs with cooperation of MoU's
- Availability of funds in institution for purchasing of reference books in the central library
- Freedom of institute level admission procedure.
- Only female institution in the vicinity.

- Grant of Autonomous status from UGC.
- Allocation of more permanent teaching posts.
- Under MoU's partnering sports ground with adjoining institution and availing the sports facilities by stadium.
- Contribution of NOGA.
- Scope for first women university of the state as recommended by the UGC.
- Scope of collaborative activities with the institutes in the close vicinity like IIFM, MANIT, CSIR, AMPRI, MPCST, NLIU, IISER, CIPAT, National Soil Research Institute EPCO, MP State Pollution Control Board.
- Close to Barkatullah, Bhoj Open, Mahatma Jyoti Bapu University.
- Huge Job market in Bhopal and Mandideep Industrial Area.
- Selection of Bhopal in Smart city model.

### **Institutional Challenge**

- Collaboration with industries and consultancy
- Insidious Utilization of funds from World Bank, RUSA, Autonomous, UGC and Janbhagidari.
- Strengthening of parents teacher association and alumni association,
- Revision of curricular, Innovations in evaluation mechanism.
- Adoption of modern techniques of teaching learning LMS to make our staff acquitted
- More efforts to get Grants from DBT, DST, FIST and other funding agencies.
- Bringing students of weak socio economic backgrounds into the main stream.
- Exploring the autonomy in the field of admission process
- Augmentation of infrastructure with the increasing number of students every year.
- To meet the standards norms of teacher student ratio.
- To increase the student computer ratio to facilitate students.
- Accommodation of large number of students in the labs is a big challenge.
- Regular training for technical staff.
- Procurement of sophisticated relevant instruments in the Central Research Laboratory.
- Less depending on Guest Faculty.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college is carving out learned and skilled students to cater the needs of industries banks teaching sector administration and management. The knowledge, ideas and Endeavour of the students lead to set up their own enterprise. Being an autonomous college, every department has its own Board of Studies reviews syllabus every year on the basis of suggestions received from all the stake holders through their feedback the institution offers 63 programs in the four faculties, viz Arts, Science, Commerce and home science. As per the state level policies laid down by the department of Higher Education Govt. of Madhya Pradesh, the Board of studies can make, at the most 20 percent addition in to the prescribed curriculum during the last five years the syllabi was revised two times for all the undergraduate courses.

Many courses are offered by the institute have focus on employability, entrepreneurship and skill development such as PGDCA, Masters in social work, BCA, Computer Science, B.Lib, M.Lib etc. The institute gives the

ample freedom to students to choose from a variety of core and elective options at under graduate level. At post graduate level subjects with internal choice based credit system in all the undergraduate programs. The college integrates the crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum and these issues are addressed effectively through various flagship programmes, eco club of the institute organizes a series of programmes on environmental awareness and sustainability. Poster making wall magazine rallies plantation drives, model making, inculcations, seminars and guest lectures are being organized to ensure effective implementations. The institute has various policy documents related to human values ethics and environmental issues.

The college offers the number of value added, electives and vocational and certificate courses with intent to amplify high order skills that can be effectively put to use in their respective fields at specialization. Value added courses are aimed at providing skills that fetch monetary benefits to the students. Job oriented project work for final year students of post graduate level has been implemented to have knowledge how of the essential qualifications, describes skills and knowledge, training and experience of the gainful employment in the related areas. The institute had a well structured feedback system. At each stage, the college involves all its stakeholders in the process of planning and execution. The BOS of every department has an alumni to voice their observation that allows a fresh and practical understanding of the educational methods.

### **Teaching-learning and Evaluation**

Teaching learning and evaluation emphasizes on quality, value-based education to all sections of society, with the motto of inclusiveness to build literacy and numeracy skills It caters gender disparities and ensure equal access to education.

The goal of teaching and learning embraces Bloom's taxonomy to encourage higher-order cognitive skills among students. Institution performs various Experiential learning activities, Participatory methods (PMs) PROBLEM-BASED LEARNING (PBL) methodologies by various pedagogies to engage students in long term learning.

It encompasses slow and advanced learners by facilitating extra classes, remedial classes enriched reading materials, presentations and providing access to latest ICT technologies Students with special Needs are also catered through Enabling Unit which was set up in the year 2004-05

Faculties promotes, enhances, and optimizes the delivery of quality education by blending technology with traditional modes of instruction through social networking sites, google classroom, various e resources and provide enhanced learning experience to the students Faculties appends Hybrid mode of teaching, WhatsApp group communication, Zoom link Google meets, SWAYAM, e-PG Path Shala , e-Gyankosh ,you tube tutorials and, NEPTEL

Since the establishment of Autonomous cell, all the activities related with Tutor Guardian Group formation, Examinations, Valuation, are carried out inhouse integrating I.T. assistance. From session 2021-2022 QR code is being printed on examination forms, by scanning the QR code the student can have access to the website of the college for complete information.

At the institutional level **Cos, Pos, Psos**, are designed indicatively to enhance subject knowledge from elementary principles to detailed version for developing rational, scientific thinking The learning outcomes are clearly stated in the form of objectives of each course approved by Board of studies and Academic

CouncilthroughCollege website. Every year an **Induction or Orientation programme** is organized at the beginning of the session.

Institute has conducted a mock **Student Satisfaction Survey** Online through google forms via e mail id of students of the institute.

### **Research, Innovations and Extension**

Sarojini Naidu Government Girls Post Graduate (Autonomous) College'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. There is a well developed and proactive institutional framework in terms of Research Advisory Committee, Research Ethics Committee and Research Development Committee for promotion of the research activities. There has been a consistent increase in the number of Ph.D. awarded within the last five years. The college has received grants from Governmental and non-Governmental agencies for research projects. A large number of teachers are involved in active research work.

From the past many sessions, the college has conducted job- oriented project work for entrepreneurship development consisting of fifteen days to one-month training from variety of external agencies e.g. Financial Institutions, NGOs, Hospital and Educational Institutions, Companies/Industries/Offices/Stores/Business House, Museum and places of Natural History on a compulsory basis for the students. College has adopted the concept of "**Earn while you Learn**" by organizing sales mela at the time of festivals.

The institute has organized several workshops/seminars on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development. The number of such workshops/seminars have shown an increasing trend during the last five years. The institution ensures implementation of its stated code of ethics for research and has included Research Ethics in the research methodology coursework which needs to be passed by all research candidates. There has been consistency in the number of research paper per teacher in the journals notified on UGC website during the last five years. There has been also consistent increase in the number of books and chapters in edited volumes/books published per teacher during the last five years.

The institute has generated revenue from consultancy during the last five years on a consistent basis. The college has been carrying out the extension activities in sensitizing students to social issues and holistic development. The institute has been conducting ever increasing number of extension and outreach programs through NSS/NCC/Redcross/YRC etc. during the last five years and there has been increasing trend of students participating in these programs. The institute along with its teachers & students have been also awarded by Government/Non Government recognized bodies. There has been also increase in the number of collaborative activities per year for research/faculty exchange/student exchange internship/on-the-job training/project work in the institute. In all the institute has created an eco- System for innovation, creation and transfer of knowledge supported by dedicated centers for research entrepreneurship, Community orientation and Incubation .

### **Infrastructure and Learning Resources**

The institute has adequate facilities for teaching learning, viz 90 well it enabled classrooms, 8 well equipped



seminar hall, 32 well equipped laboratories from different discipline, 4 computer labs having 50 computers in each lab.

The institution has adequate facilities for sports and play grounds for volley ball badminton, khokho, table tennis and facilities for carom and chess etc. Three set of open gym, one well equipped indoor gym, open stage, multipurpose hall for yoga and cultural activities and huge Vivekanand Auditorium (capacity 1200) for cultural and academic activities.

15 Cr. allocated for infrastructure augmentation during these assessment period 2017 to 2022, from this fund new library block, G+3 Hall, 12 New classrooms, 100 seater computer lab and 13 new rooms in hostel are augmented.

Library is fully automated using ILMS software SOUL 2.0, (software for Universities and Libraries) with barcoded Membership card and books and year of automation being 2005, designed and developed by INFLIBNET center with features of Unique support, OPAC search, easy installation, copy cataloguing, user friendly interface and a dedicated helpline. e - Granthalaya has been launched as an initiative of Higher Education Department on the portal hosted by NIC. 6,150 + E-JOURNALS and 1,64,309 + E-BOOKS can be accessed through membership of N-LIST under the UGC program of Info net. Besides it has its own repository of 37 e- Books and 2,79,30,550 Books 38,184 and 20,235 Union and current Catalogue of Periodical journals respectively. Subscription to e- journals separately is in pipeline and fund already allocated for it. N- list Registrations of faculty and students are also aided by the Library.

There is a sound IT infrastructure maintained by the IT Department that works in consonance with the state level IT policies and has carved out a separate IT policy for itself.

Wi-Fi enabled campus with SWAN. There is a facility for online teaching and recording video lecture and making e content in the virtual classroom as well as mixing and editing equipment available in the sound recording studio of the institute.

The physical academic and support facilities are maintained through well charted procedures and policy for maintenance and resource mobilisation for these purpose institute received grant from RUSA World Bank UGC Janbhagidari and Government fund during assessment year 2017-2022.

## **Student Support and Progression**

Sarojini Naidu Government Girls Post Graduate (Autonomous) College believes that it has a big hand in shaping the young bright minds of the country and takes multiple steps throughout the journey of a student in the college to help her achieve success in her future endeavors. Moreover, we feel that such efforts also bring a sense of belonging among the students, thereby garnering a strong Alumni base. The college has a Registered Alumni Association network called NOGA that meets regularly and supports the college in conducting its duties. The below summary highlights the activities carried out by the institution to help its students on the path to success.

Institute has created a fabric of social inclusion and empowerment through student centric financial incentives and welfare measures. A number of students have benefitted from State and Central scholarships. "The Student

Aid Fund” scheme to support the marginalized students to continue their education. Apart from the above, students also get financial aid from the college’s Faculty and Alumni. College has introduced multiple awards, financially supported by former faculty members and Alumni.

The college has active student Grievance Redressal mechanism that helps them seek redressal for complaints including those about harassment and ragging.

The college organizes multiple activities throughout the year such as activities on Soft-skills, communication skills, Life skills, and activities on Awareness of trends in technology.

College organized Lectures, Seminars, Self-Employment training on Career counseling and guidance on competitive examinations where students benefited. Many students clearing prestigious exams such as UPSC, MPPSC, NET, SLET, GAT, CAT and other examinations.

The placement cell facilitates the student’s professional growth and success as many leading corporate and non-corporate come for placements. Many students have been successfully placed in the college in the last 5 years.

The college also promotes students to take part in Sports activities across the globe. Many students have also won multiple International, National and State Inter-university Sports competitions in the last 5 years. Institute conducts various co-curricular cultural activities to further enhance the holistic development of the students. Overall, many sports and cultural events have been held during the last 5 years.

## **Governance, Leadership and Management**

The College has earned for itself a rich and lasting legacy in providing quality higher education along with co-curricular and extracurricular activities for women, thereby enhancing their holistic development. The **Vision** and **Mission** of the institution are in tune with the policies of the nation at large. With the objective of inclusive growth, we try to reach out to students from disadvantaged sections, and strive to facilitate the learning process of specially abled students. We aim to sensitize the youth towards the marginalized sections of the society, and to inculcate in them a sense of responsibility towards the society. The institution practices **Decentralization** and **Participative Management** by providing a restrictive autonomy to the various academic and administrative activities carried out under the supervision of the **Principal**. The **Internal Quality Assurance Cell** works to achieve excellence in the quality of teaching – learning, co-curricular and extra-curricular activities.

The institution mobilizes its funds received from the State Government, **UGC**, **RUSA**, **World Bank**, **Autonomous** and **Janbhagidari** in a well-planned manner. For every financial year, a Finance Committee prepares a budget keeping in mind the developmental criteria of the institution, and accordingly provisions are made. To ensure financial compliance, internal and external financial audits on the financial transactions are conducted every year.

In order to create “new paradigms of progressive, inclusive and ethical education”, the teaching as well as non-teaching faculty is motivated to update themselves by attending various *Faculty Development Programs*, *Professional Development Programs*, *Orientation & Induction Programs*, *Refresher Courses* etc. During the sessions 2017-18, 2018-19 and 2019-20, *Seminars*, *Workshops*, *Training Programmes* and *FDPs* were organized. In the session 2020-21, more emphasis was laid on online programs/ trainings as the Covid-19 Pandemic dramatically changed the pattern of education, with a distinctive need being felt for e-learning, and

teaching-learning over remote and digital platforms. During the year 2021-22, as life returned to normalcy after the Covid-19 Pandemic finally came under control, faculty members actively took part in various online as well as face to face FDPs and other interactive training programmes. We firmly believe that excellence can be accomplished by institutional vision, good governance and effective leadership.

### **Institutional Values and Best Practices**

The cultural ethos of the institute and its surrounding community place a high importance on gender sensitivity, as evidenced by the amenities offered, including security, common areas, fitness, counselling, and many more. The institute conducts programmes that guarantee student engagement in advancing gender equity.

The college is committed to protecting the environment and upholds its environmental policy, which aspires to sustainable development through waste reduction, rainwater harvesting, a clean/ green campus, and energy conservation. A System capacity of 60kwp Rooftop Solar Power Plant under RESCO project was set up which is running successfully. College also hosts activities like seminars, webinars, workshops, lectures, and other events where students can actively engage and learn about sustainability practices. The institution offers a welcoming environment for people of all diversity and harmony. The college offers a graduation curriculum in four languages, reflecting the diverse society of India. The Institute provides cultural tours, heritage walks, dancing, singing, workshops in folk and tribal art, and many other events to highlight India's enormous diversity.

To make students become familiar with various activities related to constitutional procedure visits, Mock Parliament, talks, training and awareness, programmes were held. College educates students in societal values through a range of activities that provide the students with uplifting principles.

A discipline committee oversees the college's code of conduct. Few days each year allow us to fully dedicate, honor, and appreciate our country as we observe Independence Day and Republic Day. These occasions also serve as platforms for raising awareness of human values. The college sponsors awareness campaigns like International Yoga Day, International AIDS Day, etc. To provide inexpensive local machinery for handling legal services of basic nature college has established Legal Aid Clinic to strengthen access to justice for marginalized. The college places a strong emphasis on raising understanding of sustainability and the environment by following the college's environmental policy and participating in activities with the organizations with which the institution has MOUs. College strives to fully embrace the person with or without disabilities. The Enabling Unit, which works hard to make higher education accessible to students with impairments, is a distinctive aspect of the college.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal
Address	Sarojini Naidu Government Girls Post Graduate (Autonomous) College , Shivaji Nagar, Bhopal-462016
City	Bhopal
State	Madhya Pradesh
Pin	462016
Website	<a href="http://snggpg.in">snggpg.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Pratibha Singh	0755-2552560	9827226774	0755-2552567	hegsngpgcbho@m p.gov.in
IQAC / CIQA coordinator	Shailbala Singh Baghel	-	9425029994	-	iqac.snggpgcbho@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of Establishment, Prior to the Grant of 'Autonomy'	01-07-1970			
Date of grant of 'Autonomy' to the College by UGC	14-03-2019			
<b>University to which the college is affiliated</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Madhya Pradesh	Barkatullah University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	02-11-2001		<a href="#">View Document</a>	
12B of UGC	02-11-2001		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Sarojini Naidu Government Girls Post Graduate (Autonomous) College , Shivaji Nagar, Bhopal-462016	Urban	6.68	10336.25

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Dance	356	Twelve pass out	English,Hindi	6	6
UG	BCom,Advertising Sales Promotion And Sales Management	36	Twelve pass out	English,Hindi	220	137
UG	BSc,Biotechnology	36	Twelve pass out	English,Hindi	50	41
UG	BCom,Commerce	36	Twelve pass out	English,Hindi	501	469
UG	BSc,Chemistry	36	Twelve pass out	English,Hindi	70	28
UG	BSc,Mathematics	36	Twelve pass out	English,Hindi	20	11
UG	BSc,Physics	36	Twelve pass out	English,Hindi	91	45
UG	BSc,Zoology	36	Twelve pass out	English,Hindi	50	50
UG	BSc,Botany	36	Twelve pass out	English,Hindi	200	154
UG	BA,Economics	36	Twelve pass out	English,Hindi	264	264

UG	BA,English	36	Twelve pass out	English	186	186
UG	BA,Geography	36	Twelve pass out	English,Hindi	150	150
UG	BA,Hindi	36	Twelve pass out	Hindi	110	110
UG	BA,History	36	Twelve pass out	English,Hindi	348	348
UG	BSc,Home Science	36	Twelve pass out	English,Hindi	40	31
UG	BCA,Computer Application	36	Twelve pass out	English,Hindi	70	69
UG	BCom,Computer Application	36	Twelve pass out	English,Hindi	221	210
UG	BSc,Computer Application	36	Twelve pass out	English,Hindi	91	55
UG	BSc,Computer Science	36	Twelve pass out	English,Hindi	20	13
UG	BSc,Clinical Nutrition And Dietetics	36	Twelve pass out	English,Hindi	20	11
UG	BSc,Clinical Nutrition And Dietetics	36	Twelve pass out	English,Hindi	50	40
UG	BA,Music Vocal	36	Twelve pass out	English,Hindi	9	9
UG	BA,Music Instrumental	36	Twelve pass out	English,Hindi	4	4
UG	BA,Political Science	36	Twelve pass out	English,Hindi	431	431
UG	BA,Public Administration	36	Twelve pass out	English,Hindi	39	39
UG	BA,Psychology	36	Twelve pass	English,Hindi	46	46

Self Study Report of Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal

	gy		out	i		
UG	BA,Philosophy	36	Twelve pass out	English,Hindi	7	7
UG	BA,Sociology	36	Twelve pass out	English,Hindi	262	262
UG	BA,Drawing And Painting	36	Twelve pass out	English,Hindi	13	13
UG	BA,Urdu	36	Twelve pass out	Urdu	10	0
UG	BA,Sanskrit	36	Twelve pass out	Sanskrit	2	2
UG	BLibSc,Library Science	12	Under Graduate	English,Hindi	30	29
UG	BSc,Fashion Designing And Dress Making	36	Twelve pass out	English,Hindi	20	0
PG	MCom,Commerce	24	Under Graduate	English,Hindi	110	109
PG	MSc,Chemistry	24	Under Graduate	English,Hindi	40	39
PG	MSc,Mathematics	24	Under Graduate	English,Hindi	80	38
PG	MSc,Physics	24	Under Graduate	English,Hindi	20	20
PG	MSc,Zoology	24	Under Graduate	English,Hindi	40	39
PG	MSc,Botany	24	Under Graduate	English,Hindi	40	38
PG	MA,Economics	24	Under Graduate	English,Hindi	80	58
PG	MA,English	24	Under Graduate	English	100	69
PG	MA,Geography	24	Under Graduate	English,Hindi	30	29
PG	MA,Hindi	24	Under Graduate	Hindi	80	65



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PG	MA,History	24	Under Graduate	English,Hindi	80	58
PG	MSc,Human Development	24	Under Graduate	English,Hindi	30	5
PG	MA,Political Science	24	Under Graduate	English,Hindi	70	70
PG	MA,Public Administration	24	Under Graduate	English,Hindi	50	29
PG	MA,Psychology	24	Under Graduate	English,Hindi	50	26
PG	MA,Sociology	24	Under Graduate	English,Hindi	80	71
PG	MA,Social Work	24	Under Graduate	English,Hindi	70	16
PG	MA,Drawing And Painting	24	Under Graduate	English,Hindi	50	27
PG	MLibSc,Library Science	12	B.Lib. Pass out	English,Hindi	30	29
PG	MA,Music	24	Under Graduate	Hindi	20	10
PG	MSc,Food And Nutrition	24	Under Graduate	English,Hindi	40	40
PG	MSc,Textile And Clothing	24	Under Graduate	English,Hindi	30	6
PG Diploma recognised by statutory authority including university	PGDCA,Computer Application	12	Under Graduate	English,Hindi	40	19
PG Diploma recognised by statutory authority including	PG Diploma, Hospital Services Management	12	Under Graduate	English,Hindi	50	13

university						
Doctoral (Ph.D)	PhD or DPhil, Commerce	24	Post Graduate	English, Hindi	24	24
Doctoral (Ph.D)	PhD or DPhil, Chemistry	24	Post Graduate	English, Hindi	52	16
Doctoral (Ph.D)	PhD or DPhil, Zoology	24	Post Graduate	English, Hindi	32	11
Doctoral (Ph.D)	PhD or DPhil, Botany	24	Post Graduate	English, Hindi	40	21
Doctoral (Ph.D)	PhD or DPhil, Geography	24	Post Graduate	English, Hindi	16	3
Doctoral (Ph.D)	PhD or DPhil, History	24	Post Graduate	English, Hindi	32	14
Doctoral (Ph.D)	PhD or DPhil, Home Science	24	Post Graduate	English, Hindi	32	28
Doctoral (Ph.D)	PhD or DPhil, Political Science	24	Post Graduate	English, Hindi	20	11
Doctoral (Ph.D)	PhD or DPhil, Sociology	24	Post Graduate	English, Hindi	12	8
Doctoral (Ph.D)	PhD or DPhil, Drawing And Painting	24	Post Graduate	English, Hindi	42	42
Doctoral (Ph.D)	PhD or DPhil, Music	24	Post Graduate	English, Hindi	24	19

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	15				0				96			
Recruited	1	14	0	15	0	0	0	0	12	77	0	89
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				30			
Recruited	0	0	0	0	0	0	0	0	7	23	0	30
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				31
Recruited	18	9	0	27
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				30
Recruited	18	12	0	30
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				14
Recruited	6	3	0	9
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	16	18	0	34
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	4	0	4
Ph.D.	1	14	0	0	0	0	9	78	0	102
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	2	0	5
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	4	0	4
Ph.D.	0	0	0	0	0	0	11	14	0	25
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0		10		10

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1962	16	0	0	1978
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	819	8	0	0	827
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	34	1	0	0	35
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	260	0	0	0	260
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	41	0	0	0	41
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	565	529	520	458
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	214	186	211	212
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	504	459	413	361
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	1735	1465	1315	1182
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	59	68	30	31
	Others	0	0	0	0
<b>Total</b>		<b>3077</b>	<b>2707</b>	<b>2489</b>	<b>2244</b>

## 2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

<b>Department Name</b>	<b>Upload Report</b>
Advertising Sales Promotion And Sales Management	<a href="#">View Document</a>
Biotechnology	<a href="#">View Document</a>
Botany	<a href="#">View Document</a>
Chemistry	<a href="#">View Document</a>
Clinical Nutrition And Dietetics	<a href="#">View Document</a>
Commerce	<a href="#">View Document</a>
Computer Application	<a href="#">View Document</a>

Computer Science	<a href="#">View Document</a>
Dance	<a href="#">View Document</a>
Drawing And Painting	<a href="#">View Document</a>
Economics	<a href="#">View Document</a>
English	<a href="#">View Document</a>
Fashion Designing And Dress Making	<a href="#">View Document</a>
Food And Nutrition	<a href="#">View Document</a>
Geography	<a href="#">View Document</a>
Hindi	<a href="#">View Document</a>
History	<a href="#">View Document</a>
Home Science	<a href="#">View Document</a>
Hospital Services Management	<a href="#">View Document</a>
Human Development	<a href="#">View Document</a>
Library Science	<a href="#">View Document</a>
Mathematics	<a href="#">View Document</a>
Music	<a href="#">View Document</a>
Music Instrumental	<a href="#">View Document</a>
Music Vocal	<a href="#">View Document</a>
Philosophy	<a href="#">View Document</a>
Physics	<a href="#">View Document</a>
Political Science	<a href="#">View Document</a>
Psychology	<a href="#">View Document</a>
Public Administration	<a href="#">View Document</a>
Sanskrit	<a href="#">View Document</a>
Social Work	<a href="#">View Document</a>
Sociology	<a href="#">View Document</a>
Textile And Clothing	<a href="#">View Document</a>
Urdu	<a href="#">View Document</a>
Zoology	<a href="#">View Document</a>



### Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Multidisciplinary/Interdisciplinary education is the central recommendation of the National education policy 2020. Our Institution is offering courses both at under graduate and post graduate level that opens new horizons of knowledge to the students. In accordance with the new syllabus designed by HE Dept., Govt. of MP we are offering courses in various subjects like C336 and C127 that has a combination of Mathematics with Economics along with Computer Science/ Computer Application. Mathematics plays an important role for Economists to construct and explain various Economic Models and Computer technology further enhances their prospects in employment. The syllabus of C190 that has a combination of Commerce with advertising is a perfect example of multidisciplinary education as advertisements are extremely important for the success of e commerce companies today. Proficiency in languages like Hindi and English is included as a part of qualification parameters for enhancing the skilling and employment opportunities of our students. As a way and means of invoking Interdisciplinarity we have restructured our Curriculum with focus on problem solving approach. Faculty of Home Science offers a variety of courses on Human development, Clinical nutrition, Home Management and Fashion designing where joint teaching by the faculty of Home Science provides an opportunity among teachers to understand a complex problem from interdisciplinary perspective. Needless to say, this approach helps to create new knowledge which is beyond the limits of a particular discipline.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Ordinance 14B of Department of HE, Govt. of MP is a policy document in which article 24 mentions credit transfer of students. Our institution proposes that the record of credits earned by students in their regular courses and additional credits earned through MOOC courses of SWAYAM NPTEL platform will be deposited in the academic bank of credits as per the instructions of the Department of HE, Govt. of MP.</p>
<p>3. Skill development:</p>	<p>NEP 2020 suggests that separation of education and training has significantly contributed to a situation</p>

where our workforce is under-skilled and hence not able to participate in social, economic and civic life. Vocational education has therefore been mainstreamed in our Curriculum to meet the skill needs of our learners. We have different skill enhancement courses (4 credits) designed to focus on enhancement of skill and aimed to provide hands on training to the students. Ability enhancement courses (8 credits) like Foundational Hindi, English and Environmental education mandatory for all disciplines. Field projects (4 credits) in coordination with the stake holders are also included as integral part of our curriculum. This way we are becoming more responsive and supportive to the learners and minimizing their skill imbalance through skilling, reskilling and upskilling with focus on environmental responsibility like waste management, and social responsibility like gender neutrality. In addition to this we are running certificate courses on Cultivation, Processing and Marketing of Medicinal plants, Vermicomposting – an eco- friendly venture for entrepreneurship development and most importantly a course on Audio and sound engineering which is opening job opportunities for students in different sectors like radio, field recording, voice over and many more. Above all we also keep on organizing workshops for our students like 21 days training program on Multi media web designing, Seminar on awareness of technical skills, financial literacy program to name a few and many more.

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

In Indian culture knowledge is the supreme value. NEP 2020 aims at characterizing India's spirit to build a knowledge centered civilization. As a means to understand how knowledge has been embedded in our Indian civilization, we have initialized to include Indian knowledge to our Curriculum. To ensure accessibility to different Indian texts and Indian thought systems available in Sanskrit, Hindi and English we focus to strengthen these languages as we are aware that language, thought and reality are always entwined. Not only do we design our syllabus in both English and Hindi but also maintain the language of communication and also examination system both bilingual. We are planning to introduce certificate courses in our college that will include oral, pragmatic and democratic knowledge that would not subdue other communities. It would aim towards

the quest of the true self. The college has been regularly organizing lectures integrating Indian language and culture like o 21 days Training program- Career in Yoga o Saamuhik Surya Namaskar o 21 days Training Program- Yoga as a profession o Cambridge Assessment English Training Program o Language Learning Training - (Manipuri Language Learning Online as Well as Offline) o Online Orientation Program on Communication Skills (1-Peer Pressure 2- How to say No 3-Coping with emotions) o Lecture on Communication Skills and Life Skills o Workshop on Urdu Language- Iqbal kiShayari me Ganga Jamuna tehzeeb ka rang numaya We are planning to establish a language lab in our college that aims at enhancing the speaking, listening, reading and writing skills of our students with special focus on improving the grammar, vocabulary and phonetics. J F Staal a renowned Indologist had once remarked “Indian mind is obsessed with language and philosophy” We have a well-designed corner in our library with comfortable sitting space to browse books related to Indian Knowledge system in both English and regional languages. We have books related to Vedic Mathematics, Astronomy, Metallurgy, Medical Science, ancient Architecture, Yoga and Fine Arts. Other than this we also • celebrate Hindi diwas in our college. • Many of our staff members have made e content for the LMS of HE department and also for our college website in both Hindi and English. • We assess student performance in both languages. • We have books in our library in Sanskrit literature Charak Sanhita, Rigveda, Upnishad Mahabharat, Krushnayan and many others. • We organize street play in local languages like Hindi as a part of NSS activities. • We have been instrumental in organizing events like Earn while you learn; vocal for local which has immensely helped our students to master their local art and craft thereby understanding how it has been embedded in their cultural lives.

5. Focus on Outcome based education (OBE):

NEP 2020 articulates well on how Outcome based education should be implemented at various levels so that the quality of student learning increases. Outcome based learning emphasizes on student learning outcomes where strategies of learning and assessment are integrated to each other. Learning outcomes form an integral part of our curriculum

	<p>starting from need analysis of that particular program of study to development of concept map and blue print. This process also includes considerations like enhancement of life skills and social skills of our students. All teaching Departments design syllabi based on UGCs initiative of LOCF (learning Outcome Based Curriculum Framework). We also include the Course outcome, Program outcome in this process so that the teachers and students are self-regulated and choose learning strategy that helps them in monitoring and achieving learning outcomes.</p>
<p>6. Distance education/online education:</p>	<p>As per UGC Open and Distance learning program and online program regulations 2020 our college does not offer any program through open and distance learning mode. However, in view of unprecedented circumstances due to COVID 19 pandemic, our faculty has prepared learning material in the form of e content accompanied by effective online delivery of the same. Appreciating the changing role of technology in the teaching learning process our college aims at not only improving the quality of education through blended learning but also aiming at massification of education, easy access, equity and equality. As far as asynchronous learning goes, our college has ensured that all students have access to study material through different platforms including LMS portal of Department of HE, Govt. of MP. This helps the students in developing their learning ability and learning power. So also, our college has been promoting students to take up courses online on SWAYAMs National MOOC portal platform. In session 2020-21, twelve of our students and in session 2021-22, six of our students have completed certificate courses in different disciplines successfully. This year in session 2022-23 almost 243 students have enrolled in different courses up till now. We also ensure to register our students on <a href="https://nlist.inflibnet.ac.in">https://nlist.inflibnet.ac.in</a> so that they are able to access online study material in the form of books. This allows students to access e resources related to their course curriculum and content which otherwise is available using text books only. Our college is also hosting a study center of MP Bhoj Open University wherein almost 65-70 students are enrolled. Collecting assignments and conducting practical's along with successful supervision of their Theory and Practical exams is carried out by our faculty thus</p>

contributing towards distance learning in a minuscule amount.

## Extended Profile

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### 1 Program

#### 1.1

##### Number of programs offered year-wise for last five years

2021-22	2020-21	2019-20	2018-19	2017-18
68	71	71	71	66
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

##### Number of departments offering academic programmes

Response: 36

### 2 Students

#### 2.1

##### Number of students year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7093	6200	5418	4729	4195
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

##### Number of outgoing / final year students year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2030	1934	1523	1318	1340
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**2.3****Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6552	6048	5321	4636	4130
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**2.4****Number of revaluation applications year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
42	02	00	14	24

**3 Teachers****3.1****Number of courses in all programs year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
696	726	744	834	627
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**3.2****Number of full time teachers year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
141	146	142	141	142
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**3.3**

**Number of sanctioned posts year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
111	111	110	110	110
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution****4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3077	2707	2489	2244	1787
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4.2****Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1925	1700	1477	1288	1100
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4.3****Total number of classrooms and seminar halls****Response: 98****4.4****Total number of computers in the campus for academic purpose****Response: 261**



#### 4.5

##### Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
984.70	165.72	19.01	180.44	179.33

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - 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 is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.**

**Response:**

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. 60 hours English language training program has been organized for the students under the Cambridge assessment-training program. 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. A software /IT training / libre office was organized in collaboration with IIT Mumbai under the aegis of Spoken Tutorial.
- 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 & Mal-nutrition, conflict and security, Urbanization, human rights and ethics, global commodity flow, liberalization etc are atuned with United Nations resolution "Transforming our World: the 2030 agenda for Sustainable development. The information revolution has expanded our geographical horizons from local to global use of internet, GIS, GPS and other mapping techniques give us access to a world of spatial information. The curriculum is also atuned to comprehend regional and local concerns.
- To meet with a need to understand the specificities of the problems in specific areas, for their in-depth apprehension and solution, village service Panchayat visits field visits excursion, case studies, interaction with local NGO's, visit to aganwadis and interaction with our alumni sarpanch etc. are incorporated in the syllabus. The college offers internship, project, field work, industry – academia interface, on-the-job trainings in the curriculum to ensure the exposure of students to the developmental needs of the nation in general and local requirements in particular. Students undertake their internship and training at reputed national and state level institutes viz, Archeological Survey of India Geological Survey of India Disaster Management Institute, Environmental Protection and Coordination Organization (EPCO), Bharat Bhawan, Tribal and State Museum, National Manav

Sangralay, Van Vihar, Indian Institute of Science Education and Research (IISER), Madhya Pradesh Council of Science and Technology and Regional Museum of Natural History. To encourage women in their Endeavour to empower themselves economically students work in Raag Bhopali, Block Printing Unit, Zardozi center. Such experiences widen their vision and enhance and hone their skills.

- The access, equity, intelligent, institutional inclusiveness of the socio-economically backward, differently abled and women students contribute to national development for it ensures social justice.

- Faculty of Home Science offers a variety of courses on human development, Clinical nutrition, fashion designing & home management, preparing students to become entrepreneur in the field of their expertise.

- Bachelor and Master's degree in Library and information Science provides a skilled and well-trained workforce for libraries.

- Commerce programmes prepare the students to be employed in Accounts, Human Resource Management, Financial Planning, Business Administration, Taxation and Advertising and Sales.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.**

**Response:** 100

**1.1.2.1 Number of all Programmes offered by the institution during the last five years.**

**Response:** 56

**1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years**

Response: 56

File Description	Document
Details of program syllabus revision in last 5 years(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years**

Response: 40.54

**1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
313	322	322	280	229

File Description	Document
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.**

Response: 2.61

**1.2.1.1 How many new courses are introduced within the last five years**

Response: 84

**1.2.1.2 Number of courses offered by the institution across all programmes during the last five years.**

Response: 3216	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

**Response:** 76.47

#### 1.2.2.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 52

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The syllabi of all the subjects offered at Under Graduate and Post Graduate level embrace all the cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability. Ethics and Human values are considered essential for a happy and contented life. The religious and Philosophical system has a prominent ethical component. Courses of history encompass Vedic and Aryan culture and religion, Buddhism, Jainism and socio religious movement for reforms. Course of political science contains rights and duties, equality and justice. Students also sensitize the local community, particularly, the women and children for nutrition and health. Theories and factors affecting moral development and ethical guidelines are part of Psychology Syllabus.

A number of programmes have been organized by the institute to instill a sense of obligations and commitment towards society such as visit to old age home, special schools, orphanages, SOS village and charity trusts, where the students not only spend their time with the inmates but also offer them services. Our NCC and NSS students worked with great zeal to facilitate services to covid patients. The college organized lectures and interactive sessions with spiritual and motivational speakers. Yoga and meditation is being taught as mandatory subject at graduation level. The college has published a hand book on Moral Values and Professional Ethics which will imbibe moral values among students and help in building healthy and spiritual community.

Number of courses in Science and Social Science faculty makes the student aware about environment related issues through their course content. Botany, Zoology, Chemistry and Geography offer complete courses on 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 earth's supporting systems. Eco Club of the college organizes programmes like environmental awareness campaigns, rallies, street plays and environment development projects to involve students to work towards environmental sustainability. Students take active part in nature and environment related competitions viz, poster making, collage making, elocution, speech and quiz. The constant efforts of NSS in Swacch Bharat Mission promote cleanliness and hygiene in the campus and surrounding areas and in our adopted villages. Every year students and faculty members undertake plantation drive during monsoon months.

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 labour which will empower the students for their future. Gender issues are addressed in many ways such as interaction with successful women entrepreneurs, special talks on women health and hygiene, training of self defense and martial arts, celebration of international days and weeks (Nutrition week and Stanpaan Saptah) in nearby localities and slums by Home Science Department, and portraying important female characters of world history in various programmes.

Legal Aid Clinic is formed in the college to provide legal services to poor and weaker sections of the society.

Courses in Philosophy, Commerce and Computer Applications familiarize the students with Professional Ethics. At undergraduate level students study full paper on Entrepreneurship Development. Webinars on IPR have been organized.

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

### 1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

**Response:** 46

#### 1.3.2.1 How many new value-added courses are added within the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	4	9	6	11

File Description	Document
List of value added courses (Data Template)	<a href="#">View Document</a>
Brochure or any other document relating to value added courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

**Response:** 17.66

#### 1.3.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
462	127	458	342	2687

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)</b>	
<b>Response:</b> 24.59	
<b>1.3.4.1 Number of students undertaking field projects / internships / student projects</b>	
Response: 1744	
File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 1.4 Feedback System

<b>1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni</b>	
<b>Response:</b> A. All 4 of the above	
File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<b>1.4.2 The feedback system of the Institution comprises of the following :</b>
<b>Response:</b> A. Feedback collected, analysed and action taken and report made available on website



<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 82.44

##### 2.1.1.1 Number of students admitted year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3077	2707	2489	2244	1787

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3850	3399	2953	2575	2201

#### File Description

#### Document

Institutional data in prescribed format (Data Template)

[View Document](#)

Any additional information

[View Document](#)

Link for Additional Information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 77.49

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1342	1242	1174	1062	910

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

#### ***IDENTIFICATION OF ADVANCED LEARNERS: -***

Scholastic performance

Test Results

Intellectually gifted individuals exhibit many personality traits, including:

- Ability to learn and process complex information very quickly.

#### ***STEPS TAKEN:***

Enriched reading materials were provided

Job-oriented project work

Projects/assignments

Presentations

Poster competition

Quizzes, Group discussions

Video Making

Opportunities to exhibit talents, creativity, and innovation.

Students are advised for-

NPTEL

e- PG pathshala

Youtube lectures

Competitive exams like – NET, SLET, Ph.D. entrance, RD, GRE, TOEFL

Felicitation by awards

The facility of e-journals/ e-books

Facility of DELNET / INFLIBNET

### ***SLOW LEARNERS***

#### ***IDENTIFICATION OF SLOW LEARNERS: -***

Scholastic performance

Test Result

Observation of Personality Traits

#### ***STEPS TAKEN FOR UPLIFTMENT OF SLOW LEARNERS***

Compensatory extra classes and remedial classes

Guest lectures

Peer teaching

Mock tests

Basic content with modifications necessary for the presentation, taking into account the student's weaknesses or requirements.

Providing them -

Handouts

Books from BOOK BANK

Study materials

Question Banks

Sample answers

Short assignments

Homework

Repeated practice

Alternative modes like

Use of pictures

Additional learning resources and

Activities like simulations

Continuous assignment

Group discussions and

Co-operative Learning

Flexible use of educational presentations – movies, photos, illustrations, YouTube lectures, and tutorials are recommended

continuous counseling Interactions of mentors with mentees in this case mentors are senior students and mentees are junior students.

The Students Participated in A Legal Aid Camp Organized by the District Legal Society at Arushi.

*Students with Special Needs: Enabling Unit* was set up in the year 2004-05.

### **2017-18**

FDP in the use of sign language was conducted

Distribution of Recording Player Plextor DAISY Recorder to students

### **2018-19**

Organized training programs on sign language: Communication as a Profession”

Modification in timetable according to the special need of students.

Distribution of Smart Canes as per need.

### **2019-2020**

Participation of students with disabilities in various co-curricular activities,

Training programs and workshops were ascertained.

### **2020-2021**

During lockdown students were helped with payment/exemption of examination fees, filling up of examination forms, etc.

Virtual meetings were held with newly admitted students to inform them about the Enabling Unit.

### 2021-2022

On 10 August 2021, his online workshop on the rights and entitlements of persons with disabilities was held by the World Bank.

The College Staff Club donated wheelchairs for mobility-impaired students.

Faculty and student volunteers interacted regularly with various stakeholders to advocate for qualifications and facilities for people with disabilities. With current and former students of the unit via WhatsApp groups.

Confirmed participation of students with special needs in various ongoing training programs and workshops held on campus.

Each year Instructional material was made available in audio, e-text, and other accessible formats in the recording studio of the Enabling Unit.

The special needs of students during exams and scholarship applications have been taken into account and an online process has been made possible.

A Memorandum of Understanding (MoU) was signed between the College and Arushi, an NGO on the 17th Dec 2021.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 50:1

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

***Experiential Learning:*** Throughout the experiential learning process, the student is actively engaged in posing questions, investigating, experimenting, being curious, solving problems, assuming responsibility, being creative, and constructing meaning. Students are engaged intellectually, emotionally, socially, soulfully, and/or physically. The goal of the teaching and learning process including using Bloom's taxonomy is to encourage higher-order thought in their students by building up lower-level cognitive skills.

***Experiential learning activities include-***

Hands-on laboratory experiments

Internships

Practicum

Field exercises

Study tours

Research Projects

studio performances.

Hybrid/ Blended teaching

Field experiences

Participatory methods (PMs): include enabling learners to play an active and influential part in decisions that affect their lives.

***Department organizes these Participatory learning techniques***

Assignments (theoretical and practical)

Exhibition

Poster making

Training programs

Workshops

Mock parliament

Street play

Roleplay

Virtual tour

Commemorative days

Use of applications

Brainstorming

Case studies.

Community surveys.

Consultation with specialists.

Peer teaching by the students

### ***PROBLEM-BASED LEARNING (PBL)***

Problem-Based Learning (PBL)

To relate the taxonomy of Problem Based Learning with the Taxonomy of Bloom in the 6 levels of learning

The first level of Knowledge (L1), is aimed at the ability to utilize memory and remember facts, processes, schemes, methods, etc., without carrying out an elaboration of the content. This level will be achieved in the conference-based case method.

The second level (L2) is comprehension and it is about students understanding and interpreting the information, and expressing the ideas in their own words. Level obtained in the method of case-based transfers.

The third level is Application (L3). It consists of students applying new concepts in different situations. This level can be obtained by applying the case method, modified case-based method, problem-based method, and closed-loop problem-based method.

The fourth level, Analysis (L4), focuses on the ability to separate the constituent elements of information, dividing them into parts to differentiate them. This level can be obtained by applying, a modified case-based method, problem-based method, and closed-loop problem-based method.

Synthesis (L5) involves bringing the parts together to form a whole. Problems can be detected and analyzed, but not prepared to perform synthesis. Thus, a correct synthesis requires that a person be able to work with different data and information and build a whole creating a pattern where it did not previously exist. This level can be obtained by applying, the problem-based method and the closed-loop problem-based method.



Evaluation (L6) refers to the ability to make value judgments about a material (report, law, statement, essay, etc.) specific to a particular purpose. And this is based on well-defined criteria. This level can be obtained by applying the closed-loop problem-based method

***Department uses this learning method under three closely related teaching techniques:***

Case studies,

Role-plays

Counseling of students General counseling by tutor guardian

Legal counseling by legal aid clinic

Counseling related to health and nutrition by the nutrition department

Counseling for the well-being and personality development by the department of psychology

Interactions of mentors with mentees in this case mentors are senior students and mentees are junior students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.**

#### **Response:**

It is essential for students to learn and master the latest technologies in order to be corporate-ready. As a consequence, teachers are combining technology with the traditional mode of instruction to engage students in long-term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The teachers of the institute use online education resources, social networking sites, and blended learning platforms like google classroom to effectively deliver teaching and provide enhanced learning experiences to the students. The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped the institute to create a student-centric learning approach.

The students are also required to provide online feedback on the curriculum and teaching-learning environment.

The ICT devices are the latest tools, concepts, and techniques used in student-to-teacher, student-to-student interaction. These are divided into hardware, software, and network communication.

Examples of ICT devices used for teaching and learning.

Telephones and Smart class Devices:- the entire year of 2020 and 2021 (Till date ) has made college teachers and learners rely completely on online classes, Whats App group communication, Zoom links, CCE sent through e-mails

Google meets

Hybrid mode of teaching

Use of different designing apps like CANVA, and PIXIZ. For brand making by the students of fashion designing.

Use of software like Coral draw, Photoshop and AutoCAD by the students of fashion designing

Google Classroom Apps

SWAYAM, e-PG Pathshala, e-Gyankosh, youtube tutorials, and lectures

NPTEL

Subject related software

Web links

virtual classes organized by EDUSAT

e-books, e-journals

e-content

DELNET / INFLIBNET

Use of ICT By Faculty

**PowerPoint presentations-** Faculties are encouraged to use power-point presentation resources (DELNET, MY LOFT, etc.) in their teaching by using LCDs and projectors. They are also equipped with a digital library, online search engines, and websites to prepare effective presentations.

**Industry Connect-** Seminars and Conference rooms are digitally equipped where guest lectures, expert talks, and various competitions are regularly organized for students.

**Video Conferencing-** Students have counseled with the help of Zoom / Google meet applications.

**Video lectures-** Recording of video lectures is made available to students for long-term learning and future

referencing.

**Online competitions-** Various technical events and management events such as Poster making, Ad-mad shows, Project presentations, Business quizzes, Debates, paper presentations, etc. are being organized with the help of various Information Communication Tools.

**Workshops-** Teachers use various ICT tools for conducting workshops on the latest methods such as SPSS, Programming languages, etc.

**Telephones and Smart Phones:-**the entire year of 2020 and 2021 (Till Now) has made college teachers and learners rely completely on online classes, whats App group communication, emails Google meets, and thus ICT tools have made it possible to communicate with students and their Presentations.

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 50:1

#### 2.3.3.1 Number of mentors ?????????????????? ????????

Response: 141

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

**Response:**

**Preparation and Adherence of Academic Calendar:** At the beginning of each academic year an

Academic Calendar is prepared for the complete year for all the programs. The coverage of academic calendar covers the list of examination dates, seminars, conferences, guest lectures, workshops and industrial visits holidays, vacation dates, festivals, etc. The academic calendar provides the total effective working days available in a given semester/ year. On the basis of the Academic Calendar, timetables are prepared for each program. Respective Faculty is required to prepare and submit the teaching plan based on the course syllabus. Teaching Plans are submitted to Faculty Dean. Teaching is conducted as per the teaching plan. Revisions or remedial sessions are conducted by the faculty as per the need. At the end of each semester/trimester, the respective faculty submits the Teaching Record, which records the actual sessions conducted against the plan. The process of Academic Calendar, Time Tables, Teaching plan, and Teaching record is followed for UG as well as PG programs.

### **Benefits:**

As the semester / Year progresses, each faculty on a regular basis updates the teaching record.

At the same time, a periodic review is conducted by the Faculty Dean. Therefore, it clearly helps the review process. This process helps in the review of faculty performance as well.

The Academic Calendar helps students get full visibility of events that would happen during the year.

The advance release of the Academic Calendar also makes sure the activities and events happen exactly as per the plan and these do not need additional communications.

### **Process:**

**Academic Calendar:** Every year an academic is prepared which includes information related to

Date of starting classes

Schedule of Zero/ SWOT / SWOC analysis classes

Academic schedule and schedule of CCE

Schedule of Practical and JOPW exams

Preparation leave before exams

Schedule of semester/yearly and ATKT exams

Period of 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 plans:** - Time table is prepared which includes three types-

Time Table of College including all faculties

Department wise Time table

Individual teacher-wise timetable

Room-wise time table

A monthly planner is prepared by every teacher for every class and subject they teach and a daily diary is maintained by every teacher which is signed by HODs and the Dean of the faculty every Month.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

**Response:** 128.98

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 82.28

**2.4.2.1 Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. year**

**wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
117	125	118	114	112

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 6.35**2.4.3.1 Total experience of full-time teachers**

Response: 895

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years****Response:** 39.4**2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
51	41	42	37	26

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

**Response:** 0.43

#### 2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
54	02	01	28	27

File Description	Document
Number of complaints and total number of students appeared year wise	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

#### Examination procedures:

In session 2017-18 steps were taken for rationalization of marks of different subjects to bring the total marks of all the subjects to par. With this amendment, all subjects are given equal weightage. Due to the increase in total marks in theory-based subjects, question setters get the opportunity to set questions from a wider range of topics and students could get a better knowledge of these subjects.

In session 2017-18 Minor research dissertation was introduced in the syllabus of M.A Public Administration 4th semester. It would further help the students to pursue careers in the field of research.

#### Processes integrating IT

Since the establishment of the Autonomous cell, all the activities related to Tutor Guardian Group formation, CCE, Practical, Examinations, Valuation, Tabulated record, and mark sheet formation are carried out in-house integrating I.T. assistance.

The in-house printing unit is a significant component of the institution.

From session 2020-21 the examination cell initiated new reforms related to examination procedures, integrating IT, and have started making available all the examination results on the college website for convenience, availability, and easy online access to all students of remote areas.

Since students were unable to reach college premises due to pandemic restrictions, notices related to examinations i.e. examination forms, details of examination fees, last date for examination form submission, and timetable of all exams were uploaded on the college website and were also circulated through tutor guardians Whats app groups.

During the pandemic time in session 2019-2020 and 2020-2021 since it was not possible to conduct examinations in the physical presence of students, an open book examination was conducted for all the students following the directives of M.P. Government Higher education and in subsequence, the question papers of all examinations were uploaded on the college website and on Tutor Guardian Whats app groups. Every step was taken to make the question papers readily available to all the students.

From session 2019-2020 QR codes is being printed on examination copies

From session 2021-2022 QR code is being printed on the examination form of every student. By scanning the QR code the student can have to access the website of the college and can view

Question papers of previous years

Results of previous examinations

Syllabus of her subjects

Timetable of Examination

From session 2021-2022 Credit System-Based mark sheets are issued to students

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

Question papers of CCE I and CCE II were made available to the students on Whats app groups through the Tutor guardian of respective classes. Submissions of CCE answer sheets were done by U.G. students to their respective Tutor Guardians and by P.G. students to their concerned HOD and after valuation marks in CCE Booklets were submitted finally to the Examination Autonomous Cell for the preparation of results.

Students submitted their assignments related to CCE through e-mail and gave online presentations on google meet and Zoom etc.

Viva tests both for Job Oriented Project Work of Post Graduate Students and for Practical examinations of



U.G. and P. G. students were taken online in presence of Internal and External valuers through Google Meet, Zoom, etc.

Results of examinations were uploaded on the college website and circulars and links related to it were shared with the students through Whats app groups.

Any grievances related to CCE, Printing of examination papers, Subject content, Re totaling, and Revaluation when submitted by the students were duly addressed.

Change in Traditional Pattern of Continuous internal assessment system - Foundation course in every U.G. course carries three papers. In session 2019-20 decision was taken to conduct a C.C.E. examination of the third paper of the U.G. Foundation course with multiple choice questions.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

Program outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students.

At the institutional level under the faculties of Humanities, Commerce, Science, and Home science COs, POs, and PSOs, are designed indicatively to enhance subject knowledge from elementary principles to detailed versions. Course outcomes seek to develop rational, scientific thinking, analytical abilities, observation skills, interpretative power, and decision-making abilities to face different challenges of life. It provides substantial platforms to pursue higher education and step into the fields of Science, technology arts, and management for advanced research.

Cos seeks to inculcate logical and critical thinking to crack competitive exams thus facilitating them to have varied career options and job opportunities in different sections of academics, banking, Insurance, advertising, management, marketing, web designing, administrative services, defense service fashion designing, dietetics, journalism, etc. They provide exposure to students to the latest trends in relevant branches of knowledge giving them the needed competence and creativity to face global challenges and enhance entrepreneurship potential. They also promote ethical awareness and chisels specific skills to build moral and social values.

Course outcomes instill symbiotic relationships and integrative approaches towards Intra and inter-specific branches of the subject and also sharpen their technical and instrumental skills thus promoting them to

foresee themselves as visual performers at the national and international levels. Cos also nurtures the seedlings of Indian tradition, art, culture, and heritage and grooms the holistic personality of citizens.

#### Communication of Course Outcomes, Programme Outcomes, and Programme specific Outcomes

The learning outcomes for every program are clearly stated in the form of objectives of each course approved by the Board of Studies and Academic Council. The students and staff are made aware of the learning outcomes via:

College website

Circulars on the notice board

Copy of course content always remains available in the department for reference.

A hard copy of each course syllabus is also made available by the HOD to the Autonomous cell, library, and subject teachers.

Every year an Induction or Orientation program is organized at the beginning of the session for U.G.1 Year and P.G.1 Sem students. Briefing of the curriculum, course outcomes, scopes, opportunities, etc are informed to the students.

Classroom interactions and a hard copy of the syllabus is also made available to students in introductory classes.

Shared by subject teachers in the What's app group of their respective classes.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

##### Response:

Attainment of program outcomes and course outcomes are evaluated by the institution.

The attainment of Programme and Course Outcomes, the evaluation process is implemented under the following Modes for both levels

U.G. Programme of 03 years duration follows Annual Pattern of Examination.

P.G. Programme of 02 years duration follows Semester Pattern of Examination.

### ***DIRECT MODE OF ASSESSMENT***

***Formative Assessment:*** Through student-centric learning pedagogies adopted by faculties which include internal modes of evaluation like

***CCE1:*** Continuous Comprehensive Evaluation CCE1: Non-traditional. .10% of total marks and 20% of course content from two units at both levels which could be in the form of Assignments, quizzes, Powerpoint presentations, Objective type Questions, Poster, Models Map making, etc.

***CCE2:*** Traditional 20% of total marks and 80% of total course content, which is carried out as a written exam with objectives, short answer and long answer questions in prescribed time duration to practice Pre-University Exam preparation.

Score sheets of Internal Assessments are displayed on the notice boards and answer copies are shown to the students. Grievances and objections of the students are duly addressed.

***Summative Assessment:*** Assessment at the end of the learning process (Year or Semester) as the Main written exam which is 70% of total marks and includes the complete course incorporating objective, short, and long answer questions and following external modes of evaluation.

Results are computed on the basis of summation of scores obtained in formative and summative assessment of all the 3 years in U.G. and 04 semesters in P.G

At the P.G. level J.O.P.W of 250 marks is mandatory, where the internal evaluation of 150 marks for the first three semesters i.e. (@50 marks per semester) is allotted to the internal project work inclusive of write-ups on soft skills like personality development, Time management, Communication skills together with sincerity and punctuality of students, while external evaluation of 100 marks in the fourth semester is allotted to 15 days internship, apprenticeship to any educational institute, museum, archaeological archives or training centers. The scorecard is provided to the students by the external training institutes and lastly, an external viva is conducted and a valuation sheet is prepared on the basis of the scorecard, external viva, and write-up submitted by students.

Subjects incorporating practical carried out practical examinations with both internal and external valuation patterns.

Besides the above-listed modes, from time-to-time various Workshops, Seminars, Webinars, Lectures, Celebration of National festivals, Environmental days educational tours, Role plays, Group discussions, Enactment, Peer teaching, Demonstrations, various literary competitions are conducted to accomplish the teaching-learning process effectively. Students are also evaluated on the basis of their performance and participation in such programs and further promoted on higher platforms for their holistic development.

### ***INDIRECT MODE OF ASSESSMENT***

By analyzing the pass percentage of students

By analyzing the completion rate of the program

By conducting tracking to know their academic pursuits for competitive exams, research, and higher studies.

By adhering to the placement records.

By conducting a Feedback survey from the Stakeholders like students, Parents, Alumni, and Employers and implementing the corrective measures recommended by them analytically.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Pass Percentage of students(Data for the latest completed academic year)

**Response:** 84.37

#### 2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 2030

#### 2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 2406

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for the annual report	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.22

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 3 - 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

##### Response:

Research has been an integral component in our college focusing not only on Doctoral studies but also on seeking sponsored research and consultancy projects in various disciplines. With a vision statement clearly focusing on value-based education for holistic development of the students capable of caring for society through application of research.

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 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 college believes in a judicious combination of teaching and research for the benefit of student community at large. The Institution envisages innovation and technological development through its Research Development Committee. It has plans to cultivate academic and research collaborations with Institutes of national and international importance, government agencies and industries to participate in applying science and technology for the benefit of the society and the industry. The Institution also remains committed to long-term research as the foundation for future development. Encouraging and sustaining innovations and research in the regular academics of the institution required a sturdy administrative courage and strong concern for academic excellence and the college has continuously evinced through its functioning.

Extension activities can be seen in the various means of disseminating the experience and research outputs of staff and students. The research findings and project outcomes of staff and students always find a fair place in various standard publications in the form of books, reports, monographs and articles in journals and periodicals. Various newsletters are also brought out by different departments from time to time to keep the members of the college abreast with its activities and achievement. The vision in this field is to put in place a robust mechanism for developing and strengthening the research ecosystem with in college, *aligned with the provisions of UGC norms*. The mission of the institute in this field is to create a conducive environment for enhanced research productivity. To encourage collaboration across industry, government, community-based organizations, and agencies at the local, national, and international levels and to facilitate greater

access to research through mobilization of resources and funding.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL of Policy document on promotion of research uploaded on website	<a href="#">View Document</a>

**3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)**

**Response:** 3.4

**3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2021-22	2020-21	2019-20	2018-19	2017-18
17.00	0	0	0	0

File Description	Document
Minutes of the relevant bodies of the Institution	<a href="#">View Document</a>
List of teachers receiving grant and details of grant received	<a href="#">View Document</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years**

**Response:** 0

**3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

**File Description****Document**

List of teachers and their international fellowship details

[View Document](#)**3.2 Resource Mobilization for Research****3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)****Response:** 11.7**3.2.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
5.32	0	0	0	6.38

**File Description****Document**

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by government and non-government

[View Document](#)**3.2.2 Percentage of teachers having research projects during the last five years****Response:** 1.69**3.2.2.1 Number of teachers having research projects during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	00	00	00	02



File Description	Document
Names of teachers having research projects	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.2.3 Percentage of teachers recognised as research guides

**Response:** 49.65

#### 3.2.3.1 Number of teachers recognized as research guides

Response: 70

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

**Response:** 5.03

#### 3.2.4.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
07	00	00	00	02

#### 3.2.4.2 Number of departments offering academic programmes

2021-22	2020-21	2019-20	2018-19	2017-18
36	36	36	36	35

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

### 3.3 Innovation Ecosystem

**3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.**

**Response:**

Sarojini Naidu Govt. Girls(Autonomous) P.G. College(SNGGPG)has created an ecosystem for Entrepreneurship, Community orientation and Innovation by recruiting and developing desirable human resource, taking initiative for creation and dissemination of knowledge and establishing state of the art infrastructure.

SNGGPG believes in inculcating innovation among students there by contributing to nation's development that solves societal problems. Strong Academics, Industry relevant training, emerging technology knowledge through R&D and Professional mindset with human approach are the essential attributes that determine the success of our institute. The Institute has Support Entrepreneurship and Managerial Development through Incubators which has induced the spirit of innovation in the minds of the students. The college has been encouraging the students to come out with innovative solutions for the problems that are faced by the students and the society at large which can further lead to a well-conceived entrepreneurship idea.

The institute has a recognized Research Centre, well-defined and published research promotion policy. From the past many sessions the College has conducted Job oriented project work for entrepreneurship development consist of fifteen days to one month training from external agencies compulsory for the students. The Institute has given opportunities to students to take part in various collaborative activities like Internship, Field Trips and On the Job Training for enhancing their Skills and gaining practical knowledge. The activities list is given as follows:

Financial Institutions:

- LIC Office/ Insurance Companies
- Reliance Securities
- SBI and other Banks
- Office of Chartered Accountants
- Intrust Financial Services
- Bajaj Finance

#### Training in NGOs:

- Advance informatics Management Societies Devas
- Arushi
- SOS Balgram
- Bachpan
- Police Welfare Centre

#### Hospitals and Educational institutions:

- Hospitals- Chirayu, Bansal, J.P.
- Musical Academy- Abhilasha
- Computer Institutes
- Coaching Institutes
- ITI Bhopal
- Sharda Sangeet Kala Academy

#### Companies/Industry/Offices/Stores/ Business Houses:

- Post office
- Super Bazar
- Software Companies
- Boutique
- Beauty Parlors
- Tata Motors
- BHEL
- Patra Fish Seed Farm, Bhopal
- Mining Department
- Jail
- News Agency

#### Museums and places of Natural History:

- Historical Museums
- Madhav Rao Saprey Sangrahalay
- Manav Sangrahalay/ Madhya Pradesh Tribal Museums
- Rastriya Abhilekhakar, Bhopal

The Institute have created a sound ecosystem to encourage creativity in the minds of students so that they can make original contributions by way of practical exposure to their respective fields. The Innovative ecosystem created a student a competent personality which encourages the students to nurture their talent. With the above initiatives, SNGGPG College is paving path to create successful entrepreneurs with adequate support at the early stage of businesses to create immense value, provide constant access to high quality mentoring, vast networks and inputs on strategy as well as execution to our students.

To introduce and encourage entrepreneurship in the students, college adopts the concept of "*Earn while you Learn*". College organised sales mela at the time of festivals i.e. Rakhi, Deepawali, Holi etc. College provide sells counter to the students to display and sell of their handmade products i.e. Rakhi, Deepak , herbal Gulal etc.

Swami Vivekanand Career Guidance Cell organised Intercollegiate Mela/Career Fair, where students compete with college also.

**3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development during the last five years.**

**Response:** 82

**3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development year-wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
26	09	15	14	18

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

**3.4 Research Publications and Awards**

**3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee**

**Response:** B. 3 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years**

**Response:** 3.38

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 240

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 71

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
URL to the research page on HEI web site	<a href="#">View Document</a>

**3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**Response: 1**

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	24	24	32	41

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

**3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years**

**Response: 0.86**

**3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
38	27	14	23	20

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

**Response:** 11.74

File Description	Document
Bibliometrics of the publications during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

**Response:** 8

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Consultancy

### 3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

**Response:** 3.63

#### 3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2021-22	2020-21	2019-20	2018-19	2017-18
0.58	0.60	0.90	1.06	0.49

File Description	Document
List of consultants and revenue generated by them	<a href="#">View Document</a>
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

**Response:** 0

#### 3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
List of facilities and staff available for undertaking consultancy	<a href="#">View Document</a>

## 3.6 Extension Activities

### 3.6.1 Extension activities are carried out in the neighbourhood community, -sensitising students to social issues, for their holistic development, and impact thereof during the last five years

**Response:**

The Sarojini Naidu Govt. Girls (Autonomous) P.G. College promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. The SNGGPG College organizes and participates with a dual objective of not only sensitizing the students about various social issues but also contribute to the community and strengthen community participation.

The College participates in various Philanthropic Activities in association with NGOs like SOS Balgram and Ayam Inclusion School (for differently-abled), Perna Seva Trust, Hospital burn unit etc. by involving youth. These activities are a great way to improve the conditions in our neighborhood and community by curbing poverty, hunger and at the same time it can improve harmony and friendliness. Road show has been conducted for the demonstration of “Prevention of Adulteration”,

The Industrial visits are carried out successfully to inculcate skills like analytical skills, Management skills, perceptual skills and communication skills among students.

The students have created a face book page which showcases the videos including some relevant Social Issues like Gender Discrimination, Promoting Road side Vendors, Domestic Violence, Body Shaming etc. The impact of this activity is to empower women to end all forms of violence against them, raising awareness and creating social change.

The NSS students actively participate in community development by means of 02 units of NSS. College has also adopted neighboring village and students regularly visit the slums, conduct classes free for children of the community and focus on enhancing enrollment of students in school. Moreover, free health checkups, vocational education, Blood donation camps, clothes donation is also carried-out. Moreover the NSS volunteers have conducted awareness programme for child abuse, self-defense training etc. Students distributed food to the patients of Hamidia Hospital, Bhopal and Prerna Sewa Trust. Old clothes were collected to help needy persons. Students visited nearby village to offer mid-day meal and make them aware about hygiene. Nukkad natak on Drug Addiction, *Jago Grahak Jago*. Awareness program organized to Save Rivers, AIDS, Pariwar Kalyan, Anti-Sexual Harrassment.

Apart from this the significance of environment conservation and clean surrounding, hygiene, sanitation in the neighbourhood, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in holistic development personality of the participants of these programs.

All these leads to informed, balanced and responsible citizenship. The activities listed above are indicators of the manner in which multiple issues of social, political, and economic significance are discussed and dealt with in order to create sensitivity and understanding among students and contribute to the balanced development of their personality, so that committed and ethically informed citizenship is created.

Students have been trained for Psycho-Social Counselling by Mahatma Gandhi National Council of Rural Education, Hyderabad during pandemic period and carried out activities like serving food to railway passengers, helped medical personals for conducting vaccination camps, Roko Toko campaigns, preparation of sanitizers & masks and its distribution. They also acted as Covid warriors and were awarded by Special DGP, Govt. of Madhya Pradesh.

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File Description	Document
Upload Any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 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 last five years

**Response: 5**

#### 3.6.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	5	0

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

### 3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 362**

#### 3.6.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
66	73	83	60	80

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

**Response:** 107.56

#### 3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
3967	3137	6175	5253	8651

File Description	Document
Reports of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 3.7 Collaboration

### 3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

**Response:** 277.2

#### 3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

2021-22	2020-21	2019-20	2018-19	2017-18
242	462	188	193	301

<b>File Description</b>	<b>Document</b>
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 53**

**3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	12	07	08	07

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

#### **PHYSICAL INFRASTRUTURE FOR TEACHING AND LEARNING**

**Response:** The institute has excellent infrastructure, Every year the management upgrades facilities depending on the needs .

The institution is situated at the heart of the city and spreads over 6.68 acres (including Hostel), with barrier free and ecofriendly environment. It has adequate infrastructure for the existing academic programmes and administrative functions. The college emanates an aura perfectly suitable for a Girls College with security guards, housekeeping management, CCTV surveillance, well-furnished hostel, police chowki, ATM & **Legal-aid Clinic** within the campus. Teaching - Learning, Infrastructure facilities are well in accordance with the Vision and Mission of the college.

**The institute has 4 blocks ;** Main Block (MB), Saraswati Bhawan (SB), New Block (NB) and Sur Jhankar (SJ) and Administrative Wing.

Institute has a spacious parking lot, 3 set of open gyms, Open Stage, Vivekanand auditorium having capacity of 1200 students, multipurpose sports and cultural auditorium, 8 big seminar halls with ICT smart facility. The institute has well maintained botanical garden, green house and Sarojini Naidu garden with beautiful Ashok trees and landscaping.

**CLASSROOMS & Seminar Hall** – There are three categories of classrooms in college. Theory classrooms, Seminar cum lecture halls and Practical cum theory classrooms. College houses nearly 90 classes in above categories & 8 seminar Hall and they all have Wifi facilities / IT enabled. Classrooms are spacious, with natural light and ventilated with adequate numbers of fans for conducive teaching - learning ambience.

#### **Laboratories**

Theory classes of PG programmes are clubbed with practical classes in the laboratories to give students hand to hand experiences.

The institution has 32 well equipped laboratories in all disciplines.

#### **Departments & IT Department**

Institute has 04 main faculties and 27 departments having IT & Wifi facilities. The Institute owns an exclusive IT Department, support facilities in the IT department are as follows.

- IT department has its own IT policy for working.

- Facilities like LAN, hardware, software & maintenance.
- Virtual class room added in 2020-21 has recording studio and all smart facilities.
- Department has 4 large computer labs equipped with 50 new computers and new furniture in each lab.
- The department is providing Wi-Fi facilities throughout the working hours in the college, specially to labs, autonomous and administrative blocks.
- SWAN Connectivity in whole campus.

### Pre-Incubation Center

Pre-incubation facilities for students of all disciplines to facilitate for startups and budding entrepreneurs through skill development.

### Other Infrastructure Facilities. -

- E-library, college offers remote access to library facilities through INFLIBNET and NDL. E-Library functioning from dedicated library space well equipped with state of art computers and ICT infrastructure.
- Advanced CCTV surveillance of full campus and hostels.
- Indoor and open gym facility.
- Separate rooms for NCC & NSS.
- Ramps, lifts and barrier free structures for differently abled users.
- Server rooms in new library block.
- Beautiful canteen.
- Video conferencing facility in virtual rooms.
- New floor with 13 rooms and toilets in hostel under construction through MPHEQIP.
- Adequacy of the infrastructure is reviewed annually .

File Description	Document
Upload Any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

The institute has ample facilities to coach the students for indoor and outdoor sports & games and to host tournaments and spectacular cultural events.

College has a full time Sports Officer with Ph.d. as the highest qualification, who takes care of the sports activities. College has well managed Indoor and Outdoor facilities with State of Art Multi Utility Sports Complex which houses Yoga Hall and indoor games like Table Tennis, Badminton.

The institute has 2 auditoriums, one is newly constructed, Vivekanand Auditorium of 1400 sqm for hosting cultural activities and another multipurpose indoor Sports Hall augmented to 20.50-meter X 24 meters dimensions in the year 2021.

Cultural committee plans Annual Cultural calendar every year in the beginning of the session for students orientation Cultural activities, spic-macay, literary festival with the help of Literary committee and English department.

Institute organized Youth Festival and Annual Function according to University and Government of Madhya Pradesh planner.

Inter collegiate and intra collegiate competitions are held regularly. The wining team is given an opportunity to represent college at University, State and National level.

College team is doing very well under MHRD sponsored Inter -State Cultural exchange programme “EK BHARAT SHRESTHA BHARAT”. The college organized many cultural events with Manipur State and students also learnt the culture of Manipur during these events.

NUTAN BAND is our distinguished activity, which is Co-ordinated by Music department.

**YOGA EVENTS** - Yoga Activities are a regular feature of our college, it is organized by the Sports and NSS department. Yoga Activities are carried out in the multipurpose indoor hall. Open stage is also utilized for Yoga National and International day celebrations regularly.

**SPORTS** – The Sport Department is on the ground floor (860.00 sq m) of three storied new library block, constructed in 2020, which offers physical fitness and strength training in a Gymnasium. The Department of Sports conducts various inter department sports events regularly. Everyday approximately 100 students use the indoor and outdoor games and Gymnasium facilities during college hours. Specification of outdoor and indoor games are as follows.

Volleyball	A Standard volleyball court of size 18m x 9m
Badminton	One indoor badminton court of size 25m x 12m
Basketball	Standard basketball court size 28m x 15m
Kabaddi	Kabaddi court 12.5m x 10m
Kho-Kho	Kho-Kho court 165ft x 65ft
Carrom	Four carrom, size 34inch x 34inch each
Table tennis	Table of size 2.74m x 1.525m
Chess	Five chess boards

**GYMNASIUM** – Institute has 2 open Gyms size 11x33 meters which are available on two different locations. Indoor Gym facilities are also available in the Sports Department. The College sports department is also collaborated with Madhya Pradesh, Directorate of Sports to make use of their elaborate infrastructure and stadium facilities. MOU’s with other organizations are in the pipe line. Multi station GYM is also in the process of installation under MPHEQIP project in current year.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Geotagged pictures	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 98

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

**Response:** 920.55

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
83.12	137.45	857.61	00.00	00.00

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

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 a 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. It is a Unicode multilingual and user-friendly software developed to work under client – server Environment. It also supports cataloguing of e- resources like e – books etc.

Built on a centralized database it normally utilizes a common computing platform consolidating all library operations into a uniform and enterprise wide system. As per the requirements of the College the Library automation and collection development tasks are broken down into different modules of:

- Acquisition
- Cataloguing
- Circulation
- Serial Control (based on KARDEX system)
- OPAC (Online Public Access)
- Administration

OPAC search is the most distinctive feature in SOUL 2.0 where through the **Simple Search**, items can be searched by 'Title', Title Subject, Author, Accession No., ISBN No., Class No., Publisher, Series and Year of Publication. And through its **Member OPAC Search**, Issue / Return of number of books and privileges over dues can also be searched.

The Institution's Central Library is well-equipped one with ICT facilities and Institutional membership of DELNET and N- List having access to plethora of Books, Periodicals, Video – Audio content, Thesis and Dissertations and huge database of E – books in the Reference Section housed on the second floor with a Reading Room and a dedicated space for Research Section & E - Resource Centre. With Internet Facility it has periodicals display racks, Newspapers and Non-Book Materials. Whereas the Circulation Section with OPAC Search Facility available for members is on the First Floor that has an issue counter, book preparing room & store room and a hall on other side used as Reading Room by faculty & Staff members with a



Librarian & Assistant Librarian room also in it. On the Ground floor is the technical section and an SC/ST books providing room as per the Abhinav Chhatrahit Yojana – ‘Hitgraahi Moolak Yojana’ of the State Government where they get books worth of Rs.1500/- for free.

Besides the Central Library that offers membership to close to 7000 students, there are 22 departmental Libraries also in the respective Departments of the College that are offering Post Graduate courses.

There is a rich collection of 65972 Books (with 3765 reference Books & 53633 General Books and 12339 in Book Bank), 614 Bound Journals, and Subscription to 65 Journals, purchased through UGC Grant, Janbhagidari Library Fund, and Autonomy Grant.

The Library Department also offers two Self Finance courses, M.Lib and B.Lib where 16 and 26 students respectively, are enrolled in this Academic Year.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste Link for additional information	<a href="#">View Document</a>

**4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources**

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**Response:** 3.25

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
7.73	1.75	3.15	1.76	1.87

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 1.85

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

Response: 134

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

### 4.3 IT Infrastructure

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

**Response:**

With a Vision to “Provide IT support system, IT Department of the college not only actively enforces the policies of the Ministry of Higher Education, Govt. of Madhya Pradesh but has its own charted out IT policy as well.

The purpose of the IT Policy is to set direction and Provide information about acceptable actions or Policy violations where guidelines are provided to help all the stakeholders who are part of college community to understand how college policy applies to some of the significant areas. The policy is in conformity to stated policies of Higher Education Department of Government of Madhya Pradesh.

The Policy is classified into groups of:

- IT Hardware Installation Policy
- Software Installation and Licensing Policy
- Network (Intranet & Internet) Use Policy

- E-mail Account Use Policy
- Web Site Hosting Policy
- College Database Use Policy

The Policy's applicability is further bifurcated at two levels; one at the End Users Group level and then at Network Administrators level.

The stakeholders mentioned in the policy are Students of UG & PG Courses, Employees, faculty Administrative staff, the Higher Authorities officers and Guests also visiting the college campus. And for providing them full support the IT Department maintains the various Resources and facilitate Services such as: Wired & Wireless Network Devices, Internet Access, Official Website, Web applications, official email services, data storage, Mobile/ Desktop/ Server computing Facility, documentation facility of Scanners & Printers along with managing Multimedia contents.

Besides Installation of IT Hardware, it also deals in Software Installation & Licensing Management. The College Database of E – Governance / MIS is fully maintained by the IT Department and is a part of the Policy document as well.

The IT 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, organizing online webinars, other online activities like admission, campus placement and execution of regular classroom teaching.

A virtual classroom/ Recording studio is established in collaboration with the Govt. of Madhya Pradesh that has facilities for recording e - content, broadcasting, and online live teaching besides smart classes and seminar halls established and maintained by the IT department. SWAN connectivity is another measure taken by the department to improve not only the bandwidth of the internet but also its uninterrupted user experience.

Cyber Security for confidentiality, Integrity and Availability /data accessibility in the college stated in the policy document is to protect networks, devices, programs, and data from attack, damage or unauthorized access.

State wide Area Network (SWAN) connectivity has also been established for smooth functioning and increasing the available internet Bandwidth in the College that has gone up by 30 MBPS due to SWAN connectivity.

The IT Department does not have a separate Budget for Purchase or up gradation of IT Infrastructure however under various Budget heads like Janbhagidari Fund, UGC Autonomy Grant, Amalgamated Fund, World Bank / RUSA funds, IT facilities are upgraded from time to time.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 27:1

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

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

**Response:** 750 MBPS

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

#### 4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

**Response:** A. All of the above

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

**Response:** 55.86

##### 4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
237.77	100.22	09.25	127.71	134.91

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### Response:

#### 4.4.2 ESTABLISHMENT SYSTEM AND PROCEDURE FOR MAINTAINING AND UTILISING INFRASTRUCTURE

The physical academics and support facility in college are well maintained and augmented through well charted procedures and policy made by IQAC. The optimum utilization of all above facilities to the maximum benefits of the students as well as teaching and non-teaching staff lies in the core of constitution of the policy.

- Physical facilities such as building of the college and laboratories are maintained by renovation grant received from different agencies namely Government of MP, RUSA, World Bank and UGC & Janbhagidari.
- According to policy, maintenance of building comes under the purview of PWD. PWD informs regarding the status of building annually and request is made for painting and other work periodically.
- If needed, maintenance of physical infrastructure of college is executed through Janbhagidari Development Fund.
- Apart from the House Keeping staff appointed by the Government, looking at the spread area & need of the college campus, housekeeping is also outsourced through contract system according to Government norms.
- To keep campus water source active and managed, water table of the college, rain water harvesting is established.
- Solar panel on roof top of our main building are working very efficiently, through which our expenses on electricity bills have been reduced by 50%.

#### LIBRARY: Policy for Maintenance of Library Facilities

College has a well-developed library with three sections. One section is utilized for reading, lending and

borrowing of books, this has reprographic facility. There is a librarian and library committee which seeks suggestions from the teachers for purchase of books through HODs. Library committee completes the physical verification by 31 March of every year and recommends the books for write off. Library committee also takes care of the maintenance of library by fumigation and anti-termite treatment every year. Second section is dedicated to E- Library, it has 10 computers connected in a Lan to a server. NLIST ID and password is provided to all teachers. Registers are kept in the manual section as well as in E-Library to record the footfall of students as well as teachers. All PG departments have their own departmental Library ILS (Interlibrary services) are well practiced through Central Library; this helps research scholars of different departments in their interdisciplinary research. On the ground floor special section is made to facilitate SC, ST and OBC students.

### **LABORATORY:**

Laboratories are developed and maintained by the respective Departments. Equipments are purchased and maintained as per the need of the particular department. There is a purchase committee which takes care of the purchase related affairs as per the purchase rules provided by DHE and Gross financial rules published by the Govt. from time to time. College has separate UG and PG Laboratories to address specific demands of UG and PG students. There is an advanced instrumentation Research Laboratory proposal in the pipeline with sophisticated advanced equipments like IR (Brooker alpha), UV (Lab India), Microwave Synthesis, Incubation chambers, HPLC, PCR, GELDOC etc. This laboratory is in developing process under the guidance of a senior professor and certified Laboratory Technician will be appointed to operate and maintain the equipments new Central Research Laboratory is constructed under MPHEQIP in the year 2021-22. Laboratory provides opportunity to all the research scholars and faculty of the college to work on the sophisticated instruments. Research scholars from outside the college are also permitted to work on the equipments after taking permissions from the competent authority. Interdepartmental use of Laboratories and classrooms is always permitted and encouraged.

### **IT Facilities**

College has 4 computer laboratories developed and maintained by department of IT and Computer Application- along with e library and individual computers in the departments. These computer labs are maintained by the self-finance budget of Janabhagidari, and utilized after regular classes for conducting computer-based seminars and workshops. These are also used as browsing nodes by non-computer science students also. The computers are periodically checked and updated by the trained specialized computer technician. Licensed software

is used in the computer lab. Institute has also NRC maintained by IT Department.

### **SPORTS COMPLEX:**

College has sports complex with facilities for indoor games like Badminton, Table Tennis and Chess, it houses a Gymnasium also. Sports committee of the college with sports officers has framed rules to make accessible to the students and staff of the college. The sports Complex is open during the working hours on week days and during morning hours on weekends.

### **Campus Development & Maintenance**

- College has a building committee as well as College Development Committee which takes care of

issues pertaining to minor repair, renovations and even major projects regarding infrastructure are sent to Govt. through the cell.

- ICT infrastructure includes computers, hardware, software and cloud space maintained by IT department periodically.
- IT committee of college is responsible to provide updated ICT infrastructure and facility to all the department across the college. IT committee work in close coordinate with IQAC.
- All the department invite guest expert and extension activities by MPHEQIP and UGC fund under the eegis of IQAC for academic development.
- IQAC of the college ensure/monitor optimum utilization of physical infrastructure as well as academic facility.
- Conference and seminar hall utilized as multipurpose activity room as and if required.

Classroom are neat & clean and maintenance by committee

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 63.29

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2021-22	2020-21	2019-20	2018-19	2017-18
4187	4215	3765	3054	2323

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years

Response: 0.32

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2021-22	2020-21	2019-20	2018-19	2017-18
37	15	08	13	17



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships besides government schemes in last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology**

**Response:** A. All of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.**

**Response:** 38.95

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3166	3668	1342	1032	1860

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies**

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** B. 3 of the above

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

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 4.39

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
134	69	38	30	94

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch).

**Response:** 64.24

#### 5.2.2.1 Number of outgoing student progressing to higher education.

**Response:** 1304

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

**Response:** 86.28

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	37	25	23	23

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	52	28	25	23

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 105

**5.3.1.1 Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
65	05	08	11	16

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

As per the policy and directives of the Department of Higher Education, Government of Madhya Pradesh to form the Student Union through direct election method, student elections were held in the session 2017-2018, as per the norms.

In the session 2017-2018 elections were held on 30th October 2017. Students union was formed in such a way that a representative of each class was a member in the Union.

For the election in every class, a class representative (CR) was elected by the students of current year, thus 76 class representatives were elected, these than voted in a democratic way with total transparency for the four office bearers (President, Vice President, Secretary, Joint Secretary). These union representative students carried out many programmes throughout the year.

In the session 2018-2019 the college formulated a student advisory committee with the framework of one faculty as convener and 6-7 other faculty as members and two student members 2019-20 onwards. The college ensures representation of two students as nominated members in various committees and bodies viz. Cultural, Library, Discipline, Canteen, Sports, Grievance Redressal, Anti-Ragging, Prevention of Sexual Harassment, Campus Maintenance, Hostel, Mess Cleanliness, Swami Vivekanand Career Guidance and Placement cell etc. Internal Quality Assurance Cell has only one student representative as per NAAC mandate. Students are part of decision making process of the institute in the field of academics, cultural, leading to governance. Some of the clubs are run by the students eg. Sarojini Naidu Chemical Society, Botanical Association, Eco Club, Geo Club, Zoological Club and Legal Aid Clinic. Student being a part of these clubs / association/ committees play a pivotal role and manage most of the activities. Students not

only arrange co-curricular and extra – curricular activities in these areas but also involve other students to play an active part. They function as volunteers and perform a range of programs under the guidance of their faculty members, committee convenors etc. simultaneously learning leadership, team spirit, decision making; discipline, personality development and management skills.

In these committees the students play an active role in coordinating with faculty members, managing competitions and ensure transparency in decision making and management. The innovative ideas and involvement of students in administrative and academic fields generates the sense of responsibility and sense of belonging for the institution. they act as a bridge between the student committee and college management. Students have strong representation in all cultural and sports events as they helped in organization and management of these events even during pandemic period. In the hostel mess committee and hostel committee also student representatives participate in administrative and management related support and also organize different extra – curricular events in the hostel. Students organize welcome and farewell programs for the students and also organize NCC and NSS related regular and special activities. Students also actively work as volunteers during medical and vaccination camps. Involvement of students in all such activities maintains transparency and develops an atmosphere of co-operation, it help the institute in to grow and flourish.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

**Response:** 49.2

#### 5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
65	17	64	35	65

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

#### Response:

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal formed an Alumni Association named “*Nutan* Old Girls Association” (NOGA) at the time of Institute’s establishment. After almost two decades, NOGA was revived in 2002 and registered with registration no. 01/01/01/12803/03 in 2003 and since then it has been active in Alumni engagement. NOGA provides a forum for Alumni to express their views for the better functioning of the Institute. Activities conducted by NOGA are managed by 5 elected office bearers. NOGA has many dignified Alumni as its registered members which include- Hon’ble Justice Nandita Dubey (High Court MP), Mrs. Smita Pant- IFS, Mrs. Sufiyan Faruque- IAS, Mrs. Ruhi Khan- IAS, Mrs. Sonali Mishra- IPS, Mrs. Aishwarya Sharma- IPS.

#### Objectives:

- Provide an open platform/stage for pass-out students for up-liftment of the Institute.
- Organize meetings from time to time for social, educational and professional development of the students.
- To achieve financial support for the development of Institute’s structure.

#### Activities

- To ensure social, educational and professional development of the students, five meetings were conducted and various activities like distributing warm clothes to needy people, plantation in campus for keeping the campus green and environment healthy initiatives were held.
- “NOGA” sponsored a number of activities and prizes for college cultural fest.
- To develop strong relationship with the institution, four cultural meets were hosted on 06/12/2018, 15/09/2019, 08/03/2022 and a cultural event was organized in the memory of Late Ms. Lata Mangeshkar Ji on 09/03/2022 with the help of Music Department of the Institute.
- Financial support to the students in the form of fee payment is provided by Alumni support of Rs.1,00000/- given by NOGA member for the awards for best achievement in academics.
- NOGA member Mrs. Sonal Shrivastava has organized a stall in the college for the awareness of use of biodegradable-eco-friendly (cow dung based products) utility and ornamental items.
- NOGA member Mrs. Ranjita Choudhary has organized online and offline special lecture for the preparation of MPPSC. Mrs. Jyoti Verma organized Herbal Soap Making workshop in the college.
- Wheel Chair donation by NOGA and staff club.
- NOGA Varsha Sonavane and Ms. Pragya has contributed as judo expert in the 15 days self-defense training camp organized in the college.
- NOGA Ms. Neetu Bardere is expert in Taikwando, she is giving her expertise to students on behalf of member of Board of Studies (Yoga and Meditation) under foundation course.
- NOGA Ms. Varsha Pal, expert in chess, offered coaching for the college students and under her guidance the college won district event in 2021-22.
- NOGA Ms. Durgawati has offered training of Ball Badminton in July 2022 and under her mentorship the college team won IInd place in state level tournament.
- NOGA Ms. Mona Kaurav has given mentorship to the NSS students of the college.

- NOGA Ms. Divya Lunavat and Ms. Anushree Sharma have delivered expert lecture for the students of Food and Nutrition.
- Many NOGA members have put stalls in college Fete during Annual Function in the year 2017 and 2018.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni financial contribution during the last five years (in INR).

**Response:** D. 2 Lakhs - 5 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

The College has earned for itself a rich and lasting legacy in providing quality higher education along with co-curricular and extracurricular activities for women, thereby enhancing their holistic development. 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 disadvantaged sections, and strives to facilitate the learning process of specially abled students. It aims to sensitize the youth towards the marginalized sections of the society, and to inculcate in them a sense of responsibility towards the society.

**1. PERSPECTIVE PLAN-** The institution has a well thought out **Perspective Plan** in place to help it develop in a systematic and phased manner.

**2. GOVERNANCE-** The institution practices *Decentralization* and *Participative Management* by providing a restrictive autonomy to the various academic and administrative activities carried out under the supervision of the Principal.

- The *Governing Body* and the *Academic Council* function in accordance with the guidelines of the UGC. All proposals, academic as well as financial must be approved by the *Governing Body*.
- The *Board of Studies* monitors and reviews the syllabi for the various courses, suggests methodologies for innovative teaching, suggests the panel of names of examiners to the *Academic Council*, and coordinates research, teaching, and other academic activities in the college. The *Academic Council* is responsible for all academic matters and operational policies. It scrutinizes and approves the proposals of the Board of Studies.
- Regarding the financial matters, the institution abides by its finance policy and mobilizes its funds received from the State Government, *UGC*, *RUSA*, *World Bank*, *Autonomous* and *Janbhagidari* in a well-planned manner. For every financial year, a Finance Committee prepares a budget. The *UGC Committee* proposes a budget for allocation of funds under various heads to the Finance Committee. On its approval, the UGC deploys the fund. 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. All the Departments and Committees invite proposals, as per requirements. On receiving the proposals, tenders are invited in an open bid. The best bid is selected in the presence of the finance committee. The concerned committee maintains a record of expense and balance.



### 3 Participation of Teachers in the Decision Making Process

The *Principal*, assisted by the *Administrative Officer*, delegates power to the Deans of the faculties who supervise the *Heads of the Departments*, and the faculty works in coordination with the *HODs* to carry out the academic activities. An *Autonomous Examination Cell*, with a structured organizational matrix, headed by the *Controller*, and aided by the other members of the Cell, is accountable for the successful conducting of the entire examination process. The *Conveners* and *Members* of more than 70 committees carry forth diversified ventures and discharge an energetically pervasive role as motivators of culturally and socially conscious activities in the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

##### Response:

##### A Case Study for the Purchase of Desktop Computers:-

The institution practices **Decentralization** and **Participative Management** by providing a restrictive autonomy to the various academic and administrative activities that are carried out under the supervision of the *Principal*. 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*. All purchases are carried out as per the *Purchase and Stock Rules* of the Government of MP.

In the session 2020-21, the various Departments/ Committees, put up their demands for desk computers to enable online teaching, through the *Heads of the Departments* to the Principal. The Principal forwarded it to the *Coordinator of RUSA* for mobilizing the funds under Component 9, Phase II of 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) on 31-03-2021 in which 23 interested vendors participated. The bid was opened on 21-04-2021 in the presence of the *College Technical Committee*. The members of the College Technical Committee scrutinized all the documents of the interested bidders. Out of the 23 bidders, the documents of 13 bidders were rejected, as their documents were incomplete. The *College Finance Committee* then opened the financial bid of the 10 approved bidders and made a financial evaluation. The best bidder (L1-MS Anvee) was selected and contacted to supply the computers to the institution. A meeting of the *Technical and Tender Committee* (external), the *College Coordinator of World Bank Committee*, two senior *Professors* of the College, and the *Coordinator of RUSA* was held in the presence of the Principal on 01-06-2021. After the approval of the

**Technical and Tender Committee** (external), the Coordinator of RUSA was asked by the Principal to carry out the order on the LI firm (MS Anvee), through the GeM Portal. The items were scrutinized and approved by the **College Technical Committee**, the cheque was prepared by the **Accountant**, and the procedure of purchase was complete. On 17-09-2021, on procurement of the 20 computers, the **IT Coordinator** was officially ordered by the Principal to distribute them to the various Departments/ Committees/ Cells as per their requirements, and to provide a copy of the Issue Register to the RUSA Committee.

This case study can be cited as a microcosm for the entire working procedure of the college wherein all the members of the institution working at different levels participate in the management and decision-making. The **Principal**, the **Heads of the Departments**, the **teaching** and **non-teaching faculty**, and the **student representatives** in every committee together concentrate on fostering the progress of the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for strategic plan and deployment documents on the website	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The institute has a comprehensive strategic plan to realize its visions and mission. As the college visualizes new paradigms of progressive, inclusive, and ethical education, it greatly emphasizes the empowerment of its students to prepare them for a responsible and dynamic role in society. Women are an integral part of society; no development is possible without their participation and shouldering responsibility. Therefore, they should be well informed, self-sustained and prepared to face challenges in life. Apart from imparting traditional education, it is important to inculcate ethical values, righteousness, justice, inclusiveness, and a sense of gender parity in them. Females often face injustice and violence but are not aware of their rights and available legal recourse. Being a women's college, a need was felt to create awareness amongst the students regarding their rights and remedies.

On January 17-18, 2019, a UGC expert committee visited the college to review and extend its autonomous status and suggested setting up a 'Women's Cell.' The role of the National Legal Services Authority and its mechanism for accessible justice and equal opportunity for aid and assistance to the district level impressed upon the IQAC to set up a Legal Aid Clinic (LAC). LAC took off to a flying start on June 29, 2021, the first for an institute without a Law Faculty.

The scheme aims to familiarize students with their rights and remedies under the law, reach out and render services to the marginalized and vulnerable communities, and help students understand the socio-economic impediments to access justice. To this end, the program commenced by spreading legal awareness among

students through plays and posters, organising workshops and seminars, carrying out field surveys, providing community services to people through camps, street plays and legal counselling in coordination with the District Legal Services Authority (DLSA).

The LAC has a dedicated team of student volunteers to provide operational assistance. An advocate visits weekly for legal counselling and undertaking legal proceedings. Additionally, the DLSA has deputed Para-legal volunteers for counselling and fieldwork, and a District Legal Officer to provide guidance.

Activities undertaken by LAC:

- Organized an online orientation program on the aims and objectives of the LAC with 885 participants.
- Arranged two student visits to the **Lok Adalat** to observe the workings of different courts, legal procedures, and alternative dispute resolution mechanisms.
- Conducted an awareness program in collaboration with DLSA and State Commission for Women on International Girl Child Day.
- Organized online discussion on Female Foeticide and Gender Equality (role of education and awareness)' to observe National Girl Child Day.
- Held internship training of students of National Law University, Delhi and GNLU in LAC.
- Provided counselling in more than 50 cases; over 20 cases have been resolved through mediation by the visiting advocate.

Thus, under the able guidance of the DLSA, the LAC, in a short span, has been working relentlessly for the successful deployment of the institution's strategic plan of creating awareness regarding gender issues, reaching out to the vulnerable sections, and their accessibility of the legal recourse.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:**

Being a Government Autonomous College, it abides by the rules and regulations of the **Dept. of Higher Education, Govt. of Madhya Pradesh**, with full transparency and accountability. The institution follows a democratic and participatory mode of Governance. The **Governing Body** and the **Academic**

**Council** function in accordance with the guidelines of the UGC, and are subject to the existing provision in the byelaws of the College and the rules laid down by the **Department of Higher Education**. The **Board of Studies** coordinates research, teaching, and other academic activities in the college. The **Finance Committee** acts as an advisory body in the financial matters of the institution.

The **Principal**, as the keystone, provides leadership, guidance and coordination within the institution. The role of the Principal is to supervise and monitor all 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 faculties. The Deans supervise the **Departments** in order to promote excellence in scholarly productivity.

There is a separate **Autonomous Examination Cell** with a structured organizational matrix. The **Controller** of the Examination Cell is appointed by the Principal and is accountable for the successful conducting of the entire examination and evaluation process. The **Controller** is aided by the other **members** of the Cell. 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.

The **Internal Quality Assurance Cell** works to achieve excellence in the quality of teaching – learning, co-curricular and extra-curricular activities. The **Principal**, as the **Chairman of the IQAC** supervises the **Coordinator** of the Cell, to initiate, plan and facilitate various activities for the enhancement of the quality of the institution in general. The Coordinator of the IQAC directs and guides its **Members** to work towards the realization of the goals of quality enhancement and sustenance.

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 activities related to human resources. As the **Disciplinary Authority**, the Principal ascertains that discipline is maintained in the institution.

A senior experienced Professor is also appointed as an **Administrative Officer** to assist the Principal.

The College has various **Committees**, each comprising of a **Convener**, and its members, constituted for the planning, preparation, and execution of academic, administrative, financial and extra-curricular purposes.

The delegation of power and decentralization of authority enrich the efficient functioning of the institution in all its spheres of planning, decision-making and implementation. As the institution works to implement and execute the plan, all its stakeholders i.e. employees, students, parents and alumni will collaborate to achieve a collective vision. The continuous endeavor will be to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

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 are therefore provided with an enabling ethos, and a supportive working environment. As per the existing norms of the state government, various welfare measures like:-

- *General Provident Fund (GPF)*
- *Group Insurance Scheme (GIS)*
- *National Pension Scheme (NPS)*
- *Pension, Death Cum Retirements Gratuity*
- *Medical Reimbursements, Free Medical Treatment* in government/private specified hospitals,
- *Advance for Festivals*
- *All types of leaves-*
  - *Casual Leave*
  - *Optional Leave*
  - *Medical Leave*
  - *Maternity Leave*
  - *Child Care Leave*
  - *Study Leave*
  - *Duty Leave*
  - *Vacation,*

- *Commutation of Pension*
- *Leave Encashment*
- *Family Benefit Fund (FBF)*
- *Ex-Gratia*

These are the welfare schemes for the teaching and non-teaching staff. The aim is to motivate them, and to develop and optimize their full potential.

In the contemporary world, the role of a teacher has acquired a very important place in the process of nation building. In order to create "new paradigms of progressive, inclusive and ethical education", and to prepare students for a dynamic and responsible role in the society, teachers need to have a holistic approach to education that goes beyond core academics, and taps the physical, social, intellectual, emotional, artistic, creative as well as spiritual potential of the learner during the process of learning. The teaching community, therefore needs to evolve and equip themselves with the skills necessary for creating a holistic learning environment by attending various *Faculty Development Programs, Professional Development Programs, Orientation Programs, Induction Programs, Refresher Courses* etc. The integration of *Information, Communication and Technology (ICT)* to support the teaching and learning process in the classroom has become the need of the hour. As a result, professional development technology – based training programs for the teaching faculty also played a key role in enhancing the quality of teaching. Faculty members actively took part in various online FDPs and other interactive online training programs which would help in facilitating dissemination of knowledge and adopt technology enabled teaching practices. These training programs have empowered the faculty with novel pedagogic approaches to teaching and learning.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**Response:** 14.61

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	86	10	5	1

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

### 6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

**Response:** 9.6

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

2021-22	2020-21	2019-20	2018-19	2017-18
13	2	3	20	10

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

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 61.68

#### 6.3.4.1 Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
105	93	72	103	66

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

To ensure financial compliance, internal and external financial audits on the financial transactions are conducted every year. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers by an internal financial committee at the College level. Any kind of discrepancy, if found is brought to the notice of the Principal. The internal financial audit verifies the funds received from all sources like *UGC, RUSA, Janbhagidari, the Autonomous fund, World Bank, Personal Deposit* etc. The College has also appointed a competent *Chartered Accountant* who visits the college to check the cash books, vouchers, income and expenditure statements, and the balance sheets periodically. The audit report showing the utilization of grants is sent to the concerned authority. The external audit is carried out by the officials sent by the *Department of Higher Education* for audit in 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 their protocol.

All audit objections are communicated to the Principal by the concerned authority viz, *the Chartered Accountant, the Dept. of Treasury & Accounts, the Auditor of Dept. of Higher Education, the Office of the Accountant General, Govt. of Madhya Pradesh, Gwalior*. These objections have to be resolved within 24 hours during the visit and are scrutinized by the Head Clerk/ Accountant/Registrar/ DDO under the supervision of the Principal. They are resolved and the response is given in a prescribed format. The response to the objection given by the Principal is then examined by the *AD, Dept. of Higher Education*. If satisfactory, it is then forwarded to the *Directorate*, from where it goes to the concerned department that raised the objection. If the response is satisfactory at all levels, then the audit objection is settled. If the response is not found satisfactory, a final report is prepared and the concerned department sends back its query in a proper format to the institution. This query is communicated to the Principal, who after scrutinizing it addresses the objection, and takes up the responsibility responding to the objection in the prescribed format.

This mechanism exhibits financial discipline as well as transparency in financial matters. It also helps to avoid defalcation of funds of the institution at all levels.

The details of the internal audit for the receipt and payment of funds for the following periods are as follows:

S.No	Session	Date	Auditor



01	2016-17	01.04.2016 to 31.03.2017	CA Sandeep Singh Rathore.
02	2017-18	01.04.2017 to 31.03.2018	
03	2018-19	01.04.2018 to 31.03.2019	
04	2019-20	01-04-2019 to 30-09-2019	CA Harshal Bhawsar.
05	2019-20	01-10-2019 to 31-03-2020	
06	2020-21	01-04-2020 to 30-09-2020	CA Harshal Bhawsar.
07	2020-21	01-10-2020 to 31-03-2020	
08	2021-22	01-04-2021 to 31-03-2022	Provisional by CA Sandeep Singh Rathore

The External audit for the session 2016-17 was carried out by the Office of the Accountants General, Madhya Pradesh, Gwalior, for the session 2018-19 and 2019-20 by The Department of Treasury & Accounts, and for the session 2020-21 by the Auditor of the Dept. of Higher Education.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)**

**Response:** 7.25

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

2021-22	2020-21	2019-20	2018-19	2017-18
1.05	2.64	1.68	1.2	0.68

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

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

#### Response:

The institution mobilises its funds received from the *State Government, UGC, RUSA, World Bank, Autonomous, Janbhadigari and Personal Deposit* in a well-planned manner in accordance with the approval of various statutory committees constituted by the Principal. The Principal monitors the optimal utilization of funds for the smooth functioning of the institution. The Principal ensures optimum utilization of funds through measures such as organizing various academic activities for the teaching and non-teaching staff, controlling administrative expenses, providing infrastructural facilities among the Departments and Committees. Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff. A Finance Committee monitors the optimum utilization of funds for all the expenses.

Keeping in mind the developmental criteria of the institution, a budget is prepared by the Finance Committee for every financial year, 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 Committee disburses 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 and systematic. Proposals, as per the 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	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

**Response:**

***Utilization of funds for Infrastructural Development:***

Peer Team for previous cycle recommended expansion of library and hostel space. Subsequently, there has been distinct augmentation of infrastructure. Funds for infrastructural development, received from the World Bank, RUSA, Janbhagidari Samiti and the government, were put to optimal use:

**World Bank:** Madhya Pradesh Higher Education Quality Improvement Project commenced in June 2015. An MOU between the College and World Bank was signed, effective March 2018-2023. Strategic plan was prepared under IQAC's guidance, resulting in an administrative sanction of Rs. 8.60 crore for new construction and renovation. Additional rooms, central computer lab, barrier free toilets are underway. Infrastructure in Girls hostel and badminton court/multipurpose hall was enhanced. Lab equipment/furniture for college and hostel were purchased by World Bank. Construction quality and timeline were constantly monitored by IQAC, following which money was transferred from BCO to BCO.

A locus of quality monitoring for institutional performance, IQAC oversees the preparation of Annual reports and data documentation. As per KPIs, it performed third party verification and audits, duly submitting utilization reports.

**RUSA:** Rs. 2 crore were sanctioned under RUSA for new construction, renovation and equipment purchase. Funds were utilized for the construction of a G+3 building, and renovations.

**Department of Higher Education:** Standing financial committee of MP Government approved Rs. 782.61 lakhs, including Rs. 582.61 lakh from Janbhagidari. Construction of G+3 building housing library, 3 computer labs, a gym and an auditorium were undertaken by P.W.D. under IQAC's supervision with issuance of utilization certificate. This ensured quality in infrastructure and optimal utilization of funds

***IQAC Initiatives for Quality related Audits***

The IQAC has institutionalized the practice of regular quality related Financial, Academic and Institutional audits at college and departmental levels.

**Financial Audit:** There are broadly 7 sources of funds accrued, which require periodic internal and external audits. External audits are conducted by officials of Higher Education Department and Office of the Accountant General, M.P. World bank representatives conduct audits regarding utilization of money allocated to the college. All audit objections are rectified as per government guidelines. The system has been updated through tally software.

**Academic Audit:** The institution has had the practice of academic audit through reviews of teaching learning outcome and student progression. AAA was undertaken in which the college attained **314** points. Funds were received for academic excellence under which various activities were conducted under the

aegis of IQAC and reported to Project Directorate. World Bank conducted Bench-Marking exercise regarding governance and teaching-learning. Based on their report an action plan for academic excellence was made and executed.

**Environment/Energy/Green Audits:** The college environment policy identifies environment audit as priority area. Accordingly, green initiatives, planning and activities for an eco-friendly campus are audited by a certified energy auditor.

**Fire Audit:** As a commitment to provide safe and eco-friendly environment for students, preventive safety measures, as well as a fire audit against fire on campus were undertaken.

**Structural Audit:** The institution got structural strength of its buildings tested by EPCO and its consultants to ascertain the potentiality of new infrastructural construction.

Departmental, library and hostel physical verifications are done annually

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

It has been the endeavour of IQAC to facilitate imparting of quality and consequential education as per the demand of times. Through periodic reviews and reforms, it strives to realise the vision and mission of the college.

Following are the two examples of reforms facilitated by the IQAC:

**Adopting the National Education Policy 2020:**

The Government of India enunciated a National Education policy in 2020, which aimed to inculcate Indian ethos in the education system and make India into a global knowledge superpower. Madhya Pradesh became the second state in the country to adopt and introduce NEP 2020 in Higher education institutions. Advance planning and groundwork was done by the Higher Education Department by disseminating information, training and Syllabi preparation by the Central Board of Studies in which some members of IQAC were also associated. The NEP was introduced from academic session of 2021-22 and is applicable to the 1st year undergraduate students.

The college adopted the novel policy in letter and spirit under guidance of the department. by having flexible curricular structure, integration of vocational education in choice-based credit system, project based learning and multiple entry-exit.

It geared up for the change, starting from the admissions of the students in the 1st Year of the UG program. In all 2136 students were admitted at this level. Principals of autonomous colleges were directed to introduce the new NEP unified syllabi, prepared by the Central Board of Studies. Accordingly, the IQAC and Autonomous Examination Cell started deliberations regarding adaptation of NEP by the college. HODs, in a meeting approved to adopt the syllabus recommended by the Central Board of Studies. Departments held their Board of Studies meetings for the approval of the new syllabi to be introduced in UG first year certificate program. The first level of UG programme, comprised of: Major Subject, Minor Subject, Elective/Open Elective, Vocational course, Foundation course and Project/Internship/Community Engagement. Question Banks were prepared by some departments running Foundation and Vocational courses. Many faculty members developed e-content for online learning.

The institution has been following a pattern of comprehensive internal and external assessment. On IQAC's initiative, a decision is taken in a Heads of Departments meeting that, there will be only 2 internal assessments instead of four due to covid conditions affecting session 2021-22. IQAC also proposed for an option of in-house project work for UG 1st year students. These decisions have been passed by the Staff Council and endorsed by the Academic Council. As major stakeholders, students and teachers are apprised about the policy in a systematic manner through meetings and orientation programmes conducted under aegis of IQAC. Many teachers have created E-content (list and letters) at State and College levels for the syllabi. Students have enhanced their skills through Swayam portal (Seema Dixit) and Vivekananda Career Guidance cell, working in tandem with IQAC. These measures enabled the transition to a new system of education.

### ***Teaching-Learning through Collaborative Linkages and MOUs:***

The institution follows a non-traditional method of teaching learning through Industry linkages and collaborations with other bodies. The peer team in 2017 and the UGC Autonomy review team in 2019 in their respective reports had recommended the institution to have more collaborative initiatives and linkages with State and National Bodies for attaining higher standards. The IQAC recognised the importance of these as a mode of learning, for students to attain greater exposure and benefit from the experience of those organisations. This resulted in a boost in number of MOUs from 07 in 2017 to 18 in August 2022. Government and private organizations, research labs, training and consultancy centres, universities, NGOs, hospitals etc. have been engaged for collaborative activities. The MOUs are drafted and vetted by IQAC and placed for approval by the collaborating institutions. Some collaborations and linkages have been so successful that they have been renewed while areas for fresh ones have been explored.

Certain collaborative linkages are subject-related. For example, Departments of Chemistry, Zoology and Botany have drawn MOUs and consultancies with research labs/centres and other universities, giving students opportunity for training, internships and exposure to advanced labs and instrumentation. Exchange of books, study programs, faculty exchange programs, seminars, conferences etc. have opened a new vista of knowledge for students. Long term MOU with a research and training institute has facilitated a certificate course on vermicomposting, training programmes, availability of literature etc. This has improved prospects of employability and skill development in students.

There have been linkages with State and National Bodies autonomous bodies like *M.P. Water and Land Management Institute, Environmental Planning and Coordination Organisation and World Wide Fund for Nature* that have brought forth the importance of environment-related issues. Joint workshops, vocational and internship programs and webinars under NEP have benefited the students.

MOU with a hospital provides a different exposure to students through structured theoretical and practical training program, while an organisation like the Indian Red Cross Society provides first aid, nursing and volunteer training. They prepare students for early intervention in medical situations.

Students benefitted through a training program resulting from an MOU between *Government of M.P.* and Cambridge Assessment English, aimed at developing their English language skills. The entire faculty of English department was trained for the purpose. The program was advantageous for both, teachers and students.

MOU with Arushi society is for the empowerment of specially-abled students by preparing and making online study material available to them in accessible format. They are also given basic computer training, and employment avenues are explored for them, thus leading to their empowerment. Generally, students are sensitized to the needs of persons with disabilities and a sense of community social responsibility is inculcated in them. Another collaborative linkage with an NGO Bachpan enables students to get fieldwork experience in the area of social work, community development, survey, counselling, child care and women empowerment.

These measures of formal collaborative linkages under the umbrella of IQAC go a long way in strengthening the teaching-learning experience beyond the classroom boundaries.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (ISO Certification)**

**Response:** 3 of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.**

**Response:**

Sarojini Naidu College plays a pivotal role in bridging the gaps in gender inequality and encourages students and staff to promote inclusiveness, tolerance, and harmony.

#### ***GENDER EQUITY & SENSITIZATION IN CURRICULUM***

Gender equality is a human right. The college has established a curriculum that emphasizes gender equality-promoting attitudes and values.

#### **PROMOTING HEALTH RELATED ACTIVITIES**

As girls encounter health-related issues including menstrual hygiene, the college holds regular health check-up camps. Their blood groups and haemoglobin levels are determined, medical guidance and nutritional counseling is offered based on their reports. AIDS, Cancer, COVID, other health awareness programs were held, and the institution also hosted an International Webinar on Women's Mental Health and Well-being.

#### **PROTECTION AND SAFETY**

We provide assistance to our students from the Police Department through lectures and discussions on cyber security in order to enable women to tackle any and all threats with confidence and fearlessness. We do so by providing self-defense as well. One police chowki is being built on the college premises. For the sake of safety and security, CCTV Cameras are installed in the college campus. Lady security officers are on duty at all times.

1.

To address the student stress, the institution has set up Student Counseling Centre in the Department of Psychology. The services are open to all the students this is free and totally confidential. Students were counseled through online mode during pandemic situation.

#### ***CAREER COUNSELING***

Vivekananda Cell of the College takes students on a path to obtain self confidence through the development of soft skills, career counseling, training, skill development and recruitment drives on campus.

#### ***ANTI-SEXUAL HARASSMENT COMMITTEE***



This committee ensures a safe environment for staff and students, works in accordance with Supreme Court and UGC guidelines.

### ***LEGAL AID CLINIC***

The Legal Aid Clinic in college provides easy access to justice works in collaboration with the District Legal Services Authority. Only college of M.P. running this clinic without law faculty.

### ***GRIEVANCE REDRESSAL CELL***

Grievances are investigated and reviewed by the "Grievance Redressal Committee." The committee reviews and assesses the causes of the complaints, the complaint resolution procedure, and the progress and action plans related to the complaints.

### ***ANTI-RAGGING COMMITTEE***

To combat ragging on campus, the college takes stringent measures. The anti-ragging committee works to prevent ragging and foster a harmonious environment on campus. Proud to say that there has never been a case of ragging reporting.

### ***DISCIPLINE COMMITTEE***

In accordance with the college's code of conduct, the committee ensures that students follow the rules and remain orderly and peaceful.

### ***GENDER AWARENESS RELATED ACTIVITIES***

To provide women a platform to express themselves several efforts were taken by the college, including poem recital, Mushaira especially for women, and a cultural display honouring legendary queen Devi Ahilya Bai Holkar.

Events like "Betis Padhao Betis Bachao", "*Ek Chithi Maa ke Naam*" and lectures/seminars/ webinars on gender problems, were held to promote the rights and dignity of women in society.

### ***OTHER FACILITIES***

The girls' common areas are well equipped with a variety of amenities. To avert mishaps, fire extinguishers have been installed, and a sick room facility is also accessible to administer first-aid. The college is serious about fitness, thus there is a gymnasium as well as indoor and outdoor Sports facilities. There is a Girls' Hostel that meets all requirements

File Description	Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Climate change has disastrous repercussions. The college has taken the initiative to spearhead efforts to make the globe a safer place. Students are educated about trash disposal mechanisms in courses such as Environmental Studies. The college management proclaimed the campus plastic-free in response to the Indian Government's decision to ban all single-use plastics. The prohibition applies to all entities. The Eco-Club holds recycling programs for students to promote awareness about plastic waste, food waste, and menstrual waste.

- *Solid Waste Management*

It had become evident that open dumping and improper incineration of solid waste were causing

problems with pollution and jeopardizing health. To maintain a clean and healthy environment on campus, solid waste is segregated in dry and wet bins, and non-biodegradable trash and garbage is dumped using the Nagar Nigam Bhopal municipal waste collection van service

***There are two compost pits-***

- One is a solid waste management pit 2.5X2.5X2.5 feet, built within the college that is maintained by the Department of Botany. After complete disintegration and decomposition, it is converted into organic manure that is used by the garden committee for the college's lawn and trees.
  
- The other pit is a Vermicomposting pit on the hostel premises, where microbes assist earthworms in waste degradation to produce organic manure of exceptional quality. This pit is maintained by the Zoology department, which is doing an excellent job of raising awareness among students by hosting workshops, visits, and a Certificate course in Vermicomposting.

- ***Liquid Waste Management***

The liquid effluents that are discharged through the sinks are transported out through small ducts that are joined together to form a single duct that leads to a 1000-liter HDPE manually controlled tank. The effluents are checked at regular intervals when they are 75 to 80 percent occupied are neutralized by adding acid or alkali depending on the pH of the content before being drained to the municipal discharge by operating the outlet valve. This process is carried out under the supervision of the Department of Chemistry as advised by Mr. P. K. Shrivastava (Scientist Madhya Pradesh Pollution Control Board).

- ***Biomedical waste management***

Biomedical waste is not generated in our institute.

- ***E-waste Management***

The college's IQAC hosted a Webinar on “E-Waste Processing and Management”. The college has an efficient E-Waste Policy and follows it in practice to support the right E-Waste management procedure.

The E-Waste Management Committee has launched a student awareness campaign. 'SamudaikVikas Kendra, Jan Kalyan Sansthan, and Sarthak,' an NGO that collects and recycles e-waste, partnered with the college. The college students and staff collected e-waste from their houses and delivered it to the appropriate NGO. Sri Imtiaz Ali educated the students about the dangers of storing e-waste and the benefits of properly disposing of it at the appropriate time. In this regard, the college also delivered an oath to the students, requiring them to advertise the necessity of proper e-waste disposal in their surroundings.

- ***Hazardous chemicals and radioactive waste management***

There is a negligible amount of hazardous chemical waste

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Geotagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** A. Any 4 or all of the above

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

#### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

**Response:**

Sarojini Naidu College recognizes, values, and takes into account diversity in people's origins, experiences, knowledge, needs, and abilities to develop a cohesive community and productive workforce in pursuit of its vision and goal. The institute has a code of ethics for students and the second code of ethics for

professors and other staff, both of which must be adhered to by all personnel, regardless of their cultural, geographical, language, communal socioeconomic, or other differences.

Music is an essential element of culture the college offered workshops, on - Thumri, Thappa, Gazal, Geet, Bhajan, and instrumental form – Sitar, a Webinar on Lokgeet of Sawan and thumri Gayan to learn about the synonymy of various kinds of music. Lokgeet and Patriotic Song Competitions are held every year.

To celebrate our Nation's unity in diversity, the EBSB club hosts a variety of events such as folk dance, drama, quizzes, and Manipur movie screenings.

Folk and tribal art that mirrored societal values were taught to pupils through workshops on Madhubani, Rabari, Saura, Mandana, Tie and Dye, and Gond to create a new generation conscious of community values.

We live in a multilingual society, and the institution offers a Graduation program in four languages: Hindi, English, Urdu, and Sanskrit, and Post-Graduation in Hindi and English Literature. HEPSN is a unique aspect of college-organized training on “Sign Language”. Students are learning the Manipuri language through EBSB Club. ATHENA –a literature fest in which the club organizes a number of events like- lectures, literary masquerade, scene enactment, self-composed stories & poems. Premchand Jayanti, Padhe Bhopal, Elocution, Kavya Path, Mushaira, Essay writing, Kahani Lekhan, Lecture series, Seminars, Workshops, Training, and many other events related to phonetics, communication skills, and linguistics are organized with the primary goal of promoting the authors' books and fostering a love of literature in different languages.

The Institute offers cultural tours, heritage walks, virtual heritage walks, and webinars to help students to grasp the broad extent of India's rich cultural legacy, which has to be discovered and recognized

Food in India is a cultural identity, and the students were well-informed on the diversity of Indian food through a zonal recipe competition and Manipuri cuisine display.

A museum has been constructed by the college to preserve the culture. So that, the students will have a deeper appreciation of the historical grandeur of the era and a better comprehension of their accents and cultures via all of this ancient and significant history.

For the admission of students, the college follows the government's norms and regulations on socioeconomic categories. As a mix of students from various financial levels, social origins, and, in certain circumstances, racial and ethnic backgrounds, the college features socioeconomic diversity. To deal with this variability, initiatives such as scholarships. The Vivekananda Cell provides many training programs to improve skills, personality development, and career counseling free of charge.

In this way, the institution has a regular practice of inclusive education techniques on campus and is a national pioneer in the field of disability inclusion and access.

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

### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

#### **Response:**

To acquaint with various constitutional procedure activities like- a visit to VidhanSabha, Gram Panchayat, and a virtual visit to an ideal PanchayatTAWALAI BUZURG District Dhar was organized. Students also participate in Mock Parliament regularly where they learn about the live functioning of Parliament. Students participated in debate and essay competitions related to parliamentary practices. The process of 'Law making' and 'Budget making' procedures was also briefed through lectures and training programs.

The government of India has taken a slew of measures to promote a cashless economy. Digital India with the vision to transform India into a digitally empowered society to enable access and use of electronic payment systems and create awareness among citizens, many programs on "cashless transactions" were organized- Street plays, Rallis, Interaction with shopkeepers, and lectures.

To raise consumer awareness programs like-" JAGO GRAHAK JAGO" and a skit on Food Adulteration and Safety were organized. Achieving financial literacy is crucial in today's society, so the financial literacy program in collaboration with the Reserve Bank of India was organized.

To make voters aware of the value of their invaluable vote, students formed a human chain, poster, and slogans were displayed on Voter's Day. The procedure of Voter Identity Card making was explained to include young voters in the electoral process and a pledge was taken to cast their vote.

The institute organized a Webinar on GST Laws , a Workshop on the Right to Information Act 2005. Thus, empowering and promoting dignity and equality among students.

Cyber Safety educational programs were organized to create a safer online world for them.

Programs on Human Rights, Children's Rights, and Child Sexual Harassment Amendment Rules were organized in the form of seminars, poster making, and lectures.

The college organizes Nutritional Week, Breast Feeding Week, AIDS and Cancer awareness, Medical check-up camps, Blood donation camps, therapeutic diet counseling- Frequent visits to SOS Gram, Old Age Home, CRC where spending time with old people, orphans, and specially-abled children, refined their hearts, elevate sensitivity and develops love, sympathy, kindness, and geriatric care.

The college organized recitation of stories on Moral Values (*NaitikMulya*) and the *Padhe Bhopal* program through such purposeful stories the students can easily perceive the Noble qualities.

The college celebrated the “*SwachchhtaPakhwada*” to inculcate the value of cleanliness in the students. Various types of programs like- skits, poster competitions, cleaning of the campus and statue cleaning by students, and internship programs on ‘Clean India’ at Bangrasia were organized.

Biographies and experiences of great persons also provide inspiring values, so the program on the life and philosophy of Gandhiji, Dr. Ambedkar, Abdul Kalam, and Sarojini Naidu was organized for students who can learn their life experiences.

To encourage patriotism programs like- patriotic song competitions, Seminars on the Quit India Movement, role play of Freedom fighters, and Independence Day & Republic Day celebrations are organized so that youth can be proud of being an Indian citizens.

The values of students of the Sarojini Naidu College were visible during the covid time. They served as Covid warriors by educating people to be safe and follow pandemic protocols, distributing masks, and food, and conducting webinars Cadets of NSS and NCC Unit motivated all for vaccination and managed vaccination camps organized in the college.

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

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

#### Response:

Republic Day and Independence Day are both National Days of supreme importance and are celebrated in the institution with very high spirits. Parade and Flag-hoisting traditions are carried out on the premises and students perform cultural programs like dance, songs, and skits. The students also prepare videos and speeches to share their thoughts on these days. Besides, ex-defense or police persons are invited to share their experiences and inspire and motivate young minds to contribute towards building the nation. The "College Band" comprising of student performers is an integral and exciting part of the college. The band follows a versatile marching style and performs traditional drills as well as the latest in contemporary designs.

On October 2, the birth anniversary of Mahatma Gandhiji is celebrated every year and students are made aware of Gandhiji's teachings on non-violence and cleanliness. In the remembrance of Nightingale of India–Sarojini Naidu, her anniversary is celebrated as National Women's Day with the presentation of poems, elocution, and essay competitions. Premchand Jayanti was celebrated by reciting his stories. Maulana Abul Kalam Azad birth anniversary was celebrated as National Education Day. An elocution competition was organized on the 75th birth anniversary of late Prime Minister Rajeev Gandhi.

To mark a tribute to the contribution of different professions to society, Teachers' day, Doctors' day, and Army Day are celebrated. In order to encourage more young voters to take part in the political process, the college celebrates National Voters' Day every year as "National Voters' Day".

There are few days in the year when we are able to fully dedicate, celebrate and reveal the magnificence of our planet. These days are utilized by the college as platform to spread awareness as World Ozone Day (poster-making competition to protect all species), World Water Day (painting and speech competition on the theme to conserve water) Population Day (problems related to overpopulation and remedies), etc.

Many events related to natural resources were organized on World Wetland Week. To promote the health and well-being of all, the college organizes awareness programs like International Yoga Day, International AIDS Day, and Anti-leprosy Day to focus on psychological health, World Mental Health Day (Rally) and Suicide Prevention Day were also organized. Breastfeeding Week and Nutritional Week were also organized.

International Women's Day is also observed. Children's Day is celebrated to focus on children's rights, care, and education.

Festivals are expressive ways to celebrate glorious heritage, culture, and traditions. Festivals act like stress relievers and help to increase positivity. Festivals like Rakshabandhan (tying Rakhi to policemen), Ganesha Utsav (making eco-friendly **Ganesh Pratima**), Deepawali (selling earthen lamps), Dashhera (online training to make masks and kites) Pitrapala (mask making), Guru Purnima (lecture on Guru-shishya Parampara) Basant Panchmi (cultural program devoted to Goddess **Saraswati**) and Holi (playing with Gulal and colors) were celebrated in the college premises which contribute immensely to the feeling of social cohesion.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### **BEST PRACTICE I**

#### **1. TITLE OF THE PRACTICE**

##### ***LEGAL AID CLINIC***

#### **2. OBJECTIVES OF THE PRACTICE**

- To provide services to the poor and weaker sections of society.
- To provide inexpensive local machinery for handling legal services of a basic nature like legal advice, drafting petitions, notices, replies, and other documents of legal importance.
- To resolve disputes of local people through mediation and conciliation and thereby preventing the disputes from reaching the courts.
- To conduct various awareness programs like lectures, seminars, and workshops to empower knowledge to the students about their rights and duties.
- To conduct surveys or research-based programs.

#### **3. THE CONTEXT**

Against the backdrop of Poverty and Inequality, Legal Aid is an effective way to the attainment of the ideals of 'Social, Economic, and Political Justice that are enshrined in the preamble of our constitution. Imparting legal awareness is the first step toward ensuring prompt and effective access to justice. In light of this, the college made the decision to create and administer a legal aid clinic. Department of Justice took on a project to strengthen access to justice for marginalized particularly women, minorities, scheduled cast, and scheduled tribes. On the basis of this context LEGAL AID CLINIC was launched under the National Legal Services Authority scheme 2013, in collaboration with the District Legal Services Authority and State Legal Services Authority on 29th June 2021, which was inaugurated by Honorable Judge High Court Of Madhya Pradesh, Mrs. Nandita Dubey, our alumna with the aim to spread legal awareness among students and people at large.

## 4. THE PRACTICE

- The Legal Aid Clinic is managed by volunteers (students) and faculty members with a sense of commitment, sensibility, and sensitivity to the problems of the needy person.
- The Legal Aid Clinic has been regularly open Monday to Friday from 1 to 3 p.m. DLSA appointed two attorneys to ensure that the College's Legal Aid Clinic runs smoothly. It is a unique practice in which the student team assists litigants in the speedy disposal of their cases at Lok Adalat at the District Court.
- Weekly visit by advocates Mrs. Chanda Thakur and Ms. Anjali Roy in LAC of college for legal counseling and undertaking their legal proceedings.
- The Legal Aid team was trained by DLO Mr. B.M Singh on the topic of Lok Adalat Management On 23rd July 2021.
- 5 students visited the District Court and participated in National Lok Adalat on 11th September 2021 and learned about the legal proceedings.
- An Orientation program (dated 15-09-2021) on “Aims and Objectives of Legal Aid Clinic” was organized via Zoom Meet which was attended by 885 students were enlightened by which Shri S.P.S. Bundela Secretary of District Legal Services Authority
- International Girl Child Day was organized on 11th October 2021, in which Dr. Raka Arya delivered the lectures and discussed the topic – Sexual harassment in the Work Place.
- The second visit to Lok Adalat on 11th December 2021. A team of 18 students, along with faculty members studied the legal procedures and legal activities which were guided by Chairman, DLSA & Principal District & Session Judge, Bhopal (M.P).
- NLUI students from Delhi, Aligarh, Nagpur, Gandhi Nagar, Kolkata, and Kerala visited the Legal Aid Clinic of SNGGPG College on different dates for one-day internship programs.
- National Girl Child Day was organized on 24-01- 2022, in which Shri S.P.S. Bundela Secretary of District Legal Services Authority, on the ZOOM platform discussed the topic of Female Feticide and Gender Equality.

## 5. EVIDENCE OF SUCCESS

- The Legal Aid Clinic is regularly open Monday to Friday from 1 to 3 p.m. DLSA appointed two attorneys to ensure that College's Legal Aid Clinic runs smoothly. It is a unique practice in which the student team assists litigants in the speedy disposal of their cases at Lok Adalat at the District Court.
- A team of 18 Students participated in the National Lok Adalat proceedings conducted by the District Legal Services Authority on 11-09-2021, in which about fourteen thousand court-referred matters and over four thousand pre-litigation matters have been resolved.
- A letter of appreciation was provided by the LAC Team of the college by Principal District and Sessions Judge Bhopal and Chairman DLSA Mrs. Giribala Singh.
- The college organized an orientation program for working at the Legal Aid Clinic held on 15th September 2021. The major objective of the program was to make the students aware of the activities of the society, it's working, and its constitution. The program was attended by more than 800 students of the College. The oriented students can guide, help, and assist people seeking legal advice.
- More than 25 cases were resolved by counseling and legal process which was coordinated by impaneled advocates and the Legal Aid team.

## **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

- Although there was initially insufficient infrastructure, and amenities, the college has made provisions for the most basic ones. Stationery, a computer, a printer, and the sign and flex boards of the Legal Aid Clinic were set up, and Zoom was subscribed for online meetings and programs.
- As it is, their fundamental right, legal assistance will be successful when all the poor and needy are aware of it and benefiting from it. There are therefore measures to raise awareness in order to close those gaps in the legal assistance system.
- Although the LAC professor and student team are motivated and hardworking, the absence of designated full-time faculty has an impact on daily task monitoring and progress reports, especially when students are taking exams.

## **7. NOTES (OPTIONAL)**

Legal Assistance contrary to other efforts, clinics just need a little initial financial expense. Most colleges can rapidly integrate them. It takes the Colleges to redefine and adopt a system of joint effort and sharing of duties, in order to undertake an endeavor of this kind in promoting access to justice. To have a successful legal aid movement in India, it needs to take appropriate steps by spreading awareness and educating the people about their basic fundamental rights. The only objective or aim should be to provide 'equal justice to all.

## **BEST PRACTICE II**

### **1. TITLE OF THE PRACTICE**

#### ***AWARENESS TOWARDS THE ENVIRONMENT AND SUSTAINABILITY***

### **2. OBJECTIVES OF THE PRACTICE**

- Promote an ethos of conserving natural resources.
- Cultivating an eco-friendly culture on campus and making it environmentally sustainable.
- Creating a campus that is plastic-free produces little waste, conserves energy, maintains biodiversity, and is self-sustaining in terms of power, water, and sanitation.
- Organize tree plantation drives and awareness programs regarding various environmental issues.
- Organize Nature Trails in Wild Life areas to know about Bio-diversity.
- To develop an educational approach that is focused on compassion and mindful living.
- To make a collaborative effort amongst students, faculty, and the surrounding community to realize our place and responsibilities on the earth.

### **3. THE CONTEXT**

As the world faces an increasingly critical need to address climate change the impact that water and energy conservation has on the sustainable environment is undeniable in this context college has adopted different methods which benefit the budget and reduce air and water pollution and conserve natural resources. Sarojini Naidu is a well-known educational institution with a varied range of energies. Because of its central location, it is susceptible to air pollution (i.e., the combustion of fossil fuels). As a result, the

college has become increasingly concerned about environmental issues. With its green campus initiative, it protects its own environment and maintains a pollution-free campus where environmentally friendly practices and education combine to encourage sustainable and eco-friendly systems on campus and enable students to take small steps toward environmental conservation. These efforts assist students in understanding their personal responsibility to take action to protect the environment, which is the pillar and the primary concern of the future of humanity.

#### **4. THE PRACTICE**

Students at the college learn about nature, climate change, protecting the environment, and sustainability by adhering to the college's environmental policy and taking part in activities with the organizations with which the college has MOUs. Plantation Drives Plantation drives are carried out annually in which the seeds and the saplings are planted in the garden and utilizing the organic compost as manure under the programs like Hara Bhopal Sheetal Bhopal, Ek Abhiyan Dharti ke Shringar ka. Clean campus Drives The college organizes Campus Cleaning drives with the goal of keeping the campus clean and encouraging student involvement in this activity, which taught students that it is their responsibility to keep the surroundings clean and make them aware of the importance of cleanliness. Keeping the college environment clean also sets a good example for other students. Commemoration of several environmental days Occasionally throughout the year, we are able to fully appreciate, revel in, and soak in the splendor of our planet, our surroundings, and the profusion of life that exists there. The college observes world ozone, ocean, population, earth, environment, biodiversity, water, sparrow days, and many others in addition to World wildlife week, and Wetland week to bring attention to a variety of issues that are harming the environment and causing unnecessarily painful suffering to other life forms. Training Programmes To raise the degree of environmental understanding among students, environmental training programmes were established that included plant gardening, vermicomposting, and trash management. Activities related to sustainable Growth Increasing environmental activities are leading to environmental degradation, and the participation of youth can make them feel concerned about a sustainable future. To encourage youth to make a positive contribution towards the environment, lectures, Skit Elocution (Theme- Ek Abhiyan Dharti ke Shringar ka), Poem recitation, Poster making, Essay Competition, and many such programs were organized in the college Tours and visits Educational tours offer students a wonderful opportunity to learn about the environment in a relaxed setting. Colleges schedule trips to places like Ratapani sanctuary, Minor Forest Produced, and Walmi Campus for the purpose of empowering students. Additionally, teachers and students took part in the Bhopal lake deepening. The college organizes Campus Cleaning drives with the goal of keeping the campus clean and encouraging student involvement in this activity, which taught students that it is their responsibility to keep the surroundings clean and make them aware of the importance of cleanliness. Keeping the college environment clean also sets a good example for other students.

#### **5. EVIDENCE OF SUCCESS**

- A rooftop solar power plant has lowered a monthly payment of Rs.1, 21,000 to Rs.65, 851. ? Solar lights are installed in the garden and save a lot of money while also being pollution-free.
- Rain Water Management System is equipped with Channelized Drain & Pipe Network, Rain Water Holding Tank, Pumps, and Ground Water Recharge Pits
- The college also generates a large quantity of Garden waste, usually in the form of leaves, which is collected in a separate chamber and Vermi- composted and decomposed manure for organic farming.

- The college has a repository of different seeds by the name of Seed Bank. A seed bank stores seeds to preserve genetic diversity; hence, it is a type of gene bank.
- Herbaria document the college's flora and provide a constant and permanent record of botanical diversity. It is developed by the students and well-conserved in Herbarium cabinets. This role is increasingly important as the rate of habitat destruction increases and climate change precipitates rapid changes in species' ranges and all aspects of their ecology.
- The college maintains a rich diversity of ornamental and medicinal plants in its Botanical Garden situated in the heart of the main building. It has two greenhouses for indoor exotic plants, a Hydroponic unit, and a pond for hydrophytic plants, and beds of ornamental and medicinal plants.

## 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRE

- Greening initiatives are challenging and require determination and a long-term commitment on the part of the entire campus community. The pandemic has adversely affected our ongoing green initiatives. Maintenance of the lush green cover has been difficult due to the manpower availability being impacted by the lockdown. Due to the onset of COVID-19,

(a) The Vermicomposting process had to halt the production of its manure, keeping the health of its beneficiaries in mind,

(b) The Plantation and care of the garden were adversely affected

(c) The Awareness initiative was difficult to be implemented at the student level.

- An inadequate supply of plastic alternatives increases their cost which makes them less available in society.
- Environmental education is impacted differently by factors including a more diverse society, more students, and a larger range of family backgrounds. Various audiences should be served by environmental awareness programs that adapt to the problems they face.

## 7. NOTES (OPTIONAL)

Human activities are placing a strain on the planet's resources, leading to serious environmental issues like ozone layer thinning, global warming, habitat loss, water and air pollution, and the fate of endangered species due to deforestation. In conclusion, the planet's environment is a priceless gift. A significant threat exists in our environment. The current imperative is to protect the environment. It is likely the largest issue facing humanity at the moment. In this aspect, any delay may be disastrous. The rise of information technology and the introduction of digital media may help to increase public awareness of the need to save the environment. The public must urgently be made aware of the effects of environmental pollution and degradation. Every student should also be made aware of how they contribute to environmental pollution and what can be done to reduce it, whether that means using more environmentally friendly energy sources or adhering to the 3Rs (Reduce, Recycle, and Re-use).

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

## 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

### 7.3: Institutional Distinctiveness

#### Enhancing the Learning Opportunities in Higher Education for Specially-abled people

Recognizing its privileged position as a premier institution of higher learning, the college makes consistent efforts to make Higher Education accessible and affordable for girls with disabilities.

Girls with disabilities remain more marginalized and face discrimination in education, and employment because of their gender. Universities, colleges, and functionaries of higher education are also not fully aware of the special needs, extra inputs, and necessary guidance. The mission of the college is exemplified by the tagline "*Striving for Eminence*" in the IQAC vision statement.

#### CONTEXT

Despite policies and legal instruments in favor of persons with disabilities, they are being deprived of education and meaningful employment. The need is to have models of higher education, which translate the policies into reality. In this context, the Enabling Unit has been set up in the college in the year 2004-05 under the HEPSN Scheme of the UGC in the tenth plan. The institution strives to create an inclusive environment for such students to participate, learn and grow. Despite the fact that the HEPSN Scheme of the UGC is no longer practiced, the college is continuing to make higher education accessible to differently challenged students.

#### OBJECTIVES

The college aims to create an inclusive environment for students with disabilities to participate, learn, grow and achieve their goals. To accomplish the above goal, the Enabling Unit aims :

To create a barrier-free environment in college to ensure accessibility.

To bring persons with disabilities into the fold of higher education;

To provide guidance and counseling to disabled persons and to assist them to gain meaningful employment;

To make instructional materials available in audio, Braille, and other alternative formats for the blind and other print-disabled students.

To create awareness about the special needs of persons with disabilities, and to foster positive attitudes amongst different stakeholders.

## **STRUCTURE**

The Unit is looked after by Dr. Indira Javed and Dr.Rohit Trivedi. The college has constituted a core committee under the leadership of the Principal comprising the professor- in-charge of various committees of the college, students, and parents, representatives from the Department of Social Justice and PWD, Govt. of M.P., and experts for guidance from time to time.

## **FACILITIES**

A room of 475 sqft equipped with basic aids, appliances, and assistive devices to facilitate the learning of students and teachers with disabilities.

The unit has a recording studio to record books and study material in DAISY audio and other accessible formats for visually impaired students.

Collection of over 600 accessible e-texts and audiobooks.

Blind students are enrolled with online libraries *SuganyaPustakalaya* and Book Share, dedicated libraries for downloading of over 600000 books in accessible formats audio/e-text

Barrier-free access to classrooms, library, office, toilets canteen, and other important parts of the building.

Availability of wheelchairs and assistive devices for disabled students and employees.

Computers, with text-to-speech screen reading software, multifunction printer, and scanners for reading, preparing books in accessible e-text large print, and audio recording

Daisy audio players, Braille writing devices, Taylor's frame for arithmetic, algebra, and Geometry kit

## **ACTIVITIES**

Dissemination of Schemes of the government like scholarships, reader's allowance, assistive devices, etc., and linking students with them, processing their application for availing these facilities.

Sensitization and capacity-building programs for students and teachers at regular intervals to create awareness of disability issues. Online workshop on "Right and entitlement of persons with disabilities" for students and faculty members on 10th August 2021

The staff club of the college donated wheelchairs to students with locomotor disabilities.



21 days fireless cooking course was conducted (Impressed by the active participation of the disabled students IFB donated a Microwave Oven to the Enabling Unit of the college. The students of the Unit set up stalls of eatables like veg Pulao, Eggless cake, Noodles, etc. In the Career Fair on 20th- 21st March 2017).

Faculty Development Program in the use of sign language was conducted from 13-18 November 2017. It included basic training in sign language sensitization towards disabled persons and a field trip to *Asha Niketan* School for the deaf.

A 25 Days Sign language training program for students and teachers in 2018 was organized to enhance communication with the hearing impaired and increase the job prospect of students as sign language interpreters.

One day workshop on "Rights and entitlements of persons with disabilities" was organized.

The college facilitates internships and exposure trips for students to organizations engaged in the task of empowerment of persons with disabilities.

## **ACHIEVEMENTS**

Six blind ex-students of the college who were constantly supported through the Enabling Unit got selected in various positions in public sector undertakings and banks, namely,

Ekta Gaur Ramagundam Fertilizers and Chemicals Limited)

Ritika Kalra (IDBI)

Laxmi Goswami (State Bank of India)

Garima Jain (PO- Bank of India)

Afreen Khan (BOI)

Vikesh Gurjar (Central Bank)

Ritika Kalra was the recipient of the Marga Schulze Scholarship for the visually impaired awarded by All India Confederation of the Blind, New Delhi.

The students who cleared NET in 2018-19 are Afreen Khan and RitikaKalra.

**Dr. Rohit Trivedi (Convener HEPSN Unit)** who has been conferred the National award for being the best role model amongst the blind by the President of India, has been involved in generating awareness amongst institutions of higher learning, government functionaries, and other stakeholders across the country by way of articles, participation in meetings, conferences and seminars, and training programs.

## **ADDITIONAL INFORMATION**

The college has MOU with Arushi, a voluntary organization to make instructional material available in

accessible alternative formats for the Print impaired students

Ms. Laxmi Goswami was linked up to Arushi in order to receive regular training in the field of computer

The Unit has been successful in generating awareness of the special needs of these students since not only the peers' but the teachers' pedagogy has also become more accommodating over time. In the coming times, the Unit shall persevere to expose the functionaries of higher education to the special needs of these students, and help them to pursue their dreams.

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

## 5. CONCLUSION

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### Additional Information :

In keeping with its goals of imparting education that focuses on all round integrated development of our students, the college encourages and facilitates active participation in all spheres for the holistic development of the college. In 2021 the Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal embodied the National Education Policy-2020 under which varied major, minor, elective and vocational courses have changed the arena of higher education.

The college offers a number of value added and certificate courses which enhances skills that lead students to succeed in their particular field. Recently the college has received the permission from the department of higher education for two certificate courses 'Computer hardware and maintenance' and 'Desktop publishing'. To establish state-of-the-art infrastructure to promote cutting-edge research in the college, scientifically driven by curiosity and creativity a 'Central Research Lab' is coming into existence. It will help in acting as the innovation center for the research and initiate research projects. Recently the college has received an administrative sanction of 160.70 lac for renovation work. The Swami Vivekanand training and placement cell is planning to start the coaching for competitive exams on a regular basis and organize more trainings based on skill enhancement.

### Concluding Remarks :

Since its inception in 1970, the College has earned for itself a rich and lasting legacy in providing quality higher education along with co-curricular and extracurricular activities for women, thereby enhancing their holistic development. In the last fifty-two years, the college has expanded its horizons attaining many milestones. The college has introduced many self-financing courses successfully, and under the New Education Policy the college is providing education to impart skills under all the courses, keeping the objectives in mind to meet the rising demand of the global job market. An Incubation Centre is set up for undertaking the theoretical as well as applied aspect for students to mould them according to the needs of industries so that they would get better employment. The college has established many MOUs successfully wherein students get the opportunity to keep themselves exposed for horizontal growth. It tries to address gender disparities, and ensure equal access to education. The *Enabling Unit* of the college is unique in the state and aims to serve the purpose of providing disabled students of the College with the requisite infrastructural facilities and various programmes to cater to their needs.

The college has numerous committees and clubs for governance, management, student facilities and varied extracurricular activities. The dedication, commitment and loyalty of staff, along with the enthusiasm and achievements of students over the year have contributed largely to bring our college to its present position. This has led to a meteoric rise in the number of students seeking admission in different courses offered by the college.

*Swami Vivekanand Career Placement Cell* offers many opportunities to give the students an edge in today's job market. Student centric teaching-learning methods provide quality education and ensure its strong role in striding forward. Value-based education with the motto of inclusiveness to build multi skills is being provided to sections of the society. Funds received from the State Government, UGC, RUSA, World Bank, Autonomous and Janbhagidari have been mobilised in a well-planned manner. The college with its mission and vision has

been making a mark in the educational map of this region.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p><b>Percentage of Programmes where syllabus revision was carried out during the last five years.</b></p> <p>1.1.2.1. <b>Number of all Programmes offered by the institution during the last five years.</b>            Answer before DVV Verification : 347            Answer after DVV Verification: 56</p> <p>1.1.2.2. <b>How many Programmes were revised out of total number of Programmes offered during the last five years</b>            Answer before DVV Verification : 124            Answer after DVV Verification: 56</p> <p>Remark : DVV has made the changes as per 1.1</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b>            Answer before DVV Verification : 1172.85            Answer after DVV Verification: 895</p> <p>Remark : DVV has made the changes as per 2.3.3</p>																				
3.1.2	<p><b>The institution provides seed money to its teachers for research (average per year, INR in Lakhs)</b></p> <p>3.1.2.1. <b>The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>190000</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>17.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as shared report of seed money provided by institution.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	190000	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	17.00	0	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
190000	0	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
17.00	0	0	0	0																	
3.2.1	<p><b>Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)</b></p> <p>3.2.1.1. <b>Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)</b></p>																				

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
532500	0	0	0	638000

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5.32	0	0	0	6.38

3.5.1 **Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).**

3.5.1.1. **Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
58300	60250	90500	106000	49850

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.58	0.60	0.90	1.06	0.49

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 last five years**

3.6.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	16	10	5	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	5	0

Remark : DVV has not consider shared certificate of appreciation and participation.

4.1.4 **Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last**

**five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
8312304	1374500	8576100	00.00	00.00
	0	0		

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
83.12	137.45	857.61	00.00	00.00

**4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years****4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2377700	1002200	1290400	1277100	1349100
0	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
237.77	100.22	09.25	127.71	134.91

Remark : DVV has made the changes as per shared report by HEI.

**5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report by HEI.

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****5.3.1.1. Number of awards/medals won by students for outstanding performance in sports /**

**cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
71	07	16	15	19

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
65	05	08	11	16

Remark : DVV has not consider shared certificate of participation by HEI.

**6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	86	10	5	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	86	10	5	1

Remark : DVV has given the input 1 instead of 0 as per suggested by NAAC.

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)**

**6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
105445	264042	168000	120000	68000

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1.05	2.64	1.68	1.2	0.68



7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : A. 4 or All of the above          Answer After DVV Verification: B. 3 of the above          Remark : DVV has select B. 3 of the above as per shared report by HEI.</p>
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## 2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 994 986 1106"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2006</td> <td>1768</td> <td>1536</td> <td>1339</td> <td>1144</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1187 986 1299"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1925</td> <td>1700</td> <td>1477</td> <td>1288</td> <td>1100</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	2006	1768	1536	1339	1144	2021-22	2020-21	2019-20	2018-19	2017-18	1925	1700	1477	1288	1100
2021-22	2020-21	2019-20	2018-19	2017-18																	
2006	1768	1536	1339	1144																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
1925	1700	1477	1288	1100																	
1.5	<p><b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1458 986 1570"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>98470000</td> <td>16572000</td> <td>1901000</td> <td>18044000</td> <td>17933000</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1650 986 1762"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>984.70</td> <td>165.72</td> <td>19.01</td> <td>180.44</td> <td>179.33</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	98470000	16572000	1901000	18044000	17933000	2021-22	2020-21	2019-20	2018-19	2017-18	984.70	165.72	19.01	180.44	179.33
2021-22	2020-21	2019-20	2018-19	2017-18																	
98470000	16572000	1901000	18044000	17933000																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
984.70	165.72	19.01	180.44	179.33																	