



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE
Name of the head of the Institution		Prof. I. A. Siddiqui
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07325255211
Mobile no.		9399475606
Registered Email		sgjq_college@yahoo.co.in
Alternate Email		principalsgjqcollege@gmail.com
Address		Shahi Quila Road, Burhanpur
City/Town		Burhanpur
State/UT		Madhya Pradesh
Pincode		450331
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Smt. Rajkumari George
Phone no/Alternate Phone no.	07325255211
Mobile no.	9340603022
Registered Email	sgjq_college@yahoo.co.in
Alternate Email	drrajkumarigeorge1952@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_13e54e8471b04549bc2acd34e07bb932.pdf?index=true">https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_13e54e8471b04549bc2acd34e07bb932.pdf?index=true</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

[https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36\\_84e71ec63d594eafa947d40bf097f157.pdf](https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_84e71ec63d594eafa947d40bf097f157.pdf)

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.35	2017	27-Nov-2017	26-Nov-2022

### 6. Date of Establishment of IQAC

07-May-2015

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting	10-Jul-2019 2	13
IQAC Meeting	13-Dec-2019 3	15
IQAC Meeting	05-Mar-2020 2	9
IQAC Meeting	13-Oct-2020 3	13
Health check-up for staff and students	11-Nov-2019 6	350
Office automation Software training in the college for office staff	28-Jan-2020 3	9
Capability enhancement - Soft skill development(Clay Modeling)	07-Jan-2020 6	70
Blood Group test	11-Nov-2019 10	200
Release of 3rd issue of six-monthly newsletter	31-May-2019 1	40
Release of 2nd of Manuscript Magazine	24-Oct-2020 1	39
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
M.P. State Bio-diversity Board, Bhopal	PBR	M.P. State Bio-diversity Board, Bhopal	2019 365	200000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

• Plantation work / Leporacy eradication programme by N.S.S. Unit. • Health checkup, Blood group test Blood donation camp by Redcross / N.S.S. Unit. • Representation of students in COVID19. • 3rd and 4th issue of Newsletter as well as 2nd issue of Manuscript magazine released. • Classroom enrichment with new furniture.

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

Plan of Action	Achivements/Outcomes
Wifi Connectivity	Extended throughout the college premises to conduct the Online lectures successfully.
Replacement of Class room and office furniture	Completed
Newsletter and Manuscript Magazine publication	Published
Timely submission of AQAR	Done
Botanical garden enrichment and beautification	Beautification is going on
Development in the academic field-upgradation of ICT room, arrangement of guest lectures, organisation of seminars etc.	Incomplete
Office upgradation	Partially completed
Sports and games :- Sports room arrangement, construction of basketball court renovation of existing playground for vollyball, kho-kho, kabaddi	In progress
Library : Complete automation of the library with ejournals, books, software etc.	Under progress
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Quaderia Educational & Cultural	01-Dec-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	23-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>For the purpose of communication and circulation of information the institution have an effective information system. Some of the methods which are followed are as under 1. Biometric system Attendance of the staff members is recorded and regulated through Biometric attendance record system. It is installed in the office of the director and the staff members record their attendance twice a day, that is at the time of arrival and at the time of departure. The total record is verified at the end of the month and the leave and other records are maintained accordingly. The traditional muster roll system is also maintained simultaneously to preclude any type of technical errors. The traditional method of attendance had the scope for manipulations and disputes and punctuality of the staff. This system has improved the overall attendance of the staff. 2. C.C.T.V. The close circuit television cameras are installed at important and sensitive locations of the college. High definition cameras are installed at the main gate parking slots, garden, verandahs, staff room, office library etc. In short the whole premises are under the strict surveillance of the invisible eyes. The C.C.T.Vs. have helped to maintain campus discipline, regularity of the students and the entry of unwanted elements in the college. The cameras have helped to sort out disputed issues because the recorded footage is a documentary</p>

proof. 3. WiFi connectivity In order to cope with and make use of advanced technological development WiFi has been installed in the premises. The students, staff and those in the operational area of WiFi will have restricted access to the facility. 4. Einformation system The College has to be continuously in contact with the U.G.C. University and the higher education department of the state. Hence all informations are transferred to these agencies through emails in place of the traditional correspondence system. Now a days almost all written communications are done through emailing system. Even local correspondences are also done through emails. This has eliminated the use of paper and has saved manpower and wastage of time. Thus there has been an overall improvement in the quality, regularity and rapidity of communication. 5. Application of Social media The staff and the students are encouraged to interact through the social media such as the face book, whats app, instagram etc. and the information and activities and latest news related to the college and its academic activities are provided to the various stake holders. The staff and the students profusely use social media to update themselves and to communicate with one another. 6. Print Media Newspapers are very important tools for public interaction. The activities and events organized in the college are duly briefed to the print media for publication. As a result all the stake holders are well updated of about the performance of the college.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For effective curriculum delivery and proper documentation various methods and techniques are adopted by the in institution some of which are given below:  
 Distribution of curriculum: effective implementation always presupposes proper distribution of the curriculum. Although the curriculum is already designed by the university, the professors distribute it in a manner comprehensible to the students. The professors are free to download the curriculum from the university website, but in some cases the college also provides the printed

curriculum. Documentation of curriculum: Teaching process can be improved with proper documentation of the curriculum for this purpose at first the teachers prepare a register known as "Syllabus register" in which the whole subject material is distributed in units corresponding to the teaching methods. The content of the curriculum is distributed month wise, week wise and period wise within the available time frame. Preparation of daily diary: Daily diary is a very important document in curriculum delivery system the teachers prepare the daily diary incorporating the following points. i. Subject matter ii. Methodology of delivery iii. Teaching aids iv. Interaction with students v. Recapitulation The daily diary is signed by the H.O.D. and the principal. And monthly evaluation is conducted to ascertain the status of completion.

Curriculum delivery: curriculum delivery implies methods and techniques of teaching. It is said the "Teacher is the method." Every teacher is different as a teacher in the method and presentation of teaching materials. Normally the teachers follow a traditional lecture method and, use of black board. But we adopt other methods such as demonstration, discussion, video lecture, P.P.T. presentation etc. The methods adopted are found to be useful and effective in imparting knowledge and developing skills. The teachers also make use of the smart class room for the effective delivery of the curriculum contents. Testing process: constructive curriculum delivery demands timely testing and evaluation. Hence the teachers conduct evaluation tests periodically. This helps the teachers to concentrate on the specific needs of the students. After the completion of the evaluation the professors also conduct separate individual evaluation session with the students. This helps to guide and inspire the low performers for better performance in the future. In other words the testing system helps to equip the students with the ability to face the university examination effectively.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	0	0

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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NA	Null	Null
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### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Botany	3
MSc	Chemistry	11
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Results from the analysis of the students feedback formats showed that they expressed their satisfaction about the performances and services of the staff. They are happy with the positive interaction and productive activities of the staff for the enhancement of their talents, interests and aptitudes. Similarly the feedback from teachers, alumni, parents and other stake holders are analyzed and documented for which the following methods are adopted. 1. Collection of the feedback forms from the stake holders of the college and assortment according to class, category and so on. 2. Negative comments if any and positive comments are separated and the former is given more weightage, since they are helpful in the improvement of the system. 3. Then assorted feedback forms are scrutinized by the IQAC. 4. The suggestions, opinions and proposal given in the feedback forms are positively considered and implemented if they are in the larger interest of the institution or good for the productive implementation. 5. The students or any other stakeholders who give feedbacks for constructive development are appreciated by the administration and management of the college. Teachers feedback: The feedback about teachers from the students are effectively used to evaluate the curriculum delivery by the teachers. The feedback form is designed to assess the teaching methodology adopted by them and the effectiveness of presentation. The following method is adopted to evaluate the teachers on the basis of the feedback from students. 1. Feedback forms are distributed among 200 of the regular students, the forms are collected from the students after duly signing it. 2. Collected forms are evaluated by a committee comprising of the Chairman, Director, Principal and the IQAC coordinator. 3. The content of the feedback is communicated to the teachers, if required - If there is any suggestions on the parts of the students they are seriously considered and implemented if they are feasible and in the interest of the academic community. Alumni feedback: Alumni feedback is annually filled and are evaluated for the constructive activities of the institution. The opinions, ideas and suggestions of the alumni are taken seriously by the management. The focus of the alumni feedback has been on the following points. 1. Infrastructure facilities and amenities in the college. 2. Suggestions regarding creative programmes to be held in the college. 3. Overall</p>



performance of the staff and also the academic atmosphere and academic discipline in the college. The management go through the feed backs of the alumni before starting any new project in the college. Feedback of parents: Parents and guardians are superior evaluators. They are aware of the needs and requirements of their children and wards. Obviously they select a college for their children's higher education according to their aspirations and interests. Their feedback forms normally are related to one or more of the following points. 1. Performance of their children/wards during the academic year. 2. The atmosphere of discipline or lack of discipline prevalent in the college. 3. They also focus on administrative matters, extracurricular facilities etc.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hindi/Urdu (Year-I)	60	60	60
BCom	Computer (Year-I)	40	39	39
BSc	Biotechnology (Year-I)	60	25	25
BSc	Computer (Year-I)	40	11	11
MSc	Chemistry	30	19	19
MSc	Botany	20	11	11

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	628	43	23	4	4

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	27	51	7	1	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentoring system : is started in the college during the year 201718. The students were distributed between

the teachers a teacher with an average 25 students. The teachers conducted counselling classes in the beginning and given common counselling with regard to regular attendance, participation in the college activities and encouraging the students for the same, guidance to choose future course, career, increase confidence, developing skills etc. After a counselling period for few days, the mentees developed a positive learning environment with the mentors and it helped to find out problems of some students. After that each mentor selected few students with problems like slow learners, poor attendance, family problems etc. They are given counselling according to their problems. At the end of the session results analysed and there was remarkable positive results. The system of mentoring as adopted by the college has been an amazing success in improving the academic and disciplinary orientation of the students. Many positive aspects have been noticeable in the scheme of mentoring. 1. The teaching staff mentors could easily handle micro groups consisting of 25 to 30 students per group. This has facilitated easy interaction at regular intervals. The mentors are able to maintain minute details of the students. 2. The gap between the mentor and the mentees on the one hand and among the mentees on the other hand has reduced. They could interact easily without hesitation and inhibitions. It has made possible to have free, frank, fair and favorable communication among the members of the mentoring group. 3. Since the interaction is free and frank the system has helped to develop healthy environment and better academic atmosphere in the college. It has further helped to create better understanding between the mentor and the mentees. 4. Since there is an uninterrupted twoway communication system, there is always an enhancement in the knowledge imparting system. The knowledge base of the teachers as well as the learners is increased through mutual participation. 5. The mentors could motivate, inspire and guide the mentees in facing the competitive examinations for various courses such as CAT, NET, GATE etc. They are also be motivated for higher studies in India and foreign countries. The whole mentoring system is executed through various methods and processes. 1. Regular meeting of the mentor and the mentees. 2. The record of each mentee is meticulously maintained by the mentor on record. 3. Such record contains the personal details, academic performance and main events in the career of the mentee. 4. The mentee is encouraged to communicate with the mentor even his/her personal problems which he or she may hesitate to communicate with the parents. In that way "a mentor is the friend, philosopher and guide of the mentee."

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
671	27	1 : 25

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	27	Nil	Nil	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C018	III-Year	30/04/2020	04/11/2020
BCom	C032	III-Year	30/04/2020	29/11/2020

BCom	C198	III-Year	30/04/2020	29/10/2020
BSc	C037	III-Year	30/04/2020	31/10/2020
BSc	C062	III-Year	30/04/2020	23/10/2020
BSc	C080	III-Year	30/04/2020	23/10/2020
BSc	C085	III-Year	30/04/2020	23/10/2020
BSc	C137	III-Year	30/04/2020	23/10/2020
MSc	C044	II-Year	30/04/2020	01/11/2020
MSc	C043	II-Year	30/04/2020	29/10/2020
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has adopted very effective continuous evaluation technique in order to access the learning, teaching activities. The students are subjected to regular assessment of the subject matter taught by the teachers. As an introductory process, in the beginning of the session a program of induction for the students are organized. This helps the teachers to understand the students before initiating the evaluation of the students. It also helps to decide the level of test to be conducted at various stages. The college focus on the evaluation reform process. Hence the teachers follow techniques and methods which are suitable for the students. Some of the evaluation techniques are class tests, presentation, surprise tests, assignments, question answer techniques, viva voice, projectwork etc. The teachers are given internal liberty to adopt any of these techniques oral or written. This optional selection of methods makes the internal evaluation informative and at the same time interesting. They are never tried of traditional dull and drab methods of time bound tests. Quarterly and half yearly examinations are also conducted according to the pattern of examination followed by the university. In this way the students get acquainted with university examinations. All other tests are as per the choice of the teachers and the students. There are departmental meetings in order to discuss the evaluation techniques followed by the teachers. The suitability and utility of the method is also minutely examined by the H.O.Ds. and the respective teachers. Hence the teacher cannot adopt any arbitrary method which may reduce the work of the teacher. The college has adopted a very unique evaluation technique called open book examination. The students are permitted to use text book or reference books in order to answer the prescribed questions. However, restrictions are imposed on mutual discussion, time, limit, exchange of books, sharing of books etc. The rationale of this technique is to inculcate the habit of reference in the students.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is the document which reflects the manifold activities conducted in the college during the academic year. The calendar is designed, printed, and distributed among the teachers and is displayed at prime locations in the college such as library, staff room, principal's office and the administrative office. The schedule is strictly followed by the college. The purpose of such display is to alert the staff and students about the activities to be conducted in anticipation. More over by regularly seeing the schedule the staff and students are able to pre plan their program. The calendar incorporates not only academic and curricular activities but also various extra curricular activities such as induction program , competitions, yuvamahotsav, career counseling, social awareness programs, N.S.S.events, redcross and redribbon activities, students enrichment programmes, eventful years and holidays etc. The activities encapsulated in the calendar are aimed at

extracting and enhancing the hidden qualities and talents of the students. It is directed forwards developing skills of the students. The calendar also incorporates the academic and professional enrichment programmes of the staff and students. These programmes include workshops, seminars, guest lectures, study forms, girl's counseling programmes, extension works, publication of manuscript magazine, newsletter etc. The academic calendar is adhered strictly in so far as common events prescribed by the university are encouraged. For example the conduct of sports, youth festival events etc. are followed in accordance with the university calendar. However the local events are slightly altered according to the prevalent conditions of the college. The calendar activities are monitored regularly to find out adherence to it. At the end of the year total assessment is made and if any new concept emerges, it is incorporated in the next years calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36\\_98bbe042258641b8ab686bb27659ae42.pdf](https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_98bbe042258641b8ab686bb27659ae42.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C044	MSc	Chemistry	17	11	64.70
C137	BSc	Computer	8	5	62.50
C116	BSc	Maths	13	12	92.32
C085	BSc	Biology	25	25	100
C080	BSc	Microbiology	12	11	91.67
C062	BSc	Biotechnol ogy	11	11	100
C037	BSc	Home Science	3	3	100
C198	BCom	Computer	17	17	100
C032	BCom	Commerce	7	7	100
C028	BA	Arts	35	35	100

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## 2.7 – Student Satisfaction Survey

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

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## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	365	M.P. State Biodiversity Board Bhopal M.P.	2	2
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
NA	Nil
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	12	10	2
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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Traning on Disaster Managemet	Redcross Unit District-Burhanpur	24	510
Distribution of Face mask, Sanitizer, immunity boosting ayurvedic kada	Govt. Ayurvedic College, Burhanpur	4	50
Visit to Old Age Home	Lodhawal old age home, Burhanpur	5	17
Programme on Motar Vehicle Act.	Vidhic Seva Authority, Dist. : Burhanpur	15	150
Nutritional Awareness Programme for women (Lalima Yojna)	Child Welfare Center, District-Burhanpur	12	300
Girls Counselling Program	Hakimi Hospital, Burhanpur	14	350
Blood donation camp blood group test	Govt. District Red cross Centre, Burhanpur	10	200
Plantation Forest village: Chandani Dist: Burhanpur	NSS Unit SGJQ College, Burhanpur	8	40

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation camp blood group test	Govt. District Red cross Centre, Burhanpur	Blood Donation Camp	10	200
Nutritional Awareness Programme for women (Lalima Yojna)	Child Welfare Center, District-Burhanpur	Lalima Yojna	12	300
Plantation Forest village: Chandani Dist: Burhanpur	NSS Unit SGJQ College, Burhanpur	Plantation	8	40
Distribution of Face mask, Sanitizer, immunity boosting ayurvedic kada	Govt. Ayurvedic College, Burhanpur	COVID-19 protection	4	50
Traning on Disaster Managemet	Redcross Unit District-Burhanpur	Disaster Management	24	510
<a href="#">View File</a>				

**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
NA	0	0	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Internship	Soap Manufacturing	Shri Renuka Gram Udyog Industries, Burhanpur	20/01/2020	20/02/2020	3
Internship	Pharmaceutical Drug	Apna Medicose, Burhanpur, Sontoshi Medical, Burhanpur	16/01/2020	16/02/2020	4
Internship	Pathology	Santosh Pathology, Burhanpur	16/01/2020	16/02/2020	1
Internship	Teaching	Ansar Iftekhar School, Burhanpur, Govt. Hr. Sec. School Shahpur	25/01/2020	25/02/2020	3
Project Work	Ethnobotany	SGJQ College, Burhanpur	02/08/2019	02/09/2019	2
Project Work	Unani Medicinal Plants	S.H.U.T. College, Burhanpur	02/08/2019	02/09/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Clinic Care (Health Care Unit), Burhanpur, M.P.	28/12/2019	To Make avail medical care attention of the students employees of the Institution. To conduct free medical camps awareness programs. To provide medical advice, guidance through specialists. To assist nursing home in implementing and monit	182
<a href="#">View File</a>			

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**



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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
34	32

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2021

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16300	4564000	605	169198	16905	4733198
Reference Books	573	458400	Nil	Nil	573	458400
Journals	17	3400	5	1000	22	4400
CD & Video	60	7200	Nil	Nil	60	7200
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#### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	45	33	30	2	0	4	6	50	0
Added	2	0	0	0	0	2	0	0	0
Total	47	33	30	2	0	6	6	50	0

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

50 MBPS/ GBPS
---------------

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
34	32	4	7

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

Physical facilities The college continuously make efforts to maintain the physical facilities. The policy of the society is to maintain in the available facilities at the maximum level. The physical facilities include the buildings, surrounding, gardens, trees, internal path ways, water tanks, toilets etc. There is a strict method of maintenance and monitoring. A team of workers under the supervision of a responsible employ are engaged in this process of up keeping the premises. Some of the regular activities undertaken by the designated employees are as follows. A number of female workers engage, themselves in cleaning the premises. They sweep, collect and dispose of the waste in the proper manner. They maintain a compost pit made in the botanical garden for the disposal of the waste under the direction of a supervisor. The manure collected from the pit periodically is used as fertilizer for the plants in the garden. The workers with the help of a gardener regularly look after the garden. They protect the plants, do purring where necessary, safe guard them from animals and water the plants in summer Occasionally an horticulturist visits the garden and give necessary direction. The students also take care of the protection and maintenance of the plants especially the seasonal flowering plants. The workers also perform the green auditing under the direction of the head of the department of Botany and the supervision of the Botany lab assistant. The toilets and the washroom areas, wash basins etc. are strictly cleaned and maintained using disinfectants. The college takes utmost care to supply pure drinking water to the students. Water cooler is well maintained and the storage tanks are regularly cleaned and chlorinated. Academic and Support facilities. The college has excellent academic and support facilities: 1. Class rooms. The class rooms are well furnished, well ventilated and large enough to accommodate a class easily. The class rooms are maintained, cleaned and dust free. The rooms also have fans and light. There is also a lecture theatre, large enough to accommodate 100150 students. There is one smart class room where teachers do their P.P.T. presentation. 2. Laboratory. The laboratories are well equipped and well maintained. There is a separate lab technician and attendant for maintaining the lab. Minor repairing works of the lab instruments and equipments are under taken by the lab technician and in case of any major default experts are called from outside. 3. Library. The library is maintained by a librarian, book lifter and a menial worker. The upkeep of the books are meticulously done and the library users are penalized in case of loss of books. The books are protected from dust, heat and moisture and of course from termites chemicals. 4. Computers. The departments, office and the library have computers be sides a computer department. The maintenance of the computers is done by the technicians and hard work specialists of the college and incase of major defaults advanced technical assistance is taken from specialists. The lab

assistant look after the daytoday maintenance.

[https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36\\_7c618ecd5fdb4b3394d9af9e99c4cca1.pdf](https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_7c618ecd5fdb4b3394d9af9e99c4cca1.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post Metric Scholarship OBC, SC, ST, MPTAAS, Vimukhta Jati, Pratibha Kiran, Gaon ki Beti, Mukyamantri Meghavi, Mukhyamantri Jan Kalyan, Central Sectore, DAVV Indore Handicapped, Minority Scholarship	628	4335930
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Toy Making	11/09/2019	25	College Home Science Dept.
Vermi Form Composting	25/11/2019	25	College BotanyDept.
Clay Modeling	07/01/2020	70	College Home Science Dept.
Girls Self Defence programme	18/12/2019	9	College
Personal Councelling and Mentoring	18/11/2019	425	College
Bandhni Work	23/11/2019	20	College
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2019	Career Guidance cell	15	5	3	2
<a href="#">View File</a>					

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	1. Indian Potash Limited, Bhopal 2. Ripple Advisory, Indore, 3. Birla Sunlife Insurance, Burhanpur 4. LIC, Burhanpur 5. Shivshakti Biotech, Bhopal 6. Maral Overseas, Khargone	30	7
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	SGJQ College, Burhanpur	Microbiology	SGJQ College, Burhanpur	M.Sc. Chemistry
2020	3	SGJQ College, Burhanpur	Microbiology	SGJQ College, Burhanpur	M.Sc. Botany
2020	2	SGJQ		SGJQ	M.Sc.

		College, Burhanpur	Mathematics	College, Burhanpur	Chemistry
2020	1	SGJQ College, Burhanpur	Biotechnol ogy	SGJQ College, Burhanpur	M.Sc. Chemistry
2020	4	SGJQ College, Burhanpur	BA	SSMV College, Burhanpur	M.A. Urdu
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Cricket	Divisional	2
Badminton	District	3
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college gives great importance to the participation of the students in its multifarious activities. This is helpful in developing leadership qualities, organizational capacity, group performance and work culture among the students. Earlier there was student's union and the elected representatives used to look after various activities through their representatives. But now since the student's union is not promoted by the higher education department the college has made inhouse Student's council for their democratic participation. During the academic year 2019-20 the student's council managed cultural programs, sport's and games, cleanliness drive, various celebrations such as national days and teacher's day, environment day etc. Besides these they also organized and participated in many awareness programs and social commitment programs such as blood donation camp under the banner of Red Cross and red ribbon activities.

The National Service Scheme (N.S.S.) has been implemented through the participation of students. The college has adopted a village : Chandani Dist. Burhanpur and the N.S.S. Student's under the guidance of the Prof. In charge did the plantation programme and planted nearly 100 plants of different varieties and in continuous supervision., The student's also participate in the government sponsored pulse polio program, deaddiction programs, voter's awareness programs, Swatch Bharat Abhiyan etc. The college focuses on

democratic representation of the students in the administration and management of the college. Hence the students are given representation in various and committees of the college. Student's council The Student's council is the premier student representative body of the college. The council consists of the president, vice president, secretary and joint secretary. They are nominated on the basis of their performance in academic and extracurricular activities. The duration of the council is one year. IQAC As an important committee of the college. The IQAC performs a very significant role in the allround development of the college. One student from the senior most class is nominated on the basis of his or her performance in the previous Year. College manuscript Magazine / Newsletter: one student is nominated to the manuscript magazine annually published by the college. Normally a student with academic and literary inclination is chosen for the purpose. Student ambassadors: Two students are nominated as student ambassadors to the committee of the university as representatives of the college. They take part in various awareness programs organized by the district administration and local bodies. Apart from the above a few other committees are formed for the smooth and efficient day-to-day working of the college. 1. Cultural committee 2. Sports and games committee 3. Social activity committee 4. Literary committee 5. Discipline committee

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has an effective system of democratic leadership and management for good governance. Decentralization and distribution of work among the employees is consistently followed in the college. During the previous academic year this policy of decentralization is followed as follows : Management decentralization : The management of the college is of course executed through the byelaws of Quaderia Educational and Cultural Society and the college code - Normally the secretary acts as the Chairman of the governing body under the college code. However, for the purpose of efficacious management the education society has created the post of a director. He acts as the link between the college management and the governing body. The director is an academic as who is well versed in the working of the college and who is familiar with the higher education department, U.G.C. and the university. The present incumbent is the retired Principal of the college. In order to reduce the work pressure on the director, an additional director is also nominated. The director and in his absence the additional director supervises the daytoday activities of the college. The director is authorized to guide and direct the Principal and the

H.O.Ds. The powers of the governing body and the management are delegated to the director and through him to the other officials and staff of the college.

In short it can be said that the director is the immediate link between Principal and management. The line of decentralization in the case of the college is as follows. Hr. Education Department ? ATTALIM ? Education Society ? Governing body ?Chairman / Secretary ? Director ? Principal ? HODs ? Staff. Decentralization of Administration: The daytoday functions of the college and communications with the university and higher education are executed through the principal. However the principal has delegated his powers and duties to other Fetchers and employees for the smooth and efficient working. He appoints different in charges for different activities. The decentralization of power at the level of administration is done in the following manner. The principal in consultation with senior teachers has constituted various committees for the smooth and democratic administration. Each committee is headed by one in charge who regularly takes orders from the principal and submits report to him as and when required. A few such committees are as follows: 1. IQAC 2. N.S.S. 3. Cultural committee 4. Admission committee 5. Proctorial committee 6. Antiragging committee

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College follows the curriculum designed and implemented by the university Devi Ahilya Vishwavidhyalaya, Indore. At the under graduate level we follow the unified syllabus as applicable to all universities in Madhya Pradesh. However at the post graduate level the university follows its own curriculum which may be similar to the curriculum of other universities, but it is different regarding the content of the curriculum. There is no internal autonomy for the college in designing and developing the curriculum material. However the members of the board of studies give suggestions, proposals and recommendations in the meeting of the board of studies. However, there is no scope for quality improvement measures from the side of the college, since the college is only the implementing agency.
Teaching and Learning	Teaching and learning are the main activities of the college. The teaching work load of the teachers is distributed in such a way as to ensure reasonable space for reference preparation and presentation. The teachers regularly visit the library in order to prepare the lectures. They

also make use of the modern technology for teaching. In order to improve the quality of teaching the number of students per class are restricted to an average of 50 students and the teacher student ratio is 25:1 the students are encouraged in regularity and are given assignments like poster making, project work etc. for quality improvement of learning. The students are acquainted with heuristic learning method in order to enhance their ability to assimilate the learning material.

**Examination and Evaluation**

The main examination semester / annual is conducted and evaluated under the supervision of the university. The college has no direct involvement in formulating the schedule of the examination. Valuation work also is monitored by the university at the designated valuation contexts. The college however, organizes class tests, open tests model examinations, unit tests etc. familiarize the students with the subject matter as well as the university pattern of examination. The poor performers in such internal tests are given special coaching, motivational counseling, individual guidance and remedial classes to improve the quality. Similarly good performers are also encouraged through open appraisal of their performance.

**Research and Development**

The focus of the academic activity in the college is to enhance quality in research and development. Many programmes such as lectures and workshops are conducted to instill research orientation among the students and staff for future advancements. There is no regular research department in the college. However, students are guided and acquainted with research methods and significance by senior professors. The professors who are registered Ph.D. scholars are also given guidance and technical support by senior Ph.D. holders. One of the professors is a registered guide associated with the research department of Urdu in another college as a Ph.D. guide. He has guided two students and awarded Ph.D. during the session 2019-20.

**Library, ICT and Physical Infrastructure / Instrumentation**

The college has undertaken a number of multi programmed developmental programmes. Library The main focus of



the college is on the development of the library. A number of new titles, books and journals for competitive examinations have been added to the library stock. A separate section for teachers reference has been developed. The facility of reference is being provided to the alumni who are preparing for competitive examination. The ICT room has been updated and facilities are enhanced. Wi-Fi facility throughout college premises has been enhanced to conduct the online lecture. The physical infrastructure has been modernized with proper arrangement, new furniture, green/black writing boards, podium for teachers, paving of the premises, maintenance of the lawn, garden, sports ground etc. are effectively modified and maintained.

Human Resource Management

The management of man power or human resource is very important to improve the quality of performance of the institution. The teaching and nonteaching are the real resource of development. The teaching staff are encouraged and motivated to attend various academic and professional improvement such as seminars, workshops, orientation programmes, research programmes etc. In house improvement programmes also conducted regularly with necessary financial and manpower support of the college. Interdepartmental and intradepartmental lectures have been organized for sharing of knowledge and experience. The employees are included in the P.F. and E.S.I.C schemes as per rule for their welfare and many benefitted by the scheme.

Industry Interaction / Collaboration

Efforts for interaction and collaboration with industries are being initiated.

Admission of Students

selection and other modes of admission. Normally all admission in all colleges of the state are done through online process. However, our college is granted minority status by the government and so we are permitted admit students through offline process with strict adherence to the schedule and time line given by the higher education department. We at the college level has adopted single window system of admission for the facility and convenience of the new comers and

parents.

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

E-governance area	Details
Planning and Development	The college applies the e-governance in interaction with all stakeholders. Information sharing is done through ICT.
Administration	All communications with the lead college, higher education department and the university are done through e-governance system.
Finance and Accounts	All payments are done through electronic transfer of funds. We are heading towards total cashless transfer system.
Student Admission and Support	Admission details are communicated through e-system with higher education department and university. All communications with the students are done through group messaging system.
Examination	Exam forms are filled electronically. Practical marks and C.C.E. marks are transferred online. Results are downloaded.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	Nil	Nil	Nil
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Office automation training for Office Management System Software	28/01/2020	28/12/2020	Nil	9

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NA	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	27	20	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Loan from PF, ESIC Facility	PF, Loan from PF, ESIC Facility	Life Insurance schemes, Scholarship facilities

## 6.4 – Financial Management and Resource Mobilization

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

<p>The college conducts internal and external financial audits at regular intervals. We have an annual audit both at the institutional level and at the government level. The government through the local audit fund is entitled to conduct audit regarding UGC funds. The internal audit is done by a tax consultant who is a chartered accountant appointed by the management. The CA looks after the works of TDS returns, professional tax, return etc., as per rule. The external auditor is appointed by the management, the external audit firm makes comprehensive audit of the financial transactions. The audit period is normally the financial year from April to March next year. The audit report is placed before the governing body and a copy of the report is sent to the registrar firms and societies.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

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

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	registrar firms and societies.	Yes	Principal

Administrative	Yes	R .N. Khairnar Co., Jalgaon	Yes	Management/Go verning body
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Participation in college activities.
- Students mentoring system.
- Participation in development programmes.
- Fee concession for their children.

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

- P.F.
- Loan from P.F.
- ESIC facility
- Fee concession for their children.

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

- News letter publication.
- Manuscript magazine inauguration.
- Butterfly garden Poly house development
- Vermi-Composting

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Bandhni Work	23/11/2019	23/11/2019	23/11/2019	20
2019	Personal Councelling and Mentoring	18/11/2019	18/11/2019	18/11/2020	425
2019	Girls Self Defense programme	18/12/2019	18/12/2019	18/12/2019	9
2020	Clay Modeling	07/01/2020	07/01/2020	07/01/2020	70
2020	Vermi Composting	25/11/2019	25/11/2019	25/11/2019	25
2020	Toy Making	11/09/2019	11/09/2019	11/09/2019	25
2019	Butterfly Garden development	04/11/2019	05/11/2019	16/03/2020	10
2019	Poly house development	04/11/2019	05/11/2019	10/03/2020	10

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the	Period from	Period To	Number of Participants
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programme				
			Female	Male
Lecture on Gender Equality Womens Empowerment	06/11/2019	06/11/2019	40	30

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

Percentage of power requirement of the University met by the renewable energy sources
The measures which we follow for environmental consciousness and sustainability are : • Tree plantation. • Green auditing. • Safe clean environment. • Plastic free surroundings. • Smoke free Eco-friendly campus. • Composting. • Water conservation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	3
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	11/11/2020	1	Blood Group Test	Blood Group Identification	200
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/08/2020	The code of conduct for students are clearly stipulated in the prospectus of the college. The code covers areas which are important for the holistic development of the students. They read the prospectus and the guidelines given for their conduct in the college. The students are supposed to maintain strict discipline in the premises. They are

strictly warned against ragging, use of intoxicating materials, damage to the property, use of mobiles in classrooms etc. They are also guided in the maintenance of attendance, dress codes, code of behavior etc. They are supposed to keep the identity card with them while in the college premises. The college authorities monitor the activities of the students. There is no separate handbook for other stake holders especially the parents who follow the prospectus before admitting their wards in the college.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood group test	11/11/2019	11/11/2019	200
Plantation Forest village: Chandani Dist: Burhanpur	20/01/2020	20/01/2020	48
Womens Empowerment programme	06/11/2019	06/11/2019	70
<a href="#">View File</a>			

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

1. Green campus. 2. Making the campus plastic free. 3. Energy conservation. 4. Making the campus waste free. 5. Water harvesting. 6. Plantation programme. 7. Waste Management.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice I Title of the practice - STUDENT'S MENTORING SYSTEM :** The social and economic back ground of students vary. Accordingly there are differences in abilities, interests, retention power, problems etc. So this system has been established to trace out their problems, interest, abilities etc. by establishing a free and friendly rapport between the student and the teacher and guide the students in academic and related matters. THE CONTEXT Mentoring involves grouping students with an experienced teacher, who acts as a positive role model. Mentoring aims to build confidence and character and to fulfil aspirations, rather than to develop specific academic skills. Quality mentoring enhances students chances for success. The facilities of enjoyment, life style of students vary. Many are not in touch with the modern electronic media. Though the modern education system stresses on E-learning, Online teaching and learning does not reach the full student population. The primary vision of our

college is to provide comprehensive education to students belonging to all sections of the society. The declared objective of the college is to make the new generation capable of facing the multiple challenges in everyday life.

Objectives of the practice : 1. Bridging the gap between the teachers and students. 2. Creation of a better environment, where students can approach teachers. 3. Enhancement of knowledge base of teachers and students. 4. To remedy the weakness and problems of the students. 5. To help the students to improve their skills. 6. Support the students for competitive examinations. 7. Motivation for higher studies. 8. To deal with personal problems. 9. Encourage the students to participate in extra curricular activities.

THE PRACTICE Methodology of implementation : The mentoring system was introduced during the academic session 2017-18. The system starts from the first year of their admission and continues throughout their course period. The students are distributed among the teachers/mentors with an average of 25 students preferably to their own subject teachers as it will be convenient for them to tackle their problems. There is a mentor format containing personal and academic data filled by the students during the first meeting with the mentor. The mentors are advised to take regular meeting at least two a month. In the first meeting the students are explained about the aims and advantages of this system and a common counseling is given with regard to regular attendance, participation in the college activities, developing skills etc. A register is maintained by each mentor to show the attendance, date and point of discussion in short. After a counseling period for few days, the mentees develop confidence and a positive relation with the mentor which helps to find out the problems and abilities of the mentees. The students are instructed to contact the mentor at any time in case of need. Remedial classes and tutorial classes also conducted for slow learners. A record of that is also kept separately. Student with problems like poor attendance, family problems are given special counseling. At the end of the session the results are analysed by each mentor and submitted to the I.Q.A.C. co-ordinator / principal.

OBSTACLES : The main obstacle is the balancing of time availability. A teacher has to perform many activities concerned with extra curricular activities or other extension activities. The students develop an interest and confidence in the mentors. They feel they are the trusted advisors, attending the meeting at the scheduled time is a great problem for them. So the weak students are given advice according to their own time without any pre-prepared schedule. To sum up the ON GOING PROCESS : Regular meetings are held between mentor and mentee. A record is maintained for each student. A register is maintained showing the date of meetings, points discussed. Students are allowed to approach the mentor for both academic and personal problems. Personalized/professional/career advice is given to the mentee.

IMPACT OF THE PRACTICE The system of mentoring as adopted by the college has been an amazing success in the academic and disciplinary orientation of the students. Many positive aspects have been noticed in the scheme of mentoring. The teaching staff can easily handle micro groups consisting of 25 to 30 students. This has facilitated easy interaction at regular intervals. The mentors are able to keep minute details of the students. The gap between the mentor and the mentee is reduced. They could interact easily without hesitation and inhibition. The knowledge base of the teachers and is increased through mutual participation. System has helped to develop healthy environment and better academic atmosphere in the college. The mentors could motivate inspire and guide the mentees in facing competitive examinations. The mentee is encouraged to communicate with the mentor even his/her personal problems which she he may hesitate to communicate with the parent.

RESOURCES REQUIRED 1. Mentor format for each students entry. 2. Register for mentor. 3. Register for each department for the entry of remedial classes record. 4. Teachers with commitment to the cause of student development.

BEST PRACTICE II Manuscript Magazine 1. Title of the practice: Manuscript Magazine 2. Context: Hand writing is one of the most neglected

aspects of teaching and learning process. Prior to the development of the printing technology, all communications were conveyed through manuscript letters, messages etc. But due to the advancement of modern technology, the students orientation to handwriting disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing.

**3. Objectives:**

- To boost confidence level through good handwriting.
- To create awareness among students about the added advantage in the examination.

**4. The Practise:**

1. Articles were invited from students and staff in their own handwriting.
2. Students with good handwriting were selected as scribes.
3. The articles of students who submitted writeups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
4. Each students was asked to rewrite articles which are collected.
5. It is given a magazine style with messages, index and some photographs of college activities.
6. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
7. Calligraphy is also encouraged.
8. All hard written creative materials are bound and is kept in the library for the students and visitors to persue and a record of the visitors is maintained.

**5. Obstacles:** A major obstacle was in identification of students with good handwriting The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine.

**6. Impact of the practice:**

- Created among the students awareness about the importance of good hand writing.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.
- The students realized the added advantage of good hand writing in personality development.

**7. The recourse required :**

- A4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine.

**BEST PRACTICE III Newsletter:**

1. Title of the practice: Publication of Newsletter.
2. Context: The students are endowed with extra ordinary creative abilities which often go unnoticed. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity. Initiatives of the management also do not get proper exposition. The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter ASTRA to be published biannually.
3. Objectives:
  - i. To document the activities of the college in a systematic manner.
  - ii. To inculcate the active interests in the students by highlighting their performances.
  - iii. To be a forum for the students to introduce their achievements, research activities awards etc.
  - iv. To familiarize the public with the activities of the college.
4. The Practice: The publication of a newsletter is a long process, involving human and material resources, participation of the management, staff, students, various stake holders and the alumni.
  - Step I The IQAC in this meeting decided to publish a biannual Newsletter.
  - Step II An editorial board is constituted.
  - Step III All are informed about the proposal to publish a newsletter.
  - Step IV The chief editor convened a meeting of the editorial board.
  - Step V Collection of publication material was initiated.
  - StepVI Publication. The first issue was proposed for a period from December 2017 to May 2018.
  - StepVII Release of the newsletter by the official of the education society.
5. Obstacles: The difficulty in convincing all concerned about the, rationale of the publication, the need of bringing out such a literature.
  - The second major difficulty was collection of data and write up materials.
  - Thirdly financial obstacle because does not have a separate fund for publication.
6. Impact: The staff and students and management finally appreciated the project. Since it has come out successfully.

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

[https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36\\_008e29801a](https://8240110f-54c4-4039-ad57-de8976e6657d.filesusr.com/ugd/45ee36_008e29801a)



### 7.3 – Institutional Distinctiveness

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

Saifee Golden Jubilee Quaderia College established in 1962 aims at providing comprehensive education to students belonging to all sections on the society. The college has many highlights which make it distinct from similar institutions. The declared objective of the college is to make the new generation capable of facing the multiple challenges of everyday life. The college is different in its marvelous environment because of its evergreen surroundings, historical ambience and easy approachability our college has a beautiful botanical garden spread over a vast area and comprising of more than 300 varieties of plants including gymnosperm - cycas, insulin plant etc. The botanical garden and various activities under taken by the department of Botany makes it exclusively unique. Green Auditing: Green Auditing is a very fundamental activity initiated by the department of botany. The green audit is conducted meticulously to update and improve the condition of the environment. Green audit is meant to ensure ecological balance and bio proliferation. Objective of carrying out green audit is to create awareness among the students about environmental protection. It is essential to understand the significance of creating fair and pollution free surroundings. It may be remembered that 60 percent of the total land area of the college is totally under the green umbrella and the remaining 40 percent is partially covered with green trees and plants. Activities under Green Audit : 1. Regular sampling plantation programme. 2. Vegetative propagation method. 3. Identification of plants and trees. 4. Tagging and labeling of trees. 5. Inventory of Dead, Dried and Destroyed (3D) plants and trees. 6. Keeping audited plant records Waste management: several types of solid waste produced in the campus are separated in the form of degradable and nondegradable wastes. Tree droppings leaves are a major waste generated in the campus which is managed by vermicomposting. Vermicomposting: vermicomposting is done in an area of 3X8 feet : vermincompost obtained by vermicomposting is used as manual in the garden. Biowaste management: Twigs obtained by planning, food waste generated in the premises and other degradable wastes in dumbered daily in the bio compost pit. Green House: Green House serves as teaching and research laboratory for our students and faculty. It is also used to produce annual and perennial plants for the campus garden. There is a diverse production plant in green house which meets the requirements of the curriculum. Aquarium: An aquarium is a transparent container in which aquatic animals are kept along with aquatic plants, frogs, gravels etc. and it simulates national environment. Butterfly garden: An area of 10X10 feet is developed in order to attract butterflies mainly flowering plants are planted such as rose, sunflower, alyssum, petunia, vine, coleus, cosmos, begonia etc. Poly house: The area required 20X40 feet and the following plants are planted such as beans, cabbage, carrot, cauliflower, pea, radish, tomato, corn, chili, ginger etc. "One impulse from the vernal wood, May teach you more of man, Of moral evil and of good, Than all sages can."

Provide the weblink of the institution

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### 8.Future Plans of Actions for Next Academic Year

Future Plan: Saifee Golden Jubilee Quaderia College always endeavour to present the best performance in every field. We want to be a pioneer in the field of education with support and co-operation of all stake holders. We also aim at introducing the best from the technical field for the benefit of the students. It

is therefore essential to update and upgrade ourselves in every field mainly the technical field. So for future we plan renovation and restructuring of the technical areas.

1. Library : The automation of the library has been initiated and we are planning to accelerate the process of automation. We plan to introduce more e-books and e-journals facilities, introduce library software, installation of photocopier, printer, internet connection and increase the stock of books.
2. Computer lab : The computer lab will be upgraded, replacing with Wi-Fi connectivity as well as server based setup.
3. Office upgradation : Licensed software will be introduced to execute the works of the office in a speedy manner with accuracy and transparency. The latest Biometric machine will be introduced.
4. Sports and games field : The college focuses on the development of sports and games activities among the students. The existing ground for volleyball, kho-kho and kabbadi will be renovated and modernized. A basketball court will be newly constructed and sports room will be enriched.
5. Academic orientation: We are planning to focus on academic enrichment through the following methods :
  - a. Expansion and up-gradation of ICT rooms.
  - b. Teaching plan will be strictly followed.
  - c. Feedback students on teachers performance will be regularized.
  - d. More guest lectures, workshops, seminars etc. will be organized.
  - e. Teachers will be encouraged to publish research papers in approved journals.
6. Extension Activities: The college has always given importance to extension activities of various kinds under the banner of N.S.S., Red-cross and red-ribbon. Their activities will be diversified and done extensively to socially relevant areas such as health and hygiene, women and child welfare, food and nutrition and also awareness programmes on addiction, alcoholism and other social evils.
7. Extra curricular activities : The college will strictly follow the academic calendar and conduct extracurricular activities and will ensure more and more student's active participation. These activities include , social gathering , youth festival , sports and games activities , industrial visits , educational tours etc.
8. Botanical garden : Botanical garden is the most important part of our infrastructure. We plan to upgrade the butter fly garden, poly house and also enhance the cultivation and addition of medicinal plants and taxonomic plants. Green auditing will be continued more meticulously and if possible through some external agency.
9. Publication of manuscript magazine: In order to encourage students to express their creative talents, the second volume of the Manuscript magazine 'Astra' will be published. The first issue was published in November 2018.
10. Release of the Newsletter: The newsletter is a regular half yearly publication of the college, Two issues will be released during 2019-2020.