

# SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE BURHANPUR, M.P.

NAAC ACCREDITATION 'B' 27/11/2017

## The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

### Part – A

#### Data of the Institution

(data may be captured from IIQA)

**1. Name of the Institution** Saifee Golden Jubilee Quaderia College, Burhanpur

- Name of the Head of the institution : Prof. I. A. Siddiqui
- Designation: Principal
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: 07325-255211
- Mobile no.: 9399475606
- Registered e-mail: sgjq\_college@yahoo.co.in
- Alternate e-mail : iftekhar.siddiqui@yahoo.com
- Address : Shahi Quila Road, Burhanpur
- City/Town : Burhanpur
- State/UT : Madhya Pradesh
- Pin Code : 450331

#### **2. Institutional status:**

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Rural/Semi-urban/Urban: Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) UGC 2f and 12(B)
- Name of the Affiliating University: Devi Ahilya University, Indore
- Name of the IQAC Co-ordinator : Dr. Smt. Rajkumari George
- Phone no. : 07325-255211  
Alternate phone no. 8966081386
- Mobile: 9340603022
- IQAC e-mail address: sgjq\_college@yahoo.co.in
- Alternate Email address: drrajkumarigeorge1952@gmail.com

**3. Website address:** [www.sgjqcollege.com/aqar2017-18.pdf](http://www.sgjqcollege.com/aqar2017-18.pdf)

**4. Whether Academic Calendar prepared during the year? Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink: [www.sgjqcollege.com/calendar2017-18.pdf](http://www.sgjqcollege.com/calendar2017-18.pdf)

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.35	2017	from: 27/11/2017 to: 26/11/2022
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

**6. Date of Establishment of IQAC:** DD/MM/YYYY: 07/05/2015

**7. Internal Quality Assurance System**

7.1 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
Lecture insect & human diseases	11/12/2017 2-hours	575

In house lecture conducted in job generation & social security	12/12/2017 4-hours	600
Girls Counselling on awareness	01/02/2018 2-hours	350
Publication of Six monthly Newsletter first issue	22/04/2018	150

**Note: Some Quality Assurance initiatives of the institution are:**

***(Indicative list)***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

**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
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

[www.sgjqcollege.com/iqacmembers.pdf](http://www.sgjqcollege.com/iqacmembers.pdf)

**10.** No. of IQAC meetings held during the year: 05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website [www.sgjqcollege.com/iqacmeetings2017-18.pdf](http://www.sgjqcollege.com/iqacmeetings2017-18.pdf)

Yes/No **Yes**

(Please upload, minutes of meetings and action taken report)

**11.** Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount:                      Year:

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

- \* Minimising environmental degradation.
- \* Workshops / Seminars arranged internally.
- \* Industrial visits, Hospital visit.
- \* Mentor System.
- \* Study tour.

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Publication of News letter	Publicity among the people about the college. Stake holder's involvement & information. Codification of activities. Enlisting and documentation. Attune the campus community to the day to day activities and practices.
Green Auditing	Activation / inculcation of eco-friendly atmosphere. Creation of love for nature and its

	<p>presentation.</p> <p>Students participation in environmental protection.</p> <p>Knowledge about the scientific names of plants among students.</p>
Manuscripts Magazine	<p>The creative powers of the students has been enhanced.</p> <p>The student's interest has been activated.</p>
Vermi-Composting	<p>Knowledge about vermi-composting increased among students.</p> <p>Utility in the garden.</p>
Smart room enrichment	<p>Easy availability for teaching learning purposes.</p> <p>Interest in teaching &amp; learning increased.</p>

**14. Whether the AQAR was placed before statutory body? Yes /No: Yes**

Name of the Statutory body:

Quaderia Educational & Cultural Society, Burhanpur

Date of meeting(s): 29/01/2018, 09/04/2018, 05/05/2018, 27/10/2018, 16/11/2018

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**Yes/No: No**

Date:

**16. Whether institutional data submitted to AISHE: Yes/No: Yes**

Year: 2017-18

Date of Submission: 22/02/2018

**17. Does the Institution have Management Information System?**

**Yes**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

**The institution have a management information system. The list of modules as under :**

**Finance :**

- 1) Grant-in-aid of regular staff for salary from state government.
- 2) UGC fund for library books & Equipments, seminar also.
- 3) Sources of income - from fees collection & expenses of college meet out from fees.
- 4) Scholarship received from state Government to eligible students i.e. post metric scholarship (OBC, Minority, SC, ST & some eligible students of Meghavi & Sambal Yojna.
- 5) Any information regarding finance as desired by stat govt. U.G.C. and education officer.

**Daily income and Expenditure :**

Fees collection, daily expenditure with regard to stationeries and other local expenses.

**Academic information -**

-result analysis, achievements of the students etc.

**Students enrollment details -**

**Departmental applications for lab requirements, maintenance.**

**Matters relating to discipline.**

All these information's are given daily or weekly according to importance or as required. The sources of information is - some in written, computerized, e-mail, whatsapp, telephonic contact through the principal.

In addition there is direct inspection through the management at least twice or thrice a month or when required.

## **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

The institution adopts the following methods for curriculum delivery and documentation.

- **Distribution of curriculum:** The curriculum of the various programmes/courses are distributed to the concerned professors in the beginning of the session.
- **Documentation of the curriculum:** Documenting the curriculum improves the teaching process. It gives teacher tangible resources and goals, stimulates creativity and enables self reflection.
- **The contents of the curriculum:** to be taught are documented by each professor according to the periods allotted or considering the available time frame.
- **Preparation of daily diary:** According to the tentative distribution daily diary is prepared and at the end of the month, it is verified by the HOD's and Principal.
- **Curriculum Delivery:** Curriculum delivery implies methods of teaching.
- **Curriculum implementation:** helps the learners acquire knowledge of experience.
- Curriculum implementation entails putting into practice the officially prescribed course of study.
- **Different teaching methods:** are adopted to achieve their leaning goals.
- The methods adopted should be helpful in imparting knowledge, values, attitudes, abilities etc. to learners in a manner that helps them not only to achieve the learning goals, but also to excel in their achievements.
- So the institution adopts different methods of teaching rather than one method.
- The method adopted are lecture method, discussion method, demonstration, Buzz groups, PPT, Video lecture etc.

<b>1.1.2 Certificate/ Diploma Courses introduced during the Academic year</b>					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
-	-	-	-	-	
<b>1.2 Academic Flexibility</b>					
<b>1.2.1 New programmes/courses introduced during the Academic year</b>					
Programme with Code		Date of Introduction	Course with Code	Date of Introduction	
-		-	-	-	
<b>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.</b>					
Name of Programmes adopting CBCS		UG	PG	Date of implementation of CBCS / Elective Course System	UG PG
-		-	-	-	- -
Already adopted (mention the year) 1995				1995	1995
<b>1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year</b>					
	Certificate		Diploma Courses		
No of Students	-		-		
<b>1.3 Curriculum Enrichment</b>					
<b>1.3.1 Value-added courses imparting transferable and life skills offered during the year</b>					
Value added courses		Date of introduction		Number of students enrolled	
Toy Making		12/08/2018		20	
Hardware Installation		15/09/2018		15	
Vermi-Composting		23/10/2018		18	
Computation of Taxation		10/09/2018		15	
<b>1.3.2 Field Projects / Internships under taken during the year</b>					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Vermi-composting			09		
Pathological Tests			01		
Internship			02		
Gardening			11		
Medicinal Plant			08		
Economic Importance of Plants			01		



Sugar Manufacturing	05
Teaching Training	04
Pathology	05
Pharmacy	01
Milk Analysis	04
Bio Fertilizers	02
Blood Sugar Testing	03
Haemophilia Testing	04
Bio Fertilizer & Testing	02
Blood In-vitro Test	03
Beauty Parlour Course	04
MRI & IT application (Medical Diagnostic)	02
Teaching Plan	15
Use of X-Ray in Medicine	02
Graph Theory	03
Riemann Integral	01
Boolean Algebra	03
Theoretical Frequency Distribution	01
Mathematical Modelling	01
Matrix and Matrix Space	01
Probability	01
Banking Training	01
System Analysis	02
Hardware & Software Training	01
Mobile Shop	02
Teaching	02
Marketing Management in Sugar Factory	03
Study on Dabba System in Bohra Community	04
Study on Social Awareness	04
Social Networking Sites	02
Bank Accounting Management System	04
Cyber Cafe	06
Analysis on Word Processing (MSWord)	06
Student Admission System	02
Seven Wonders	02
Websites on Jyotirlingas	02
Historical Places in Burhanpur	02
Library Management System	02
Soil Testing and Bio fertilizer	05
PVC Pipes	05
Antibiotic Sensitivity Testing	03

## **1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes

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

As per their feedback the students displayed satisfaction about the quality, qualification and creativity 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, employees and other stakeholders are analyzed and documented for which the following methods are adopted.

1. Collection of the feedback forms from the stakeholders 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.

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA Year-I	60	60	60
BA Year-II	60	50	50
BA Year-III	60	26	26
B.Com.Plain Year-I	60	-	-
B.Com.Plain Year-II	60	10	10

B.Com.Plain Year-III	60	07	07
B.Com Compu. Year-I	40	40	40
B.Com Compu. Year-II	40	16	16
B.Com Compu. Year-III	40	11	11
B.Sc.(Home Sc.) Year-I	60	20	20
B.Sc.(Home Sc.) Year-II	60	04	04
B.Sc.(Home Sc.) Year-III	60	0	0
B.Sc. Maths Year-I	60	16	16
B.Sc. Maths Year-II	60	15	15
B.Sc. Maths Year-III	60	12	12
B.Sc. Biology Year-I	120	118	118
B.Sc. Biology Year-II	120	33	33
B.Sc. Biology Year-III	120	59	29
B.Sc. Micro- Biology Year-I	25	25	25
B.Sc. Micro- Biology Year-II	25	22	22
B.Sc. Micro- Biology Year-III	25	24	24
B.Sc. Biotechnology- Year-I	60	60	60
B.Sc. Biotechnology- Year-II	60	14	14
B.Sc. Biotechnology- Year-III	60	18	18
B.Sc. Computer Year-I	40	26	26
B.Sc. Computer Year-II	40	14	14
B.Sc. Computer Year-III	40	19	19
M.Sc. Chemistry Year-I	30	23	23
M.Sc. Chemistry Year-II	30	10	10
M.Sc. Botany Year-I	20	10	10
M.Sc. Botany Year-II	20	03	3
PGDCA Sem-I	60	27	27

## 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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	719	73	21	08	08

## 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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
29	23	Projector, Computer, Net-facility, CC-Surveillance	06	01	Inflibnet

### 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 2017-18. 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
792	29	27:1

## 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
29	29	0	03	02

<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )			
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
-	-	-	-

## **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	C028	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Com Plain	C032	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Com Computer	C198	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.H.Sc	C037	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Sc. Biotech	C062	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Sc. Micro	C080	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Sc. Biology	C085	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Sc. Maths	C116	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
B.Sc. Computer	C137	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019
PGDCA	C034	Vth Sem./first & Second Year	12-Nov-2018/1-April-2019	31st Dec.-2018/15-June-2019

M.Sc. Chemistry	C043	Vth Sem./first & Second Year	12-Nov-2018/1- April-2019	31st Dec.-2018/15- June-2019
M.Sc. Botany	C044	Vth Sem./first & Second Year	12-Nov-2018/1- April-2019	31st Dec.-2018/15- June-2019

### **2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

**The college adopt different internal evaluation techniques in deciding what the learners learnt and what the teachers each :**

- Induction programme at the beginning of the year by the subject teachers. The aim is to trace out the subject knowledge, strength and weaknesses of the students.
- Focus on Evaluation processes- The internal evaluation processes followed by the teachers in the institution are class test, presentation, surprise test, assignments, question-answer section and project work.
- Preparation of teaching plan by the subject teacher. Apply the evaluation techniques after the completion of few topics.
- Quarterly and half yearly exams are conducted according to university pattern and the students are assessed.
- There is departmental meetings frequently and discussions about the evaluations methods followed, and improvements to be made.
- Open book examination is also adopted, as an evaluation technique.
- Remedial classes are arranged.
- Result analysis is done by the teacher after every CIE systems.
- There is frequent meeting with the Principal and staff, discussions of CIE, and there is feedback and suggestions from the Principal.

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

- Academic calendar is prepared and distributed in each department in the month of July.
- One enlarged copy is exhibited in front of the library for common visibility.
- The aim is putting all the important dates and activities alert as a reminder and

alert in anticipation.

- The activities include induction programmes, extracurricular activities, competitive programmes, Yuva Mahotsav, career counselling etc.
- All these activities are directed towards extracting and enhancing the hidden qualities of students by giving them a conducive atmosphere.
- In addition there is mention of student's and teacher's academic enrichment programmes like guest lectures, workshops, seminars, study tours, girls counselling programmes, extension work etc.
- Yuva Mahotsav, annual gathering dates are also mentioned in the calendar.
- So academic calendar is mirror, reflecting the institutional activities.

## 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

[www.sgjqcollege.com/results2017-18.pdf](http://www.sgjqcollege.com/results2017-18.pdf)

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
C028	BA	35	34	97%
C032	B.Com Plain	06	06	100%
C198	B.Com Computer	16	15	93
C037	B.H.Sc	03	02	66.6%
C062	B.Sc. Biotech	07	07	100%
C080	B.Sc. Micro	15	15	100%
C085	B.Sc. Biology	47	44	93%
C116	B.Sc. Maths	11	11	100%
C137	B.Sc. Computer	07	07	100%
C034	PGDCA	17	09	75%

C043	M.Sc. Chemistry	17	09	52%
C044	M.Sc. Botany	-	-	-

## **2.7 Student Satisfaction Survey**

### **2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) [www.sgjqcollege.com](http://www.sgjqcollege.com)**

A random survey was conducted among the students to ascertain the level of their satisfaction as students. The following categories of students were included in the survey to give it a democratic feature.

1. 10 students from each class & section.
2. Students with brilliant academic background and poor and average background.
3. Boys and girls at equal proportion.
4. Students belonging to different regularity group such as very regular, very irregular, average etc.

After collecting the questionnaire they were assorted according to the headings of the questionnaire such as

1. Infrastructure and facilities of the college.
2. Staff and other employees.
3. Library, lab.
4. Sports and extra-curricular activities.
5. Teaching and learning methods.
6. Overall campus discipline.
7. Suggestions and remark

After collecting the duly filled questionnaires they are analysed, assessed and evaluated by the committee constituted for the purpose. All suggestions for improvement are positively treated and constructive implementation is done.



<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				
<b>3.1 Resource Mobilization for Research</b>				
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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects ( <i>other than compulsory by the College</i> )	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-
<b>3.2 Innovation Ecosystem</b>				
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(s)	
-	-		-	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-	-		-	

Name of the Start-up		Nature of Start-up		Date of commencement		
-		-		-		
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
-		-		-		
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department			No. of Ph. Ds Awarded			
-			-			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Botany	02		76		
International	Botany	02		76		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Botany			01			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publica tion	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excludi ng self citations
Studies on Algal Biodiversity of Tapti River in Burhanpur District of Madhya Pradesh	Prof. Iftekhar Ahmed Siddiqui	International Journal of Science & Research, India	Dec.- 2017	h-index- 04	affiliated to www.ijsr.net	Bio-diversit y- Burhan pur, M.P.,In dia

Studies on Algal Biodiversity of Tapti River in Burhanpur District of Madhya Pradesh	Prof. Iftekhar Ahmed Siddiqui	Journal of Research & Development UGC Journal List No- 64768	Feb.- 2018	h-index- 01	H. J. Thim College of Arts & Science, Mehrun, Jalgaon, NMU, Jalgaon	Algal- Biodiversity- Burhanpur, M.P., India
Studies on Algal Biodiversity of Tapti River in Burhanpur District of Madhya Pradesh	Prof. I. A. Siddiqui	ANUSANDHAN, AISECT University, Bhopal, Approved by UGC	March- 2018	h-index- 05	AISECT University, Bhopal, M.P.	Algae- Tapti River, Burhanpur M.P. India.
Green Audit : A case studies saifee Golden jubilee quaderia college, burhanpur, M.P.	Prof. Iftekhar A. Siddiqui	ANUSANDHAN, AISECT University, Bhopal, Approved by UGC	Sept.- 2018	h-index- 03	Ravindranath Tagore University, Bhopal, M.P.	Green- Audit- S.G.J.Q. College, Burhanpur, M.P.

### 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Studies on Algal Biodiversity	Prof. Iftekhar	International Journal of Science &	Dec.- 2017	h-index- 04	affiliated to www.ijsr.net	Bio-diversity- Burhanpur,

y of Tapti River in Burhanpur District of Madhya Pradesh	Ahmed Siddiqui	Research, India				M.P.,India
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### 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-	13	-	-
Presented papers	-	01	-	-
Resource Persons	-	-	-	-

### 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 <b>co-ordinated</b> such activities	Number of students participated in such activities
Pulse Polio Abhiyan, Nepanagar Dist. Burhanpur	Health Dept. Nepanager	04	35
Blood donation camp & blood group test	Govt. District Red cross Centre, Burhanpur	12	155
Girls Counselling Program	Hetro Health Care Ltd., Indore	15	200
Nasha-Mukti program	Sainath Nasha Mukti Kendra, Dist.- Burhanpur	10	664
Visit to Old age home	Lodhawala old age home, Burhanpur	03	15

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	No. of Students benefited
Marathon Race		Medal		District Collector, Burhanpur	01
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 coordinated such activities	Number of students participated in such activities	
Voters awareness programme	Nagarpalika Nigam, Burhanpur	Marathon Race	04	35	
Cleanliness Abhiyaan	Nagarpalika Nigam, Burhanpur	Swachh Bharat Abhiyaan	15	40	
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
Blood Donation & Blood Group Test		Students	College		2 Days
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-To)	participant	
Project work based on University Syllabus	Project work	NSSK Mydt., Naval Nagar, Burhanpur	Nov.-18 to Dec.-18	UG & PG Final Year Students	

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 and Activities	Number of students/teachers participated under MoUs
Clinic Care (Health Care Unit), Burhanpur, M.P.	28/12/2017	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 monitoring social & humanitarian activities	155/29
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	
4500000		4088409	
4.1.2 Details of augmentation in infrastructure facilities during the year			
Facilities		Existing	Newly added
Campus area		25981Sq.Mts.	-
Class rooms		24	0
Laboratories		07	-
Seminar Halls		01	-
Classrooms with LCD facilities		01	-
Classrooms with Wi-Fi/ LAN		01	-
Seminar halls with ICT facilities		01	-
Video Centre		-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		02	-
Value of the equipment purchased during the year (Rs. in Lakhs)		1.5	-
Others		-	-

<b>4.2 Library as a Learning Resource</b>						
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	
-	-		-		-	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16300	4564000	840	252000	17140	4816000
Reference Books	573	458400	-	-	573	458400
e-Books	-	-	-	-	-	-
Journals	17	3400	05	1000	22	4400
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	60	7200	-	-	-	7200
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	45	33	30	2	-	04	06	2MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	45	33	30	2	-	-	-	-	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
No leased line available 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				
-					-				
4.3.4 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	
-		-			-			-	

<b>4.4 Maintenance of Campus Infrastructure</b>			
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
1500000.00	1408137.00	400000.00	350000.00
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) <a href="http://www.sgjqcollege.com">www.sgjqcollege.com</a>			
i. Procedures and policies for maintaining			



#### Physical facilities -

- Campus maintenance workers are appointed. They regularly are engaged in maintaining the lawn and beautifying it.
- Facilities are made for the students to enjoy the eco-friendly atmosphere of the college during their free hours.

#### Academic and support facilities-

- There is regular repairing, white washing and colouring of the campus, classrooms, laboratories, library.
- Addition of equipments in the laboratories according to the need.
- Addition of books every year in the library-books include course books, reference books, books for competitive examinations.
- Ex-students are given special permission in the library for reference work for higher education or competitive examination.

Computers are taken care of regularly by AMC(Annual Maintenance of Furniture; In this academic session, almost all the rooms are replaced by newly constructed furniture.

### **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 OBC Scholarship	332	2245403.00
	Post Metric SC Scholarship	53	454483.00
	Post Metric ST Scholarship	98	799156.00
	Pratibha Kiran	30	150000.00
	Gaon ki Beti	09	45000.00
	Central Sector	09	-
	DAVV Indore Handicapped	03	22500.00
	Handicapped	03	6000.00
	Minority	71	-

	Karamkar mandal	09	34500		
Financial support from other sources					
a) National	-	-	-		
b) International	-	-	-		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
-	-	-	-		
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Career Guidance cell	20	05	03	03
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		No. of grievances redressed	Average number of days for grievance redressal		
Students grievances redressal cell active but no remarkable grievances received		-	-		

<b>5.2 Student Progression</b>					
<b>5.2.1 Details of campus placement during the year</b>					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	Birla Sun life	25	02
-	-	-	Shri Ram Finance	35	01
-	-	-	Reliance	43	03
-	-	-	Nutri Science Indore	05	-
-	-	-	Money Plastic	10	01
-	-	-	Navshakti Biocorp	08	01
<b>5.2.2 Student progression to higher education in percentage during the year</b>					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	2	B.Sc(Computer Science)	Computer	SGJQ College, Burhanpur	PGDCA
2018	2	B.Sc(Computer Science)	Computer	Seva Sadan College, Burhanpur	M.Sc. Maths, M.Sc. Physics
2018	1	B.Sc	Maths	SGJQ College, Burhanpur	M.Sc. Chemistry
2018	1	B.Sc. (Microbiology)	Microbiology	SGJQ College, B'pur	Botany

2018	2	B.Sc. (Microbiology)	Microbiology	SGJQ College, B'pur	PGDCA
2018	8	B.Sc.(Biology)	Biology	SGJQ College, Burhanpur	PGDCA
2018	7	B.Sc.(Biology)	Biology	SGJQ College, Burhanpur	M.Sc. Botany
2018	8	B.Sc.(Biology)	Biology	SGJQ College, Burhanpur	M.Sc. Chemistry
2018	1	B.Sc.(Microbiology)	Microbiology	SGJQ College, Burhanpur	M.Sc. Chemistry
2018	2	B.Sc.(Biology)	Biology	Holkar Science College, Indore	M.Sc. Botany
2018	6	B.Sc.(Biology)	Biology	Seva Sadan College, Burhanpur	B.Ed.
2018	3	B.Sc.(Biology)	Biology	Millenium College, Burhanpur	B.Ed.

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-

SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

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

Activity	Level	Participants
Cricket	College	60
Kho-Kho	College	20
Badminton	College & District Level	20
Kabbadi	College	54
Wrestling	College	03
Chess	College	08
Drama	College level & District level	40
Mimicry	College level & District level	10
Debate	College level & District level	16
Quiz	College level & District level	24
Speech	College level & District level	12
Poster Making	College level	04
Painting	College level	04
Collage	College level	04
Flute playing	College level	01
Rangoli	College level & District level	01

### 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/ International	Sports	Cultural	Student ID number	Name of the student
2018	State Level Gold Medal	Qualified for National Level	Wrestling	-	1167570	Shaikh Sohrab Akram Quereshi

2018	District level Award	Qualified for Divisional Level	-	Flute playing	DS1604989	Shyam Bapurao Choudhary
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>All the activities of the college are managed by the student council under the guidance of the professor incharge. During 2017-18 the student council managed cultural programmes, sports and games, cleanliness drive and awareness programmes, teachers day celebration. The problem and the requirements of the students are communicated through the student council to the administration, students representatives are appointed in the following bodies.</p> <ol style="list-style-type: none"> <li>1. IQAC</li> <li>2. College magazine editorial board</li> <li>3. The college news letter.</li> <li>4. Student ambassadors in the university and district administration, grievances redressal committee during students union election.</li> </ol>						
<b>5.3 Alumni Engagement</b>						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
<b>No</b>						
5.3.2 No. of <del>registered</del> enrolled Alumni:						
<b>70</b>						
5.3.3 Alumni contribution during the year (in Rupees) :						
<b>Nil</b>						
5.3.4 Meetings/activities organized by Alumni Association :						
<p>Two alumni meet during this session. They participated in the voters awareness program and the cleanliness drive program.</p> <p>Guest lecture on "Insect and human disease" by an alumni.</p>						
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>						
<b>6.1 Institutional Vision and Leadership</b>						
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)						
<b>Management decentralization :</b>						
The powers and functions of the management under the college code are delegated to the						

director. The director supervises the activities of the college and reports to governing body. He is authorised to guide and direct the principal and the HODs. So the powers of the governing body and the management are transferred to the director and from him to other officials.

Governing Body ->President->Secretary->Directors->Principal->HODs->Staff

### **Decentralization of administration:**

The day-to-day functions of the college and the interactions and communication with the university and Higher Education department are executed through the principal. The principal assigns the works to different persons. The principal appoints different incharges for different activities. Thus many committees are formed for the smooth administration of the college. Examples IQAC, NSS, cultural committee, admission committee, proctorial committee, Anti ragging committee etc.

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

Yes/No/Partial:

**Yes**

## **6.2 Strategy Development and Deployment**

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

❖ **Curriculum Development :** There is no internal autonomy for the college in curriculum designing and development. The college follows the curriculum designed by the university, Devi Ahilya Vishwavidyalaya, Indore. However, the members of the board of studies of the college give suggestions, proposal and recommendations in the meeting of the Board of studies.

❖ **Teaching and Learning :** The teaching work load of the teachers is distributed in such a way as to ensure reasonable space for reference, preparation and presentation. The number of students per class does not normally exceed 40 on an average and the teacher student ratio of the college is 1:30. The students are encouraged in regularity and the rule of attendance is strictly enforced. the

<p>students are acquainted with the heuristic learning method for which library reference laboratory practical's, self study etc. are encouraged and followed regularly.</p>
<p>❖ <b>Examination and Evaluation</b> : The main examination is conducted and evaluated at behest of the university. However, the college conducts improvement tests such as class tests, open test systems, model examination prior to the university examination etc. The students are familiarized with the examination patterns, poor performing students are given effective motivational counselling and remedial classes are conducted to improve the quality of examination output. Similarly good performers are also encouraged through appraisal of their performance.</p>
<p>❖ <b>Research and Development:</b> 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.</p>
<p>❖ <b>Library, ICT and Physical Infrastructure / Instrumentation</b> : The college has undertaken a number of multi programmed developmental programmes.</p> <p>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 teacher's reference has been developed.</p> <p>The facility of reference is being provided to the alumni who are preparing for competitive examination.</p> <p>The ICT room has been updated and facilities are enhanced.</p> <p>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</p>



modified and maintained.
<p>❖ <b>Human Resource Management:</b> The teaching staff are encouraged and motivated to attend various academic and professional improvement such as seminars, workshops, orientation programmes, research programmes etc.</p> <p>In house improvement programmes also conducted regularly with necessary financial and manpower support of the college.</p> <p>Interdepartmental and intradepartmental lectures have been organized for sharing of knowledge and experience.</p> <p>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.</p>
<p>❖ <b>Industry Interaction / Collaboration :</b> Efforts for interaction and collaboration with industries are being initiated.</p>
<p>❖ <b>Admission of Students:</b> The admission process is done as per the guidelines of the higher education departments. However, since the college is granted minority status by the government, the admission process is done offline, with adherence to the schedule given by the department. Single window system is adopted for the facility of the especially the new comers.</p>
6.2.2 : Implementation of e-governance in areas of operations:
<p>❖ <b>Planning and Development</b></p>
<p>❖ <b>Administration :</b> Communication with the lead college and the higher education department is done online.</p>
<p>❖ <b>Finance and Accounts :</b> Large payments are made through electronic transfer of money.</p>
<p>❖ <b>Student Admission and Support :</b> Admission details are communicated with the department and university through e-system.</p> <p>Scholarship disbursal is done through e-methods.</p>
<p>❖ <b>Examination :</b> Exam forms are filled electronically.</p> <p>Results are downloaded.</p>

### 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
-	-	-	-	-

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	-	-

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	Date and Duration (from – to)
-	-	-

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
29	29	19	19

6.3.5 Welfare schemes for

Teaching	P.F., Loan from P.F., ESIC facility
Non teaching	P.F., Loan from P.F., ESIC facility
Students	Life insurance scheme, 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)

The institution conducts internal and external audit regularly every year.

Internal audit is done Tax consultant (CA) as appointed by management for legal and professional activity of the college. for example monthly T.D.S. returns, professional tax return and quarterly returns of the T.D.S.

External audit is conducted by a C.A. appointed by management.

The audit is performed every year and the record is kept.

The last and recent audit which was done is on 31st March-2018.

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/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated -

#### **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	HOD/Principal
Administrative	-	-	Yes	Management

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.

6.5.3 Development programmes for support staff (at least three)

- P.F.
- Loan from P.F.
- ESIC facility

6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> <li>• News letter publication.</li> <li>• Manuscript magazine inauguration.</li> <li>• Green auditing.</li> <li>• Vermi-Composting</li> </ul>				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : <b>Yes</b>				
b. Participation in NIRF : <b>No</b>				
c. ISO Certification : <b>No</b>				
d. NBA or any other quality audit : <b>No</b>				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-- ---to-----)	Number of participants
2017	Lecture insect & human diseases	11/12/2017	2 hours	575
2017	In house lecture conducted in job generation & social security	12/12/2017	4 hours	600
2018	Girls Counselling on awareness	01/02/2018	2 hours	350
2018	Orientation programs for first year students by respective departments	10/07/2018	4 hours	425

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Girls Counselling	01/02/2018	350	-
Girls Judo Karate Training	16/08/2017 to 02/02/2018	25	-
Debate on Gender Equity	10/10/2018 (One day)	10	10
Awareness programmes about women's legal right(essay writing)	27/10/2018 (One day)	30	20

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

Percentage of power requirement of the College 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
- Smoke free & eco-friendly campus.

Though proper management of resources through recycling of paper, plastic, water etc. are the major techniques to be environmentally conscious, the institution has not yet started the techniques. Moreover composting is practiced. .

### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	02
Provision for lift	No	-
Ramp/ Rails	Yes	02
Braille Software/facilities	No	-
Rest Rooms	Yes	-
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	Wheel chair	01

<b>7.1.4 Inclusion and Situatedness</b>						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	01	01	12/10/2018	Use of EVM(Electronic Voting Machine)	The new technique of the use of voting machine	350
2018	01	01	30/10/2018	Awareness for safe driving and traffic management	To address the issue of increasing no. of road accident due to rash and negligent driving.	200
2018	01	01	02/11/2018	Swipe machine	Use of Net Banking, ATM and PTM	100
<b>7.1.5 Human Values and Professional Ethics</b>						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
College Prospectus		31-May-2018		The parents and the prospective students read the rules and the guidelines given in the prospectus and decide about taking admission in the college. The prospect has been a useful guide book for the stake holder.		

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
N.S.S. Camp	05/03/2018 to 11/03/2018	50
Blood Donation Camp	09/12/2017 to 10/12/2018	09
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.		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, <a href="http://www.sgjqcollege.com/bestpractice.pdf">www.sgjqcollege.com/bestpractice.pdf</a>		
<b>BEST PRACTICE-I</b>		
<b>I Manuscript Magazine</b>		
1. <b>Title of the practice:</b> Manuscript Magazine 2. <b>Context:</b> 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, proclamations etc. But due to the advancement of modern technology, the students orientation to handwriting, completely disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing. Earlier people had beautiful handwriting because of regular practise. A beautiful branch of fine arts known as calligraphy flourished all over the world. But today it is a form of art on the verge of extinction. So the college initiated the task of reviving the art of handwriting and encouraging creativity.		
3. <b>Objectives:</b> <ul style="list-style-type: none"> <li>• The manuscript magazine is an attempt to highlight the importance of hand</li> </ul>		

writing.

- To develop the personality of students through the art of legible and beautiful writing.
- To encourage and boost confidence level through good handwriting.
- To make the students realize that hand writing improves qualities like concentration, flexibility of the wrist, fingers, brain power, learning and retention power.
- To create awareness among students that handwriting practice has an added advantage in the examination.
- To inculcate creative talents among the students and provide an opportunity to express creativity.

#### **4. The Practise:**

1. To prepare the manuscript magazine articles were invited from students and staff in their own handwriting.
2. Students with good handwriting was selected through a common writing test and evaluation of quality of writing.
3. A few students were selected as scribes.
4. The articles of students who submitted write-ups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
5. Each students was asked to rewrite 2-3 articles which are collected.
6. They where provided with margined paper and pen.
7. It is given a magazine style with messages, index and some photographs of college activities.
8. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
9. Calligraphy is also encouraged.
10. Different styles of writing in Hindi , English, and Urdu encouraged and adopted.



11. All hard written creative materials are bound and are kept in the library for the students and visitors to peruse and a record of the visitors is maintained.

5. **Obstacles:** A major obstacle was in fact the identification of students with handwriting so that can be guided and trained. All the samples of writing were collected to identify the drawbacks in writing. The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine. The difficulties were overcome by regular interaction and consistent counselling. However, finally there was very good response from all.

#### 6. Impact of the practice

- Created an awareness among the students about the importance of own hand writing and creative expression.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.
- Though there was no seriousness about this art in the beginning, there was a sudden boost in the level of interest and curiosity.
- Above all, the students realized the added advantage of good hand writing in personality development, mental concentration, exercise and flexibility of the hand.

#### 7. The recourse required :

- A-4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine to make a second copy of the manuscript magazine.
- However the most important resource is not material, but creative.

It requires the resource of time, temper and technique.

## BEST PRACTICE-II

### II News letter

1. **Title of the practice:** Publication of 'New letter' bi annually.
2. **Context:** The students are endowed with extra ordinary creative abilities which often go unnoticed, and remain hidden. Many a time they do not get a suitable forum to express their ideas and expose their talents. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity and dissemination. The infrastructural and intra-structural development 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. We plan to continue the project uninterruptedly twice in a year. The newsletter will therefore be our biannual mirror, reflecting the holistic performances of the college.

3. **Objectives:** The newsletter 'ASTRA' has the following objectives.
  - i. To document the multifarious 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 and to publish the latest development in 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 and the deliberation of the IQAC is communicated to all concerned.

### Step-II

An editorial board is constituted, ensuring participation and involvement of the staff

and students and other stake holders. A senior professor is deputed as the chief editor.

### **Step-III**

All are informed about the proposal to publish a newsletter. The notification for the same was published adequately among the staff and students.

### **Step-IV**

The chief editor convened a meeting of the editorial board and acquainted the members with the modes and modalities of the newsletter, its shape and format etc.

### **Step-V**

Collection of publication material was initiated. Various categories of the content was collected materials comprised of news related to college, activities of the N.S.S, Red cross, Cultural group, extension activities, student's achievements, staff achievements etc. It was ensured that the material must be short and related to the college.

### **Step-VI**

Publication. The first issue was proposed for a period from December 2017 to May 2018. Five hundred copies were printed in the first issue and the subsequent issues will be more so as to be distributed among the public

### **Step-VII**

Release of the newsletter by the official of the education society and inauguration of the distribution.

**5. Obstacles:** The publication of the newsletter had many obstacles to overcome.

- The first obstacle was 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. The time frame was not followed by many, as it is normally a slow motion attitude.
- Thirdly financial obstacle was there. Since the college does not have a separate fund for such a publication, the education department and the

U.G.C. do not give any type of financial assistance. So finally we had to finish it as a low cost project.

**6. Impact:** The staff and students and management finally appreciated the project, since it had come out successfully. The students got an opportunity to display their talents. The newsletter is first of its kind in the district college and a few college in the adjoining districts.

It had an overall impact on the academic ambience of the college. Everybody got an idea as to how to work on project like this. The newsletter carries significance especially in the light of the NAAC accreditation. This newsletter will be a regular practice of the college.

#### **7. About the Institution:**

- i. **Name of Institution:** Saifee Golden Jubilee Quaderia College, Burhanpur M.P.
- ii. **Year of Accreditation:** 2017
- iii. **Address:** Shahi Quila, Burhanpur
- iv. **Grade Awarded by NAAC:** B (CGPA 2.35)
- v. **E-mail :** sgjq\_college@yahoo.co.in
- vi. **Contact person for further details:** Prof. I. A. Siddiqui Principal

Mob.no. : 9399404005

Dr. Prof. Rajkumari George  
IQAC Co-ordinator

Mob. No.:9340603022

#### **7.3 Institutional Distinctiveness**

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

Provide the weblink of the institution : [www.sgjqcollege.com](http://www.sgjqcollege.com)

The main objective of the college as established in its vision is to impact quality education to the students belonging to all sections of the society, irrespective of caste, creed and geographical limitation. However the focus of attention has been the socially backward population and the minority communities. The reason for the emphasis on the educationally backward communities is that education is in a dependable condition of

such communities especially the poor status of female education in the area. Girls of the minority and the backward classes being the most vulnerable section of the socio-economic backwardness it is essential to give them effective intellectual and academic support to uplift them and to improve their overall condition of life.

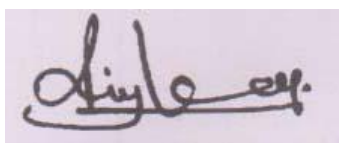
As a consequences of the initiative of the institutions, considerable transformation has occurred in the area of education in the distinct. The girls even from the orthodox families are coming forward for higher education. The college has ensured the participation of the girls belonging to all sections of the society in the academic and extra-curricular activities, especially sports and cultural activities. Earlier the girls refrained from involvement in any extra mural activities. But due to the continuous motivation and guidance by the staff the girls are active in all activities. This we consider as a welcome change in the attitude of the girls and an achievement of the college in its vision and to promote holistic education. Students from the interior and remote areas and from far off villages also get opportunities to avail education and are trained according to their aptitudes and requirements.

The college firmly believes that education will automatically lead to the promotion of socio-cultural regeneration. As a result of education the opportunities for employment and job avenues can be effectively utilized. This in turn will lead to economic wellbeing and development. Thus dissemination of education will lead to a developed, progressive society.

## 8. Future Plans of action for next academic year (500 words)

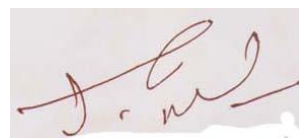
1. ICT enhancement : ICT is only in one room and it is the future programme of the college to increase the number of ICT in a phased manner. By the year 2020-21. The college intends to enhance the ICT in all departments as per requirement and fund availability. Our target is 100% awareness. All professors will be trained and equipped with the use of e-method of teaching, power point presentation etc.
2. E-filing system in the office : The electronic filing system is already introduced in the college. By the year 2020, the system will be more modernized and updated.
3. Library- Full automation will be done within two years. More e-book/e-journal reading facility will be introduced. Specific areas in the library will be wi-fi facilitated.
4. Infrastructure development : specific areas of the premises will be beautified with paving and the garden will be more updated to make the premises more environment friendly.
5. Proposals for more U.G.C. sponsored state level and national level seminars will be forwarded to U.G.C. for approval. As on 2018 one proposal is pending with the U.G.C. and its approval is expected.

Name: Dr. Rajkumari Geroge



\_\_\_\_\_  
Signature of the Coordinator, IQAC

Name: Mulla Ali Asger Takliwala



\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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## Annexure I

1. Academic Calender
2. IQAC Members
3. Minutes of the IQAC of the year
4. Pass percentage of Students 2017-18
5. Best Practices-I & II

### 1. Academic Calendar

 <b>SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE</b> <b>CALENDAR 2018-2019</b>													
DAY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	DAY
MONDAY				1						1			MONDAY
TUESDAY				2			1	Classes start (for 180)		2			TUESDAY
WEDNESDAY		1		3			2			3	1		WEDNESDAY
THURSDAY		2		4	1		3			4	2		THURSDAY
FRIDAY		3		5	2		4	1	1	5	3	1	FRIDAY
SATURDAY		4	1	6	3	1	5	2	2	6	4	2	SATURDAY
SUNDAY	1	5	2	7	4	2	6	3	3	7	5	3	SUNDAY
MONDAY	2	6	3	8	5	3	7	Staff Meeting	4	8	6	4	MONDAY
TUESDAY	3	7	4	9	6	4	8	5	5	9	7	5	TUESDAY
WEDNESDAY	4	8	5	10	7	5	9	6	6	10	8	6	WEDNESDAY
THURSDAY	5	9	6	11	8	6	10	7	7	11	9	7	THURSDAY
FRIDAY	6	10	7	12	9	7	11	8	8	12	10	8	FRIDAY
SATURDAY	7	11	8	13	10	8	12	9	9	13	11	9	SATURDAY
SUNDAY	8	12	9	14	11	9	13	10	10	14	12	10	SUNDAY
MONDAY	9	13	10	15	12	10	14	11	11	15	13	11	MONDAY
TUESDAY	10	14	11	16	13	11	15	12	12	16	14	12	TUESDAY
WEDNESDAY	11	15	12	17	14	12	16	13	13	17	15	13	WEDNESDAY
THURSDAY	12	16	13	18	15	13	17	14	14	18	16	14	THURSDAY
FRIDAY	13	17	14	19	16	14	18	15	15	19	17	15	FRIDAY
SATURDAY	14	18	15	20	17	15	19	16	16	20	18	16	SATURDAY
SUNDAY	15	19	16	21	18	16	20	17	17	21	19	17	SUNDAY
MONDAY	16	20	17	22	19	17	21	18	18	22	20	18	MONDAY
TUESDAY	17	21	18	23	20	18	22	19	19	23	21	19	TUESDAY
WEDNESDAY	18	22	19	24	21	19	23	20	20	24	22	20	WEDNESDAY
THURSDAY	19	23	20	25	22	20	24	21	21	25	23	21	THURSDAY
FRIDAY	20	24	21	26	23	21	25	22	22	26	24	22	FRIDAY
SATURDAY	21	25	22	27	24	22	26	23	23	27	25	23	SATURDAY
SUNDAY	22	26	23	28	25	23	27	24	24	28	26	24	SUNDAY
MONDAY	23	27	24	29	26	24	28	25	25	29	27	25	MONDAY
TUESDAY	24	28	25	30	27	25	29	26	26	30	28	26	TUESDAY
WEDNESDAY	25	29	26	31	28	26	30	27	27		29	27	WEDNESDAY
THURSDAY	26	30	27		29	27	31	28	28		30	28	THURSDAY
FRIDAY	27	31	28		30	28			29		31	29	FRIDAY
SATURDAY	28		29			29			30			30	SATURDAY
SUNDAY	29		30			30			31				SUNDAY
MONDAY	30					31							MONDAY
TUESDAY	31												TUESDAY

Note: Last Week Student's Union Election

Note: Seminar & Workshop To Be Arranged At The End Of Oct.

Note: 1 Week Social Gathering Act

Working Days- Yearly 180 Semester 180

## 2. IQAC Members



Under the Auspices of

**ATTALIM**

The Educational Administration of His Holiness Dr. Syedna Mufaddal Saifuddin Saheb (T.U.S.)

# **SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE**

SCIENCE, COMPUTER SCIENCE, HOME SCIENCE, ARTS, COMMERCE & MICRO BIOLOGY

Managed By :

**Quaderia Educational & Cultural Society,**

Burhanpur 450 331 M.P.

Regn. No.: 31 / 1950-51

Affiliated By - Devi Ahilya Vishwavidhyalaya, Indore M.P.

**BURHANPUR**

450331 (M.P.)

PH.: 07325 - 255211

e-mail : sgjq\_college@yahoo.co.in

Ref. No.:

Date

Q.C/2018/

Burhanpur, Date 14/11/2018

### **IQAC Members**

1. Mullah Ali Asger Takliwala
2. Prof. M.H. Saleem
3. Prof. I.A. Siddiqui
4. Dr. Rajkumari George
5. Dr. Mohd. Usman Ansari
6. Prof. Mohd. Ismail
7. Prof. Sk. Mohd.
8. Prof. Chandrakant Mahajan
9. Mullah Hassan Taque
10. Mr. Shriram Jadhav
11. Mr. Vaman Prajapati
12. Dr. S.M. Sadiq
13. Dr. Altaf Javed
14. Mullah Shabbir Bhai Jaffer
15. Mr. Mufddal Ginwala
16. Mr. Mohd. Faizan Khan
17. Mr. Koushik Mehra



### 3. Minutes of the IQAC of the year



Under the Auspices of  
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Date

#### **Minutes of the IQAC of the year**

- |   |   |            |
|---|---|------------|
| (1) Publication of a Newsletter           | - | Completed  |
| (2) Green Auditing                        | - | Completed  |
| (3) Water Harvesting                      | - | Completed  |
| (4) Bio-waste management                  | - | Completed  |
| (5) Automation of college Library         | - | In Process |
| (6) Administrative office e-filing system | - | In Process |
| (7) Replacement of classroom furniture    | - | Completed  |
| (8) Manuscript Magazine publication       | - | Published  |
| (9) Smart Room Development                | - | Completed  |

#### 4. Pass percentage of Students 2017-18

Pass percentage of students 2017-18				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
C028	BA	35	34	97%
C032	B.Com Plain	06	06	100%
C198	B.Com Computer	16	15	93
C037	B.H.Sc	03	02	66.6%
C062	B.Sc. Biotech	07	07	100%
C080	B.Sc. Micro	15	15	100%
C085	B.Sc. Biology	47	44	93%
C116	B.Sc. Maths	11	11	100%
C137	B.Sc. Computer	07	07	100%
C034	PGDCA	17	09	75%
C043	M.Sc. Chemistry	17	09	52%
C044	M.Sc. Botany	-	-	-

## 5.Best Practices-I & II

### BEST PRACTICE-I

#### I 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, proclamations etc. But due to the advancement of modern technology, the students orientation to handwriting, completely disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing. Earlier people had beautiful handwriting because of regular practise. A beautiful branch of fine arts known as calligraphy flourished all over the world. But today it is a form of art on the verge of extinction. So the college initiated the task of reviving the art of handwriting and encouraging creativity.
3. **Objectives:**
  - The manuscript magazine is an attempt to highlight the importance of hand writing.
  - To develop the personality of students through the art of legible and beautiful writing.
  - To encourage and boost confidence level through good handwriting.
  - To make the students realize that hand writing improves qualities like concentration, flexibility of the wrist, fingers, brain power, learning and retention power.
  - To create awareness among students that handwriting practice has an added advantage in the examination.
  - To inculcate creative talents among the students and provide an opportunity to express creativity.

#### 4. The Practise:

1. To prepare the manuscript magazine articles were invited from students and staff in their own handwriting.
2. Students with good handwriting was selected through a common writing test and evaluation of quality of writing.
3. A few students were selected as scribes.
4. The articles of students who submitted write-ups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
5. Each students was asked to rewrite 2-3 articles which are collected.
6. They where provided with margined paper and pen.
7. It is given a magazine style with messages, index and some photographs of college activities.
8. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
9. Calligraphy is also encouraged.
10. Different styles of writing in Hindi , English, and Urdu encouraged and adopted.
11. 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 fact the identification of students with handwriting so that can be guided and trained. All the samples of writing were collected to identify the drawbacks in writing. The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine. The difficulties were overcome by regular interaction and consistent counselling. However, finally there was very good response from all.



#### 6. Impact of the practice

- Created an awareness among the students about the importance of own hand writing and creative expression.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.
- Though there was no seriousness about this art in the beginning, there was a sudden boost in the level of interest and curiosity.
- Above all, the students realized the added advantage of good hand writing in personality development, mental concentration, exercise and flexibility of the hand.

#### 7. The recourse required :

- A-4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine to make a second copy of the manuscript magazine.
- However the most important resources is not material, but creative.

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