



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**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 its own campus? **Yes**
- Phone no./Alternate phone no. **07325255211**
- Mobile no **9399475606**
- Registered e-mail **sgjq\_college@yahoo.co.in**
- Alternate e-mail **principalsgjqcollege@gmail.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 **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Devi Ahilya University Indore**
- Name of the IQAC Coordinator **Dr. Smt. Rajkumari George**
- Phone No. **07325255211**
- Alternate phone No. **07325255211**
- Mobile **9340603022**
- IQAC e-mail address **sgjq\_college@yahoo.co.in**
- Alternate Email address **dr Rajkumarigeorge1952@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://www.sgjqcollege.in/\\_files/ugd/45ee36\\_007c1f5e069d4ef9a3f98d91276aaaf6.pdf](https://www.sgjqcollege.in/_files/ugd/45ee36_007c1f5e069d4ef9a3f98d91276aaaf6.pdf)

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

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://www.sgjqcollege.in/\\_files/ugd/45ee36\\_14b678575ca54f25a156499a25ab3265.pdf](https://www.sgjqcollege.in/_files/ugd/45ee36_14b678575ca54f25a156499a25ab3265.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.35</b>	<b>2017</b>	<b>27/11/2017</b>	<b>26/11/2022</b>

**6. Date of Establishment of IQAC**

**07/05/2015**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>M.P. State Biodiversity Board, Bhopal</b>	<b>PBR</b>	<b>M. P. State Biodiversity Board, Bhopal</b>	<b>2020 365</b>	<b>200000</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

• Departmental Exhibition conducted. • 7th and 8th issue of six monthly newsletter as well as the fourth issue of Manuscript Magazine released. • Covid vaccination camps as well as health checkup program organized. • Personality development program as well as Eco-friendly enhancement-plantation program in connection with NEP. • Student's enrichment programs i.e. workshops & seminars conducted.

**12.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
Group activities by the students to conduct on topics related to eco friendly environment.	Plan and manage time.Joining to combat air pollution.Plantation in the premises was done.
Group activities to conduct for the fullfillment of social responsibilities.	Working for the community.Students participated in the corona vaccination programmes.Communal harmany campaign week organized in the college, Sadbhavana Divas organized.
Workshops/seminars/demonstration to arrange.	Developing novel ways of thinking, new skills. Arranged workshops.Seminars and demanstration by different faculties.
To arrange lectures by experts.	Achieve additional knowledge to students.Lectures on women empowerment. Legal right of women.Biodiversity issues.Personality development etc. organized.
Library enrichment.	Develop longterm learning habits, providing more facilities to the students.Added more books in the library according to the revised syllabi.Increased ICT facilities partly.
Advancement of sports and games field	Creates higher selfesteem, students create a sense of self responsibility. Sport's and games field advancement is in progress.
Mentoring activities to be intensified.	The aim of mentoring is to help the mentees, students to improve their skills and advance their careers. The mentoring activity is in progress and the students are gaining a lot from this.

Release of Annual Manuscript Magazine	The creative power of students has been activated. Writing skill is enhanced. The fourth edition is released.
Release of 6-monthly Newsletter	Publicity among the people about the college. Stake holder's involvement and information. Codification of activities. Enlisting and documentation. Attune the campus community to the day to day activities and practices. 7th & 8th issue is released.
Skill development programmes to be enhanced	A source of self employment, increased business profits. Various skill development programmes like drawing, painting, clay modelling, Bandni etc. are followed and the students are trained in these.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Quaderia Educational & Cultural Society, Burhanpur	24/03/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes						
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sgjqcollege.in/_file/s/ugd/45ee36_14b678575ca54f25a156499a25ab3265.pdf">https://www.sgjqcollege.in/_file/s/ugd/45ee36_14b678575ca54f25a156499a25ab3265.pdf</a>						
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• Upload latest notification of formation of IQAC			<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Quaderia Educational & Cultural Society, Burhanpur	24/03/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2001	10/01/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	

**17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1

10

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1

854

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

0

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3	116
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	27
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	Classrooms: 24 Seminar:01
Total number of Classrooms and Seminar halls	
4.2	1311121
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	51
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution

Various methods and techniques are adopted for effective curriculum delivery and documentation. Some of the methods adopted by the institution are given below.

#### CURRICULUM DISTRIBUTION.

The curriculum is designed by the affiliated university Devi Ahilya Viswavidhyalaya, Indore and the college is supposed to follow the curriculum. The curriculum of all the faculties are downloaded from the university website through the office and distributed to the concerned departments. The departmental head distribute the curriculum according to the papers to the teachers concerned. Effective implementation always pre supposes proper distribution of the curriculum.

#### DOCUMENTATION OF CURRICULUM.

Proper documentation of the curriculum is a prime necessity for smooth running and improvement of the teaching process. The following steps are adopted.

A daily diary is prepared in which the whole subject content of the curriculum is distributed unit wise, week wise and period wise according to the academic calender. The daily diary incorporates i. Subject matter ii. Methodology of teaching. iii. Teaching aids. iv. Inter action with students. v. Reiteration. The daily diary is signed by the H.O.D. and the principal and monthly evaluation is done to ascertain the status of completion.

#### CURRICULUM DELIVERY.

Curriculum delivery implies the method and techniques adopted by the teacher. The teacher adopts his/her own teaching technique. It is said "The teacher is the method." Every teacher is different as a teacher in the method and presentation of teaching materials. Generally we adopt lecture method and use of black board. Besides we also adopt other methods like demonstration, video lectures, P.P.T. presentation, discussion etc. Teacher also use smart room for effective curriculum delivery. Hence the teacher adopt evaluation methods like periodical tests question answers, presentation, surprise test etc. Extra classes are also conducted to guide the slow learners and inspire them. The evaluation system equip the students to face the university examination effectively.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">NILL</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year the academic calendar is prepared in the institution on the basis of University calendar. A committee is formulated for this purpose. The calendar is prepared to keep students, faculty and staff reminded of key notes throughout the academic year. The calendar is prepared to keep students, faculty and staff reminded of key notes throughout the academic year. The calendar is prepared before the commencement of the academic year and distributed in each department, one copy is exhibited. Each department strictly follow the calendar and department wise activities are arranged accordingly. It covers all the activities of the year starting from the reopening day, admission, starting day of teaching works, induction programmes, important events, holidays, co-curricular and extracurricular activities, student's group activities, Yuva-mahaotsav, Redcross/NSS activities, quarterly and half yearly exams, CIE (continuous internal evaluation) release of Newsletter, manuscript magazine, commencement of theory and practical examinations, preparation leave, number of working days etc. in short academic calendar is a glimpse of the academic and non academic activities of the institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">NILL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development**

**C. Any 2 of the above**

**of Curriculum for Add on/ certificate/  
Diploma Courses Assessment /evaluation  
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NILL

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

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NILL

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

Our college runs Science, Home Science, Arts, Commerce, Computer, Mathematics courses and the curriculum of all the fields find an ample space in effectively integrating the cross cutting issues relevant to professional Ethics, gender, Human values, environment and sustainability. Some enhance professional competencies, while others aim to inculcate general competencies like social and ethical values, environment sensitivity etc. leading to a holistic development of the students.

In addition extracurricular activities are conducted to promote gender equality to create awareness regarding women's empowerment, to educate the students about legal laws to protect the rights of women and children. Guest lectures are arranged for the creation of professional ethics and human values. Different extension activities are conducted every year by NSS unit. The unit render services in the adopted village every year through plantation work, cleaning programmes etc. Major gender issues are focused under the headings "Save girl child", "feticide," lectures, Posters are prepared by the students, and displayed, and rallies are organized. Group activities are organized by the students in the college premises Sadbhavana rally, voter's awareness programme, celebration of communal harmony week, health check-up programme, participation in blood donation camb, seminar on thoughts of swami vivekanand etc. are the examples of various activities organized in the institution for developing various human qualities among the students.



File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

23

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

E. None of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="#">NILL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows** **E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NILL</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

300

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

300

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The learning levels of the students are assessed in the beginning of the session by the subject teachers so as to organize special programmes for advanced learners and slow learners. The methods adopted are-

Introduction programme by the subject teacher in which information about the percentage of marks obtained in the higher secondary level, their interest in the subject, basic knowledge of the subject etc. is traced out.

The teacher adopts different teaching methods and this will enable the teacher to understand the learning capacity of the students, and segregate them as slow learners and advanced learners. Attempt is made by each teacher in improving the performance of the slow learners by applying different evaluative tests like class tests, class interaction, presentation etc.

Remedial classes are conducted for slow learners to bridge the gap between the slow learners and advanced learners.

Slow learners are encouraged to arrange combined studies with advanced learners. Making company with advanced learners is proved to be a successful strategy for improving the learning capacity of the slow learners. Advanced learners are also advised to help them in every matter.

Encouragement is given to participate in extracurricular activities which is a means of sharpening their mind.

In addition the institution adopts mentoring system. The aim of mentoring system is to bridge the gap between the mentor teacher and the mentee student. By frequent formal and informal meeting the mentor and the mentee a positive rapport is produced and the mentee develops confidence towards the mentor. This helps to disclose the difficulties of the student to the mentor. The

difficulties can be related to the family back ground, psychological problems, and economic problems and so on. This system provides all kinds of support to a weak student. The mentor identifies their weaknesses and takes all efforts to rectify them. The slow learners are directed to the subject teachers for special coaching. The mentor also studies the family background of the mentee. Some are poor in studies because of some psychological problems, for which special counselling is given. Parents of the students are informed about the slow learners, psycho-social problems, and advised to give them special attention. So the mentoring system proved to be a fruitful attempt to access the learning levels of the students and organize special programmes for the slow learners as well as advanced learners.

For advanced learners, encouragement is given for competitive examinations, higher studies.

They are guided and encouraged to collect more literature about the subjects.

Motivation to participate in extracurricular activities organized in the college level as well as in inter collegiate level.

Such encouragement is given to slow learners also, because if a child is weak in one field he/she can gain in another field.

Youth festivals, annual gatherings, and competitive programmes are arranged every year in the college which provide a stage for the students to exhibit and strengthen their talents in different fields.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
854	27

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

For enhancing the learning experiences of students, we follow student centric methods such as experimental learning, participative learning and problem solving methodologies at different levels. Teaching has no value if it does not result in learning on the part of students. It enables the teacher to evaluate their instructional techniques and in setting and clarifying the objectives.

Experimental learning, Methodology, Experimental learning is the process of learning through experience. The students learn by doing and by reflecting on the experience. It include the process of thinking, acting, experiencing and reflecting. Methods such as case study, project work, internship, learn by doing practical courses, arranging camps etc. are followed. It helps in the development of ability to apply the knowledge immediately, promotion of team work and communication skills, better grasping, enhancement of creative ability and mistake becomes a valuable experience.

Participative learning, Methodology. We also follow participative learning process, in which the students are encouraged to learn by doing in small groups. We follow the methods such as community survey, group discussions, workshops, quiz programmes, debates, use of drawings, posters etc. in different occasions course work and extracurricular activities. Such methods help to build self-confidence, creating interest in the subject, and also helps the students to learn about themselves and understand perspectives of their group. Above all it helps the students to build a strong base for the participation in the community extension work.

Problem solving methodologies are processes through which a situation or issue may be analyzed and solutions, implemented. Giving assignments and quizzes at the end of instruction of each unit. This helps to evaluate the level of learning. Case study analysis and discussion is also followed in some courses which promotes group work and self-assessment skills in students.

The sum up, for enhancing learning experiences, the above

mentioned student centric methods are used and the students are given a blend of traditional and modern method of teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In addition to the traditional methods of teaching the faculty members are using ICT enabled tool for effective teaching learning process. ICT tools contribute to high quality lessons, as it helps in motivating the students in learning, connect students to many information sources, makes their active in-class as well as learning environment in outside the class they are able to collect course materials.

The following efforts are taken by the institute to provide e-learning facilities for teaching and learning.

Wi-Fi facility throughout the college premises has been enhanced to conduct the on line lectures.

Specialized computer laboratory with an internet connection to provide independent learning.

Digital library- INFLINET facility.

Computer with internet facility is provided in each department.

Smart room is updated with ICT facilities P.P.T. Audio system, projectors.

Recording of video lectures is made available to the students.

Printers, photocopy machines, scanners are available for the students as well as teachers.

Power point presentation facilities are provided for teachers. Therefore the use of ICT-tools, projector, laptops, desktop, DVDs, CDs, Microphones, scanners, photocopier, printer, pen drive, iPad, computers mobile applications etc. makes the teaching and learning

process more effective and imparting quality education.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

27

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has adopted very effective continuous evaluation technique in order to assess 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, project-work 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NILL</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time bound and efficient.

The institution has devised an efficient and transparent mechanism to deal with examination related grievances. The college follows strictly the guidelines of the university. The internal examinations including quarterly, half yearly examinations are conducted as per the university calendar. In addition internal examinations are conducted at the departments level and the H.O.D. monitor the submission. The weak students are given special coaching by arranging remedial classes.

The absentees due to fair reasons are given time for submitting the internal test.

Within a time bound the internal assessment marks are submitted in the office and are entered in the university web portal.

Examination related grievances are meager and there is informal complaints which are solved amicably by the concerned teachers and H.O.D.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NILL</a>

## 2.6 - Student Performance and Learning Outcomes

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

Program outcomes and course out comes for all programs offered by the institution are displayed on the website and communicated to teachers and students. Program outcomes for all programs are derived from the program education objectives and all the students are apprised of the objectives and expected out comes of the program on admission during the counselling and orientation programs. Students are also educated and provided with the detailed syllabus and course out comes in each course :

### Program & Course Outcomes Year-2020-2021

Sr.

No.

Program / Course

Program Outcomes

Course Outcomes

1

BA Plain

PO1. The students developed the ability in the field of social sciences and literature which made them sensitive and sensible.

CO1. Students displayed specific changes in their knowledge, activities, skills and behaviour.

PO2. Enabled the learners to build up professional career as financial advisors economic planners, policy makers etc.

CO2. Developed their skills in reasoning and understanding.

PO3. The students could understand the various problems and issues related to the society and practical measures to encounter them.

PO4. The employability of the students was enhanced due to their comprehension of social, economical and political intricacies.

CO3. Developed personality cultivating empathy and humanism in practical life.

CO4. Present students with challenges that improve their creative thinking, problem solving interpersonal and communication skill.

PO5. Graduated students can opt for jobs in tourism, media hospitality and other industries and also in governmental and non-governmental organization.

PO6. They will be eligible for appearing competitive examination.

2.

B.Com Plain / B.Com.

## Computer Applications

PO1. The student gained knowledge in the field of commerce, business, accounting etc.

CO1. Made eligible for higher education in specific areas of interest of the students.

PO2. They enhanced their employability in functional areas such as taxation, banking, insurance, accounting etc.

CO2. Students get opportunities to show their skills as businessman, entrepreneurs, managers, consultants etc.

PO3. Developed new skills in the application of statistical tools and techniques in business.

CO3. Students are made capable of web designing, software and hardware development.

PO4. They started up their own business through their entrepreneurial skills.

PO5. They are made proficient in finding out realistic solutions based on academic research.

CO4. They developed leadership qualities, business acumen and team spirit in promoting trade and business.

PO6. Those who have specialized in computer application developed proficiency in the use of information technologies in business promotions.

P07. They were able to acquire awareness on business issues in the global context.

C05. They could appear in various competitive examinations for their career development.

3

B.Sc.

Biotechnology

P01. The students acquired theoretical and practical knowledge about different subject areas such as botany, chemistry, zoology. besides biotechnology.

P02. Helped the students in understanding issues related to nature and environment.

C01. Knowledge about the fundamentals of Biotechnology enabled the students to understand the emerging and advanced engineering concepts in life sciences.

P03. Developed skill of observation and capability to draw logical inferences on specific bio scientific issues.

C02. They acquired the power of employability easily because of the positive trends in demand and supply of job opportunities.

P04. They became eligible to appear for competitive examinations and post graduate studies after completion of undergraduate studies.

C03. Students could easily understand the working of bioengineering and issues related to human life which help to tackle many life related problems especially the devastating pandemic which gripped human life.

CO4. They acquired proficiency to handle experimental techniques at least at the primary level.

4.

B.Sc.

Microbiology

PO1. The students could gather knowledge about microorganism and its impact on human life.

CO1. The students got fundamental knowledge about microorganisms as a developing branch of

Bioscience.

PO2. They acquired knowledge on subjects like Botany and Chemistry besides the knowledge of microbiology.

PO3. Developed the skill of observation and the power to make inference on problems related to microorganism.

PO4 Helped students in understanding invisible issues related to human life due to the impact of microorganism like virus bacteria's etc.

PO5. Knowledge about the prevention and

CO2. The employability is sure and certain in laboratories and experimental institutions, such as pharmaceutical Companies.

CO3. The scope after post- graduation is great because of the positive science in the working of demand and supply in job avenues.

CO4. The students can also engage in research and can contribute

to the intricate aspects of the subject

control of infectious diseases.

through new experiments in true scientific and investigative bent of mind.

CO5: A microbiologist can contribute tremendously for human welfare especially during the devastating Pandemic as we face today.

5.

B.Sc. Biology

PO1. The learners get knowledge about all living organism.

PO2. Biology offered theoretical and practical knowledge about Botany, Zoology and Chemistry.

CO1. The students acquired eligibility for PG courses.

.

CO2. Helped the development of scientific temper and holistic growth of personality,

PO3. The students developed scientific thinking and analytical understanding of the issues related to life, nature and environment.

CO3. Developed awareness about nature, environment and environmental protection and love for birds, animals and aquatic organism.

PO4 Developed the skill of observation and logical inference

through scientific thinking.

PO5 the students could avail job opportunities in different fields such as chemical, food and beverage Industries and also in laboratories and research institutes.

CO4. The students developed keen interest in Bio-composting, Vermi-composting,

Butterfly garden development etc.

6.

B.Sc. Maths

PO1. Developed critical thinking among students and enhanced their scientific bent of mind.

CO1. Students are made eligible for admission to PG courses.

PO2. The learning contributed to professional development and problem analysis to find out effective solutions to scientific problems.

PO3. The students possessed basic knowledge of subjects like physics, chemistry and mathematics required for higher studies, professional courses and management studies.

CO2. Inculcated the power to carry out scientific investigation objectively.

CO3. The students could opt for post graduation humanities after B.Sc., but not vice-versa.

CO4. The mental faculties were sharpened due to continuous analytical approach to the study of subjects.



PO4. Enhanced their employability capability in different fields.

7.

B.Sc.

Computer Science

PO1. Development of scientific knowledge, problem analysis and investigation of complex problems.

CO1. The students got opportunities for higher education and specialization in computer.

CO2. They could show their skills as entrepreneurs, managers, consultants etc.

CO3. The obtained capability and efficiency in web designing, software and hardware development, media engagement etc.

CO4. They could show their skills in various competitive examination for career development.

CO5. The students could display their capability in faster surer and

error free performance in jobs.

PO2. Use of modern technology and tools to write effective reports, documentation and presentation.

PO3. Developed eligibility for career opportunities in many industries.

PO4. They enhanced the aptitude for jobs due to the knowledge of computer application in almost all branches of science.

P05. Developed qualitative power which made them fit for employment in many innovative projects.

8.

#### B.Sc. Home Science

P01. Inculcated the spirit of science and technologies to increase the quality of life.

C01. The programme helped creating human values and spirit of innovation.

C02. Developed communication skills, leadership qualities and team work.

C03. Understood the various aspects and areas of Home Science.

C04. Produced skilled human resources for food industries, hospitals, textile industries etc.

C05. Produced entrepreneurs who developed small and medium enterprises able to provide jobs to others.

C06. They could display their skills as efficient homemaker, social workers, counselors, dietitians, fashion designer etc.

C07. The students could develop their capability as entrepreneurs and start up business and thereby

enhancing women empowerment.

P02. Groomed students in professional skills in food and nutrition, textile and clothing, housing and interior decoration, arts and craft, human development, communication technologies.

P03. The program helped the students to develop competence in solving problems related to life skills.

PO4. Cultivated the ability to understand the role of various branches of science in individual, family and community relationship.

PO5. Acquired professional skills for the economic development of the individual and community at large.

PO6. Adopted the technique of pragmatic expression of scientific innovation for the development of the community.

PO7. Career opportunities are developed in various fields.

9.

M.Sc.

Chemistry

PO1. The students consolidated the fundamental principles of various fields related to chemistry.

CO1. Enhance scientific temper and develop research culture.

PO2. They became deeply aware of their responsibility towards environment and apply the knowledge to mitigate problems related to environmental pollution.

CO2. Develop sensitivity towards environment and the need to protect the purity and inviolability of our surroundings.

PO3. The knowledge of chemistry is helpful to build up small scale industry for developing indigenous products.

PO4. Apply various aspects of chemistry in pharmaceuticals, dyes, textiles, polymers, petroleum products etc.

C03. Deeper awareness about the need to maintain eco-balance at the local and global level. The shortage of O<sub>2</sub> during the critical time of the pandemic is an indicator of the alarming situation in the future.

P05. The students inculcate logical thinking to address problems related to environmental pollution and remedies for the same in an effective manner.

P06. They are eligible for employment in a wide variety of industries like pharmaceutical companies, textiles,

petroleum, research institutes etc.

10.

M.Sc. Botany

P01. The study of Botany at post graduate level increase and consolidate the understanding of microorganisms including fungi, algae etc.

C01. The students can engage in high level Botanical Research at various branches of Botany.

C02. They can engage in income generating activities like horticulture, floriculture, sericulture and seedless fruit plants grafting etc.

C03. Many research avenues are open in agriculture, pharmaceutical industries etc.

C04. Job opportunities are ample in various fields related to Botany and its branches; directly and through competitive examinations.

P02. It increase knowledge about the classification, structure, role and infectious cycle of microbes and fungi.

P03. Students could understand the various plants physiological process in plants, their scientific nomenclature and the medicinal value of plants.

P04. They are able to understand more elaborately the factors leading to environmental degradation and their impact on environment.

P05. The study facilitate the understanding of the concept, types and functions of various ecosystems.

P06. Students can differentiate plants at the morphological, physiological and biochemical level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NILL</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of program outcome and course outcomes are evaluated by the institution. Program outcomes of the different faculties are displayed on the website.

Our institution is affiliated to Devi Ahilya University, Indore and we follow the syllabi framed by the University. So attainment of course outcomes are evaluated on the basis of university examination results as under.

1. Total Pass parentage in each faculty.

2. Number of students securing below 35%.

3. Number of students securing above 36 to 45%.

4. Number of students securing above 46 to 60%.

5. Number of students securing 61% and above.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NILL</a>

### 2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

116

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NILL</a>

### 2.7 - Student Satisfaction Survey

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

[https://www.sqjqcollege.in/files/ugd/45ee36\\_b262eddb9554482d969404efb51e568b.pdf](https://www.sqjqcollege.in/files/ugd/45ee36_b262eddb9554482d969404efb51e568b.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

200000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Institution has erected an eco-system for innovations and has initiatives for creation and transfer of knowledge.

The institution provides a conducive environment for promotion of innovation and incubation. All required facilities are provided and guidance is extended to the students. Interdisciplinary collaborations are made between educational institutions, industries, business organizations for transfer of knowledge.

The Texmo pipes and Product Company, Burhanpur provide guidance on project report preparations, and entrepreneurship development. The institute refer the students to Navalsingh Sugar factory, Burhanpur for creation and transfer of knowledge.

In addition various innovation works are being conducted by the students on the development of butter fly garden, vermicomposting, medicinal plants developments and its role as the use of medicines and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year



**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

1

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes various extension activities in the neighborhood community as well as in college, campus and nearby campus for sensitizing students to social issues for their holistic development and impact thereof.

Through the N.S.S. unit the college organizes various extension activities to sensitize the students about community needs. The N.S.S. unit every year organizes residential seven day camp in nearby adopted village gram-Chandni. During this period activities like cleanliness program, tree plantation, social interaction, group discussion, speech by experts, relating to the topics eradication of superstitions, national integration, save girl child. N.S.S. activities in the villages also include health checkup, Blood donation camp, water conservation programmes and so on. So the one weeks programmes proves to be a more fruitful program for sensitizing the students to social issues and creating a feeling of responsibility towards the social issues and community needs and its fulfillment.

In addition the list of extension activities carried out by the students in the college premises and nearby camps are so many. Awareness program on prohibition of child marriage, Mahila-shashktikaran program, personality development program, Biodiversity issue, plantation programs, cleanliness programs, Sadbhavana Divas rally, Celebration of communal harmony campaign week, Health check-up camp, participating in blood donation camp, voter's awareness programmes, Visit to old age homes, anganwadi, orphanages; poster making, debates on various awareness programs and so many.

All the above mentioned activities created a valuable back ground for developing interest in group activities and cultivating enthusiasm in extension activities and sensitizing students in social issues; and there by a holistic development of the students, which is the main MOTTO of the institution.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institute has a good infrastructure, with a beautiful eco-friendly environment, with evergreen surroundings, historical ambience, beautiful botanical garden spread over a vast area and comprising of more than 267 varieties of plants including medicinal plants. There is sufficient class rooms, well furnished, well ventilated and spacious. All the laboratories are well equipped with modern instruments and ICT facilities as per the subject needs. There is technology enabled smart room, where there is Wi-Fi connectivity and internet facility. The entire college premises is Wi-Fi enabled with internet facilities for students and staff. There is a spacious seminar hall. The hall is constantly used for conducting guest lectures, seminars, exhibition etc. A spacious central hall for conducting extracurricular activities, get to their functions, annual gathering. A very spacious open ground for students activities like Anand Mela; separate sports ground, a central library which is spacious, well ventilated, separate reading facility for teachers and students with ICT facilities. A well-furnished computer lab with sufficient number of computers and internet facility.

A separate common room for girls which is also equipped with furniture, indoor games facilities like chess, carom.

Arrangements for physically challenged, ramps, washroom facilities.

The institution provides a beautiful and adequate infrastructure and physical facilities so as to make the teaching-learning more effective.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

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

The institution has adequate facilities for CULTURAL ACTIVITIES. In addition to the academic activity, the students are given encouragement in participating in extracurricular activities which include literary completions, artistic competitions, songs, music, drama etc. For this purpose there is a big central hall. Open ground is also used for the purpose, if weather is pleasant. College level, district level, state level competitions are arranged in the college under the YUVA MAHOTSAV program for which there is sufficient facility in the college, A cultural committee is also there in the college for organizing the cultural activities in different occasions.

SPORTS AND GAMES programs are organized in the college every year to enhance the physical fitness of the students and develop sportsman spirit. A separate sports teacher is appointed for the training purpose. A sports committee is also there for organizing the games and sports competitions. There is facility for both indoor and outdoor games.

The yoga class is conducted in the central hall. A Yoga teacher is appointed for the Yoga training. Classes are conducted separately both for boys and girls.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2889354

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Library is partially automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****Rs 5900/-**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****58**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institutions frequently updates the Wi-Fi facilities by increreasing the speed changing the uploading and downlodaing as per the changes in requirement in campus area.and as per the service provider plan.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

**4.3.2 - Number of Computers****51**



File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

**2889354**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Physical facilities-** Physical facilities or infrastructural facilities are very important in an academic institution. The college continuously make efforts to main four 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.

Drinking water is very important in a public institution. The college takes it most 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 such facilities include.

#### 1. Class rooms.

The class rooms are well furnished, well ventilated and large enough to accommodate a class easily. An average 10 to 12 Sq. ft. area is made available to each student. The class rooms are maintained, cleaned and dust free and are located in blocks with maximum sound proof. The rooms also have fans and light. There is also a lecture theatre, large enough to accommodate 100-200 students with out congestion. 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 attendant for maintaining the lab with the help of a lab assistant and lab technician. They also clean and keep in order the equipments of the lab and also maintain the stock register of 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.

There are about 43- 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 take from specialists. The lab assistant look after the day-to-day maintenance work and the protection of the system from extreme heat, dust and moisture.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

708

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**D. 1 of the above**

File Description	Documents
Link to Institutional website	<a href="#">NILL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

31

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Students engagement in various administrative, co-curricular and extracurricular activities (student council/students representation on various bodies as per established processes and**

norms as follows :

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 in-house Student's council for their democratic participation.

During the academic year 2018-19 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 and the N.S.S. Student's under the guidance of the Prof. In charge stay for a week in the adopted village and to many activities such as cleaning the roads and drain's, conducting rallies and awareness programs. The student's also participate in the government sponsored pulse polio program, de-addiction 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 all-round 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

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

31

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered Alumni association but Alumni association is there informly and they contribute significantly to the development of the Institution in the form of support services as under:

1. Participation in plantation activities.
2. As a guest lecture.
3. Healthe checkup programmes and counselling.
4. Students guidance programmes.
5. Participation in Swachhata abbhiyan.
6. Guidance in the development of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Saifee Golden Jubilee Quaderia College, Burhanpur is managed and administrated by Quaderia Educational and Cultural society Registered under Societies Registration act. It is a pioneering institution in the field of Higher Education affiliated to the prestigious Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh. The college established in 1962 is run under the auspices of

ATTALIM. The Education and administration of Dawoodi Bohar community. The motto of the college is the famous Latin maxim 'Per Ardua Ad Astra' - which literally means "THOUGH HARD WORK TOWARDS THE STARS".

The governance of the institution is reflective of and tune with the vision and mission of the institution.

**VISION:** • To Impart Quality Education to all sections of the society, irrespective of cast, creed and religion along with boosting moral values to enable the students to face the challenges of real life with full confidence.

**MISSION:** • Develop multiple skills and qualities among the students. • To provide job oriented, career based courses. • Training to meet the unforeseen challenges. • Develop human values - ability, attitude, interest etc. • To prepare the young citizen for national development.

So all the academic and non-academic activities are concentrated towards the achievements of the vision and mission of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The college has an effective leadership which is visible in various institutional practices such as decentralization and participative management.

**Management decentralization :** The management of the college is of course executed through the bye-laws 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 day-to-day 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 day-to-day 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.
- 2.
3. Cultural committee
4. Admission committee
5. Proctorial committee
6. Antiragging committee
7. Grievance redressal cell
8. Feedback committee

The above committees look after the works of their respective areas. For example the N.S.S. committee participates in many activities and awareness programs under the banner of the college. The in charge is authorized to organize various activities as per the direction of the university and higher education department.

The proctorial committee under a senior professor maintains overall discipline of the college and takes decision in case of any disputes or issues among the students. The professor in charge communicates with the principal the decisions and recommendation of the committee. In short the whole college administration is made transparent and democratic through administrative decentralization.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality improvement strategies adopted by the institution are :

**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 overage of 50-students and the teacher student ratio is 27:1 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.

#### 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 non-teaching 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.

**Admission of students :** The Admission process is done as per the norms and guidelines of the higher education department. The college doesn't have autonomous system of admission through entrance test, merit 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.

**Human Resource Management :**

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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The overall planning and development of the institution is done by the managing body. The administrative set up include governing body chairman, secretary, director, principal, HODs and staff. In addition various committees are there like anti-ragging, women's



grievance cell, proctorial committee, admission committee, games and sports committee, cultural committee etc. for the smooth democratic administration. The democratic leadership and management, decentralization and distribution of work among the employees enrich the effective and efficient functioning of the institution. The institution follows the policies framed by the higher education department for admission, appointment and follow the service rules and procedures, effective welfare measures for teaching and non-teaching staff, the logic behind this is to make their life better and to create healthy, loyal and satisfied staff to the institute. All these contribute to the effective and efficient functioning of the institution.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Link to Organogram of the institution webpage	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures:

\* Employees provident fund.



- \* Loan facility.
- \* Fee concession for the children of the staff.
- \* Salary timely credited to the bank account of the employee.
- \* ESIC facility.
- \* Life Insurance scheme.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

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

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

0

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

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**1**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

##### **PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF**

Performance appraisal system is the way to ensure the performance-oriented work environment in the institution. It helps employees

to achieve the set objects and act as a reward for their contribution in the progress of the institution. This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies.

The Institution's performance appraisal system for teaching and non-teaching staff are as under :

#### For Teaching staff

1. Student feedback format is used to collect the opinion of the students regarding teacher's teaching ability, teaching style, communication ability, knowledge etc.
2. Observation by authorities.
3. The result outcomes of each teacher subject wise is studied.
4. Self appraisal mechanism by the faculty.

#### For Non-Teaching staff

The works of the Non teaching staff are assessed periodically through a structured mechanism:

1. Work efficiency and commitment.
2. Initiative towards learning newer trends in their respective areas.
3. Team work.
4. Discipline and regularity
5. The non-teaching staff are periodically encouraged to pursue their higher studies.

Conduct of language and soft skill programme for non-teaching and administrative staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

**Audit Note 1: Advance amount given to various employees of Rs.48714/-**

**Setting audit objections : Account payee crossed cheque instead of cash.**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### **6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institutional strategies for mobilization of funds and the optimal utilization of resources Response:- Sources of funds are as follows:

1.Fees: Fees charged as per the university and government norms from students of various granted and self financed courses.

2.Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Some receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

5. We received funds from the special annual membership of Library. Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan.

2. The UGC Committee & purchase committee takes and the IQAC committee, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

3. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.

4. The time-table committee looks after the proper utilization of classrooms and laboratories.

5. The Library Advisory Committee takes care that the resources in library are utilized optimally.

6. Our Botanical garden is maintained by department of Botany.

7. Campus cleanness and its utilization is monitored by the managing committee.

8. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC is an effective and internal co-ordination and monitoring mechanism for institutionalizing the quality assurance strategies and processes. For maintaining and enhancing the quality of the institution IQAC follows the under mentioned measures.

IQAC meets in every 3 or 4 months to plan and implement programs for development.

The points of discussion include.

\*Innovative practices followed.

\*Remedial classes conducted.

\*Mentoring system followed and its execution.

\*Discussion about various programs to be organized.

\*Pros and cons of online classes which is in progress due to the Covid-19 pandemic.

\*Faculty development programs.

\*Academic results.

\*Guidance and preparation for practical and theory examinations.

\*Arrangement of guest lectures for student's enrichment.

II. Monitoring and mentoring of academic and administrative activities. Academic inspections are carried out periodically to assess the quality of academics. The inspection includes

\*Review of library facilities.

\*Review of laboratory facilities.

\*Review of teaching and learning facilities.

\*The steps taken by the faculty members for their own development.

So the IQAC cell plays a major role in maintaining and enhancing the quality of education.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes step to improve the quality of the teaching learning process.

Academic calendar is prepared in advance according to the university calendar and circulated and displayed.

Admission to the different programs, different college activities, events, quarterly, half yearly exams, proposed dates for practical and theory examinations are stated in the calendar.

The IQAC conducts meeting of the staff regularly to monitor the developments in teaching and learning process and render suggestions for performance and improvements.

Student's feedback forms are provided to the students to take remarks from the students regarding teaching and learning process. The format is analyzed and action is taken accordingly.

The major initiative taken by the IQAC as a part of quality development are.

- \* Conducting lectures by guest.
- \* To implement and enhance the use of ICT tools to strengthen the teaching learning process.
- \* Conducting remedial classes depart wise for slow learners.
- \* Mentoring system started previous years and is in implementation effectively.
- \* Submit the AQAR annually to the NAAC.
- \* Efforts to maintain discipline in the campus.
- \* Soft skill development programs to enhance personality and employability.
- \* Formation of different committees as a sensitization of responsibility.
- \* Awareness programs on women empowerment, prohibition of child marriage, self-defense program, program on gender equaty, posters on save girl chield and so on.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sgjqcollege.in/_files/ugd/45ee36_44bdb1be80194851a43bd7201fca4ef3.pdf">https://www.sgjqcollege.in/_files/ugd/45ee36_44bdb1be80194851a43bd7201fca4ef3.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Gender equality is not only a fundamental human right but also a necessary foundation for a peaceful prosperous and sustainable world.

The institution adopts various measures for the promotion of gender equity every year. Some of the measures taken by the institution during the year.

\*Arranged lectures on child marriage and its bad consequences and prevention.

\*Awareness program on prohibition of child marriage.

\*Lecture arranged on gender equality and legal laws and rights of women.

\*Self-defense program- training given to girl students.

\*Mahila Sashaktikaran program arranged, explained the legal rights of women and the ways to make themselves self-dependent.

\*Rally organized on feticide, save girl child.

In addition informal attempts are made by the staff to impart knowledge to the younger generation / students for the promotion of gender equality by giving them measures to follow in their life. Measures like sharing household work, help women gain power,

avoid domestic violence, equality in class room, encourage the girls to go to school, encourage the parents to educate their girl children etc.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)** Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### 1. Solid Waste Management in Campus

The solid waste generated in the college are mostly rough papers, waste from garden, weed, leaves, branches etc.

All the waste is collected in compost pits for converting it in compost. Vermicompost plant is also running in the college for the preparation of organic manure for plants.

Used waste is transferred to gardens for watering plants.

Rainwater is harvested to the well of the college for collection of water.

Solid waste from laboratories is collected and given to the government approved vendors.

In college we are reusing the used one sided printed papers again for printing, to reduce the use of paper.

#### 1. Water Management.

- Water quality of the college is analysed by Ground Water and Water Audit Department. Water samples were collected from the well and bore well in the college campus and the water quality is found to be good and all the parameters are in line with the permissible limits of drinking water standards.
- One bore well exists within the premises of the College. The existing well is functioning, which fulfills the 15000 liters water requirement in a month.
- In order to promote artificial groundwater recharge through rain water harvesting structures from roof top areas with recharge pits provided in the premises. As per the prevailing norms of runoff coefficients for different land categories, rain water could be harvested over and across the study area from the reported roof top, ground and green areas available in the premises.
- A recharge pit allows the rainwater to replenish groundwater by recharging the underground aquifers. It was built to recharge the bore well or just to help the water infiltration in an area.
- The college has 1 rain harvesting pit in the college campus.

The institution has conducted various innovative programmes (guest lectures) and competitions on water conservation and its management involving students of the college and also conducted programmes in adopted villages.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting**      **B. Any 3 of the above**

**Bore well /Open well recharge Construction  
of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution  
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

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

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

**Institution provides an inclusive environment for every one with tolerance and harmony.....**

**Different sports and cultural activates organized inside the college to promote harmony forwards cultural, regional,**

linguistic, communal, socio economic and other diversities.

Commemorative days like women's days, Yoga day, Dr. Ambedkar Jayanti, Teacher's days, AIDS day, Gurunanak Jayanti, Valmiki Jayanti, Gandhi Jayanti, are organized in the institution.

Regional festivals like Dussehara, Eid, Diwali, Christmas is celebrated in the institution. This promotes and establish positive interaction among people of different racial and cultural back ground.

There are grievance redressal cell, anti-ragging committee, women's redressal cells which deals with grievances without considering any racial, cultural, socioeconomic background.

Institute has a prescribed code of conduct for teachers, students administrators and other institutional staff which has to be followed by everyone without any difference to cast, creed, race, regional, linguistic, communal, socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Apart form preparing a sound academic foundation of the students community the college provide a conducive environment for building the qualities essential for developing them as a constructive citizen of the country. For this various extracurricular activities are conducted every year to sensitize the students and employees of the institution to the constitutional obligations. Such activities initiate the students to understand the importance of communal harmony, feeling of oneness, unity in diversity, and the respect for motherland, protect the mother land from violence. By celebrating national festivals message is conveyed to the student community about the freedom movements, sacrifices of the great leaders for the country, rights and duties of the Indian citizens & responsibilities.

Awareness programs like voter's awareness programs, Human rights, women's empowerment programs, gender equity programme etc. Cultivate positive qualities among the students community.

Organizing Youth festivals, complete programs, social gatherings, sports and games activities, artistic, literacy, cultural programs, poster making etc. proved to be a valuable means for developing the feelings of equality, co-operation, adjustment, forgiveness, importance of group life.

Academic programs like seminars/workshop, guest lecture, project work enrich the awareness about values, rights, duties and responsibilities of citizens.

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

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

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

The institution celebrates/organizes National and Inter National commemorative days, events and festivals every year. Our institution celebrates national festivals to create patriotic feelings among the students, and to pay tribute to our National leaders.

Re-public day is celebrated on 26th January every year to commemorate the adoption of Indian constitution and its importance. The principal, staff and students gather and the celebration starts with unfurling the flag, followed by patriotic songs and speech by students and patriotic songs and speech by students and speech by principal and a senior members from the staff.

Independence Day is celebrated on 15th August and there is flag hoisting and tribute to the National leaders. Students are reminded of the freedom movement and sacrifice of the personalities involved.

Diwali, X-mas and Eid day is also celebrated the aim of which is to create a feeling of communal harmony and the feeling of one ness. Cultural functions are also organized on that days.

Gandhi Jayanti is celebrated every year on 2nd October to spread the ideology of the father of our nation. Pledge is taken by the students and staff.

Sadbhavana Divas is celebrated on 20th August every year to commemorate the birth anniversary of Sardar Vallabh Bhai Patel.

Inter National Yoga days is celebrated on 20th June. The aim is to



create awareness among the students about the health benefits of yoga.

Teacher's day is celebrated on 5th September to honour the birth anniversary Dr. Sarvapalli Radhakrishnan the first vice president and second president of India.

In addition we also celebrate Guru Nanak Jayanti, world Aids day, World Diabetic day, Human rights day to translate positive messages.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I

#### BEST PRACTICE 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 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 handwriting 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 II 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.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sgjqcollege.in/_files/ugd/45ee36_ealed54af5b5432d94d13b0f7fd2a54a.pdf">https://www.sgjqcollege.in/_files/ugd/45ee36_ealed54af5b5432d94d13b0f7fd2a54a.pdf</a>
Any other relevant information	<u>NILL</u>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Institutional distinctiveness:

Saiffee 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 270 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% of the total land area of the college is totally under the green umbrella and the remaining 40% 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 non-degradable 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' : vermin-compost 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 dumped 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 natural 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 ft 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."

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

##### The institution

Various methods and techniques are adopted for effective curriculum delivery and documentation. Some of the methods adopted by the institution are given below.

##### CURRICULUM DISTRIBUTION.

The curriculum is designed by the affiliated university Devi Ahilya Viswavidhyalaya, Indore and the college is supposed to follow the curriculum. The curriculum of all the faculties are downloaded from the university website through the office and distributed to the concerned departments. The departmental head distribute the curriculum according to the papers to the teachers concerned. Effective implementation always pre supposes proper distribution of the curriculum.

##### DOCUMENTATION OF CURRICULUM.

Proper documentation of the curriculum is a prime necessity for smooth running and improvement of the teaching process. The following steps are adopted.

A daily diary is prepared in which the whole subject content of the curriculum is distributed unit wise, week wise and period wise according to the academic calender. The daily diary incorporates i. Subject matter ii. Methodology of teaching. iii. Teaching aids. iv. Inter action with students. v. Reiteration. The daily diary is signed by the H.O.D. and the principal and monthly evaluation is done to ascertain the status of completion.

##### CURRICULUM DELIVERY.

Curriculum delivery implies the method and techniques adopted by the teacher. The teacher adopts his/her own teaching technique. It is said "The teacher is the method." Every teacher is different as a teacher in the method and

presentation of teaching materials. Generally we adopt lecture method and use of black board. Besides we also adopt other methods like demonstration, video lectures, P.P.T. presentation, discussion etc. Teacher also use smart room for effective curriculum delivery. Hence the teacher adopt evaluation methods like periodical tests question answers, presentation, surprise test etc. Extra classes are also conducted to guide the slow learners and inspire them. The evaluation system equip the students to face the university examination effectively.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">NIL</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year the academic calendar is prepared in the institution on the basis of University calendar. A committee is formulated for this purpose. The calendar is prepared to keep students, faculty and staff reminded of key notes throughout the academic year. The calendar is prepared to keep students, faculty and staff reminded of key notes throughout the academic year. The calendar is prepared before the commencement of the academic year and distributed in each department, one copy is exhibited. Each department strictly follow the calendar and department wise activities are arranged accordingly. It covers all the activities of the year starting from the reopening day, admission, starting day of teaching works, induction programmes, important events, holidays, co-curricular and extracurricular activities, student's group activities, Yuva-mahaotsav, Redcross/NSS activities, quarterly and half yearly exams, CIE (continuous internal evaluation) release of Newsletter, manuscript magazine, commencement of theory and practical examinations, preparation leave, number of working days etc. in short academic calendar is a glimpse of the academic and non academic activities of the institution.



File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">NIL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**NIL**

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

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****NILL**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<b>No File Uploaded</b>
List of Add on /Certificate programs (Data Template )	<b>No File Uploaded</b>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****0**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<b>No File Uploaded</b>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

**Our college runs Science, Home Science, Arts, Commerce, Computer, Mathematics courses and the curriculum of all the fields find an ample space in effectively integrating the cross cutting issues relevant to professional Ethics, gender, Human values, environment and sustainability. Some enhance professional competencies, while others aim to inculcate general competencies like social and ethical values, environment sensitivity etc. leading to a holistic development of the students.**

**In addition extracurricular activities are conducted to promote gender equality to create awareness regarding women's empowerment, to educate the students about legal laws to protect the rights of women and children. Guest lectures are arranged for the creation of professional ethics and human values. Different extension activities are conducted every year**

by NSS unit. The unit render services in the adopted village every year through plantation work, cleaning programmes etc. Major gender issues are focused under the headings "Save girl child", "feticide," lectures, Posters are prepared by the students, and displayed, and rallies are organized. Group activities are organized by the students in the college premises Sadbhavana rally, voter's awareness programme, celebration of communal harmony week, health check-up programme, participation in blood donation camb, seminar on thoughts of swami vivekanand etc. are the examples of various activities organized in the institution for developing various human qualities among the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

23

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

E. None of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">NILL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NILL</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

300

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

300

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

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

The learning levels of the students are assessed in the beginning of the session by the subject teachers so as to organize special programmes for advanced learners and slow learners. The methods adopted are-

Introduction programme by the subject teacher in which information about the percentage of marks obtained in the higher secondary level, their interest in the subject, basic knowledge of the subject etc. is traced out.

The teacher adopts different teaching methods and this will enable the teacher to understand the learning capacity of the students, and segregate them as slow learners and advanced learners. Attempt is made by each teacher in improving the performance of the slow learners by applying different evaluative tests like class tests, class interaction, presentation etc.

Remedial classes are conducted for slow learners to bridge the gap between the slow learners and advanced learners.

Slow learners are encouraged to arrange combined studies with

advanced learners. Making company with advanced learners is proved to be a successful strategy for improving the learning capacity of the slow learners. Advanced learners are also advised to help them in every matter.

Encouragement is given to participate in extracurricular activities which is a means of sharpening their mind.

In addition the institution adopts mentoring system. The aim of mentoring system is to bridge the gap between the mentor teacher and the mentee student. By frequent formal and informal meeting the mentor and the mentee a positive rapport is produced and the mentee develops confidence towards the mentor. This helps to disclose the difficulties of the student to the mentor. The difficulties can be related to the family background, psychological problems, and economic problems and so on. This system provides all kinds of support to a weak student. The mentor identifies their weaknesses and takes all efforts to rectify them. The slow learners are directed to the subject teachers for special coaching. The mentor also studies the family background of the mentee. Some are poor in studies because of some psychological problems, for which special counselling is given. Parents of the students are informed about the slow learners, psycho-social problems, and advised to give them special attention. So the mentoring system proved to be a fruitful attempt to access the learning levels of the students and organize special programmes for the slow learners as well as advanced learners.

For advanced learners, encouragement is given for competitive examinations, higher studies.

They are guided and encouraged to collect more literature about the subjects.

Motivation to participate in extracurricular activities organized in the college level as well as in inter collegiate level.

Such encouragement is given to slow learners also, because if a child is weak in one field he/she can gain in another field.

Youth festivals, annual gatherings, and competitive programmes are arranged every year in the college which provide a stage for the students to exhibit and strengthen their talents in different fields.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
854	27

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

For enhancing the learning experiences of students, we follow student centric methods such as experimental learning, participative learning and problem solving methodologies at different levels. Teaching has no value if it does not result in learning on the part of students. It enables the teacher to evaluate their instructional techniques and in setting and clarifying the objectives.

Experimental learning, Methodology, Experimental learning is the process of learning through experience. The students learn by doing and by reflecting on the experience. It include the process of thinking, acting, experiencing and reflecting. Methods such as case study, project work, internship, learn by doing practical courses, arranging camps etc. are followed. It helps in the development of ability to apply the knowledge immediately, promotion of team work and communication skills, better grasping, enhancement of creative ability and mistake becomes a valuable experience.

Participative learning, Methodology. We also follow participative learning process, in which the students are encouraged to learn by doing in small groups. We follow the methods such as community survey, group discussions, workshops, quiz programmes, debates, use of drawings, posters etc. in different occasions course work and extracurricular activities.

Such methods help to build self-confidence, creating interest in the subject, and also helps the students to learn about themselves and understand perspectives of their group. Above all it helps the students to build a strong base for the participation in the community extension work.

Problem solving methodologies are processes through which a situation or issue may be analyzed and solutions, implemented. Giving assignments and quizzes at the end of instruction of each unit. This helps to evaluate the level of learning. Case study analysis and discussion is also followed in some courses which promotes group work and self-assessment skills in students.

The sum up, for enhancing learning experiences, the above mentioned student centric methods are used and the students are given a blend of traditional and modern method of teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NILL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In addition to the traditional methods of teaching the faculty members are using ICT enabled tool for effective teaching learning process. ICT tools contribute to high quality lessons, as it helps in motivating the students in learning, connect students to many information sources, makes their active in-class as well as learning environment in outside the class they are able to collect course materials.

The following efforts are taken by the institute to provide e-learning facilities for teaching and learning.

Wi-Fi facility throughout the college premises has been enhanced to conduct the on line lectures.

Specialized computer laboratory with an internet connection to provide independent learning.

Digital library- INFLINET facility.



Computer with internet facility is provided in each department.

Smart room is updated with ICT facilities P.P.T. Audio system, projectors.

Recording of video lectures is made available to the students.

Printers, photocopy machines, scanners are available for the students as well as teachers.

Power point presentation facilities are provided for teachers. Therefore the use of ICT-tools, projector, laptops, desktop, DVDS, CDs, Microphones, scanners, photocopier, printer, pen drive, iPad, computers mobile applications etc. makes the teaching and learning process more effective and imparting quality education.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

27

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college has adopted very effective continuous evaluation technique in order to assess 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, project-work 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time bound and efficient.

The institution has devised an efficient and transparent mechanism to deal with examination related grievances. The college follows strictly the guidelines of the university. The internal examinations including quarterly, half yearly examinations are conducted as per the university calendar. In addition internal examinations are conducted at the departments level and the H.O.D. monitor the submission. The weak students are given special coaching by arranging remedial classes.

The absentees due to fair reasons are given time for submitting the internal test.

Within a time bound the internal assessment marks are submitted in the office and are entered in the university web portal.

Examination related grievances are meager and there is informal complaints which are solved amicably by the concerned teachers and H.O.D.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

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

Program outcomes and course out comes for all programs offered by the institution are displayed on the website and communicated to teachers and students. Program outcomes for all programs are derived from the program education objectives and all the students are apprised of the objectives and expected

out comes of the program on admission during the counselling and orientation programs. Students are also educated and provided with the detailed syllabus and course out comes in each course :

#### Program & Course Outcomes Year-2020-2021

Sr.

No.

Program / Course

Program Outcomes

Course Outcomes

1

BA Plain

PO1. The students developed the ability in the field of social sciences and literature which made them sensitive and sensible.

CO1. Students displayed specific changes in their knowledge, activities, skills and behaviour.

PO2. Enabled the learners to build up professional career as financial advisors economic planners, policy makers etc.

CO2. Developed their skills in reasoning and understanding.

PO3. The students could understand the various problems and issues related to the society and practical measures to encounter them.

PO4. The employability of the students was enhanced due to their comprehension of social, economical and political intricacies.

CO3. Developed personality cultivating empathy and humanism in practical life.

CO4. Present students with challenges that improve their creative thinking, problem solving interpersonal and communication skill.

PO5. Graduated students can opt for jobs in tourism, media hospitality and other industries and also in governmental and non-governmental organization.

PO6. They will be eligible for appearing competitive examination.

2.

B.Com Plain / B.Com.

Computer Applications

PO1. The student gained knowledge in the field of commerce, business, accounting etc.

CO1. Made eligible for higher education in specific areas of interest of the students.

PO2. They enhanced their employability in functional areas such as taxation, banking, insurance, accounting etc.

CO2. Students get opportunities to show their skills as businessman, entrepreneurs, managers, consultants etc.

PO3. Developed new skills in the application of statistical

tools and techniques in business.

CO3. Students are made capable of web designing, software and hardware development.

PO4. They started up their own business through their entrepreneurial skills.

PO5. They are made proficient in finding out realistic solutions based on academic research.

CO4. They developed leadership qualities, business acumen and team spirit in promoting trade and business.

PO6. Those who have specialized in computer application developed proficiency in the use of information technologies in business promotions.

PO7. They were able to acquire awareness on business issues in the global context.

CO5. They could appear in various competitive examinations for their career development.

3

B.Sc.

Biotechnology

PO1. The students acquired theoretical and practical knowledge about different subject areas such as botany, chemistry, zoology. besides biotechnology.

PO2. Helped the students in understanding issues related to nature and environment.

CO1. Knowledge about the fundamentals of Biotechnology enabled the students to understand the emerging and advanced engineering concepts in life sciences.

PO3. Developed skill of observation and capability to draw logical inferences on specific bio scientific issues.

CO2. They acquired the power of employability easily because of the positive trends in demand and supply of job opportunities.

PO4. They became eligible to appear for competitive examinations and post graduate studies after completion of undergraduate studies.

CO3. Students could easily understand the working of bioengineering and issues related to human life which help to tackle many life related problems especially the devastating pandemic which gripped human life.

CO4. They acquired proficiency to handle experimental techniques at least at the primary level.

4.

B.Sc.

Microbiology

PO1. The students could gather knowledge about microorganism and its impact on human life.

CO1. The students got fundamental knowledge about microorganisms as a developing branch of

Bioscience.



PO2. They acquired knowledge on subjects like Botany and Chemistry besides the knowledge of microbiology.

PO3. Developed the skill of observation and the power to make inference on problems related to microorganism.

PO4 Helped students in understanding invisible issues related to human life due to the impact of microorganism like virus bacteria's etc.

PO5. Knowledge about the prevention and

CO2. The employability is sure and certain in laboratories and experimental institutions, such as pharmaceutical Companies.

CO3. The scope after post- graduation is great because of the positive science in the working of demand and supply in job avenues.

CO4. The students can also engage in research and can contribute to the intricate aspects of the subject

control of infectious diseases.

through new experiments in true scientific and investigative bent of mind.

CO5: A microbiologist can contribute tremendously for human welfare especially during the devastating Pandemic as we face today.

5.

B.Sc. Biology

PO1. The learners get knowledge about all living organism.

PO2. Biology offered theoretical and practical knowledge about Botany, Zoology and Chemistry.

CO1. The students acquired eligibility for PG courses.

.

CO2. Helped the development of scientific temper and holistic growth of personality,

PO3. The students developed scientific thinking and analytical understanding of the issues related to life, nature and environment.

CO3. Developed awareness about nature, environment and environmental protection and love for birds, animals and aquatic organism.

PO4 Developed the skill of observation and logical inference through scientific thinking.

PO5 the students could avail job opportunities in different fields such as chemical, food and beverage Industries and also in laboratories and research institutes.

CO4. The students developed keen interest in Bio-composting, Vermi-composting,

Butterfly garden development etc.

6.

B.Sc. Maths

PO1. Developed critical thinking among

students and enhanced their scientific bent of mind.

CO1. Students are made eligible for admission to PG courses.

PO2. The learning contributed to professional development and problem analysis to find out effective solutions to scientific problems.

PO3. The students possessed basic knowledge of subjects like physics, chemistry and mathematics required for higher studies, professional courses and management studies.

CO2. Inculcated the power to carry out scientific investigation objectively.

CO3. The students could opt for post graduation humanities after B.Sc., but not vice-versa.

CO4. The mental faculties were sharpened due to continuous analytical approach to the study of subjects.

PO4. Enhanced their employability capability in different fields.

7.

B.Sc.

Computer Science

PO1. Development of scientific knowledge, problem analysis and investigation of complex problems.

CO1. The students got opportunities for higher education and specialization in computer.

CO2. They could show their skills as entrepreneurs, managers, consultants etc.

CO3. The obtained capability and efficiency in web designing, software and hardware development, media engagement etc.

CO4. They could show their skills in various competitive examination for career development.

CO5. The students could display their capability in faster surer and

error free performance in jobs.

PO2. Use of modern technology and tools to write effective reports, documentation and presentation.

PO3. Developed eligibility for career opportunities in many industries.

PO4. They enhanced the aptitude for jobs due to the knowledge of computer application in almost all branches of science.

PO5. Developed qualitative power which made them fit for employment in many innovative projects.

8.

B.Sc. Home Science

PO1. Inculcated the spirit of science and technologies to increase the quality of life.

CO1. The programme helped creating human values and spirit of innovation.

CO2. Developed communication skills, leadership qualities and team work.

CO3. Understood the various aspects and areas of Home Science.

CO4. Produced skilled human resources for food industries, hospitals, textile industries etc.

CO5. Produced entrepreneurs who developed small and medium enterprises able to provide jobs to others.

CO6. They could display their skills as efficient homemaker, social workers, counselors, dietitians, fashion designer etc.

CO7. The students could develop their capability as entrepreneurs and start up business and thereby

enhancing women empowerment.

PO2. Groomed students in professional skills in food and nutrition, textile and clothing, housing and interior decoration, arts and craft, human development, communication technologies.

PO3. The program helped the students to develop competence in solving problems related to life skills.

PO4. Cultivated the ability to understand the role of various branches of science in individual, family and community relationship.

PO5. Acquired professional skills for the economic development of the individual and community at large.

PO6. Adopted the technique of pragmatic expression of scientific innovation for the development of the community.

PO7. Career opportunities are developed in various fields.

9.

M.Sc.

Chemistry

PO1. The students consolidated the fundamental principles of various fields related to chemistry.

CO1. Enhance scientific temper and develop research culture.

PO2. They became deeply aware of their responsibility towards environment and apply the knowledge to mitigate problems related to environmental pollution.

CO2. Develop sensitivity towards environment and the need to protect the purity and inviolability of our surroundings.

PO3. The knowledge of chemistry is helpful to build up small scale industry for developing indigenous products.

PO4. Apply various aspects of chemistry in pharmaceuticals, dyes, textiles, polymers, petroleum products etc.

CO3. Deeper awareness about the need to maintain eco-balance at the local and global level. The shortage of O<sub>2</sub> during the critical time of the pandemic is an indicator of the alarming situation in the future.

PO5. The students inculcate logical thinking to address problems related to environmental pollution and remedies for the same in an effective manner.

PO6. They are eligible for employment in a wide variety of industries like pharmaceutical companies, textiles, petroleum, research institutes etc.

10.

M.Sc. Botany

PO1. The study of Botany at post graduate level increase and consolidate the understanding of microorganisms including fungi, algae etc.

CO1. The students can engage in high level Botanical Research at various branches of Botany.

CO2. They can engage in income generating activities like horticulture, floriculture, sericulture and seedless fruit plants grafting etc.

CO3. Many research avenues are open in agriculture, pharmaceutical industries etc.

CO4. Job opportunities are ample in various fields related to Botany and its branches; directly and through competitive examinations.

PO2. It increase knowledge about the classification, structure, role and infectious cycle of microbes and fungi.

PO3. Students could understand the various plants physiological process in plants, their scientific nomenclature and the medicinal value of plants.

PO4. They are able to understand more elaborately the factors leading to environmental degradation and their impact on environment.

PO5. The study facilitate the understanding of the concept, types and functions of various ecosystems.

**PO6. Students can differentiate plants at the morphological, physiological and biochemical level.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	<b>No File Uploaded</b>

**2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.**

**Attainment of program outcome and course outcomes are evaluated by the institution. Program outcomes of the different faculties are displayed on the website.**

**Our institution is affiliated to Devi Ahilya University, Indore and we follow the syllabi framed by the University. So attainment of course outcomes are evaluated on the basis of university examination results as under.**

- 1. Total Pass parentage in each faculty.**
- 2. Number of students securing below 35%.**
- 3. Number of students securing above 36 to 45%.**
- 4. Number of students securing above 46 to 60%.**
- 5. Number of students securing 61% and above.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="#">NIL</a>

**2.6.3 - Pass percentage of Students during the year**



**2.6.3.1 - Total number of final year students who passed the university examination during the year****116**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<a href="#">NIL</a>

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

[https://www.sgjqcollege.in/\\_files/ugd/45ee36\\_b262eddb9554482d969404efb51e568b.pdf](https://www.sgjqcollege.in/_files/ugd/45ee36_b262eddb9554482d969404efb51e568b.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****200000**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides****1**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Institution has erected an eco-system for innovations and has initiatives for creation and transfer of knowledge.**

**The institution provides a conducive environment for promotion of innovation and incubation. All required facilities are provided and guidance is extended to the students. Interdisciplinary collaborations are made between educational institutions, industries, business organizations for transfer of knowledge.**

**The Texmo pipes and Product Company, Burhanpur provide guidance on project report preparations, and entrepreneurship development. The institute refer the students to Navalsingh**

Sugar factory, Burhanpur for creation and transfer of knowledge.

In addition various innovation works are being conducted by the students on the development of butter fly garden, vermicomposting, medicinal plants developments and its role as the use of medicines and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	<a href="#">NILL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes various extension activities in the neighborhood community as well as in college, campus and nearby

campus for sensitizing students to social issues for their holistic development and impact thereof.

Through the N.S.S. unit the college organizes various extension activities to sensitize the students about community needs. The N.S.S. unit every year organizes residential seven day camp in nearby adopted village gram-Chandni. During this period activities like cleanliness program, tree plantation, social interaction, group discussion, speech by experts, relating to the topics eradication of superstitions, national integration, save girl child. N.S.S. activities in the villages also include health checkup, Blood donation camp, water conservation programmes and so on. So the one weeks programmes proves to be a more fruitful program for sensitizing the students to social issues and creating a feeling of responsibility towards the social issues and community needs and its fulfillment.

In addition the list of extension activities carried out by the students in the college premises and nearby camps are so many. Awareness program on prohibition of child marriage, Mahila-shashktikaran program, personality development program, Biodiversity issue, plantation programs, cleanliness programs, Sadbhavana Divas rally, Celebration of communal harmony campaign week, Health check-up camp, participating in blood donation camp, voter's awareness programmes, Visit to old age homes, anganwadi, orphanages; poster making, debates on various awareness programs and so many.

All the above mentioned activities created a valuable back ground for developing interest in group activities and cultivating enthusiasm in extension activities and sensitizing students in social issues; and there by a holistic development of the students, which is the main MOTTO of the institution.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The institute has a good infrastructure, with a beautiful eco-friendly environment, with evergreen surroundings, historical ambience, beautiful botanical garden spread over a vast area and comprising of more than 267 varieties of plants including medicinal plants. There is sufficient class rooms, well furnished, well ventilated and spacious. All the laboratories are well equipped with modern instruments and ICT facilities as per the subject needs. There is technology enabled smart room, where there is Wi-Fi connectivity and internet facility. The entire college premises is Wi-Fi enabled with internet facilities for students and staff. There is a spacious seminar hall. The hall is constantly used for conducting guest lectures, seminars, exhibition etc. A spacious central hall for conducting extracurricular activities, get to their functions, annual gathering. A very spacious open ground for students activities like Anand Mela; separate sports ground, a central library which is spacious, well ventilated, separate reading facility for teachers and students with ICT facilities. A well-furnished computer lab with sufficient number of computers and internet facility.

A separate common room for girls which is also equipped with furniture, indoor games facilities like chess, carom.

Arrangements for physically challenged, ramps, washroom facilities.

The institution provides a beautiful and adequate infrastructure and physical facilities so as to make the teaching-learning more effective.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

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



The institution has adequate facilities for CULTURAL ACTIVITIES. In addition to the academic activity, the students are given encouragement in participating in extracurricular activities which include literary completions, artistic competitions, songs, music, drama etc. For this purpose there is a big central hall. Open ground is also used for the purpose, if weather is pleasant. College level, district level, state level competitions are arranged in the college under the YUVA MAHOTSAV program for which there is sufficient facility in the college, A cultural committee is also there in the college for organizing the cultural activities in different occasions.

SPORTS AND GAMES programs are organized in the college every year to enhance the physical fitness of the students and develop sportsman spirit. A separate sports teacher is appointed for the training purpose. A sports committee is also there for organizing the games and sports competitions. There is facility for both indoor and outdoor games.

The yoga class is conducted in the central hall. A Yoga teacher is appointed for the Yoga training. Classes are conducted separately both for boys and girls.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****2889354**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Library is partially automated.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources****D. Any 1 of the above**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****Rs 5900/-**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****58**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institutions frequently updates the Wi-Fi facilities by increreasing the speed changing the uploading and downlodaing as per the changes in requirement in campus area.and as per the service provider plan.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>

**4.3.2 - Number of Computers****51**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

2889354

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Physical facilities-** Physical facilities or infrastructural facilities are very important in an academic institution. The college continuously make efforts to main four 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.

Drinking water is very important in a public institution. The college takes it most 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 such facilities include.

#### 1. Class rooms.

The class rooms are well furnished, well ventilated and large enough to accommodate a class easily. An average 10 to 12 Sq. ft. area is made available to each student. The class rooms are maintained, cleaned and dust free and are located in blocks with maximum sound proof. The rooms also have fans and light.

There is also a lecture theatre, large enough to accommodate 100-200 students with out congestion. 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 attendant for maintaining the lab with the help of a lab assistant and lab technician. They also clean and keep in order the equipments of the lab and also maintain the stock register of 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.

There are about 43- 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 take from specialists. The lab assistant look after the day-to-day maintenance work and the protection of the system from extreme heat, dust and moisture.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

708

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**



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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

### 5.3 - Student Participation and Activities

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

31

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

**Students engagement in various administrative, co-curricular and extracurricular activities (student council/students**

representation on various bodies as per established processes and norms as follows :

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 in-house Student's council for their democratic participation.

During the academic year 2018-19 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 and the N.S.S. Student's under the guidance of the Prof. In charge stay for a week in the adopted village and to many activities Such as cleaning the roads and drain's, conducting rallies and awareness programs. The student's also participate in the government sponsored pulse polio program, de-addiction 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 all-round 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

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

31

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered Alumni association but Alumni association is there informly and they contribute significantly to the development of the Institution in the form of support services as under:

1. Participation in plantation activities.
2. As a guest lecture.
3. Healthe checkup programmes and counselling.
4. Students guidance programmes.
5. Participation in Swachhata abbhiyan.
6. Guidance in the development of the college.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Saiffee Golden Jubilee Quaderia College, Burhanpur is managed and administrated by Quaderia Educational and Cultural society Registered under Societies Registration act. It is a pioneering institution in the field of Higher Education affiliated to the prestigious Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh. The college established in 1962 is run under the auspices of ATTALIM. The Education and administration of Dawoodi Bohar community. The motto of the college is the famous Latin maxim 'Per Ardua Ad Astra'- which literally means "THOUGH HARD WORK TOWARDS THE STARS".

The governance of the institution is reflective of and tune with the vision and mission of the institution.

VISION: • To Impart Quality Education to all sections of the society, irrespective of cast, creed and religion along with boosting moral values to enable the students to face the challenges of real life with full confidence.

MISSION: • Develop multiple skills and qualities among the students. • To provide job oriented, career based courses. • Training to meet the unforeseen challenges. • Develop human values - ability, attitude, interest etc. • To prepare the young citizen for national development.

So all the academic and non-academic activities are concentrated towards the achievements of the vision and mission of the college.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

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

The college has an effective leadership which is visible in various institutional practices such as decentralization and participative management.

**Management decentralization :** The management of the college is of course executed through the bye-laws 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 day-to-day 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 day-to-day 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.
- 2.
3. Cultural committee
4. Admission committee
5. Proctorial committee
6. Antiragging committee
7. Grievance redressal cell
8. Feedback committee

The above committees look after the works of their respective areas. For example the N.S.S. committee participates in many activities and awareness programs under the banner of the college. The in charge is authorized to organize various activities as per the direction of the university and higher education department.

The proctorial committee under a senior professor maintains overall discipline of the college and takes decision in case of any disputes or issues among the students. The professor in charge communicates with the principal the decisions and recommendation of the committee. In short the whole college administration is made transparent and democratic through administrative decentralization.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality improvement strategies adopted by the institution are :

**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 overage of 50-students and the teacher student ratio is 27:1 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.

#### 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 non-teaching 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.

**Admission of students :** The Admission process is done as per the norms and guidelines of the higher education department. The college doesn't have autonomous system of admission through entrance test, merit 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.

#### Human Resource Management :

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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

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

The overall planning and development of the institution is done by the managing body. The administrative set up include governing body chairman, secretary, director, principal, HODs and staff. In addition various committees are there like anti-ragging, women's grievance cell, proctorial committee, admission committee, games and sports committee, cultural committee etc. for the smooth democratic administration. The democratic leadership and management, decentralization and distribution of work among the employees enrich the effective and efficient functioning of the institution. The institution follows the policies framed by the higher education department for admission, appointment and follow the service rules and procedures, effective welfare measures for teaching and non-teaching staff, the logic behind this is to make their life better and to create healthy, loyal and satisfied staff to the institute. All these contribute to the effective and efficient functioning of the institution.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Link to Organogram of the institution webpage	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>C. Any 2 of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<b>No File Uploaded</b>
Screen shots of user inter faces	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
<b>6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff</b>	
<p><b>The institution has effective welfare measures:</b></p> <ul style="list-style-type: none"> <li><b>* Employees provident fund.</b></li> <li><b>* Loan facility.</b></li> <li><b>* Fee concession for the children of the staff.</b></li> <li><b>* Salary timely credited to the bank account of the employee.</b></li> <li><b>* ESIC facility.</b></li> <li><b>* Life Insurance scheme.</b></li> </ul>	
File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	<b>No File Uploaded</b>
<b>6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year</b>	
<b>6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the</b>	

<b>year</b>	
<b>0</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<b>No File Uploaded</b>
<b>6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</b>	
<b>6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year</b>	
<b>0</b>	
<b>File Description</b>	<b>Documents</b>
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<b>No File Uploaded</b>
Reports of Academic Staff College or similar centers	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<b>No File Uploaded</b>
<b>6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</b>	
<b>6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</b>	
<b>1</b>	

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Performance appraisal system is the way to ensure the performance-oriented work environment in the institution. It helps employees to achieve the set objects and act as a reward for their contribution in the progress of the institution. This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies.

The Institution's performance appraisal system for teaching and non-teaching staff are as under :

#### For Teaching staff

1. Student feedback format is used to collect the opinion of the students regarding teacher's teaching ability, teaching style, communication ability, knowledge etc.
2. Observation by authorities.
3. The result outcomes of each teacher subject wise is studied.
4. Self appraisal mechanism by the faculty.

#### For Non-Teaching staff

The works of the Non teaching staff are assessed periodically through a structured mechanism:

1. Work efficiency and commitment.
2. Initiative towards learning newer trends in their respective areas.
3. Team work.
4. Discipline and regularity
5. The non-teaching staff are periodically encouraged to pursue their higher studies.

Conduct of language and soft skill programme for non-teaching and administrative staff.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

Audit Note 1: Advance amount given to various employees of Rs.48714/-

Setting audit objections : Account payee crossed cheque instead of cash.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Institutional strategies for mobilization of funds and the optimal utilization of resources Response:-** Sources of funds are as follows:

**1.Fees:** Fees charged as per the university and government norms from students of various granted and self financed courses.

**2.Salary Grant:** The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

**3. UGC Grants:** Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Sowe receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research



(including grants for Minor and Major Research Projects).

4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

5. We received funds from the special annual membership of Library. Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan.

2. The UGC Committee & purchase committee takes and the IQAC committee, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

3. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.

4. The time-table committee looks after the proper utilization of classrooms and laboratories.

5. The Library Advisory Committee takes care that the resources in library are utilized optimally.

6. Our Botanical garden is maintained by department of Botany.

7. Campus cleanness and its utilization is monitored by the managing committee.

8. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC is an effective and internal co-ordination and monitoring mechanism for institutionalizing the quality assurance strategies and processes. For maintaining and enhancing the quality of the institution IQAC follows the under mentioned measures.

IQAC meets in every 3 or 4 months to plan and implement programs for development.

The points of discussion include.

- \*Innovative practices followed.

- \*Remedial classes conducted.

- \*Mentoring system followed and its execution.

- \*Discussion about various programs to be organized.

- \*Pros and cons of online classes which is in progress due to the Covid-19 pandemic.

- \*Faculty development programs.

- \*Academic results.

- \*Guidance and preparation for practical and theory examinations.

- \*Arrangement of guest lectures for student's enrichment.

II. Monitoring and mentoring of academic and administrative activities. Academic inspections are carried out periodically to access the quality of academics. The inspection include

- \*Review of library facilities.

- \*Review of laboratory facilities.

- \*Review of teaching and learning facilities.

- \*The steps taken by the faculty members for their own development.

So the IQAC cell plays a major role in maintaining and

enhancing the quality of education.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes step to improve the quality of the teaching learning process.

Academic calendar is prepared in advance according to the university calendar and circulated and displayed.

Admission to the different programs, different college activities, events, quarterly, half yearly exams, proposed dates for practical and theory examinations are stated in the calendar.

The IQAC conducts meeting of the staff regularly to monitor the developments in teaching and learning process and render suggestions for performance and improvements.

Student's feedback forms are provided to the students to take remarks from the students regarding teaching and learning process. The format is analyzed and action is taken accordingly.

The major initiative taken by the IQAC as a part of quality development are.

\* Conducting lectures by guest.

\*To implement and enhance the use of ICT tools to strengthen the teaching learning process.

\* Conducting remedial classes depart wise for slow learners.

\* Mentoring system started previous years and is in implementation effectively.

- \* Submit the AQAR annually to the NAAC.
- \* Efforts to maintain discipline in the campus.
- \* Soft skill development programs to enhance personality and employability.
- \* Formation of different committees as a sensitization of responsibility.
- \* Awareness programs on women empowerment, prohibition of child marriage, self-defense program, program on gender equaty, posters on save girl chield and so on.

File Description	Documents
Paste link for additional information	<a href="#">NILL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sgjqcollege.in/_files/ugd/45ee36_44bdb1be80194851a43bd7201fca4ef3.pdf">https://www.sgjqcollege.in/_files/ugd/45ee36_44bdb1be80194851a43bd7201fca4ef3.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Gender equality is not only a fundamental human right but also a necessary foundation for a peaceful prosperous and sustainable world.

The institution adopts various measures for the promotion of gender equity every year. Some of the measures taken by the institution during the year.

\*Arranged lectures on child marriage and its bad consequences and prevention.

\*Awareness program on prohibition of child marriage.

\*Lecture arranged on gender equality and legal laws and rights of women.

\*Self-defense program- training given to girl students.

\*Mahila Sashaktikaran program arranged, explained the legal rights of women and the ways to make themselves self-dependent.

\*Rally organized on feticide, save girl child.

In addition informal attempts are made by the staff to impart knowledge to the younger generation / students for the promotion of gender equality by giving them measures to follow in their life. Measures like sharing household work, help women gain power, avoid domestic violence, equality in class room, encourage the girls to go to school, encourage the parents to educate their girl children etc.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

### **1. Solid Waste Management in Campus**

The solid waste generated in the college are mostly rough papers, waste from garden, weed, leaves, branches etc.

All the waste is collected in compost pits for converting it in compost. Vermicompost plant is also running in the college for the preparation of organic manure for plants.

Used waste is transferred to gardens for watering plants.

Rainwater is harvested to the well of the college for collection of water.

Solid waste from laboratories is collected and given to the government approved vendors.

In college we are reusing the used one sided printed papers again for printing, to reduce the use of paper.

### **1. Water Management.**

- Water quality of the college is analysed by Ground Water and Water Audit Department. Water samples were collected from the well and bore well in the college campus and the water quality is found to be good and all the parameters are in line with the permissible limits of drinking water standards.

- One bore well exists within the premises of the College. The existing well is functioning, which fulfills the 15000 liters water requirement in a month.
- In order to promote artificial groundwater recharge through rain water harvesting structures from roof top areas with recharge pits provided in the premises. As per the prevailing norms of runoff coefficients for different land categories, rain water could be harvested over and across the study area from the reported roof top, ground and green areas available in the premises.
- A recharge pit allows the rainwater to replenish groundwater by recharging the underground aquifers. It was built to recharge the bore well or just to help the water infiltration in an area.
- The college has 1 rain harvesting pit in the college campus.

The institution has conducted various innovative programmes (guest lectures) and competitions on water conservation and its management involving students of the college and also conducted programmes in adopted villages.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of bicycles/ Battery-powered vehicles</b> <b>3.Pedestrian-friendly pathways</b> <b>4.Ban on use of plastic</b> <b>5.Landscaping</b>	<b>A. Any 4 or All of the above</b>										
<table> <tr> <th data-bbox="92 566 531 633">File Description</th><th data-bbox="531 566 1396 633">Documents</th></tr> <tr> <td data-bbox="92 633 531 734">Geo tagged photos / videos of the facilities</td><td data-bbox="531 633 1396 734">No File Uploaded</td></tr> <tr> <td data-bbox="92 734 531 880">Various policy documents / decisions circulated for implementation</td><td data-bbox="531 734 1396 880">No File Uploaded</td></tr> <tr> <td data-bbox="92 880 531 947">Any other relevant documents</td><td data-bbox="531 880 1396 947">No File Uploaded</td></tr> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	No File Uploaded	Various policy documents / decisions circulated for implementation	No File Uploaded	Any other relevant documents	No File Uploaded			
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Geo tagged photos / videos of the facilities	No File Uploaded										
Various policy documents / decisions circulated for implementation	No File Uploaded										
Any other relevant documents	No File Uploaded										
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>											
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>										
<table> <tr> <th data-bbox="92 1395 531 1462">File Description</th><th data-bbox="531 1395 1396 1462">Documents</th></tr> <tr> <td data-bbox="92 1462 531 1608">Reports on environment and energy audits submitted by the auditing agency</td><td data-bbox="531 1462 1396 1608">No File Uploaded</td></tr> <tr> <td data-bbox="92 1608 531 1709">Certification by the auditing agency</td><td data-bbox="531 1608 1396 1709">No File Uploaded</td></tr> <tr> <td data-bbox="92 1709 531 1809">Certificates of the awards received</td><td data-bbox="531 1709 1396 1809">No File Uploaded</td></tr> <tr> <td data-bbox="92 1809 531 1877">Any other relevant information</td><td data-bbox="531 1809 1396 1877">No File Uploaded</td></tr> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly</b>	<b>C. Any 2 of the above</b>										



washrooms Signage including tactile path, lights, display boards and signposts  
Assistive technology and facilities for persons with disabilities (Divyangjan)  
accessible website, screen-reading software, mechanized equipment  
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Institution provides an inclusive environment for every one with tolerance and harmony.....

Different sports and cultural activities organized inside the college to promote harmony towards cultural, regional, linguistic, communal, socio economic and other diversities.

Commemorative days like women's days, Yoga day, Dr. Ambedkar Jayanti, Teacher's days, AIDS day, Gurunanak Jayanti, Valmiki Jayanti, Gandhi Jayanti, are organized in the institution.

Regional festivals like Dussehra, Eid, Diwali, Christmas is celebrated in the institution. This promotes and establish positive interaction among people of different racial and cultural background.

There are grievance redressal cell, anti-ragging committee, women's redressal cells which deals with grievances without considering any racial, cultural, socioeconomic background.

Institute has a prescribed code of conduct for teachers, students administrators and other institutional staff which has to be followed by everyone without any difference to cast, creed, race, regional, linguistic, communal, socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Apart from preparing a sound academic foundation of the students community the college provide a conducive environment for building the qualities essential for developing them as a constructive citizen of the country. For this various extracurricular activities are conducted every year to sensitize the students and employees of the institution to the constitutional obligations. Such activities initiate the students to understand the importance of communal harmony, feeling of oneness, unity in diversity, and the respect for motherland, protect the mother land from violence. By celebrating national festivals message is conveyed to the student community about the freedom movements, sacrifices of the great leaders for the country, rights and duties of the Indian citizens & responsibilities.

Awareness programs like voter's awareness programs, Human rights, women's empowerment programs, gender equity programme etc. Cultivate positive qualities among the students community.

Organizing Youth festivals, complete programs, social gatherings, sports and games activities, artistic, literacy, cultural programs, poster making etc. proved to be a valuable means for developing the feelings of equality, co-operation, adjustment, forgiveness, importance of group life.

Academic programs like seminars/workshop, guest lecture, project work enrich the awareness about values, rights, duties and responsibilities of citizens.

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

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

**4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<b>No File Uploaded</b>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

**The institution celebrates/organizes National and International commemorative days, events and festivals every year. Our institution celebrates national festivals to create patriotic feelings among the students, and to pay tribute to our National leaders.**

**Re-public day is celebrated on 26th January every year to commemorate the adoption of Indian constitution and its**

importance. The principal, staff and students gather and the celebration starts with unfurling the flag, followed by patriotic songs and speech by students and patriotic songs and speech by students and speech by principal and a senior members from the staff.

Independence Day is celebrated on 15th August and there is flag hoisting and tribute to the National leaders. Students are reminded of the freedom movement and sacrifice of the personalities involved.

Diwali, X-mas and Eid day is also celebrated the aim of which is to create a feeling of communal harmony and the feeling of one ness. Cultural functions are also organized on that days.

Gandhi Jayanti is celebrated every year on 2nd October to spread the ideology of the father of our nation. Pledge is taken by the students and staff.

Sadbhavana Divas is celebrated on 20th August every year to commemorate the birth anniversary of Sardar Vallabh Bhai Patel.

Inter National Yoga days is celebrated on 20th June. The aim is to create awareness among the students about the health benefits of yoga.

Teacher's day is celebrated on 5th September to honour the birth anniversary Dr. Sarvapalli Radhakrishnan the first vice president and second president of India.

In addition we also celebrate Guru Nanak Jayanti, world Aids day, World Diabetic day, Human rights day to translate positive messages.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I

#### BEST PRACTICE 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 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 II 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.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sgjqcollege.in/_files/ugd/45e36_ealed54af5b5432d94d13b0f7fd2a54a.pdf">https://www.sgjqcollege.in/_files/ugd/45e36_ealed54af5b5432d94d13b0f7fd2a54a.pdf</a>
Any other relevant information	<u>NILL</u>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Institutional distinctiveness:**

Saiffee 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 270 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% of the total land area of the college is totally under the green umbrella and the remaining 40% 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 non-degradable 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' : vermin-compost 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 dumped 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 natural 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 ft 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."

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year

1. Expansion of ICT facilities.
2. Full automation of the library.
3. Feedback system is to be strengthened.
4. Apply for DAVV, Indore examination center.
5. Zoological museum is be progressed.
6. Games & sports facilities to be improved.
7. Indoor & outdoor games facilities is to increased.
8. Modernization of auditorium.
9. MOU with nearby industries and educational institutions, agricultural departments etc.
10. Release of the Newsletter and Manuscript magazine.