The Annual Quality Assurance Report (AQAR) of the IQAC
(For Autonomous Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : **Govt. Autonomous Girls P.G. College of Excellence, Sagar (M.P.)**

- Name of the Head of the institution : **Dr. Archana Verma**

- Designation : **Principal (In-charge)**

- Does the institution function from own campus : **Yes**

- Phone no./Alternate phone no. : **07582-404480**

- Mobile no. : **9425451873**

- Registered Email   **: heggpgcsag@mp.gov.in**

- Alternate Email   **: naveengideon@gmail.com**

- Address   : **Near Bus Stand Krishnaganj Ward, Sagar (M.P.)**

- City/Town   : **Sagar**

- State/UT   : **Madhya Pradesh**

- Pin Code   : **470002**

2. Institutional status :
- Autonomous Status *(provide the date of Conformant of Autonomous Status) :* **01.03.2002**
- Type of Institution: Co-education/Men/Women : **Women**
- Location : Rural/Semi-urban/Urban : **Urban**

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : **State Funded**

- Name of the IQAC Co-ordinator/Director : **Dr. Alok Sahai**

- Phone no. /Alternate phone no. : **07582-404480**

- Mobile : **9425170600**

- IQAC e-mail address : **heggpgcsag@mp.gov.in**

- Alternate Email address : **neeralok84@gmail.com**

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year? **No**

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

Weblink:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**B**	**2.86**	**2009**	from: **16.09.2008** to: **15.09.2013**
2nd	**A**	**3.02**	**2014**	from: **05.05.2014** to: **04.05.2019**
3rd	-	-	-	from:- to: -
4th	-	-	-	from:- to: -
5th	-	-	-	from:- to: -

6. Date of Establishment of IQAC: DD/MM/YYYY: **01.09.2010**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC	Date	Duration in day	Number of participants/beneficiaries
National Seminar Political Science	**17.10.2014 18.10.2014**	**02**	**300**
National Seminar Commerce	**07.11.2014 08.11.2014**	**02**	**250**

8. Provide the list of Special Status conferred by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award	Duration in day	Amount
Govt. Auto. Girls P.G. College of Excellence, Sagar (M.P.)	**Autonomous**	**UGC**	**2002**	**1825**	**750000**

9. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

   *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year : **02**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
No
   (Please upload, minutes of meetings and action taken report)

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

         If yes, mention the amount: Year:

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

   * **National Seminars.**

   * **Proceedings Publication.**

   * **Part time Sweeper, Electrician and Gardner.**

   * **Purchase of Dustbins.**

   * **Construction of ladies toilet.**

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

Plan of Action	Achievements/Outcomes
Yoga Training	**Implemented**
Purchase of Amplified	**Implemented**
Purchase of Furniture	**Implemented**

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

Name of the Statutory body :   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No   Date:

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

Year: Date of Submission:

17. Does the Institution have Management Information System? Yes/No : **No**

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

Part-B

CRITERION I – CURRICULAR ASPECTS			
1.1 Curriculum Design and Development			
1.1.1 Programmes for which syllabus revision was carried out during the Academic year			
Name of programme	Programme Code	Programme Specialization	Dates of revision
BA	BA	ARTS	01/07/2014
BCom	BCOM	COMMERCE	01/07/2014
BSc	BSC	SCIENCE	01/07/2014
BBA	BBA	MANAGEMENT	01/07/2014
BCA	BCA	COMPUTER APPLICATION	01/07/2014
MA	MA	ARTS	01/07/2014
MCom	MCOM	COMMERCE	01/07/2014
MSc	MSC	SCIENCE	01/07/2014

1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year			
Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme/Course	Date of introduction
Nil	Nil

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented
at the College level during the Academic year.

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
Already adopted (mention the year)					
Nil				Nil	Nil

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Nil	Nil	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/ Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ARTS	410
BCOM	COMMERCE	416
BSC	SCIENCE	540
BBA	MANAGEMENT	28
BCA	COMPUTER APPLICATION	30

MA	ARTS	251
MCOM	COMMERCE	58
MSC	SCIENCE	195

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

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

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

<div align="center">Nil</div>

CRITERION II -TEACHING -LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of applications received	Students Enrolled
BA	ARTS	560	700	560
BCOM	COMMERCE	454	454	454
BSC	SCIENCE	937	1100	937
BBA	MANAGEMENT	40	50	40
BCA	COMPUTER APPLICATION	12	40	12
MA	ARTS	294	350	294
MCOM	COMMERCE	265	265	265
MSC	SCIENCE	200	290	200

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014-15	5496	1487	4	85	85

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
85	Nil	Nil	0	1	0

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

The Government Autonomous Girls' P.G. College of Excellence, Sagar was established in 1964 and was taken over by the Government of Madhya Pradesh in 1978 for teaching UG and PG level in four streams – Arts, Science, Commerce and Home Science. Presently, this institution offers BBA, BCA, B.Lib.Sc and M.Lib.Sc courses also. The college has students from all over the State - irrespective of caste, religion and financial background. Many of our students from rural areas lack proper academic background and financial back-up. Owing to these factors, it is our policy to entertain the hopes and aspirations of these students to fulfil the underlying principle of the institution of imparting quality education to one and all.

Thus, mentoring of students is an essential feature to render equitable service to all our students having varied background. Student-mentorship has the following aims:
1. To enhance teacher-student contact hours
2. To enhance the academic performance and attendance of the students
3. To minimise student drop-out rates
4. To identify and understand the status of slow learners and encourage advanced   learners
5. To render equitable service to students

The college has followed the suggestion made by IQAC and the Department of Higher Education, Govt. of Madhya Pradesh to introduce the mentoring system. The importance of integrating the system for enhancing students' performance is a common resolution adopted by a committee of the teaching faculty. The system was promptly and effectively put into practice after it was first resolved in 1996.

With a wide variation in the student population in regard to educational and economic background, the system promises to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method or weapon for mitigating cases of those students who are vulnerable to drop-out from studies.

Design Implementation

The IQAC had taken the initiative of implementing the mentoring of students. Students are categorised based on the streams of studies and also according to their core subjects. They are divided into groups of 100 to 150 depending on the number of students. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with guidelines is prepared by the IQAC to ensure uniformity.
1. Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students such as internal assessment, scholarship and specific problems, etc.
2. After collecting all necessary information, Mentors are expected to offer guidance and counselling as and when required.
3. It is the practice of Mentors to meet students individually or in groups.
4. In isolated cases, parents are called for counselling in special meetings with the Principal at the suggestion of the Mentor.
5. If a student is identified as being weak in a particular subject, it is the duty of the Mentor to apprise the concerned subject teacher.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
6348	89	71.32

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
83	83	0	0	59

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Year	26/05/2015	12/06/2015
BCOM	BCOM	Year	26/05/2015	01/07/2015
BSC	BSC	Year	23/05/2015	01/08/2015
BBA	BBA	Year	20/05/2015	06/07/2015
BCA	BCA	Semester	23/05/2015	30/07/2015
MA	MA	Semester	26/05/2015	01/07/2015
MCOM	MCOM	Semester	20/05/2015	29/06/2015
MSC	MSC	Semester	23/05/2015	30/06/2015

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Do not include re-evaluation/ re-totalling

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	6348	Nil

2.6 Student Performance and Learning Outcomes

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

http://www.heggpgcsag.com

2.6.2 Pass percentage of students					
Program me Code	Program me name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
BA	BA	ARTS	410	365	89.02
BCOM	BCOM	COMMERCE	416	410	98.56
BSC	BSC	SCIENCE	540	456	84.44
BBA	BBA	MANAGEMENT	30	30	100.00
BCA	BCA	COMPUTER APPLICATION	28	26	92.86
MA	MA	ARTS	251	230	91.63
MCOM	MCOM	COMMERCE	58	56	96.55
MSC	MSC	SCIENCE	195	135	69.23

2.7 Student Satisfaction Survey

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

<div align="center">Nil</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research,

Yes.......... **No** if yes give details

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant
Nil	Nil	Nil	Nil

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	Nil	Nil	Nil	Nil
International	Nil	Nil	Nil	Nil

3.2 Resource Mobilization for Research				
3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil

Students Research Projects *(other than compulsory by the College)*	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

Nil

3.3 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded
Nil	Nil

3.4.2 Research Publications in the Journals notified on UGC website during the year

Type	Department	No. of Publication	Average Impact Factor, if any
National	Sociology	6	
National	Political Science	8	
National	Hindi	4	
National	Psychology	2	
National	Economics	10	
National	Home Science	4	
National	Zoology	2	
National	Chemistry	2	
National	Commerce	2	
National	Sports	1	

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

Department	No. of publication
Chemistry	3
Economics	4
Home Science	2
Hindi	2
Political Science	2

3.4.4 Patents published/awarded during the year

Patent Details	Patent status **Published/ Filed**	Patent Number	Date of Award
Nil	Nil	Nil	Nil

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	20	2	3
Presented papers	1	18	1	0
Resource Persons	0	10	0	3

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Nil	Nil	Nil	Nil

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
Nil	Nil	Nil	Nil	Nil

3.6 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
Pulse Polio	Medical College	4	80
Women Health Checkup Camp	District Hospital	4	100
Heart Checkup	Dr. Rajendra Choudhari	4	50
Health Checkup	Rotary Club	4	50
Animal Health Checkup Camp	Vetenary Department	8	54

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
NSS	NSS	Blood Donation	15	20
NSS	NSS	Nutrition Lecture	12	133
NSS	NSS	Aids Awareness Programme	2	100

3.7 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Nil	Nil	Nil	Nil	Nil

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of **students/teachers participated under MoUs**	
Nil	Nil	Nil	Nil	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70,00,000	68,28,750

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Class rooms	Existing	Newly added

4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2014

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4472	1151218	-	-	4472	1151218
Reference Books	244	-	-	-	244	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.2.3 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	Nil	Nil	Nil

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	70	2	1	0	0	6	14	2	0
Added	5	0	0	0	0	0	0	0	0
Total	75	2	1	0	0	6	14	2	0

4.3.2 B*andwidth available of internet connection in the Institution (Leased line)*

15 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
40,00,000	36,10,521	70,00,000	68,28,150

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

The college takes adequate measures for the correct and optimum utilization of the physical, academic and support facilities along with their timely maintenance. Regular inspection and upgradation of the furniture, electrical fittings, electronic gadgets, equipments in the labs, books and periodicals in the library and the college building is done. Cleanliness of the whole campus is a daily routine. The whole building, lawn, garden, classrooms, staff rooms, office, toilets, labs, library, etc are cleaned and kept free of dust and cobwebs. The students and staff are also encouraged to follow healthy and hygienic habits to promote cleanliness in the campus. This includes restricted use of polythene inside the college campus. The water coolers are also cleaned regularly. Dustbins are provided in various places for disposal of garbage. These bins are cleared daily. Effective waste management methods are followed by separating the waste matter into wet waste and dry waste. The toilets are provided with wash basins, running water in the taps, hand wash bottles, dustbins and hand towels. The hand wash bottles are refilled from time to time and hand towels are changed regularly. The toilets are cleaned regularly and disinfected with phenyl and other disinfectants. Care is taken to ensure that taps are not left open after use and water is not wasted. The college building is whitewashed every year and the necessary repairs, wherever needed, are done. Pest control treatment of the whole building is done annually. Cleaning of the water drains is done on a regular basis. The furniture of each classroom is taken care of by painting and repairing them annually. Damaged furniture is removed and replaced by new furniture. Electrical fittings are checked for any damage or danger and necessary changes are made wherever needed.

Wiring is also checked. The teaching aids like black boards, chalks, dusters, smart boards, etc are also checked. Care is taken to ensure that the black boards are fit enough to write upon and chalk and dusters of good quality are available in abundance. Worn out maps are withdrawn and replaced by new maps. The lab equipments and tools are checked during the annual stock taking apart from any day to day damage or wear and tear. Redundant material is removed and replaced by items of utility. A study of the damaged equipments, material out of stock and new equipments and material needed for the experiments to be conducted in the labs is maintained. The annual report is submitted by the HOD to the Principal. The labs have their individual first aid kit.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	Postmatric SC Scholarship	888	5859055
	Postmatric ST Scholarship	67	448714
	Postmatric OBC Scholarship	2395	7475177
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Placement Training	11/08/2014	40	Private
Personality Development	01/09/2014	60	Private
Handy Craft Training	01/09/2014	100	Private
Cooking	10/09/2014	60	Private
Yoga Camp	19/02/2015	150	Private
Karate Camp	19/02/2015	80	Private

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-	Nil	Nil	Nil	Nil	Nil

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

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

Activity	Level	Participants
All Sports (14 activity)	College	100
Badminton (M/W)	District	18
Yuva Utstav (22 activities)	College	300
Yuva Utstav	District	150

(11 activities)					

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2014	Gold	National	2	-	-	Ku. Ragini Singh
						Ku. Shivani Yadav

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

In order to nurture potential leadership skills and to protect the genuine interest and welfare of the students, we have a well structured student union body.

The Principal is the chairman of the students union. A constituted group of faculty members are the professor incharge who has the responsibility to conduct all its related activities. Students of our college are the active members of this student union. The student office bearers are president, vice president, secretary and joint secretary all these office bearers are duly elected by the students of our college through a proper well orgranised electoral procedures with transparency at each level about its rulers and regulations. All the departments of the college have their proper representation in this student body they provide our interactive platform for voice of the students. They help to share ideas, concerns, interests and issues with our administrative bodies. This student council work with in the framework of well formed constitution and by laws.

Our student union plays a significant role in imparting cultural values among the students. They are activity involved the organising cultural programme, teachers day celebrations, cultural extra vaganza or international womens day. Youth festival commemoration of great poets, scholar and national leaders are regular yearly events. These platform help students to identifies and acknowledge the different dimensions of their persona their by providing viable means for students self expression and our increasing amount of self direction. Through its wide range of activities, it helps to develop students potential and encourage them make well informed, honest, interested and active citizenship.

Our student union provide active volunteers in all college programmes organised by different departments. They help to bridge the gap between the students and the different administrative bodies. They provide a helping hand in managing all the inter college academic, sports and cultural activities in the beginning of our academic session. Our orientation programme is conducted, which explains the various rules, regulations, policy matters, government schemes and the amenities available in the college professors engaged in different schemes and scholarship are introduced to students so that they can easily contact. Due to these initiatives, a healthy bond develops.

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? **Yes**/No, if yes give details (maximum 500 words):

Creating our engaged, supportive alumni network is council to our institution success. Once students leave due institution their relation with institution no longer survives. It is important to be associated with ex-students of college. We should realise that their interest and concern required for the progress of the college.

Good Healthy relationship with alumni our bring many benefits to both, the institution and alumni as well. They are the most loyal and best supporters. effacing invaluable marketing and promotion backup source of our alumnai have great experience and expertise of skills to share with current students which provides guiding force for their future building.

Our alumni donate their valuable time to offer career support and financial support. Financial donations enable us to provide students with facilities. We also use social media, extensive to engage with our alumni celebrate the successes of our alumni, using technology to increase connectivity between current students and alumni. We also take their help to manage our library, and conduct practical post of the course. We also call them when we organise some event like seminars, competitions annual function etc. Some of our alumni have contributed books, coolers, fans and other amenities to institution to institution. Some of them are engaged with social services extended by college for unprivileged families which their by provide a social platform to raise the profile of our college.

Alumni are taken the messengers of our college. They pass on a positive feedback to the society and the benefit of students. It helps us to raise and maintain high standards of education by interaction and commerce.

5.4.2 No. of registered Alumni:

2762

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

276200

5.4.4 Meetings/activities organized by Alumni Association **:**
2 Meetings organized by Alumni Association.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Our college practices participative management and decentralization of power and central following collective leadership and democratic traditions. Our organizational structure provide extensive delegation of authority to the heads of different departments in the college. The managerial responsibilities of departmental heads are as follows -
• Overseeing the teaching plan of the department academic members.
• They are empowered to make adjustments in routine and to allot teaching, evaluation and examination duties.
• Authorized for conducting departmental meetings in order to discuss the issues and execution plans of the different programmes for the entire team.
• They are the lead planner for seminar, workshop, carrier counseling sessions, remedial classes, inter-departmental and other college academic exercises, departmental excursions and study tours.
• They departments has library to introduce creative and innovative measures for the benefit of students. Social Science department along with the staff of the college and in collaboration with RTO, aware students about the traffic rules and help them get their driving license in mass. Computer science department and BBA, organizes weekly presentations by the students in order to develop their speaking and preventative skills.
• They conduct parent-teaching meetings in which the academic progress of the students is communicated to their guardians.
• The head of the department oversee the paper setting, moderation, evaluation and mark submission of all external examinations of the department.
For other administrative and examination related activities, we have different committees.
There is an autonomous cells headed by controller examination and 6 assistant controller, who overseen at the examination related activities, the evaluation process and declaration of result.
There in a post of Administrative Officer who communication with high authorities and maintains all official records and correspondences of the institution.
There is a Janbhagidari Sameeti responsible for taking decisions regarding different financial issues and disbursement and control of Janbhagidari fund.
The specific features ensures participative management in true with our organizational structure, norms and ethics.

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

Yes/No/Partial: **Partial**

6.2 Strategy Development and Deployment

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

❖ Curriculum Development	Curriculum development is a process of improving the curriculum. Our college has a committee called the Board of Studies (BOS) which uses various approaches in developing the curricula. Its meeting takes place twice in a year to discuss the following points. 1. Analysis (need analysis, task analysis) 2. Design (objective design) 3. Selecting (choosing appropriate learning topics/teaching methods and appropriate assessment methods) 4. Implementation 5. Review 6. Introducing new subjects in the curriculum
❖ Teaching and Learning	Teaching Methods : The main teaching and learning methods adopted by

	the college are:
	• Lectures. It is the most commonly used and accepted method of imparting education. Especially at undergraduate level, the students are more likely to attend regular classes than study on their own. • Seminars and tutorials. • Independent study. • Laboratory and practical learning. • Field trips. • Problem-based/enquiry-based learning. • Projects. • E-learning.
❖ Examination and Evaluation	The college conducts examinations for the Undergraduate and Post graduate courses regularly. For the Undergraduate programs, quarterly and six monthly exams are held as a part of internal assessment and then the annual exams are conducted at the university level. The science students appear for their final practical examinations along with the theory paper. In the Third year, the students have to prepare a project which is assessed and marks are added to the final result. Along with this, the students are assessed on the basis of their performance in field trips, field survey, educational tour, etc. The Post Graduate program is of two years. It is divided into four semesters. For these courses also, internal assessment is done and annual exams are conducted in the second and fourth semester. In the fourth semester, the students prepare a project which is assessed and marks are added to the final result. Every semester has the CCE system. (Continuous Comprehensive Evaluation system). Some students prepare a dissertation also. During the final examinations for both the programs, 50 of the evaluators come from jurisdiction of the university and 50 from Sagar. (The college is affiliated to Maharaja Chhatrasal Bundelkhand University, Chhatarpur which has six districts under its jurisdiction.)
❖ Research and Development	The college is a registered Research Centre of the university for eight (08) subjects. About 75 of the professors of the college are registered guides for research. The college had well equipped state-of-the-art laboratories and an advanced computer department. The library (including e-library) is well equipped with books, reference material like encyclopedia, dictionaries, foreign publications, magazines, research journals, and internet to assist the students in searching for relevant material. The library is associated to INFLIBNET which is the centre for all research material all over India. Our experienced and competent faculty further assists and guides the students to pursue their research work.

	Knowledge is dynamic and every day, new fields of study are being invented and discovered to bring about specialization in the subjects. Our college conducts discussions and seminars for the students on current topics of study and current findings to ensure that the students are aware of the latest in their filed. Also any new development in the professional field is considered for vocational training in the college. The college publishes its own Research Journal called Research Times to give a platform to the teachers and students to publish their research papers and dissertations.
❖ Library, ICT and Physical Infrastructure / Instrumentation	The college has a huge air conditioned library with a proud collection of books, magazines, journals, newspapers and reference material along with internet facility, printer and photocopier. The e-library has a vast collection of fiction, online magazines and journals, online encyclopaedia and dictionaries and much more to provide all the information needed by the staff and students to carry on their academic activities. The ICT Department has 100 computers with Windows 10, internet facility, printer and photocopier. All the computers have been installed with antivirus software. The students are trained in all the latest developments in the field of information technology. The infrastructure of the college comprises of a huge double storied building with 32 classrooms, a few extra rooms, departmental staff rooms, office, Principal's chamber, reception, toilets, laboratories, canteen, hostel, garden and other facilities needed to run the institution efficiently. The maintenance of the infrastructure is done regularly.
❖ Human Resource Management	The college provides adequate facilities to the employees to keep them comfortable and happy and to give them a conducive working atmosphere. The departmental staff rooms are equipped with good furniture, electrical fittings, computers, coolers, water coolers and good toilet facilities for the staff. The staff members get a tea break and lunch break during working hours. Various welfare measures are adopted to support them like GIS, EPF and pension. They get their medical expenses reimbursed on producing authentic bills of treatment from any government hospital and Government Medical Colleges and some selected private hospitals and medical colleges. The female staff members get three months maternity leave and child care leave. All the staff members are entitled for three months advance salary in case of emergency. The college has a sick room with basis medical kit and two doctors are available on call.
❖ Industry Interaction / Collaboration	The college takes its students to various factories and industries to give them a direct experience of

	the procedures involved in the industries. They tour the various divisions of the factory or industry and prepare notes. At the end of each year, the college is visited by many companies to select the students for placement. Experienced senior professionals from various organizations are invited to give lectures and answer to the queries of the students as a part of knowledge sharing process.
❖ Admission of Students	The admission of the students is done at the government level on the epravesh portal. The process of admission begins soon after the results of the 12th standard are declared at the state and central level. The total student strength of the college is 12, 000 students approximately. Every year, about 5, 000 students take admission in the UG and PG programs in the college. The college has reservation quota for SC (16), ST (20), OBC (14), EWS (12), Sports quota, children of freedom fighters and children of employees of Higher Education (2 each).
6.2.2 : Implementation of e-governance in areas of operations:	
❖ Planning and Development	Planning to give office staff to use the e-governance tools in handling of files and dissemination of data.
❖ Administration	The college administration is governed by the government rules. The Budget, Cashbook, Service Books, PF, Pension Schemes, etc. are done online on e-budget, e-cashbook, e-service book, etc. of the government portal. All correspondence is done through email. In case the college needs to purchase any item, the portal GeM (Government e Marketing is opened where the needed item is searched and a request for requirement is place. The dealers concerned with those items send their quotations and the lowest quotation is then selected and the order is placed. The payment is done online. The larger purchases or developments are done through e-tendering. The procedure of admission is also done online. no transaction is done across the table.
❖ Finance and Accounts	Most of the financial transaction including fee payment by the students is done online. The bills are scanned and sent to the Government Treasury and the payment is made by the Government Treasury through server. All the government money is kept in the server. Only the amount allotted to the local committee is kept in the bank. All accounts are maintained in the form of hard copy as well as soft copy. The soft copy is maintained on Tally. Audit is conducted at various levels by the Local Committee, Treasury Committee, Departmental Audit is conducted by the committee from Bhopal, audit by the Chartered Accountant and above all, these audits are counter checked by the Auditor

	General of Madhya Pradesh, Gwalior. Since all the data of the Cash Book is on Tally, the audit is also done on Tally.
❖ Student Admission and Support	All the admission process is done on the government portal called e-pravesh. Soon after the results of the 12th class are declared, the portal is opened and the students can download the admission form. They fill up the form with the relevant details of choice of subject and the necessary credentials. The form is submitted online. The verification of these documents is done at various levels and finally the merit list of the deserving candidates is prepared along with the college allotted. This list is also uploaded online. The list of the selected students is released in three turns as 1st list, 2nd list and 3rd list. The students then approach the college allotted to them for the final formalities of admission. All payments of admission and the fee are paid online. The payment of scholarships to the students under various schemes is also done online. All the details pertaining to the admission are given on the e-pravesh portal. The students can access the portal and submit their application from anywhere.
❖ Examination	All the examinations are conducted offline. But the results of the final examination are declared online and the provisional mark sheets also are provided online. However, the examination fees and other formalities are filled online.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	Nil	Nil	Nil	Nil

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year				
Title of the professional development programme	Number of teachers who attended	From Date	To Date	Duration in day
Refresher Course	1	22/05/2014	11/06/2014	21

6.3.4 Faculty and Staff recruitment (no. for permanent recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fullti me
	20		

6.3.5 Welfare schemes for	
Teaching	GPF, GIS, Study Leave, Maternity Leave, NPS
Non teaching	GPF, GIS, Maternity Leave
Students	Scholarship

6.4 Financial Management and Resource Mobilization

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

External and Internal Audit

Govt. Auto. Girls P.G. College of Excellence, Sagar has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from Accountant General of Madhya Pradesh have been appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on yearly basis by the experienced Charted Accountants. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings or objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected or rectified and precautionary steps are taken to avoid recurrence of such errors in future.

The institute regularly follows Internal external financial audit system.

Govt. Auto. Girls P.G. College of Excellence, Sagar has set up an Audit Committee for the purpose of coordination with the External and Internal audit process:

Audit committee responsibilities encompass

1. Reviewing and approving audit strategies, policies, programs, and organizational structure, including selection/termination of external auditors or outsourced internal audit vendors.
2. Establishing schedules and agendas for regular meetings with internal and external auditors.
3. The committee will meet at least four times a year.
4. Supervising the audit function directly to ensure that internal and external auditors are independent and objective in their findings.
5. Working with internal and external auditors to ensure that the institution has comprehensive audit coverage to meet the risks and demands posed by its current and planned activities.
6. Significant input into hiring senior internal audit personnel, setting compensation, reviewing annual audit plans/schedules, and evaluating the internal audit manager's performance.
7. Retaining auditors who are fully qualified to audit the kinds of activities in which the bank is engaged.

Functions of Internal Audit

1. Independent and objective evaluation and testing of a institution's overall internal control system (i.e., operational and administrative controls beyond those associated with financial statement preparation),
2. Ensuring the safeguarding and proper recording of a institution's assets, and
3. Determining compliance with laws, regulations, and established organisation's policies and practices.

Functions of External Audit

1. The main responsibility is to verify the general ledger of the company and make all other essential inquiries from the management of the college. It helps to determine the real picture of the college's situation and the financial situation, which further provides the

	basis for managerial decisions.
2.	Examine the validity of financial records to find out if there is any misstatement in the college's record because of fraud, error, or embezzlement. So, it increases the authenticity and credibility of financial statements as the financial statements of the company.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during

the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Janbhagidari Samiti	1,97,84,152	Development

6.4.3 Total corpus fund generated 3,05,79,515

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC	Yes	IQAC
Administrative	Yes	IQAC	Yes	IQAC

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

The Parent Teacher Association plays an important role in the functioning of the college. It is a platform for the parents and teachers to exchange ideas regarding the progress of children, various social and educational issues and to share the feedback of the parents regarding the institution and the issues faced by the teachers while dealing with the students. Thus, the intervention of the parents is sought in dealing with various issues that affect the academic and psychological life of the students. The Parent Teacher Association takes part in the following activities:

1. Takes interest and active participation of the parents in the parent teacher meeting held twice a year. The members of the PTA encourage the inactive parents to visit the school and discuss the progress of their ward with the teachers.
2. The PTA helps in decision making in the meetings of the Jan Bhagidari Samiti and IQAC as one parent of the PTA represents the parents in these meetings. The parent puts up the suggestions of the parents regarding the functioning of the college, teaching procedures, students' response, social events which might have an impact on the students, etc and these points are considered in the meetings of the review committee.
3. The parents of the PTA are in touch with the other parents in the society. They get their feedbacks on various issues and pass them on to the college authorities who then make a note of the feedbacks and consider them in their future plans of the college. The PTA acts as a bridge between the college and the society.

6.5.3 Development programmes for support staff (at least three)

The college takes care of the well being of the support staff. It offers extra facilities to encourage them and to reach out to them. Some of the development programs for the support staff are:

1. Promotion Policy: If any of the support staff learns typing, he is promoted to the post of LDC after some time. If any of the support staff wishes to enhance his or her qualifications, he is permitted to use the college library for reference. The college teaching staff also extends their help in giving coaching and training at their personal level to the support staff.
2. The members of the support staff get an annual bonus at the time of Diwali.
3. All the support staff members are entitled for festival advance.

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

Number of toilets increased.

Class rooms increased.

Library automation.

6.5.5				
a. Submission of Data for AISHE portal : (**Yes**) b. Participation in NIRF : (**No**) c. ISO Certification : (**No**) d. NBA or any other quality audit : (**No**)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---- to------)	Number of participants
2014	Bhartiya Rajneeti Ke Badalte Ayam	17.10.2014	17.10.2014 18.10.2014	300
2014	Jansankhya Vradhi Aur Paryavaran Suraksha	07.11.2014	07.11.2014 08.11.2014	250

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES		
7.1 - Institutional Values and Social Responsibilities		
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the y		
Title of the programme	Period **(from-to)**	Participants
Art of Living	15/01/2015 to 15/01/2015	300
Skit Play Gudiya Rani	15/01/2015 to 15/01/2015	200
Beauty Parlor Training	15/01/2015 to 17/01/2015	160
Health Checkup	16/01/2015 to 16/01/2015	140
Computer Training	28/02/2015 to 28/02/2015	250

		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

College has very short of space as open area although we have flower beds and flower pots (gamle) for greenery. But we have outreach programme for plantation through NSS, NCC in various places. We have well managed drainage system through out campus.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	Yes	11
Braille Software/facilities		
Rest Rooms	Yes	4
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility	Yes	1

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participation students an staff
2015		1	17/01/2015	Mahila Help Awareness	Help Awareness	300
2015		1	17/01/2015	Women Relation Scheme	Awareness	245

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words)
Be Inspired Inspire	01/07/2014	The institution follows the codes of conduct as framed by the statutory body of the State of Madhya Pradesh. All the teaching and non teaching staff are bound certain moral values which determine the quality of their work in the institution. Only a teacher with strong moral values can impart values to the students, both through teaching as well as by example. The students are taught to be truthful, honest, hard working, responsible, respectful and dignified. The teachers keep a strict watch on the conduct of

		the students in the college as well as in the hostel.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to ------)	Number of participants
Surya Namaskar	12/01/2015 to 12/01/2015	1000
Blood Donation Camp	12/01/2015 to 12/01/2015	20
Pulse Polio Camp	25/02/2015 to 25/02/2015	200

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

1. Plantation
2. Polythene Free Campus
3. Organizing the Eco Friendly Technology Seminar
4. Water Saving
5. Waste Segregation

7.2 Best Practices

7.2.1 Describe at least two institutional best practices

Skill Development Programme for Students :

Being the leading Girls College of Sagar Division. Our vision encompasses social transformation through women empowerment, we tend to achieve a balanced between academic practices and skill development. We have plan to develop skill abilities in students to make them empower. In this area we have ananged several training course.

With the present education and skill levels of those already on the labour force being very low, it would be major challenge for Indian to reap its demographic advantage.

This challenge becomes enormous as the recent studies indicate that employers found just about 25 of Indian graduates are Employable in the organized sector the informal sector which comprise 93 of the workforce her no skilling mechanism on duet skill development takes place on the job.

Skill Development Programme for Organized by Colleges :

1. Fitness Training
2. Computer Training
3. Textile Printing Training

1. Fitness Training :

Physical activity improve our health and reduces the risk of developing several diseases and can how immediate and long term health benefits. Most importantly regular activity can improve quality of life.

There is direct relationship between diet, physical activity and health. A sedentary life style is usually associated with an increased risk of chronic disease lose of movement and decreased immune health. To prevent this physical activity and movement are extremely important.

Fitness of Girls are important for their future also a strong and healthy girls can only lead to safe motherhood.

Keeping this in mind we have designed 21 days training on physical fitness local gym trainer was invited to give training like aerobics exercise, yoga and use of various gym equipment available in our gym.

This training programme not only enable girls to enjoy fitness and good health but also gain the knowledge of fitness and make them skilled for their future career.

2. Computer Training :

Computers are an integral part of our world, and a college campus is no exception. In fact, many colleges started requiring students to have computers in the 1990s. Computer skills are important in college because students may be required to participate in web-enhanced courses, conduct research online and use basic computer applications. Connecting online with classmates and the college itself is another reason it is

important for college students to have computer skills.

Computers and computer devices have grown to hold key roles in schools, college. Many students acquire basic skills in college so that they know how to operate a computer. In addition, students learn skills such as sending emails, conducting Internet research, creating word processing documents and creating presentations. These basic computer skills help students achieve success in college when they are utilized for processing and presenting information.

Word processing is a basic skill that involves typing and formatting documents. Many courses in college require you to present information in a word processed report format. It is not only important to gather and process information, but it is also important to present information in a readable and attractive layout. Many instructors give students guidelines for essays or reports specifying margin set-up or line spacing. Knowing how to manipulate word processing software will save you time and frustration when preparing college essay or reports.

If student attend online college/classes, you need basic email skills so you can submit assignments. Many college instructors from traditional college also prefer that work is submitted through email. Fundamental skills such as how to access an email system and inputting your username and password, receiving, reading, composing, and sending email messages are important for college success.

Internet research is an essential skill for college students. Many courses require to go beyond the textbook to gather in-depth research about a topic. Knowing how to use the Internet to navigate the web is a valuable skill because you must understand how to launch a browser before conducting searches. Understanding how to go to a specific web site, scroll through a webpage, click on a link and use search engines will help you locate information quickly and easily.

Keeping his is mind we have organised computer training programme for skill development.

3. Textile Printing Training :

Our mission is to facilitate budding ground for overall development to young women belonging to different socio-economic background and to provide them wide range of skill to support them and ensure self reliance.

Textile design is the process of creating designs and structure for fabrics dyeing and printing has always had a great influence in fashion designing.

Installation of Sanitary Napkin Vending Machines Skill Development Programmes for Students :

College has successfully installed Sanitary Napkins Vending Machine – 'Freedom Vending Machine'in Girl's Hostel with the help of NGO HER.

The vending machines were installed to ensure an effective, safe and convenient mode for any time access to sanitary napkins. The purpose is to promote safe and hygienic- sanitary practices among women and girls.

Whenever any girl in the college would need a sanitary napkin, she would either have to ask the Faculty in charge or rush to a nearest medical store to purchase a pack of sanitary napkins.

The Principal of the college said that a social taboo was observed to be attached with sanitary napkins, wherein a majority of girls and women hesitate to go to medicine outlets to buy them. This results in unsafe practices and the use of unhygienic materials during their menstrual period.

This is in line with "Swatch Bharat" scheme as well as the "Beti Bachao" scheme and also in line with maintenance of the hygienic needs of the female staff and students.

After installation, a small demonstration in English Hindi was given to the female students, Teaching Non- Teaching staff. Females from the Housekeeping Security also attended the session. The Demonstration video is also circulated to create awareness and easy accessibility.

Using a sanitary napkin vending machine is no rocket science. A girl requiring a sanitary pad needs to put a Rs. 5 coin in the machine and outcomes the sanitary napkin.

Dr. Bhavna Yadav NSS Officer said that this is the need of the hour and will ensure hygienic practices among girl students. It is likely to bring down absenteeism during menstrual periods, as well as prevent infections and promote hygiene.

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

http://www.heggpgcsag.com

7.3 Institutional Distinctiveness

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

Women empowerment through education and physical fitness in our prime motive. We provide education diversified in Arts, Science, Commerce and Home Science. We have organized 30 days Yoga Camp and 31 Days Karate Camp in two rotation. We have organsed 5 events of sports at our college to promote involvement of students in sports activities. Karate camp is organised for women defense. Karate Camp is organised for women defense, and girls participated with enthusiasm and we repeat the same training programme again on students demand.

Provide the weblink of the institution

http://www.heggpgcsag.com

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

- Purchase of books for self finance course.
- Purchase of dustbin.
- For maintain of electricity part time electrician.
- For proper cleaning work part time sweeper.
- Construction of one lady's toilet near hostel.

*Name*_____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*