



Yearly Status Report - 2018-2019

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 own campus		Yes
Phone no/Alternate Phone no.		07325255211
Mobile no.		9399475606
Registered Email		sgjq_college@yahoo.co.in
Alternate Email		iftekharsiddiqui@yahoo.com
Address		Shahi Quila Road, Burhanpur
City/Town		Burhanpur
State/UT		Madhya Pradesh
Pincode		450331
2. Institutional Status		

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sgjqcollege.in/naac/aqar/aqar17-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.sgjqcollege.in/naac/aqar18-19/calendar18-19.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC

07-May-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting	09-Apr-2018 2	14

IQAC meeting	27-Oct-2018 2	16
IQAC meeting	25-Feb-2019 2	14
IQAC meeting	08-May-2019 2	15
Academic audit of annual result	21-Sep-2019 3	655
Girls awareness programme	29-May-2019 3	250
Six Monthly news letter released First-issue	02-Apr-2019 1	100
Six Monthly news letter released Second-issue	02-Mar-2019 1	125
Six Monthly news letter released Third-issue	30-May-2019 1	100
Publication of academic calendar	04-Jul-2018 1	15
Release of the First Manuscript magazine	01-Nov-2018 1	150
In house lectures conducted in job generation and social security	12-Nov-2018 1	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

First Second issue of Newsletter released. Guest lectures conducted. Tutorial classes conducted. Mentor system for students. Institutional social responsibility fulfillment.

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

Plan of Action	Achivements/Outcomes
Release of annual manuscript magazine	The creative power of students has been activated.
Release of half yearly newsletter	Attune the campus community to the day to day activities and practices.
Automation of library/office	Time saving fast service, easy execution, no student in the respective counters..
Lectures/Seminars/Workshops	Student's knowledge is increased in different fields.
Reconstruction of sports fields	Student's interest in games and sports developed.
Expansion of I.C.T. facilities	Interest in use of I.C.T. resources developed.
Preparation of academic calender	Attempt to follow the calendar among the staff and student's.
Organizing industrial visit	Practical knowledge enhanced.
Continue green-auditing	Love of nature enhanced.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Quaderia Educational & Cultural Society, Burhanpur	20-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has as an effective system of management information, we use technology to the maximum for the purpose of communication and dissemination of information. The traditional methods are gradually replaced by new information system. Some of the methods are described below.</p> <ol style="list-style-type: none"> 1. Biometric system Attendance of the staff members is recorded and regulated through Biometric attendance record system. It is installed in the office of the director and the staff members record their attendance twice a day, that is at the time of arrival and at the time of departure. The total record is verified at the end of the month and the leave and other records are maintained accordingly. The traditional muster roll system is also maintained simultaneously to preclude any type of technical errors. The traditional method of attendance had the scope for manipulations and disputes and punctuality of the staff. This system has improved the overall attendance of the staff. 2. C.C.T.V. The close circuit television cameras are installed at important and sensitive locations of the college. High definition cameras are installed at the main gate parking slots, garden, verandahs, staff room, office library etc. In short the whole premises are under the strict surveillance of the invisible eyes. The C.C.T.Vs. have helped to maintain campus discipline, regularity of the students and the entry of unwanted elements in the college. The cameras have helped to sort out disputed issues because the recorded footage is a documentary proof. 3. WiFi connectivity In order to cope with and make use of advanced technological development WiFi has been

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

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution adopts various methods and techniques for effective curriculum delivery and proper documentation. We utilize the traditional as well as modern methods for systematic implementation. Some of the techniques adopted by the college are explained as below : Distribution of curriculum: effective implementation always presupposes proper distribution of the curriculum. Although the curriculum is already designed by the university, the professors distribute it in a manner comprehensible to the students. The professors are free to download the curriculum from the university website, but in some cases the college also provides the printed curriculum. Documentation of curriculum: Teaching process can be improved with proper documentation of the curriculum

for this purpose at first the teachers prepare a register known as "Syllabus register" in which the whole subject material is distributed in units corresponding to the teaching methods. The content of the curriculum is distributed month wise, week wise and period wise within the available time frame. Preparation of daily diary: Daily diary is a very important document in curriculum delivery system the teachers prepare the daily diary incorporating the following points. i. Subject matter ii. Methodology of delivery iii. Teaching aids iv. Interaction with students v. Recapitulation The daily diary is signed by the H.O.D. and the principal. And monthly evaluation is conducted to ascertain the status of completion. Curriculum delivery: curriculum delivery implies methods and techniques of teaching. It is said the "Teacher is the method." Every teacher is different as a teacher in the method and presentation of teaching materials. Normally the teachers follow a traditional lecture method and, use of black board. But we adopt other methods such as demonstration, discussion, video lecture, P.P.T. presentation etc. The methods adopted are found to be useful and effective in imparting knowledge and developing skills. The teachers also make use of the smart class room for the effective delivery of the curriculum contents. Testing process: constructive curriculum delivery demands timely testing and evaluation. Hence the teachers conduct evaluation tests periodically. This helps the teachers to concentrate on the specific needs of the students. After the completion of the evaluation the professors also conduct separate individual evaluation session with the students. This helps to guide and inspire the low performers for better performance in the future. In other words the testing system helps to equip the students with the ability to face the university examination effectively.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Ornament Making		03/12/2018	15	Part time income earning source	Design of different types of ornaments

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	15	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Toy Making	12/08/2018	20
Hardware Installation	15/09/2018	15
Vermicomposting	23/10/2018	18
Computation of Taxation	10/09/2018	15
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	25
BSc	Chemistry	4
BSc	Biotechnology	13
BSc	Microbiology	18
BSc	Mathematics	6
BSc	Computer	9
BSc	Physics	10
BCom	Computer	28
BA	Hindi	27
BA	Urdu	15
BA	Sociology	1
MSc	Botany	3
MSc	Chemistry	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Students feedback : As per their feedback the students displayed satisfaction about the quality, qualification and creativity of the staff. They are happy with the positive interaction and productive activities of the staff for the enhancement of their talents, interests and aptitudes. Similarly the feedback from teachers, alumni, parents, employees and other stake holders are analyzed and documented for which the following methods are adopted. 1. Collection of the feedback forms from the stake holders of the college and assortment according to class, category and so on. 2. Negative comments if any and positive comments are separated and the former is given more weightage, since they are helpful in the improvement of the system. 3. Then assorted feedback forms are scrutinized by the IQAC. 4. The suggestions, opinions and proposal given in the feedback forms are positively considered and implemented if they</p>

are in the larger interest of the institution or good for the productive implementation. 5. The students or any other stakeholders who give feedbacks for constructive development are appreciated by the administration and management of the college. Teachers feedback: The feedback about teachers from the students are effectively used to evaluate the curriculum delivery by the teachers. The feedback form is designed to access the teaching methodology adopted by them and the effectiveness of presentation. The following method is adopted to evaluate the teachers on the basis of the feedback from students. 1. Feedback forms are distributed among more than 50 of the regular students, the forms are collected from the students after duly signing it. 2. Collected forms are evaluated by a committee comprising of the Chairman, Director, Principal and the IQAC coordinator. 3. The content of the feedback is communicated to the teachers, if required - If there is any suggestions on the parts of the students they are seriously considered and implemented if they are feasible and in the interest of the academic community. Alumni feedback: Alumni feedback is annually filled and are evaluated for the constructive activities of the institution. The opinions, ideas and suggestions of the alumni are taken seriously by the management. The focus of the alumni feedback has been on the following points. 1. Infrastructure facilities and amenities in the college. 2. Suggestions regarding creative programmes to be held in the college. 3. Overall performance of the staff and also the academic atmosphere and academic discipline in the college. The management go through the feed backs of the alumni before starting any new project in the college. Feedback of parents: Parents and guardians are superior evaluators. They are aware of the needs and requirements of their children and wards. Obviously they select a college for their children's higher education according to their aspirations and interests. Their feedback forms normally are related to one or more of the following points. 1. Performance of their children/wards during the academic year. 2. The atmosphere of discipline or lack of discipline prevalent in the college. 3. They also focus on administrative matters, extracurricular facilities etc.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Botany(Year-II)	20	3	3
PGDCA	Computer	60	27	8
BA	Hindi/Urdu(Year-I)	60	60	60
BA	Hindi/Urdu(Year-II)	60	50	50
BA	Hindi/Urdu(Year-III)	60	26	26
BCom	Commerce(Year-II)	60	10	10
BCom	Commerce(Year-III)	60	7	7
BCom	Computer(Year-I)	40	40	40
BCom	Computer(Year-II)	40	16	16

BCom	Computer (Year-III)	40	11	11
BSc	Home Science (Year-I)	60	20	20
BSc	Home Science (Year-II)	60	4	4
BSc	Home Science (Year-III)	60	0	0
BSc	Maths (Year-I)	60	16	16
BSc	Maths (Year-II)	60	15	15
BSc	Maths (Year-III)	60	12	12
BSc	Biology (Year-I)	120	118	118
BSc	Biology (Year-II)	120	33	33
BSc	Biology (Year-III)	120	59	29
BSc	Microbiology (Year-I)	25	25	25
BSc	Microbiology (Year-II)	25	22	22
BSc	Microbiology (Year-III)	25	24	24
BSc	Biotechnology (Year-I)	60	60	60
BSc	Biotechnology (Year-II)	60	14	14
BSc	Biotechnology (Year-III)	60	18	18
BSc	Computer (Year-I)	40	26	26
BSc	Computer (Year-II)	40	14	14
BSc	Computer (Year-III)	40	19	19
MSc	Chemistry (Year-I)	30	23	23
MSc	Chemistry (Year-II)	30	10	10
MSc	Botany (Year-I)	20	10	10
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG
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	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	719	54	21	8	8

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
29	23	51	6	1	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system : is started in the college during the year 201718. The students were distributed between the teachers a teacher with an average 25 students. The teachers conducted counselling classes in the beginning and given common counselling with regard to regular attendance, participation in the college activities and encouraging the students for the same, guidance to choose future course, career, increase confidence, developing skills etc. After a counselling period for few days, the mentees developed a positive learning environment with the mentors and it helped to find out problems of some students. After that each mentor selected few students with problems like slow learners, poor attendance, family problems etc. They are given counselling according to their problems. At the end of the session results analysed and there was remarkable positive results. The system of mentoring as adopted by the college has been an amazing success in improving the academic and disciplinary orientation of the students. Many positive aspects have been noticeable in the scheme of mentoring. 1. The teaching staff mentors could easily handle micro groups consisting of 25 to 30 students per group. This has facilitated easy interaction at regular intervals. The mentors are able to maintain minute details of the students. 2. The gap between the mentor and the mentees on the one hand and among the mentees on the other hand has reduced. They could interact easily without hesitation and inhibitions. It has made possible to have free, frank, fair and favorable communication among the members of the mentoring group. 3. Since the interaction is free and frank the system has helped to develop healthy environment and better academic atmosphere in the college. It has further helped to create better understanding between the mentor and the mentees. 4. Since there is an uninterrupted twoway communication system, there is always an enhancement in the knowledge imparting system. The knowledge base of the teachers as well as the learners is increased through mutual participation. 5. The mentors could motivate, inspire and guide the mentees in facing the competitive examinations for various courses such as CAT, NET, GATE etc. They are also be motivated for higher studies in India and foreign countries. The whole mentoring system is executed through various methods and processes. 1. Regular meeting of the mentor and the mentees. 2. The record of each mentee is meticulously maintained by the mentor on record. 3. Such record contains the personal details, academic performance and main events is the career of the mentee. 4. The mentee is encouraged to communicate with the mentor even his/her personal problems which he or she may hesitate to communicate with the parents. In that way “a mentor is the friend, philosopher and guide of the mentee.”

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
773	29	27 : 1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
29	29	0	3	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C028	Sixth Semester	25/04/2019	24/05/2019
BA	C028	Second Year	15/06/2019	31/08/2019
BA	C028	First Year	28/05/2019	07/09/2019
BCom	C032	Sixth Semester	25/04/2019	22/05/2019
BCom	C032	Second Year	30/05/2019	16/09/2019
BCom	C032	First Year	30/05/2019	20/08/2019
BCom	C198	Sixth Semester	25/04/2019	22/05/2019
BCom	C198	Second Year	30/05/2019	16/09/2019
BCom	C198	First Year	20/05/2019	20/08/2019
BSc	C037	Sixth Semester	25/04/2019	07/06/2019
BSc	C037	Second Year	30/05/2019	02/08/2019
BSc	C037	First Year	30/10/2019	30/08/2019
BSc	C062	Sixth Semester	25/04/2019	23/05/2019
BSc	C062	Second Year	30/05/2019	08/08/2019
BSc	C062	First Year	15/06/2019	11/09/2019
BSc	C080	Sixth Semester	25/04/2019	23/05/2019
BSc	C080	Second Year	30/05/2019	08/08/2019
BSc	C080	First Year	15/06/2019	11/09/2019
BSc	C085	Sixth Semester	25/04/2019	23/05/2019
BSc	C085	Second Year	30/05/2019	08/08/2019
BSc	C085	First Year	15/06/2019	11/09/2019
BSc	C116	Sixth Semester	15/06/2019	23/05/2019
BSc	C116	Second Year	30/05/2019	08/08/2019
BSc	C116	First Year	15/06/2019	11/09/2019
BSc	C137	Sixth Semester	25/04/2019	23/05/2019
BSc	C137	Second Year	30/05/2019	08/08/2019
BSc	C137	First Year	15/06/2019	11/09/2019

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

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

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

Academic calendar is the document which reflects the manifold activities conducted in the college during the academic year. The calendar is designed, printed, and distributed among the teachers and is displayed at prime locations in the college such as library, staff room, principal's office and the administrative office. The schedule is strictly followed by the college. The purpose of such display is to alert the staff and students about the activities to be conducted in anticipation. More over by regularly seeing the schedule the staff and students are able to pre plan their program. The calendar incorporates not only academic and curricular activities but also various extra curricular activities such as induction program , competitions, yuvamahotsav, career counseling, social awareness programs, N.S.S.events, redcross and redribbon activities, students enrichment programmes, eventful years and holidays etc. The activities encapsulated in the calendar are aimed at extracting and enhancing the hidden qualities and talents of the students. It is directed forwards developing skills of the students. The calendar also incorporates the academic and professional enrichment programmes of the staff and students. These programmes include workshops, seminars, guest lectures, study forms, girl's counseling programmes, extension works, publication of manuscript magazine, newsletter etc. The academic calendar is adhered strictly in so far as common events prescribed by the university are encouraged. For example the conduct of sports, youth festival events etc. are followed in accordance with the university calendar. However the local events are slightly altered according to the prevalent conditions of the college. The calendar activities are monitored regularly to find out adherence to it. At the end of the year total assessment is made and if any new concept emerges, it is incorporated in the next years calendar.

2.6 – Student Performance and Learning Outcomes

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

<http://www.sqjgcollege.in/naac/aqar/aqar18-19/splo18-19.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	Hindi/Urdu	30	25	83
C032	BCom	Commerce	7	7	100
C0198	BCom	Computer	11	11	100
C037	BSc	Home Science	2	2	100
C062	BSc	Biotech	21	21	100
C080	BSc	Microbiology	26	23	88
C085	BSc	Biology	66	65	98
C116	BSc	Maths	12	12	100
C137	BSc	Computer	18	18	100
C034	PGDCA	Computer	3	3	100
C044	MSc	Chemistry	9	6	66
C043	MSc	Botany	3	3	100

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2.7 – Student Satisfaction Survey

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

<http://www.sqjgcollege.in/naac/aqar/aqar18-19/sss18-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

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

Name of the Department	Number of PhD's Awarded
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No Data Entered/Not Applicable !!!

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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National

Botany

2

76

International

Botany

2

76

No file uploaded.

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

Department	Number of Publication
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No Data Entered/Not Applicable !!!

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Green Audit : A case studies saifee

Prof. Iftekhar A. Siddiqui

ANUSANDHAN , AISECT University, Bhopal, Approved

2018

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4

Ravindrana th Tagore University , Bhopal, M

Golden jubilee quaderia college, burhanpur, M.P.		by UGC				
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	6	0	0
Presented papers	0	2	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Pulse Polio Abhiyan, Neapanagar Dist. Burhanpur	Health Dept. Neapanagar	4	35
Blood donation camp blood group test	Govt. District Red cross Centre, Burhanpur	12	155
Girls Counselling Program	Hetro Health Care Ltd., Indore	15	200
NashaMukti program	Sainath Nasha Mukti Kendra, Dist.Burhanpur	10	664
Visit to Old age home	Lodhawala old age home, Burhanpur	3	15
Womens Awareness Programme on womens legal right and gender equity	Adolescent legal cell district burhanpur	12	300
Training on Disaster Managment	Homeguard Dept. DistrictBurhanpur	14	550
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Marathon Race	Medal	District Collector, Burhanpur	1
Wrestling	Gold Medal	State Government	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Voters awareness programme	Nagarpalika Nigam, Burhanpur	Marathon Race	4	35
Cleanliness Abhiyaan	Nagarpalika Nigam, Burhanpur	Swachh Bharat Abhiyaan	15	40
Plantation Programme	Lions Club, Burhanpur	Plantation	28	60

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project work based on University Syllabus	Project work	NSSK Mydt., Naval Nagar, Burhanpur	18/11/2018	18/12/2018	UG & PG Final Year Students

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Clinic Care (Health Care Unit), Burhanpur, M.P.	28/12/2018	To Make avail medical care attention of the students employees of the Institution. To conduct free medical camps awareness programs. To provide medical advice, guidance	184

through
specialists. To
assist nursing home
in implementing and
m

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4500000	4088409

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

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 patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16300	4564000	840	252000	17140	4816000
Reference Books	573	458400	0	0	573	458400
Journals	17	3400	5	1000	22	4400
CD & Video	60	7200	0	0	60	7200
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

10 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
No Data Entered/Not Applicable !!!	

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
1800000	2594000	600000	558000

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

Physical facilities The college continuously make efforts to maintain the physical facilities. The policy of the society is to maintain in the available facilities at the maximum level. The physical facilities include the buildings, surrounding, gardens, trees, internal path ways, water tanks, toilets etc. There is a strict method of maintenance and monitoring. A team of workers under the supervision of a responsible employ are engaged in this process of up keeping the premises. Some of the regular activities undertaken by the designated employees are as follows. A number of female workers engage, themselves in cleaning the premises. They sweep, collect and dispose of the waste in the proper manner. They maintain a compost pit made in the botanical garden for the disposal of the waste under the direction of a supervisor. The manure collected from the pit periodically is used as fertilizer for the plants in the garden. The workers with the help of a gardener regularly look after the garden. They protect the plants, do purring where necessary, safe guard them from animals and water the plants in summerOccasionally an horticulturist visits the garden and give necessary direction. The students also take care of the protection and maintenance of the plants especially the seasonal flowering plants. The workers also perform the green auditing under the direction of the

head of the department of Botany and the supervision of the Botany lab assistant. The toilets and the washroom areas, wash basins etc. are strictly cleaned and maintained using disinfectants. The college takes utmost care to supply pure drinking water to the students. Water cooler is well maintained and the storage tanks are regularly cleaned and chlorinated. Academic and Support facilities. The college has excellent academic and support facilities: 1. Class rooms. The class rooms are well furnished, well ventilated and large enough to accommodate a class easily. The class rooms are maintained, cleaned and dust free. The rooms also have fans and light. There is also a lecture theatre, large enough to accommodate 100150 students. There is one smart class room where teachers do their P.P.T. presentation. 2. Laboratory. The laboratories are well equipped and well maintained. There is a separate lab technician and attendant for maintaining the lab. Minor repairing works of the lab instruments and equipments are under taken by the lab technician and in case of any major default experts are called from outside. 3. Library. The library is maintained by a librarian, book lifter and a menial worker. The upkeep of the books are meticulously done and the library users are penalized in case of loss of books. The books are protected from dust, heat and moisture and of course from termites chemicals. 4. Computers. The departments, office and the library have computers be sides a computer department. The maintenance of the computers is done by the technicians and hard work specialists of the college and incase of major defaults advanced technical assistance is taken from specialists. The lab assistant look after the daytoday maintenance.

<http://www.sgjcollege.in/naac/aqar/aqar18-19/pp18-19.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post Metric Scholarship OBC, SC, ST, MPTAAS, Vimukhta Jati, Pratibha Kiran, Gaon ki Beti, Mukyamantri Meghavi, Mukhyamantri Jan Kalyan, Central Sectore, DAVV Indore Handicapped, Minority Scholarship	736	5437957.46
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Toy Making	13/08/2018	20	College Home Science Dept.
Computation of Taxation	10/09/2018	15	College Commerce Dept.
Hardware Installation	15/10/2019	15	College Computer Dept.
Vermi Form Composting	23/10/2018	18	College Botany Dept.
Ornament Making	03/12/2018	15	College Home Science Dept.
Girls Self Defence programme	08/10/2018	7	College
Personal Counselling and Mentoring	29/10/2018	315	College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Guidance Cell	25	10	0	0
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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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
------	----------------------------------------------------	--------------------------	---------------------------	----------------------------	-------------------------------

2019	5	SGJQ College, Burhanpur	Biology	SGJQ College, Burhanpur	M.Sc. Chemistry
2019	1	SGJQ College, Burhanpur	Biotechnology	SGJQ College, Burhanpur	M.Sc. Chemistry
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	48
View File	

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

Activity	Level	Number of Participants
Cricket	Divisional	2
Badminton	District	1
Wrestling	National	1
Debate	University	2
Quiz	University	3
Poster Making	District	1
Panting	District	1
Collage	District	1
Flute Plyaing	Divisional	1
Rangoli	District	1
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	State level Gold Medal	National	1	0	1167570	Shaikh Sohrab Akram Querishi
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college gives great importance to the participation of the students in its multifarious activities. This is helpful in developing leadership qualities, organizational capacity, group performance and work culture among the students. Earlier there was student's union and the elected representatives used to look after various activities through their representatives. But now since the student's union is not promoted by the higher education department the college has made inhouse Student's council for their democratic participation. During

the academic year 201819 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, deaddiction programs, voter's awareness programs, Swatch Bharat Abhiyan etc. The college focuses on democratic representation of the students in the administration and management of the college. Hence the students are given representation in various and committees of the college. Student's council The Student's council is the premier student representative body of the college. The council consists of the president, vice president, secretary and joint secretary. They are nominated on the basis of their performance in academic and extracurricular activities. The duration of the council is one year. IQAC As an important committee of the college. The IQAC performs a very significant role in the allround development of the college. One student from the senior most class is nominated on the basis of his or her performance in the previous Year. College manuscript Magazine / Newsletter: one student is nominated to the manuscript magazine annually published by the college. Normally a student with academic and literary inclination is chosen for the purpose. Student ambassadors: Two students are nominated as student ambassadors to the committee of the university as representatives of the college. They take part in various awareness programs organized by the district administration and local bodies. Apart from the above a few other committees are formed for the smooth and efficient daytoday working of the college. 1. Cultural committee 2. Sports and games committee 3. Social activity committee 4. Literary committee 5. Discipline committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college has an effective system of democratic leadership and management for good governance. Decentralization and distribution of work among the employees is consistently followed in the college. During the previous academic year this policy of decentralization is followed as follows. Management decentralization

: The management of the college is of course executed through the byelaws of Quaderia Educational and Cultural Society and the college code - Normally the secretary acts as the Chairman of the governing body under the college code. However, for the purpose of efficacious management the education society has created the post of a director. He acts as the link between the college management and the governing body. The director is an academic as who is well versed in the working of the college and who is familiar with the higher education department, U.G.C. and the university. The present incumbent is the retired Principal of the college. In order to reduce the work pressure on the director, an additional director is also nominated. The director and in his absence the additional director supervises the daytoday activities of the college. The director is authorized to guide and direct the Principal and the H.O.Ds. The powers of the governing body and the management are delegated to the director and through him to the other officials and staff of the college.

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

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College follows the curriculum designed and implemented by the university Devi Ahilya Vishwavidhyalaya, Indore. At the under graduate level we follow the unified syllabus as applicable to all universities in Madhya Pradesh. However at the post graduate level the university follows its own curriculum which may be similar to the curriculum of other universities, but it is different regarding the content of the curriculum. There is no internal autonomy for the college in designing and developing the curriculum material. However the members of the board of studies give suggestions, proposals and recommendations in the meeting of the board of studies. However, there is no scope for quality improvement measures

from the side of the college, since the college is only the implementing agency.

Teaching and Learning

Teaching and learning are the main activities of the college. The teaching work load of the teachers is distributed in such a way as to ensure reasonable space for reference preparation and presentation. The teachers regularly visit the library in order to prepare the lectures. They also make use of the modern technology for teaching. In order to improve the quality of teaching the number of students per class are restricted to an overage of 50students 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. The physical infrastructure has been modernized with proper arrangement, new furniture, green/black writing boards, podium for teachers, paving of the premises, maintenance of the lawn, garden, sports ground etc. are effectively modified and maintained.

Human Resource Management

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

Industry Interaction / Collaboration

Efforts for interaction and collaboration with industries are being initiated.

Admission of Students

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.

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
Allama Shibali Nomina Ki Maqtub Nigari	1	18/03/2019	19/03/2019	2
Disaster Management	1	04/12/2018	22/12/2018	18
National Workshop on Advances in Computing	1	20/02/2019	21/02/2019	2
National Seminar on Nanotechnology for recent scientific innovation	1	09/03/2019	09/03/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	31	19	19

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	R .N. Khairnar Co., Jalgaon	Yes	Principal
Administrative	Yes	R .N. Khairnar Co., Jalgaon	Yes	Management/Gove rning body

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

<ul style="list-style-type: none"> • Participation in college activities. • Students mentoring system. • Participation in development programmes. • Fee concession for their children.

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

<ul style="list-style-type: none"> • P.F. • Loan from P.F. • ESIC facility • Fee concession for their children.

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

<ul style="list-style-type: none"> • News letter publication. • Manuscript magazine inauguration. • Green auditing. • VermiComposting

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Visit to old age home	22/10/2018	22/10/2018	22/10/2018	18
2018	World Breast feeding week celebrated	07/08/2018	07/08/2018	11/08/2018	89
2019	Training on Disaster Management	15/01/2019	15/01/2019	15/01/2019	250
2019	Nasha Mukti	30/01/2019	30/01/2019	30/01/2019	175

	Programme				
2019	World Womens Day	09/03/2019	09/03/2019	09/03/2019	115
2019	Chandani NSS Camp	08/03/2019	08/03/2019	13/03/2019	50
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Debate on Gender Equity	10/10/2018	10/10/2018	10	10
Awareness programme on women's legal right(essay writing)	27/10/2018	27/10/2018	30	20

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	0
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	17/06/2019	The code of conduct for students are clearly stipulated in the prospectus of the college. The code covers areas which are important for the holistic development of the students. They read the prospectus and the guidelines given for their conduct in the college. The students are supposed to maintain strict discipline in the premises. They are strictly warned against ragging, use of intoxicating materials, damage to the property, use of mobiles in classrooms etc. They are also guided in the maintenance of attendance, dress codes, code of behavior etc. They are supposed to keep the identity card with them while in the college premises. The college authorities monitor the activities of the students. There is no separate handbook for other stake holders especially the parents who follow the prospectus before admitting their wards in the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	09/12/2018	10/12/2018	9
NSS Camp	08/03/2019	13/03/2019	50
No file uploaded.			

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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, proclamations etc. But due to the advancement of modern technology, the students orientation to handwriting, completely disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing. Earlier people had beautiful handwriting because of regular practise. A beautiful branch of fine arts known as calligraphy flourished all over the world. But today it is a form of art on the verge of extinction. So the college initiated the task of reviving the art of handwriting and encouraging creativity.
3. Objectives:
 - The manuscript magazine is an attempt to highlight the importance of hand writing.
 - To develop the personality of students through the art of legible and beautiful writing.
 - To encourage and boost confidence level through good handwriting.
 - To make the students realize that hand writing improves qualities like concentration, flexibility of the wrist, fingers, brain power, learning and retention power.
 - To create awareness among students that handwriting practice has an added advantage in the examination.
 - To inculcate creative talents among the students and provide an opportunity to express creativity.
4. The Practise:
 1. To prepare the manuscript magazine articles were invited from students and staff in their own handwriting.
 2. Students with good handwriting was selected through a common writing test and evaluation of quality of writing.
 3. A few students were selected as scribes.
 4. The articles of students who submitted writeups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
 5. Each students was asked to rewrite 23 articles which are collected.
 6. They where provided with margined paper and pen.
 7. It is given a magazine style with messages, index and some photographs of college activities.
 8. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
 9. Calligraphy is also encouraged.
 10. Different styles of writing in Hindi , English, and Urdu encouraged and adopted.
 11. All hard written creative materials are bound and is kept in the library for the students and visitors to persue and a record of the visitors is maintained.
5. Obstacles: A major obstacle was in fact the identification of students with handwriting so that can be guided and trained. All the samples of writing were collected to identify the drawbacks in writing. The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine. The difficulties were overcome by regular interaction and consistent counselling. However, finally there was very good response from all.
6. Impact of the practice
 - Created an awareness among the students about the importance of own hand writing and creative expression.
 - The interest for improvement of handwriting aroused.
 - Queries about styles, beauty and techniques of writing from students have increased.
 - Though there was no seriousness about this art in the beginning, there was a sudden boost in the level of interest and curiosity.
 - Above all, the students realized the added advantage of good hand writing in personality development, mental concentration, exercise and flexibility of the hand.
7. The recourse required :
 - A4 size papers
 - Pen ordinary, calligraphy pens, sparkle pens of different colours.
 - Photo copy machine to make a second copy of the manuscript magazine.
 - However the most important resources is not material, but creative. It require the resource of time, temper and technique.

BEST PRACTICE II News letter

1. Title of the practice: Publication of New letter bi annually.
2. Context: The students are endowed with extra ordinary creative abilities which often go unnoticed, and remain hidden. Many a time they do not get a suitable forum to express their ideas and expose their talents. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity and dissemination. The infrastructural and intrastructural

development initiatives of the management also do not get proper exposition. The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter ASTRA to be published biannually. We plan to continue the project uninterruptedly twice in a year. The newsletter will therefore be our biannual mirror, reflecting the holistic performances of the college.

3. Objectives: The newsletter ASTRA has the following objectives.

- i. To document the multifarious activities of the college in a systematic manner.
- ii. To inculcate the active interests in the students by highlighting their performances.
- iii. To be a forum for the students to introduce their achievements, research activities awards etc.
- iv. To familiarize the public with the activities of the college and to publish the latest development in the college.

4. The Practice: The publication of a newsletter is a long process, involving human and material resources, participation of the management, staff, students, various stake holders and the alumni.

Step I The IQAC in this meeting decided to publish a biannual Newsletter and the deliberation of the IQAC is communicated to all concerned.

Step II An editorial board is constituted, ensuring participation and involvement of the staff and students and other stake holders. A senior professor is deputed as the chief editor.

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

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

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

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

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

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

- The first obstacle was the difficulty in convincing all concerned about the, rationale of the publication, the need of bringing out such a literature.
- The second major difficulty was collection of data and write up materials. The time frame was not followed by many, as it is normally a slow motion attitude.
- Thirdly financial obstacle was there. Since the college does not have a separate fund for such a publication, the education department and the U.G.C. do not give any type of financial assistance. So finally we had to finish it as a low cost project.

6. Impact: The staff and students and management finally appreciated the project, since it had come out successfully. The students got an opportunity to display their talents. The newsletter is first of its kind in the district college and a few college in the adjoining districts. It had an overall impact on the academic ambience of the college. Everybody got an idea as to how to work on project like this. The newsletter carries significance especially in the light of the NAAC accreditation. This newsletter will be a regular practice of the college.

7. About the Institution:

- i. Name of Institution: Saifee Golden Jubilee Quaderia College, Burhanpur M.P.
- ii. Year of Accreditation: 2017
- iii. Address: Shahi Quila, Burhanpur
- iv. Grade Awarded by NAAC: B (CGPA 2.35)
- v. Email : sgjq_college@yahoo.co.in
- vi. Contact person for further details: Prof. I. A. Siddiqui Principal Mob.no. : 9399404005 Dr. Prof. Rajkumari George IQAC Coordinator Mob. No.:9340603022

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

<http://www.sqjqcollege.in/naac/aqar/aqar18-19/bestpracti18-19.pdf>

7.3 – Institutional Distinctiveness

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

Saifee Golden Jubilee Quaderia College established in 1962 aims at providing comprehensive education to students belonging to all sections on the society.

The college has many highlights which make it distinct from similar institutions. The declared objective of the college is to make the new generation capable of facing the multiple challenges of everyday life. The college is different in its marvelous environment because of its evergreen surroundings, historical ambience and easy approachability our college has a beautiful botanical garden spread over a vast area and comprising of more than 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 nondegradable wastes. Tree droppings leaves are a major waste generated in the campus which is managed by vermicomposting. Vermicomposting: vermicomposting is done in an area of 3X8' : vermicompost obtained by vermicomposting is used as manual in the garden. Biowaste management: Twigs obtained by pruning, 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."

Provide the weblink of the institution

<http://www.sgjqcollege.in/naac/agar/agar18-19/instidinst18-19.pdf>

8.Future Plans of Actions for Next Academic Year

Saifee Golden Jubilee Quaderia College always endeavour to present the best performance in every field. We want to be a pioneer in the field of education with support and cooperation of all stake holders. We also aim at introducing the best from the technical field for the benefit of the students. It is therefore essential to update and upgrade ourselves in every field mainly the technical field. So for future we plan renovation and restructuring of the technical areas.

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