

Under the Auspices of
ATTALIM

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

SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE, BURHANPUR(M.P.)



The Annual Quality Assurance Report (AQAR) of the IQAC

2017-18

Part – A

1. Details of the Institution

1.1 Name of the Institution

Saifee Golden Jubilee Quaderia College, Burhanpur

1.2 Address Line 1

Shahi Quila

Address Line 2

Burhanpur

City/Town

Burhanpur

State

Madhya Pradesh

Pin Code

450331

Institution e-mail address

sgjq_college@yahoo.co.in

Contact Nos.

**9424080369, 9340603022,
9399475606**

Name of the Head of the

Institution:

Prof. I. A. Siddiqui

Tel. No. with STD Code:

07325-255211

Mobile:

9399475606

Name of the IQAC

Dr. Smt. Rajkumari George

Co-ordinator:

Mobile:

9340603022

IQAC e-mail address:

sgjq_college@yahoo.co.in

1.3 NAAC Track ID

MPCOGN17935

1.4 NAAC Executive Committee No. & Date:

EC(SC)/29/A&A/89.1 Dated :27/11/2017

1.5 Website address:

www.sgjqcollege.com

Web-link of the AQAR:

www.sgjqcollege.com/aqar2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.35	2017	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

07/05/2015

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and
community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held **05**
- 2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others
- 2.12 Has IQAC received any funding from UGC during the year? Yes No
- If yes, mention the amount
- 2.13 Seminars and Conferences (only quality related)
- (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
- Total Nos. International National State Institution Level

(ii) Themes

Workshop on Toy Making,
Seminar on Biodiversity, Seminar on Environment

2.14 Significant Activities and contributions made by IQAC

Minimising environmental degradation.
Workshops / Seminars arranged internally.
Industrial visits, Hospital visit.
Publication of the first issue of 'News letter'.
Publication of 'Manuscript Magazine'.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Publication of News letter	Publicity among the people about the college. Stake holder's involvement & information. Codification of activities. Enlisting and documentation. Attune the campus community to the day to day activities and practices.
Green Auditing	Activation / inculcation of eco-friendly atmosphere. Creation of love for nature and its presentation. Student's participation in environmental protection. Knowledge about the scientific names of plants among students.
Manuscripts	The creative powers of the students has been enhanced.

Magazine	The student's interest has been activated.
Vermi-Composting	Knowledge about vermi-composting increased among students. Utility in the garden.
Smart room enrichment	Easy availability for teaching learning purposes. Interest in teaching & learning increased.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Initiatives by the management in the infrastructural development :
- Proposal for UGC sponsored seminars.
- Replacement of old furniture by new.
- Smart room development.
- Upgradation of Library.
- Renovation of games & sports facilities.
- Expansion and enrichment of botanical garden.

Criterion – I**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	02	-
UG	09	-	04	-
PG Diploma	01	-	01	-
Advanced Diploma	-	-	-	-
Diploma	01	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	13	-	7	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	-
Annual	02

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes

The syllabi has been changed by the Higher Education department of Madhya Pradesh with effect from the academic session 2017-18. As per the new pattern the old yearly pattern is adopted in place of the semester pattern. The new change is introduced at the UG level and at the PG level the semester system is continued.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	29	-	-	-

2.2 No. of permanent faculty with Ph.D. 03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
29	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil
Nil
Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	15	-
Presented papers	-	01	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Open book examination.
- Video lectures.
- Group Discussion.

2.7 Total No. of actual teaching days

180

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Open Book Examination.
- Multiple Choice Questions.
- Short answer type questions.
- Objective type questions.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	0	1
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2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	35	-	7	20	-	97%
B.Com Plain	06	-	1	2	-	100%
B.Com Computer	16	-	6	6	4	100%
B.H.Sc	03	-	2	-	-	66%
B.Sc. Biotech	07	-	3	3	1	100%
B.Sc. Micro	15	3	9	3	-	100%
B.Sc. Biology	47	3	37	7	-	100%
B.Sc. Maths	11	-	6	5	-	100%
B.Sc. Computer	07	2	2	3	-	100%
PGDCA	17	7	5	3	-	88%
M.Sc. Chemistry	17	2	8	5	-	93.75%
M.Sc. Botany	-	-	-	-	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Induction program at the beginning of the year by the subject teachers.
- Internal evaluation process like a class test presentation, surprise test, assignments, question answer sections & project work.
- Quarterly & Half yearly exams conducted at University pattern and the students are assessed.
- Open book examination is also adopted as an evaluation technique.

2.13 Initiatives undertaken towards faculty development -

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others (Attending Seminars)	15

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	-	-	-
Technical Staff	13	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Even though there is no research center in the Institution, for promoting research culture among the students the following measures are initiated:

1. Project work.
2. Survey work on a particular topic and its analysis.
3. Workshop on research methodology at Institutional level.
4. Thesis of the Ph.D. Holders are displayed in the library, as an initiative.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-		-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood Donation & blood group test

- Cleanliness program
- Voters awareness program
- N.S.S. camp organized.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25981Sq.Mts	-	-	25981Sq.Mts
Class rooms	24	-	College	24
Laboratories	07	-	College	07
Seminar Halls	01	-	College	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02	-	-	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	02	College	02
Others	-	-	-	-

4.2 Computerization of administration and library

Partially done.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16300	4564000	840	252000	17140	4816000
Reference Books	573	458400	-	-	573	458400
e-Books	-	-	-	-	-	-
Journals	17	3400	05	1000	22	4400
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	60	7200	-	-	-	7200
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	33	30	02	-	04	06	-
Added	-	-	-	-	-	-	-	-
Total	45	33	30	02	-	04	06	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training on Internet access.

4.6 Amount spent on maintenance in lakhs :

i) ICT	35000/-
ii) Campus Infrastructure and facilities	1758837
iii) Equipments	195338/-
iv) Others	2294572
Total :	4283747

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Scholarship & Financial support.
2. Financial support from the management for needy students.
3. Book Bank Facility.
4. Mentoring System.
5. Remedial coaching.
6. Students grievances redressal cell is active in support service.

5.2 Efforts made by the institution for tracking the progression

- Infrastructural development.
- ICT facilities enhancement.
- Library development in progress.
- Proposals are sent for UGC sponsored seminar.
- Mentoring system active for the weaker students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
719	73	-	-

(b) No. of students outside the state

03

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
216	53	98	392	03	702	163	67	122	421	04	777

Demand ratio 1:1

Dropout % 1:3%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

-

5.6 Details of student counselling and career guidance

- Girls counselling programme was conducted 06/11/2016 on "Self protective method".
- In-house lecture conducted in job generation and social security on 12/12/2017.
- A reputed chartered accountant delivered lecture on 24/01/2018 preparation for CA, CS, ICWA. The lecture was highly motivational.

- Girl's counselling programme was conducted in connection with the "Save Girl Child Mission" on 01/02/2018. A reputed specialist has given valuable guidance and counselling to the girls students.

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Birla Sun life	25	-	02
Shri Ram Finance	35	-	01
Reliance	43	-	03
Nutri Science Indore	05	-	-
Money Plastic	10	-	01
Navshakti Biocorp	08	-	

5.8 Details of gender sensitization programmes

1. Girls Counselling programme arranged.
2. Girls judo-karate training.
3. Debate on gender equity.
4. Awareness programmes about women's legal right(essay writing completion).

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	30000.00
Financial support from government	617	3622042.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances received.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

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

Mission

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

6.2 Does the Institution has a management Information System. Yes

- 1) Grant-in-aid of regular staff for salary from state government.
- 2) UGC fund for library books & Equipments, seminar also.
- 3) Sources of income - from fees collection & expenses of college meet out from fees.
- 4) Scholarship received from state Government to eligible students.

- 5) Any information regarding finance as desired by stat govt. U.G.C. and education officer.
- 6) Fees collection, daily expenditure with regard to stationeries and other local expenses.
- 7) Result analysis, achievements of the students etc.
- 8) Student's enrolment details.
- 9) Departmental applications for lab requirements, maintenance.
- 10) Matters relating to discipline.

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

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- ❖ The teaching work load of the teachers is distributed in such a way as to ensure reasonable space for reference, preparation and presentation. The number of students per class does not normally exceed 40 on an average and the teacher student ratio of the college is 1:30. The students are encouraged in regularity and the rule of attendance is strictly enforced. the students are acquainted with the heuristic learning method for which library reference laboratory practical's, self study etc. are encouraged and followed regularly.

6.3.3 Examination and Evaluation

- ❖ The main examination is conducted and evaluated at behest of the university. However, the college conducts improvement tests such as class tests, open test systems, model examination prior to the university examination etc. The students are familiarized with the examination patterns, poor performing students are given effective motivational counselling and remedial classes are conducted to improve the quality of examination output. Similarly good performers are also encouraged through appraisal of their performance.

6.3.4 Research and Development

- ❖ 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.

6.3.5 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 teacher's 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.

6.3.6 Human Resource Management

- ❖ 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.

6.3.7 Faculty and Staff recruitment

faculty and staff recruitment is done by the management as per the requirement.

6.3.8 Industry Interaction / Collaboration

Efforts for interaction and collaboration with industries are being initiated.

6.3.9 Admission of Students

The admission process is done as per the guidelines of the higher education departments. However, since the college is granted minority status by the government, the admission process is done offline, with adherence to the schedule given by the department. Single window system is adopted for the facility of the especially the new comers.

6.4 Welfare schemes for

Teaching	Pf. , Loan from P.F., ESIC facility
Non teaching	Pf. , Loan from P.F., ESIC facility
Students	Scholarship, LIC,

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	HOD/Principal
Administrative	-	-	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable.

6.11 Activities and support from the Alumni Association

Participated in the voters awareness program and the cleanliness drive program.
Guest lecture on "Insect and human disease" by an alumni arrange by the college.
Guidance and suggestions for improvement programmes.

- Guest lectures delivered by students alumni arranged.
- Guidance and suggestions for improvement programmes.

6.12 Activities and support from the Parent – Teacher Association

- Participation in college activities.
- Students mentoring system.
- Participation in development programmes.

6.13 Development programmes for support staff

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

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation
- Green auditing
- Safe & clean environment
- Plastic free
- Smoke free & eco-friendly campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Students academic evaluation through "Open Book Testing":

The students are permitted to use reference book, notes and google search method in the internal evaluation tests. This method helps the students to study the topic which they would have avoided in the normal case.

2. Training in creative art:

The students are imparted a short term training in Toy Making, Tie & Dye process, ornament making . This has helped the students in finding out means for supplementary income earning.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Report
Publication of News letter	Full filled
Green Auditing	Full filled
Manuscript Magazine	Full filled
Vermi-Composting	Full filled
Smart room enrichment	Full filled

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

BEST PRACTICE-I

I Manuscript Magazine

II News letter

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTH

- The first granted Science College in Burhanpur established in 1962.
- Ideally located far from fun and furry of the city.
- It is a Govt. recognized college with minority **status** run under the aegis of ATTALIM the Education Administration of Dawoodi Bohra Community.
- Enchanting eco-friendly pleasant atmosphere, situated on the bank of the holy river TAPTI.
- Adequate infrastructure with sufficient well ventilated rooms, open ground, botanical garden, games and sports ground.
- Saifee Golden Jubilee Quaderia College is the only college in the city which runs B.Sc. (Home Science) classes.
- All the laboratories are well equipped and library well stocked.
- The college conducts academic and non academic activities for the altruistic development of the students.
- C.C. cameras are installed in the campus and Wi-Fi connectivity.
- Strict discipline is maintained by the students and there is no case of ragging.
- Alumni of the college represent all sections from different locality, region, occupations etc.
- Karate training for girls is given regularly.
- Staff is provided with welfare facilities like P.F. facilities, Loan from P.F., ESIC.

WEAKNESSES

- Face difficulty in getting teachers according to the qualifications prescribed by the UGC.

- NET/Ph.D. and higher qualification holding staff are not adequate.
- Since fresh appointment is banned the college has to generate fund to pay to the society paid staff.
- Examinations and result depend on affiliating university.

OPPORTUNITIES

- To arrange more UGC sponsored National Seminars.
- To provide more facilities to the teachers for quality improvement.
- To encourage the students in more community service activities.
- To start more short term certificate courses and diploma courses.
- Add to the infrastructural developments.
- P.G. in more subjects.

THREATS:

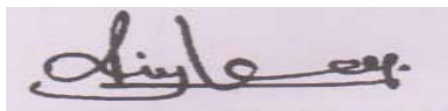
- To increase the number of qualified teachers is a challenge because of the inability to provide salary according to the UGC rule.
- To retain the already existing staffs who are society paid is also a challenge.
- Because of the introduction of professional courses in many colleges in the city, it is a gigantic task to attract the students towards traditional courses.

8. Plans of institution for next year

1. ICT enhancement : ICT is only in one room and it is the future programme of the college to increase the number of ICT in a phased manner. By the year 2020-21. The college intends to enhance the ICT in all departments as per requirement and fund availability. Our target is 100% awareness. All professors will be trained and equipped with the use of e-method of teaching, power point presentation etc.
2. E-filing system in the office: The electronic filing system is already introduced in the college. By the year 2020, the system will be more modernized and updated.

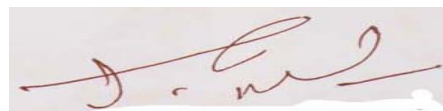
3. Library- Full automation will be done within two years. More e-book/e-journal reading facility will be introduced. Specific areas in the library will be wi-fi facilitated.
4. Infrastructure development : specific areas of the premises will be beautified with paving and the garden will be more updated to make the premises more environment friendly.
5. Proposals for more U.G.C. sponsored state level and national level seminars will be forwarded to U.G.C. for approval. As on 2018 one proposal is pending with the U.G.C. and its approval is expected.

Name Dr. Smt. Rajkumari George



Signature of the Coordinator, IQAC

Name Mulla Ali Asger Takliwala



Signature of the Chairperson, IQAC

Annexure

Annexure i: 2.15 Academic Calendar

Annexure ii: 1.3 Feedback

Annexure iii: 7.3 Best Practices

Annexure i: 2.15 Academic Calendar

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

Note: Last Week Students' Union Election

Note: Public Service & Hospitality To Be Arranged At The End Of Day

Term Break For Students

Education To Be Arranged

Students' Sports Events Program

Note: 3 Week Social Gathering At

Term Break For Students

Working Days - Yearly 180
September 180

Annexure ii: 1.3 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 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.

Annexure iii : 7.3 Best Practices

BEST PRACTICE-I

I Manuscript Magazine

1. **Title of the practice:** Manuscript Magazine
2. **Context:** Hand writing is one of the most neglected aspects of teaching and learning process. Prior to the development of the printing technology, all communications were conveyed through manuscript letters, messages, proclamations etc. But due to the advancement of modern technology, the students orientation to handwriting, completely disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing. Earlier people had beautiful handwriting because of regular practise. A beautiful branch of fine arts known as calligraphy flourished all over the world. But today it is a form of art on the verge of extinction. So the college initiated the task of reviving the art of handwriting and encouraging creativity.

3. Objectives:

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

4. The Practise:

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

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

6. Impact of the practice

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

7. The recourse required :

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

It require the resource of time, temper and technique.

BEST PRACTICE-II

II News letter

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

The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter 'ASTRA' to be published biannually. We plan to continue the project uninterruptedly twice in a year. The newsletter will therefore be our biannual mirror, reflecting the holistic performances of the college.

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

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

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

Step-I

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

Step-II

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

Step-III

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

Step-IV

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

Step-V

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

Step-VI

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

Step-VII

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

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

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

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

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

7. Resources required

- i. Stationary.
- ii. Printing Machine.
- iii. Computer.
- iv. Human resource.