

ACADEMIC ADMINISTRATIVE AUDIT

The Academic Administrative Audit of Shah Satnam Ji College of Education, Sirsa was conducted on 14 &15-11-2022. The Audit Team comprised of the following members:

- **Dr. Rajni Bala**

Principal

- **Dr. Charanpreet Kaur**

Assistant Professor

- **Dr. Mona Siwach**

Assistant Professor

- **Dr. Meenakshi**

Associate Professor

Major objectives of AAA:

- a. To understand the existing system and assess the strengths and weaknesses of all the three programmes and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- b. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- c. To evaluate the optimum utilization of financial and other resources.
- d. To suggest the methods for continuous improvement of quality.
- e. Designing effective teaching and learning processes
- f. Evaluation of Course and Program Outcomes
- g. Developing student assessment
- h. Assuring quality education by implementation of co- curricular and extracurricular activities.

Overall Assessment and Comments

The audit team assessed all the necessary activities and initiatives of the college and evidences in support of them. The team interacted with all the teaching and non teaching staff members and appreciated the progressive nature of the institution. Many useful suggestions were given.

About the College

Shah Satnam Ji College of Education, Sirsa is committed to teaching excellence and providing the highest quality education to its students. Education is an important aspect that plays a huge role in the modern and industrialized world. Modern society is based on people who have high living standards and knowledge which allows them to implement better solutions to their problems. The institution makes its efforts to develop in its students a perspective of looking at life as it is the most important element in the evolution of the nation. To impart education and to develop the nation, Shah Satnam Ji College of Education is providing its services to the society and making efforts to bring educational revolution on large scale.

The college ranks amongst the best in education institutions. Making a beginning in 2006, the institution is now running three courses i.e. D.El.Ed, B.Ed and M.Ed. The infrastructure and facilities not only provide stimulating environment but also an ideal setting for professional training .The aim of the institution is to create an environment for effective teaching-learning by encouraging the students and faculty to nurture their intellectual curiosity and scientific and research temperament.

The present report also provides us the information on mission and vision of the institute and summarizes its achievements in the past year.

Shah Satnam Ji College of Education, Sirsa is affiliated to Chaudhary Devi Lal University (Sirsa), NCTE (New Delhi) and SCERT (Gurgaon). It is run and managed by Shah Satnam Ji Research and Development Foundation, Sirsa. Accredited by NAAC, the college has built its goodwill as one of the best colleges in Haryana with a rich legacy of excellence in teacher training, research, innovation and skill development.

Staff List

Sr. No.	Name	Designation
Faculty for M.Ed.		
1	Dr. Charanpreet Kaur	Administrator
2	Dr. Rajni Bala Sethi	Principal
3	Dr. Meenakshi	Assistant Professor
4	Dr. Ranjeet Singh	Assistant Professor
5	Dr. Hardeep Singh	Assistant Professor
6	Dr. Mona Siwach	Assistant Professor
7	Mr. Sushil Kumar	Assistant Professor
8	Mr. Sandeep Singh	Assistant Professor
Faculty for B.Ed.		
1	Dr. Prem Kumar Verma	Assistant Professor
2	Mr. Suresh Kumar	Assistant Professor
3	Ms. Shairy Jain	Assistant Professor
4	Ms. Parneet Kaur	Assistant Professor
5	Dr. Ratan Lal	Assistant Professor
6	Dr. Dhruv Singh Tomar	Assistant Professor
7	Ms. Akancha	Assistant Professor
8	Ms. Anju Rani	Assistant Professor
Faculty for D.El.Ed.		
1	Ms. Ramandeep Kaur	Lecturer
2	Ms. Charanjeet Kaur	Lecturer
3	Ms. Harpal Kaur	Lecturer
4	Ms. Geeta Khurana	Lecturer
Instructors		
1	M r. Mewa Ram	Librarian
2	Ms. Karinderpal Kaur	Instructor/Assist. Prof.
3	Ms. Suniti Rai	Instructor/Assist. Prof.

Curricula and Co curricular Activities organized

- Rangoli Making, Greeting Card Making & Diya Making Competition
- Orientation Programme For B.Ed and Celebration of National Constitution Day
- Drawing Competition On Children Day
- Talent Search
- Essay Writing Competition
- News Bytes On The Centre's Bill To Raise Women's Marriage Age
- Essay Writing, Rangoli Making, Mehndi, Declamation
- Christmas Day Celebration
- Vichar Goshti
- New Year Celebration & Picnic
- Poster Making
- Student Induction Programme For M.Ed.
- National Science Day Celebration
- International Women's Day Celebration
- Mother's Day Celebration
- International Yoga Day

❖ Internship

B.Ed. 2 nd Year	11-10-2022 to 12-02-2022
D.El.Ed. 2 nd Year (Phase II- A) Part 1	06-12-2021 to 01-01-2022
Part 2	14-02-2022 to 05-03-2022
D.El.Ed. 2 nd Year (Phase II- B)	13-02-2022 to 30-05-2022
D.El.Ed. 1st	13-04-2022 to 09-05-2022
M.Ed. 3 rd Sem	11-04-2022 to 06-05-2022

❖ Teaching Practice of B. Ed.

Micro Teaching B.Ed. 1st Year	07-02-2022 to 28-02-2022
Real Teaching B.Ed. 1st Year	02-03-2022 to 24-03-2022

❖ House Examination/Unit Test

B.Ed. 2 nd Year	14-05-2022	25-05-2022
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Students Achievements

Sr. No.	Student Name	Class	Roll No.	Date	Competition / Event	Organizers	Position
1.	Kanika	B.Ed. 2 nd Year	5632	23-09-2021	Online National Level Slogan Writing Competition	MHD College For Women, Odhan	2 nd
2.	Divya	B.Ed. 1st Year	5806	03-12-2021	E-Poster making	Govt. College For Girls, Rania	2 nd
3.	Samesta	B.Ed. 1st Year	5829	17-12-2021	Speech Competition	CDLU Sirsa	Participation
4.	Samesta	B.Ed. 1st Year	5829	17-12-2021	Painting Competition	CDLU Sirsa	Participation
5.	Divya	B.Ed. 1st Year	5806	17-12-2021	Painting Competition	CDLU Sirsa	Participation
6.	Poonam Rani	B.Ed. 1st Year	5812	17-12-2021	Painting Competition	CDLU Sirsa	Participation
7.	Neha Saini	B.Ed. 1st Year	5830	17-12-2021	Speech Competition	CDLU Sirsa	Participation
8.	Neha Saini	B.Ed. 1st Year	5830	17-12-2021	Painting Competition	CDLU Sirsa	Participation
9.	Indu Rani	B.Ed. 1st Year	5881	22-12-2021	Workshop	Shah Satnam Ji Boys College	Participation
10.	Samesta	B.Ed. 1st Year	5829	22-12-2021	Workshop	Shah Satnam Ji Boys College	Participation
11.	Divya	B.Ed. 1st Year	5806	22-12-2021	Workshop	Shah Satnam Ji Boys College	Participation
12.	Samesta	B.Ed. 1 st Year	5829	31-01-2022	National Essay Writing Competition	CMK National Girls College	1 st
13.	Kanika	B.Ed. 2 nd Year	5632	24-01-2022	National Level Online Poster Mating Competition	BSK College of Education For women	1 st
14.	Samesta	B.Ed. 1 st Year	5829	25-01-2022	Essay Writing Competition	District Election Commission	1 st
15.	Neha Saini	B.Ed. 1 st	5830	31-01-2022	Inter college online Speech competition	Shah Satnam Ji Boys	2 nd

						College	
16.	Kanika	B.Ed. 2 nd Year	5632	13 to21-02-2022	National Level Slogan Writing Competition	RKSD (PG) College, Kaithal	2 nd
17.	Samesta	B.Ed. 1 st Year	5829	07-02-2022	National Level Essay Competition	I.B.(PG) College, Panipat	2 nd
18.	Neha Saini	B.Ed. 1 st Year	5830	13 to21-02-2022	National Level Poem Recitation Competition	RKSD (PG) College, Kaithal	3 rd
19.	Neha Saini	B.Ed. 1 st Year	5830	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
20.	Kiran	B.Ed. 1 st Year	5897	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
21.	Karamjeet kaur	B.Ed. 1 st Year	5828	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
22.	Jyoti	B.Ed. 1 st Year	5880	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
23.	Neelam	B.Ed. 2 nd Year	5680	30-03-2022	National Seminar	SSJCOE, Sirsa	Paper Presentation
24.	Saimi	B.Ed. 1 st Year	5864	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
25.	Vinita	B.Ed. 1 st Year	5848	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
26.	Sukhdesh	B.Ed. 1 st Year	5872	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
27.	Swati	B.Ed. 1 st Year	5833	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
28.	Sunita Devi	B.Ed. 1 st Year	5805	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
29.	Mohit	B.Ed. 1 st Year	5889	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
30.	Aanchal	B.Ed. 1 st Year	5809	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
31.	Monika	B.Ed. 1 st Year	5859	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
32.	Komal	B.Ed. 2 nd Year	5638	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
33.	Priyanka	B.Ed. 1 st Year	5839	30-03-2022	National Seminar	SSJCOE, Sirsa	Paper Presentation
34.	Sandeep Kaur	B.Ed. 1 st Year	5699	30-03-2022	National Seminar	SSsJCOE, Sirsa	Participation
35.	Mukesh Kumar	B.Ed. 2 nd Year	5661	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
36.	Reetika	B.Ed. 1 st Year	5827	30-03-2022	National Seminar	SSJCOE, Sirsa	Paper Presentation
37.	Poonam	D.El.Ed. 2 nd Year	1605	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
38.	Komal	D.El.Ed. 2 nd Year	1610	30-03-2022	National Seminar	SSJCOE, Sirsa	Paper Presentations
39.	Santosh	D.El.Ed. 2 nd Year	1638	30-03-2022	National Seminar	SSJCOE, Sirsa	Paper Presentation
40.	Vanshika	D.El.Ed. 2 nd Year	1623	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
41.	Kiran	D.El.Ed. 2 nd Year	1637	30-03-2022	National Seminar	SSJCOE, Sirsa	Participation
42.	Anita	D.El.Ed.	1647	30-03-	National Seminar	SSJCOE,	Paper

	Rani	2 nd Year		2022		Sirsa	Presentation
43.	Devki	D.El.Ed. 2 nd Year	1632	30-03- 2022	National Seminar	SSJCOE, Sirsa	Participation
44.	Veerpal Kaur	D.El.Ed. 2 nd Year	1612	30-03- 2022	National Seminar	SSJCOE, Sirsa	Participation
45.	Jashandee p	B.Ed. 1 st Year	5877	21 to 29 -04- 2022	1 st India Skate Roller Games 2022	India Skate	1 st
46.	Kanika	B.Ed. 2 nd Year	5632	22-04- 2022	State Level Online Poster Mating Competition	BSK College of Education For women	3 rd
47.	Kanika	B.Ed. 2 nd Year	5632	11-07- 2022	Online National Level Poster Making Competition	SSJCOE, SIRSA	2 nd

<u>Competitive Exams Qualified</u>	<u>Placements</u>
TET 05	03
CTET 07	
NET 02	

Infrastructure

The college has total land area (in sq m) 7992.54 and a total built up area (in sq m) 1736. The institution has spacious and excellent physical infrastructure with lush green lawns. It has well furnished and ventilated classrooms, labs and library. The college has 08 Classrooms, 01 Multi-purpose hall, Library cum reading room with computer and internet facility, ICT Lab cum language lab., Art and Craft Lab. Curriculum Lab.(equipped with audio visual aids, science apparatus etc.), Girls common Room, Boys Common Room, Health and Physical Education Resource Room, Principal Office, Staff Room, separate toilets for male and female staff , Administrative Office, Separate Girls & Boys Hostel, Separate toilets for boys & girls, Playgrounds, Stores, pantry and reception area. Multi-purpose hall has one PC with sound system and a LED is also attached. Multi-purpose hall has seating capacity for 200 persons. The campus of the institution is Wi-Fi.

The library is automated using functional, efficient and reliable software All the books are updated in the library software database. The computerized record of the books issued or

returned is maintained and the barcode system is used. Online annual stock checking can be easily carried out through this software. There is (total 07 computers) one server, one PC for the librarian and 5 PCs for student as well as teachers. Library is connected with internet broad band connection. A printer cum scanner is also available in the library. The library is occupying an area of 1600 sq. feet with 50 seating capacity. The library is full of enriched resources of more than 9040 books, 09 print journals and 19 encyclopedias.

Research Promotion and Development

To promote research culture following initiatives were taken by the institution:

- **Organization of**
 - ✓ One day National Webinar
 - ✓ Seven day online Workshop
 - ✓ FDP
 - ✓ National Seminar
- **Duty leave to attend seminar/conferences etc.**
- **Publication of Seminar Proceedings**
- **The M.Ed. faculty provides guidance to M.Ed. students regarding dissertation work.**

MOU and Collaborations

During the session 2021-22, the MOU was signed with:

- **Sanatan Dharma College, Ambala Cantt. (Haryana)**
- **Guru Gobing Singh College, Sanghera**

IQAC

- IQAC collected and analyzed feedback for curriculum from the stakeholders.
- IQAC conducted research activities such as One day National Webinar, Seven day online Workshop, FDP and National Seminar.
- Mentor Mentee Programmme is followed.
- Annual Progress Report is prepared every year.
- IQAC completes the process internal AAA.
- IQAC chalks out its plan through various committees/cells.

Examination and Evaluation

- Internal assessment is awarded on the basis of assignments and projects, presentations, attendance, house examination etc.
- Practical Exams are conducted by both the internal and the external examiners.
- Final Exams are conducted by the university itself.

Student support and Progression

- Remedial classes are provided to the students.
- Fee concession policy is adopted.
- SC/BC Cell of the college is active and provides complete assistance to students of reserved category to avail the benefits of scholarship.
- A number of committees/cells are working for the growth and development of students i.e. YRC, Alumni Association etc.
- Value added courses have been introduced during this session.

Recommendations

- NSS Unit should be introduced in the college.
- Library infrastructural and reading facilities should be enhanced.
- More value added courses should be introduced.
- MOU must be increased.
- Library must have remote access
- Lay more emphasis on ICT facilities.
- Number of research publication must be enhanced.

