



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SHAH SATNAM JI COLLEGE OF EDUCATION, SIRSA
• Name of the Head of the institution	DR. RAJNI BALA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Alternate phone No.	01666246755
• Mobile No:	7015918018
• Registered e-mail ID (Principal)	ssjcoeprincipal@gmail.com
• Alternate Email ID	educationssjce@gmail.com
• Address	NEAR SHAH MASTANA JI DHAM, BEGU ROAD, DERA SACHA SAUDA, SIRSA
• City/Town	SIRSA
• State/UT	HARYANA
• Pin Code	125055
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education

• Location	<b>Urban</b>				
• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>CHAUDHARY DEVI LAL UNIVERSITY, SIRSA</b>				
• Name of the IQAC Co-ordinator/Director	<b>DR. CHARANPREET KAUR</b>				
• Phone No.	<b>9416433172</b>				
• Alternate phone No.(IQAC)	<b>01666246755</b>				
• Mobile (IQAC)	<b>9468492727</b>				
• IQAC e-mail address	<b>iqacssjcoe@gmail.com</b>				
• Alternate e-mail address (IQAC)	<b>ssjcoeprincipal@gmail.com</b>				
<b>3.Website address</b>	<a href="https://www.shahsatnamjieducation.com/">https://www.shahsatnamjieducation.com/</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="#">We do not have because we are submitting AQAR FOR first time for the session 2021-22.</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/Academic-Calendar.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/Academic-Calendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.14</b>	<b>2014</b>	<b>10/07/2014</b>	<b>09/07/2019</b>
<b>6.Date of Establishment of IQAC</b>			<b>06/12/2012</b>		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NI	Nil	NIL
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>		<b>06</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>(Please upload, minutes of meetings and action taken report)</li> </ul>		<a href="#">View File</a>		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
Organized National Webinar on the theme "Resilience in Crisis" in collaboration with Heartfulness institute on July 16, 2021 along with National Seminar on "Towards an Equitable and Inclusive Society: Realizing the Goal of NEP-2020" on March 30, 2022.				
Organized 05 Day National Workshop on the theme Basics of Research & Writing Research Papers from July 25, 2021 to July 31 2021 for research scholars and faculty members.				
Signed MOU with Guru Gobind Singh College, Sanghera, Barnala (Punjab) and another MOU with Sanatan Dharam College, Ambala Cantt respectively on 11.09.2021 and 10.01.2022 for academic interaction and research usage.				
Organized National Level 07 Day Faculty Development Programme on "Revised Assesment and Accreditetion - NAAC" from January 27, 2022				

to February 03, 2022

Drafted a concession policy with the help of Governing Body to help students belonging to the following categories:- A. Staff Ward Concession, B. Concession for Meritorious Students, C. Students with weak financial condition, D. Sports Concession, E. Academic Excellence Allowance and to implement it from the session 2021-22. In total 02 students got the benefits.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).**

Plan of Action	Achievements/Outcomes
Curricular planning	<p>Orientation cum Student Induction Programme was organized for the students of B.Ed., M.Ed. and D.El.Ed. Programmes. All the courses and their instructional materials were divided into units and teacher educators delivered the instructional material to the student-teachers through Structured methods. Class lectures, Discussions, Written Assignments, Extension Lectures classroom Seminars were conducted to deliver the course content to the students in an effective manner. Teachers taught the course content to the students by breaking down a broad Concept into smaller. Internship and Teaching Practice of the students were followed by Orientation Programmes Unit tests and Class tests as well as House Examinations were conducted to evaluate the curricular aspects of the students.</p>
Co-curricular planning	<p>The college constituted no. of committees at its own level to organize all the activities during the whole session. Celebration of important Days, Different types of competitions on different occasions, for example Vocabulary test, mehandi Competition, Rangoli making Competition, greeting cards making Competition, diya decoration, drawing and painting Competition, Quiz, Playing instruments, speech, videography, photography, Dance,</p>

	<p>singing, Vichar Goshti, Poster making competition, talks, short play, yoga session etc. were organized by the college to provide a stage to the pupils teachers. More over National Seminar on the theme "Towards an Equitable and inclusive society: Realizing the Goal of NEP 2020" was also organized. Several students participated in extramural activities during the session 2021-22 and 12 students of the college got position in different competitions organized by different institutions.</p>
Extra-Curricular Activities	<p>Along with Curricular and co-Curricular activities, the institute organized Extra-Curricular activities also. Tree Plantation along with Cleanliness Drive was initiated by the college every year. During this session, all the students, members of the staff wholeheartedly participated in it. A Picnic on the occasion of New year was also planned for the students of the College.</p>
Organization of National Seminar, workshop and faculty development programme	<p>The College organized - One Day National Webinar on the theme Resilience in Crisis on July 16, 2021, 07 Day National Workshop on the theme Basics of Research and Writing Research Paper from July 25, 2021 to July 31, 2021, 7 Day Faculty Development Programme on the theme Revised Assessment and Accreditation - NAAC from Jan 27, 2022 to Feb 03, 2022, One Day National Seminar on the theme Towards Equitable and Inclusive Society Realizing the Goal of NEP 2020</p>

	on March 30, 2022
Research Promotion	To Promote the Research Activities in College especially among M.Ed. students and faculty members, the college organized 7 Day workshop on Basics of Research and Writing Research Paper" from July 25, 2021 to July 31, 2021. 13 Students from M.Ed. programme investigated on different problems and successfully submitted their dissertation at the end of the session 2021-22.
Library Enrichment	Sixty Seven (74) new books with 25 Titles are added in the library stock. Journals, Magazines and newspapers are also available in the library for reading.
Publication of a book with ISBN	The Institute published Seminar proceedings Book with ISBN in the form of an edited book with International Standard book No. 978-93-94017-75-7 based upon the selected research papers/articles presented during the National Seminar on March 30, 2022. The Title of the book is A Step Towards Equitable and Inclusive Society NEP 2020
Revision of feedback Performa	Keeping in view the need and importance of the secured feedback from stakeholders, teachers, students, Employer and Alumni, the feedback performas were revised. NAAC criteria as well as Student Satisfaction Survey were taken into consideration while preparing it.
Scholarships to SC/BC Students and fee Concession	The Institute constituted SC/BC cell to facilitate them with the

	<p>provision of scholarship provided by Government. The committee put its efforts and 27 students got scholarship during 2021-22. Along with Scholarship, the institute provided fee concession to its students belong to the following categories i.e. Meritorious staff ward, financially weak, sports, academically Excellent. Under Meritorious category two students of M.Ed. programme got fee concession of 10% from the fee under self-finance head.</p>
<p>Strategic Plan for upliftment of the women through Community Outreach Programme / Activities</p>	<p>Community Outreach Programmes are avenues to bring growth to society and the people around us. Keeping in view the same thing, the institute organized an Outreach Activity on the occasion of International Women Day on March 08, 2022 in Swami Vivekanand Sr. Sec. School Arnianwali Sirsa. The aim of this programme was to sensitize the audience about Gender Equality. Students, Parents, Teachers and Sarpanch and Former Sarpanch marked their presence. Speeches by Assistant Professors of the college, presentation of the renowned Indian female personalities, cultural programmes and a play named Awaz was performed by the students of the college.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	



Name of the statutory body	Date of meeting(s)
IQAC	30/05/2023

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

Year	Date of Submission
2021-22	25/04/2023

**15. Multidisciplinary / interdisciplinary**

Multidisciplinary education is an approach to learning that takes into account different disciplines, subjects and perspective. This type of learning develops comprehensive understanding, new skills and integrate knowledge from different fields better. In this approach, institution provides wider range of learning opportunities, and flexibility in Choice of their studies.

NEP Guidelines directed that students be offered the flexibility to Choose across a range of course offered through a Collaboration of multidisciplinary institutions and that their academic bank of Credits (ABC) be maintained so that they could Switch between course and institution at any time in their course of study, and have flexible wider spectrum of choice in their higher Education.

Our College is affiliates to Chaudhary Devi Lal University, Sirsa and here strictly to the assessment procedure followed by the university. The (ABC) System has not yet been implemented by university. Our institution therefore, not implemented the new procedure which is directed by NEP as of now. The institution, welcome and adopt any change in its education structure that would be benefits to students.

**16. Academic bank of credits (ABC):**

The institute is self-financed in nature and affiliated to Chaudhary Devi Lal University, Sirsa and follows all the norms regarding the admission, teaching and evaluation process as instructed by the respective University. Regarding Academic Bank of credits the University is seeking an opportunity to adopt it so that students may get benefit from it. Academic Council Chaudhary Devi Lal University, Sirsa held its meeting on 30.12.2021 in which the council decided that the guidelines will be framed regarding implementation of ABC as and when the University becomes eligible in this regard, the university approves it. The college will incorporate it into its system as per University guidelines and

norms

### 17.Skill development:

The National Education policy (NEP) 2020 has given special emphasis on acquiring various skills to attain the goal of Samagra Shiksha. Therefore before the Commencement of regular classes, Students are given a coherent understanding of their chosen programme whether it is D.El.Ed., B.Ed. or M.Ed. through student induction programme. At the college level general structure of synthesesing Skills courses are as under:

Life skills

ICT shells

Communicating Skills

Teaching Skills

Skills for fine arts.

Skills for Performing arts

Enriched research skills etc.

### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- The ancient paradigm of Indian Knowledge and Customs and traditions have been transcended through courses like Childhood and Growing up, Contemporary India and Education, Language across the curriculum, Drama and Art education ,Proficiency in Hindi language, Proficiency in Sanskrit language, Teaching of Hindi, Teaching of Sanskrit, Teaching of Punjabi etc. It captures all the elements with immediate relevance, such as diversity, openness, scientific-rationale, and logic, to its very core. Bilingual method ,as the medium of teaching is used in college. The college celebrated "HINDI DIWAS" to make students aware of Indian languages and culture.
- Indian knowledge systems comprising traditional ways of learning are covered and well introduced across curriculum through the courses of education, philosophy, Psychology art, literature and Science. Students are sent to various schools for School Internship Programme for understanding the functions of schools and interaction with other students and teachers. Students of M.Ed. and B.Ed. Programme are go to

different schools for teacher training practices to learn new teaching learning strategies. SSJCOE has offered best of the content of learning through such concerns.

- Our M.Ed., B.Ed. Programme includes various components strengthening cultural identity, awareness, and uplifting societies are effective, in terms of enhancing understanding of cultural identity, language acquaintance and the perception of inheritance. The NEP 2020 initiative, which speaks of intent and content, is one such initiative. Through the Indian knowledge system, this College is trying to retain teaching and learning practices that are effective. Examples demonstrating the importance of continuing education regardless of age, place or situation have been found in India's rich cultural heritage. Indian culture believes in harmony, allowing students to gain a better understanding of the people around them. The development of interpersonal skills is aided by interaction with other students from various backgrounds. As a result, students become more social and they learn to respect others.
- The College is providing D.El.Ed., M.Ed. and B.Ed. courses in both the languages that is Hindi and English as well.
- Teaching of Sanskrit, Teaching of Hindi, Teaching of Punjabi are the courses for language development.
- For promoting Indian ancient traditional knowledge college has organized following activities.
  - Tree Plantation on Independence Day.
  - Vicharghoshti on martyrdom of four sahibzadas
  - Essay writing competition on Human Rights Day
  - International Yoga Day
- To promote Indian Arts ,Culture and Traditions college has organized the various stage and performing activities which enriched the knowledge of students about Indian art and culture.
  - Mehandi Competition on the occasion of Karvachauth.
  - Rangoli Making ,Greeting Card making, Diya decoration competition on the occasion of Diwali festival.
  - Drawing competition on Children Day.
  - Talent Search competition.
- College is also providing Art and Craft education through special classes where students learn practically in Art room about Indian Art and tradition and making different types of articles related to Indian Art.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institution focuses on Outcome-based education. All programs PO's and CO's are framed and displayed on website. Students are made aware about these outcomes. The institution offer maximum electives/ specializations while planning institutional curriculum, focus is kept on the Programme Learning Outcomes and Course Learning Outcomes for all programmes offered by the institution, which are stated and communicated to teachers and students through, Student induction programme and Orientation programme for teachers. The institution organizes Micro-Teaching for B.Ed. students and school Internship programme is also organized for better skill development among the students of M.Ed., B.Ed. and D.El.Ed.

Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practical. Innovative strategies commonly adopted by the institution to enhance Outcome-based education include Role playing, Gaming, Demonstration, Problem-Solving sessions etc.

The teachers of the institution guide students through learning with various platforms and hands-on activities to support student engagement with new material and encourage the application of developing knowledge and skills. The institute organizes National level Webinar on dated July 16, 2021, Workshop from dated 25 to 31 July 2021, Faculty Development Programme from dated Jan 27, 2022. Feb 03, 2022 and Seminar on dated March 30,2022 for development of Research aspects of students as well as faculty members.

The institute organizes various extra-curricular activities i.e. social service Programme-Tree plantation, News byte for center's bill to raise women marriage age from 18 to 21 years, Celebration of Important National days and competitions for all round development of students.

Learning OBE is enhancing every teacher educator as well as students to think critically, and perform as per their capacity and focus on outcomes. The teachers empower the students through curriculum to take more responsibility for their own learning.

The institution prepares a detailed calendar of teaching, learning and evaluation, integrating the co-curricular and extracurricular activities. Emphasis is laid on a clearly articulated idea of what students are expected to know and learn through the curriculum and how much they are able to achieve. Apart from regular classroom teaching, there are tutorial classes, the remedial classes and class

tests are also organized to give priority to outcome- based education.

## 20.Distance education/online education:

The institution is self financing in nature and offering three courses through regular mode namely M.Ed., B.Ed. and D.El.Ed. The institution has its own YouTube Channel through which all the necessary activities and news are communicated. The IQAC is also planning to introduce more value added courses. The content and modules of these value added courses will be provided through online and offline mode mode. Moreover, there are programme wise whatsapp groups through in which students get relevant content regarding their curriculum. The teachers also share YouTube and Google links of important lectures, ppts and content. Important topics are taught with the help of ppts by the teachers. For the courses: ICT, Teaching and Learning etc. the students are kept engage in ICT Lab. Computer literacy is also emphasized. To promote research activities, curricular and co curricular activities, sometimes the institution incorporate online mode. These activities are:

- Virtual Celebration of National Doctor's Day
- National Level Online Writing Competition
- One Day National Webinar
- 7 Days National Online Workshop on Basics of Research and Writing Research Papers
- FDP on Revised Assessment and Accreditation Framework
- Student Induction Programme for M.Ed.
- Online National level Digital Poster making Competition

## Extended Profile

### 1.Student

2.1	233
Number of students on roll during the year	

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

2.2	300
Number of seats sanctioned during the year	

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

2.3	0
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	107
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.5	94
Number of graduating students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.6	233
Number of students enrolled during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Institution</b>	
4.1	1433216.50
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	29
Total number of computers on campus for academic purposes	
<b>3.Teacher</b>	
5.1	18
Number of full-time teachers during the year:	

File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2 Number of sanctioned posts for the year:	26
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
<p>The College strictly follows the curriculum framed by SCERT for D.El.Ed. Programme and Chaudhary Devi Lal University, Sirsa, Haryana for B.Ed. and M.Ed. Programme. The college currently has the following mechanisms for effective curriculum delivery:</p> <ul style="list-style-type: none"> <li>• The IQAC has collected feedback from the stakeholders, and reviewed and analyzed the same. In the meeting of IQAC, the suggestions received were discussed and the suggestions for the improvement in curriculum were forwarded to university(CDLU)</li> <li>• PLOs and CLOs, Academic Calendar were discussed and finalized in the IQAC meeting were shared on the website also.</li> <li>• Student Induction Programme was organized.</li> <li>• Workload allocated as per the norms of University.</li> <li>• Teaching and learning methods used for curriculum delivery included: ICT-enabled methods for effective teaching-learning alongwith class rooms seminar / workshops</li> <li>• Workshops and hands-on-trainings were organized at class level.</li> <li>• Induction meeting by the IQAC to plan out the detailed schedule of curricular and co curricular activities in the session.</li> <li>• A national seminar on NEP 2020 was organized.</li> <li>• Daily Planners are maintained by the teachers which are updated weekly and are evaluated by the principal periodically.</li> <li>• Moral and value education is an integral part of our</li> </ul>	

**curriculum.**

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	<a href="#">View File</a>
Plan developed for the academic year	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni**

**B. Any 5 of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which**

**C. Any 2 of the Above**



are stated and communicated to teachers and students through Website of the Institution  
**Prospectus Student induction programme**  
**Orientation programme for teachers**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/B.Ed.-PLO.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/B.Ed.-PLO.pdf</a>
Prospectus for the academic year	No File Uploaded
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	No File Uploaded
Any other relevant information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available**

**1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year**

19

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	Nil

**1.2.2 - Number of value-added courses offered during the year**

1

**1.2.2.1 - Number of value-added courses offered during the year**

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochure and Course content along with CLOs of value-added courses	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year**

45

**1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year**

45

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	<a href="#">View File</a>
Course completion certificates	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance**

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	<a href="#">View File</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 1.2.5 - Number of students who have completed self-study courses ( online /offline, beyond the curriculum) during the year

0

#### 1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificates / evidences for completing the self-study course(s)	No File Uploaded
List of students enrolled and completed in self study course(s)	No File Uploaded
Any other relevant information	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

**Fundamental or coherent understanding of the field of teacher**

education is provided through (a) Orientation Programme for students especially highlighting the PLOs and CLOs, theory and practical papers and teaching practice and internship programme etc. (b) Classroom seminars and assignments (c) Prospectus (d) teaching, discussion, debate, quiz in the classrooms (e) Lab. and Library work

Curriculum of the institution provides opportunities for the students to acquire and demonstrate knowledge, skills, competencies, values and attitudes through a number of curricular and co curricular activities i.e.

- Celebration of various national and international days as National Doctor's Day, Teachers' Day, Vocabulary Test on Hindi Diwas, Drawing Competition on Children's Day, Essay Writing Competition on Human Rights Day, Poster Making on World' Cancer Day, Speech on National Science Day, Essay Writing, Rangoli Making, Mehandi, Declamation on Voters Day, Mother's Day Celebration, International Women's Day Celebration, International Yoga Day Celebration etc.
- Celebration of religious festivals- Mehandi Competition on Karvachauth, Rangoli Making, Greeting Card Making, Diya Decoration Competition. on Diwali, Christmas Day Celebration
- Micro Teaching, Simulated lessons, Demonstration Lessons from teachers, Discussion Lessons, Teaching Practice and internship in Schools, teaching aid making
- Action Research and Dissertation in M. Ed. Programme.

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	<a href="#">View File</a>

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations International and comparative perspective

**The institution familiarizes students with the diversities in school**

system in Indian as well as international and comparative perspective through the following conscious efforts:

- **Outreach activities:** Students got opportunity to interact with school children and teachers and gained more and more knowledge
- **Teaching Practice and School Internship Programme** where students directly experience the diversities among school students i.e. language, culture, mental level, interests, aptitude, attitude etc.
- **Theoretical Subjects** as vast theoretical knowledge of school system is transacted. The subjects of B.Ed. 1st year like 'Childhood and Growing up', 'Contemporary India and Education', 'Assessment for Learning' etc. convey the knowledge regarding individual differences, diversities in Indian society on the basis of individual, region, caste and language, CCE etc. The pedagogic subjects provide different teaching methods. The subjects of B.Ed. 2nd year i.e. 'Creating an Inclusive School', 'Gender, School and Society' provides knowledge regarding students of different background and their SEN. The courses of M.Ed. 3rd semester 'Specialization Course-I' and 'Specialization Course-II' are directly concerned with the functioning of the school system. The 'Comparative Education' of M.Ed. 4th semester tells about the education system of various countries.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

Students derive professionally relevant understandings through various theoretical well as practical subjects consolidate the same into their professional acumen from the wide range of curricular experiences. Following are some curricular experiences:

- Students participate in various curricular activities i.e. Micro Teaching, Simulated lessons, Discussion Lessons, Real Teaching Practice, Internship etc. These activities help to make them ready for professional field.
- Curricular activities such as Vocabulary Test on Hindi Diwas, Drawing Competition on Children's Day, Essay Writing Competition on Human Rights Day, Poster Making on World' Cancer Day, Speech on National Science Day, Essay Writing, on Voters Day etc. are the initiatives taken by the institution to improve teaching skills and expression among students.
- Moral and value education is an integral part of our curriculum. In morning assembly, special emphasis is given on the moral development through concerned articles, thoughts meditation etc.
- Student Centered Approach is used to bring their inner capabilities out and develop as well.
- To make the students understand the interconnectedness of the various learning engagements, they are taught through interdisciplinary approach as well as traditional approach.
- Students participate in intramural and extramural Art and craft activities. These activities help them in becoming self-reliant.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI**

All of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback**

Feedback collected, analyzed, action taken and available on

**process adopted by the institution comprises the following**

**website**

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment of students during the year**

**125**

##### **2.1.1.1 - Number of students enrolled during the year**

**125**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Document relating to sanction of intake from university	<a href="#">View File</a>
Approval letter of NCTE for intake of all programs	<a href="#">View File</a>
Approved admission list year-wise/ program-wise	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

#### **2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year**

**42**

##### **2.1.2.1 - Number of students enrolled from the reserved categories during the year**

**42**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	No File Uploaded
Final admission list published by the HEI	No File Uploaded
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

0

#### 2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

## 2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

- Institute conducts Student Induction Programme / Orientation Programme for newly admitted students to make them aware of all the aspects of the Program in which they are enrolled.
- Mentor-Mentee system is in place to assess the academic level of the students as well as to provide the academic and



personal counseling.

- Students are encouraged to participate in intramural activities as well as to participate in extramural activities organized by different colleges or university.
- Talented students are motivated to participate in extra-curricular activities and competitions organized at Distt/State/National Level.
- Advanced Learners are encouraged to enroll in value added courses as well as MOOC Courses on swayam portal.
- Students are provided with notes and books for academic support.
- Bilingual explanation and discussion are imparted to the learners for better understanding of the concepts.
- Peer-tutoring is also encouraged alongwith remedial classes for slow learners.
- Institute organize Talent Search Competition to assess the interest of students in co-curricular and extra-curricular activities.
- Institute emphasized upon Learner Centered Education through teaching and personalized Learning. Self-learning and other strategies to accelerate the process of learning among students.
- When the revision is likely to be completed, the institute organize House Examination to assess the academic progress of students.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs**

Six/Five of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>
Reports with seal and signature of Principal	No File Uploaded
Photographs with caption and date, if any	No File Uploaded
Any other relevant information	No File Uploaded

**2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity**

Two of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

**2.2.4 - Student-Mentor ratio for the academic year**

233

**2.2.4.1 - Number of mentors in the Institution**

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

The institution adopted multiple mode approach to teaching -learning for the holistic development of students. Experiential learning is emphasized through teaching practice ,internship,making and using audio- visual aids,Art & Craft etc.to provide hand on and direct experiences.

Partipatory learning is promoted through:

- Extension activities
- All the curricular and co-curricular activities
- Seminars,group discussions,quiz,role play etc.to encourage students and to build up their confidence and creativity

Problem -solving methods are promoted to develop research aptitude,problem solving skill,critical skill and creativity.These activities:

- Dissertations(M.Ed.)
- Action research
- Participation in Seminars
- Assignments
- Quiz etc.

To encourage self study and independent learning students are provided

With various facilities like libraray,ICT lab.,language lab.,Art and Craft lab.etc.

Research /curricular/co-curricular activities that were conducted in

2021-22 to support brain storming and multiple mode of teaching-learning.

These activities are:

- National level online writing competition
- One day National Webinar
- 7 day National online workshop on Basics and writing research papers.
- Vocabulary test on Hindi Diwas
- Drawing competition
- Essay writing competition
- Vichar goshti
- Poster making competition
- Speech competition
- National seminar
- Online national level digital poster making competition.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year**

**NIL**

File Description	Documents
Data as per Data Template	No File Uploaded
Link to LMS	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

**2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year**

**194**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Programme wise list of students using ICT support	<a href="#">View File</a>
Documentary evidence in support of the claim	No File Uploaded
Landing page of the Gateway to the LMS used	No File Uploaded
Any other relevant information	No File Uploaded

<b>2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports</b>	Three of the above
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	<a href="https://youtube.com/@dr.krishankantclasses">https://youtube.com/@dr.krishankantclasses</a>
Any other relevant information	No File Uploaded

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

Institution is providing mentor mentee groups in which 10 to 12 students are assigned to a mentor. For the professional development of mentees mentor providing guidance to share their experiences and discuss their problems. Mentor motivating the students to participate in co curricular activities. Morning Assembly is organized by each mentor where each student participate and develop

confidence in public speaking. Orientation program for B.Ed ,M.Ed students and social visits and celebration of different festivals are also organized. Guest lectures, motivational speech and spiritual and technical sessions of outside visitors are also provided to the students for their professional development.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

The Institution tries to bring creativity, innovation, intellectual and thinking skills, empathy and life skills among students through project work, research work, library visits, assignments ,Art work, Talent search program, organized co-curriculum activities by different cells of college, school internship programme etc. Students are encouraged to make best use of various opportunities provided to them during the teaching learning process. Students participation in various activities like National level online writing competition, National webinar, Tree plantation, Rangoli making, Greting

card making, Diya decoration, Mehandi competition, Speech competition etc. shows that they developed the innovative and life skills .

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)**

Seven/Eight of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities with video graphic support wherever possibl	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied**

Eight /Nine of the above

**learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	<a href="#">View File</a>
Attendance sheets of the workshops / activities with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of each selected activity	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback**

Three of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment**

All of the above



Rating Scales	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</b>	<b>Three of the above</b>
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event</b>	<b>All of the above</b>

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View File</a>
Report of the events organized	<a href="#">View File</a>
Photographs with caption and date, wherever possible	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study**

Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples of assessed assignments for theory courses of different programmes	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

The institute collaborates with the nearby schools and requests the principal of the schools to accommodate the students for practice teaching and internship. The institute holds discussion with the teacher's in-charge of school/principal before starting the practice teaching. The institute also conducts student orientation program before sending them to schools for practice teaching and intership in which teachers of the institute motivate the students to fulfill all the duties/ responsibilities, which will be given to them by school authorities. Teacher educators also emphasized upon the regularity and punctuality of the pupil teachers in allotted schools. Visit of the schools by the faculty members as the supervisors in the allotted schools to meet the student teachers,

supervising pupil-teacher's class room performance with the use of teaching aids and the prepared lesson plan are arranged. After that the supervisor reports his / her observations in the lesson plan book regularly. Principal of the institute also takes reports from the teacher incharge of practice teaching time to time. In this way teacher incharge and pupil teachers of the institute get exposure to the variety of school such as Govt. Schools. Private Schools and Special Schools (Aarohi School) etc.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.4.9 - Number of students attached to each school for internship during the academic year

##### 2.4.9.1 - Number of final year students during the academic year

107

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.10 - Nature of internee engagement during internship consists of Classroom teaching  
Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests  
Organizing academic and cultural events  
Maintaining documents Administrative responsibilities- experience/exposure  
Preparation of progress reports**

Seven/Eight of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sample copies for each of selected activities claimed	<a href="#">View File</a>
School-wise internship reports showing student engagement in activities claimed	<a href="#">View File</a>
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

Effective monitoring of practice teaching is a collaborative (joint) responsibility of the institute and the concerned schools. Lesson plans taken by each pupil teachers were observed, evaluated and discussed thoroughly to ensure optimal impact of internship in schools, teacher educators accompanied the student teachers to the concerned schools. Institute has collaboration with 10 nearby schools and sends the students teachers to practice their teaching skills there. Teacher educator observes the lesson plans of each and every student; write the feedback on their prepared simulated lessons, discussion lessons as well as ordinary lesson plans.

Principal of the concerned school also supervise all the classes and provide suggestions to the students upon the lesson plan preparation as well as presentation. Principal/Head of the school also provide mentor/teacher to the student - teachers to the resolve their problems regarding practice teaching and to get important suggestions.

Peers observations are also made by the student teachers during practice teaching. Each student teacher accompanied with a peer for observation of the class and lesson plan presentation. Peer may be of the same optional subject or any other subject.

File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* ‘Schools’ to be read as “TEIs” for PG programmes)</b>	All of the above
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File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>2.4.13 - Comprehensive appraisal of interns’ performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness</b>	Four of the above
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File Description	Documents
Format for criteria and weightages for interns’ performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>2.5 - Teacher Profile and Quality</b>
<b>2.5.1 - Number of fulltime teachers against sanctioned posts during the year</b>

18

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	<a href="#">View File</a>
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

**2.5.2 - Number of fulltime teachers with Ph. D. degree during the year**

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.5.3 - Number of teaching experience of full time teachers for the during the year**

128

**2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year**

128

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1. In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations

**The institute puts efforts to keep the faculty updated**

professionally by providing different infrastructural and instructional facilities and resources. Teachers Educators are encouraged to enhance their professional growth as well as educational qualifications. Institution organizes seminar / workshop / conferences / Faculty Development Programme at its own level as well as encourages the teacher educators to join these programmes organized by other colleges or universities. Teacher Educators are encouraged to write and published their research paper in reputed journals along with the publication of books. Institute also encourages the teachers to complete their research programme i.e. Ph.D. and provide academic / study to theme to enhance their qualifications. Teachers also attend refresher courses, orientation programme, short term courses etc. Teachers are also facilitated to act as resource persons or organizers of different educational programmes. Principal of the college is the member of UG board of studies of the University, Chaudhary Devi Lal University Sirsa. Faculty also act as examiners, discharge duties are invigilator and paper setters.

File Description	Documents
Documentary evidence to support the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

Continuous Internal evaluation (CIE) as directed by C.D.L.University norms is strictly followed by the college. The students of all the program are evaluated at two levels, college and university in the theory exam (papers) 80% of the evaluation is done at the university level by the way of semester and annual examination the remaining 20% part of the evaluation is fulfill at the college level in the accomplish matter of papers with practical components undertaken by as per their course requirements and in the best interest of students are adopted. Continuous internal evaluation is undertaken by internal assessment process and annual/semester based evaluation twice a year. There is complete transparency in the internal assessment.

Timely feedback also given to students on the answers written by them.

On the basis of their achievement remedial classes are held. Following methods are used by faculty members for (CIE) a few of them are.

1. CIE of student learning is undertaken by the institution by using unit test, house test presentations, assignments, etc.
2. Maintenance of attendance record, regular and updated daily.
3. Observations by class teachers, seminars, classroom discussions, various methods are used for (CIE). CIE of students is done in a systematic and organized manner.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually**

Two of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	<a href="#">View File</a>
Annual Institutional plan of action for internal evaluation	<a href="#">View File</a>
Details of provisions for improvement and bi-lingual answering	<a href="#">View File</a>
Documentary evidence for remedial support provided	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective



The institution has well-transparent system in place to deal with examination related grievances. The examination committee also resolves grievances related to examinations timely. Locked boxes facility is also available in the college and hostel; through which student can communicate their grievance within specified time period marks are finally uploaded on the university portal.

The evaluated papers related to internal examination including of Assignment, class test, projects, presentations, sessional work etc are shown to the students with their marks and suggestions are given for their improvement. Students are given various appear unities to perform their abilities, skills, knowledge and creativity. Any query regarding feedback and evaluation is thoroughly tackle by the respective teachers. The marks are sent to the university only after each student has been given opportunity and time to review and register their complaint if any.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

Academic calendar generate the environment of teaching- learning and discipline. Before staring of the academic year, the academic and cultural committee of the college prepares the academic calendar in the consultation with the academic calendar received from C.D.L. University, Sirsa. It contains relevant information regarding the teaching- learning schedule (working days), various events to be organized, days and week to be celebrated , holidays, dates of external examination, semesters examination etc.

The college also prepares college -level calendar includes details like orientation programs, talent hunt, and celebration of special days, workshop, extension lecture etc. then informand to IQAC.IQAC after giving theirinputs in the calendar display it on notice board and uploads on the college website.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## 2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

The college has a proper mechanism of communication of the learning outcomes of the programs and courses, which includes the following; Hard Copy of syllabi and course/program outcomes are available in the college library for ready reference to the teachers and students. Copy of curriculum and outcomes of programs and courses are also uploaded on the college website.

The college IQAC has stated course and programme outcomes and deems its duty for students to observe transparently through varied activities.

- Encourage to become reflective learners with an insight for human welfare harmonious development of personality.
- Simulated lessons and microteaching are followed by group discussion and brainstorming thus making teaching programme reflective.
- Internship, Teaching Practice are evaluated in a meticulous manner by teacher educator, along with school head and teachers.
- Seminars, Webinar are conducted to ensure lively discussions and sharing of ideas thereby showing their concern towards emerging issues.
- Awareness and sensitization programs (International Women Day, Mother Day, International Yoga Day) to sensitize students about social current issues developing various aspects through various co-curricular activities.
- Talent hunt and the initial induction program help to identify talents that give them an edge in learning experiences.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Result sheet for each year received from the Affiliating University	<a href="#">View File</a>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

The College has a systematic process of collecting and evaluating data on program and course outcomes, for which the assessment includes the following; Assessment for the course level is done via continuous assessment having a particular weight age depending upon course objectives, Learning outcomes, and pedagogy. The alignment of course outcomes is measured through

- Personal & Classroom interaction
- Assignments
- House Exams
- Project Work
- Internship
- Teaching Practice

Curriculum Planning and evaluation blue prints are provided to the students at the beginning of the session. They contain the details of course outcomes and also the way their attainment will be assessed. The level of attainment of these outcomes is also determined by the institution through personal and classroom interaction during the teaching and learning situations.

Students of B.Ed and M.Ed program prepared their projects given to

them by their respective teachers and pedagogical subjects and research guide. Students of both the program attend their teaching practice programme, School Internship Program in the allotted Schools and teachers educator help them to achieve the course learning objective and measure the course outcome through the given task.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.7.4 - Performance of outgoing students in internal assessment

##### 2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

229

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

The learning needs of the students are identified before the beginning of the course. PLOS and CLOS are defined before the start of the course and these are achieved through the teaching -learning process in due course of time. To assess the cognitive aspect of the students class tests/ Units tests/house exam are taken regularly. Then their performance is evaluated and remedial classes are organized for week students. Staff's meetings are held to review the progress of students and to ensure the completion of the syllabus.

Continuous and comprehensive evolution and monitoring of the learning outcomes of various courses are done. Other aspects like conative and affective , various activities like Workshop, Seminar, Webinar, Vocabulary Test in Hindi , Vichargoshti, Speech Competition, Essay Writing Competition, Teacher Day Celebration , Talent Search ,New Year Celebration, International Women Day, Mother Day Celebration, International Yoga Day, Celebration of National or International Days, are organized and it is ensured that every student participates in it and their performance is also monitored and feedback is given to improve their performance. The college has the distinction of producing illustrious alumni who have been serving in the field of teaching as teachers.

File Description	Documents
Documentary evidence in respect to claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.8 - Student Satisfaction Survey

### 2.8.1 - Online student satisfaction survey regarding teaching learning process

NIL

## RESEARCH AND OUTREACH ACTIVITIES

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

NIL

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

#### 3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

NIL

File Description	Documents
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded

<b>3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research</b>	Three of the above
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports</b>	Three of the above
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File Description	Documents
Documentary evidences in support of the claims	<a href="#">View File</a>
Details of reports highlighting the claims made by the institution	<a href="#">View File</a>
Reports of innovations tried out and ideas incubated	<a href="#">View File</a>
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

### 3.2 - Research Publications

#### 3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
First page of the article/journals with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the journals in which articles are published	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
• First page of the published book/chapter with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3 - Outreach Activities

#### 3.3.1 - Number of outreach activities organized by the institution during the year

##### 3.3.1.1 - Total number of outreach activities organized by the institution during the year

05

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 3.3.2 - Number of students participating in outreach activities organized by the institution during the year

##### 3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

424



File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View File</a>
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

357

#### 3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

357

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	No File Uploaded

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

The Institute organized outreach activities in community through collaborated schools for teaching practice. In the year 2022, the institute organize an activity on march 08, 2022 on the occasion of International women's Day in Vivekanand Senior Secondary, School Arnianwali, Sirsa, to sensitize the students and community people towards the social issue regarding Gender Biasness. Pupil - Teachers of the College portrayed many renowned and successful women of the society to motivate the girl students of the school. Teacher Educators of the institute also motivated the school students by telling them the true facts based stories about the role of women in society and gender equality along with women rights. The institute

also celebrated National Science Day in collaborated School for teaching practice i.e. Govt. Sr. Sec. School, Arnianwali on the theme "Life Sketch and Innovation of Scientists" to make the students sensitive towards social issue related to superstitions / illusions which are faced by community people still today.

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

01

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4 - Collaboration and Linkages

#### 3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

02

##### 3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of teachers/students benefited by linkage – exchange and research	<a href="#">View File</a>
Report of each linkage along with videos/photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copies of the MoU's with institution / industry/ corporate houses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges**

Three/Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

The institution has adequate facilities for Teaching- Learning in order to provide comfortable and effective environment for the growth and development of pupil teachers.

The college has total land area (in sq m) 7992.54 and a total built up area (in sq m) 3508. 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. It is utilized for various curricular and co-curricular activities. The campus of the institution is Wi-Fi. There are two different Wi-Fi connections.

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.**

**4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities**

01

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/INFRASTRUCTURE-GEO-TAGGED-PHOTOGRAPHS.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/INFRASTRUCTURE-GEO-TAGGED-PHOTOGRAPHS.pdf</a>
Any other relevant information	No File Uploaded

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

235209

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

- Our library is automated using functional, efficient and reliable software which was developed by a software engineer and started in 2013.
- 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 alongwith photocopier facility is also available in the library.
- The library is occupying an area of 1600 sq. feet with 50

seating capacity. Our library full of enriched resources of more than 9040 books, 09 print journals and 19 encyclopedias.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="https://www.shahsatnamjieducation.com/library">https://www.shahsatnamjieducation.com/library</a>
Any other relevant information	<a href="#">View File</a>

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

**NIL**

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	No File Uploaded

**4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases**

File Description	Documents
Data as per Data template	No File Uploaded
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

**4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)**

**38529**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.2.5 - Per day usage of library by teachers and students during the academic year

##### 4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

85

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/Library-Log-Register-2021-22-1_compressed.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/Library-Log-Register-2021-22-1_compressed.pdf</a>
Any other relevant information	No File Uploaded

**4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College**

Three of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

The institution has a fully Wi Fi enabled campus (two different wi fi connections) with a secure network and 24X7 access of internet. It has DIGITAX INDIA COMMUNICATION PRIVATE LIMITED(SACH CABLE)and AHM DIGITAL NETWORK PVT LTD (Delhi) internet services which are regularly updated. The bandwidth 100 mbps. The wi fi is updated

The college has also purchased zoom subscription when the workshop and FDP was organized. There is updated computer systems in the lab. and library. To facilitate teaching- learning and research, six computer are provided to the staff. LED and computer system is also available in the multipurpose hall. The principal office is also provided with a computer system and a LED. Other essential equipments like mikes, overhead projector, speakers, scanner cum printer are available. The maintenance of these equipments is ensured.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 4.3.2 - Student – Computer ratio during the academic year

10:1

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded



<b>4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:</b>	<b>D. 50 MBPS - 250MBPS</b>
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File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

<b>4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit</b>	
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File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	<a href="#">NIL</a>
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

#### **4.4 - Maintenance of Campus and Infrastructure**

##### **4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)**

**1078572**

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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	No File Uploaded

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place. Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

Library timing is fixed and visitors' register is maintained for staff as well as students. Our library is automated using functional, efficient and reliable software which was developed by a software engineer and started in 2013. 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. The supervision is done with the help of CCTV for the library resources. 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. These are maintained and updated time to time with the help of technicians. The library purchase committee caters to the demands. The books and journals are sent for binding and necessary repair regularly. Library committee purchases books as per requirement.

The institution has adequate facilities for teaching learning process ICT lab, cum language Lab., Art and Craft Lab. Curriculum Lab. (equipped with audio visual aids, science apparatus etc.). Effective functioning of labs. and instruments is ensured. For any repair and maintenance, the experts and technicians are reported.

The repairs and maintenance procedure is done as per the requirements. There is lab. assistants, library assistants and caretakers for the proper utilization of the resources. The campus is under CCTV surveillance which provide more minute observation.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning**

One/Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable**

Seven/Eight of the above

File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	No File Uploaded
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)</b>	<b>One of the above</b>

File Description	Documents
Data as per Data template	<a href="#">View File</a>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	<a href="#">View File</a>
Report of the Placement Cell	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
03	94

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	No File Uploaded
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 5.2.2 - Number of student progression to higher education during the academic year

#### 5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

07

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of graduating students and their progression to higher education with seal and signature of the principal	<a href="#">View File</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

### 5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

14

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

The College has a Students Representative body and it is named as "Student Council". The student council gives the students a voice platform to be heard. Student Council is in place along with a strong representation of students in the academic and administrative bodies/committees. The Class Representative (CR) system is fundamental to student representation as leaders. It allows one student to represent each class of students in the college to ensure the systems efficiency and effectiveness in putting forward the interests and views of the students. The student council involves in multifarious duties that the college demands of them. Elected members are announced in the assembly. The composition of the student council is as follows:-

- Head Boy
- Head Girl

- Class Representatives from each class

Major Activities of the student council include:-

- The Council share students' issues and grievances and solve the problems of teacher trainees with the help of Principal and faculty.
- Central student council is a part of the IQAC and participates in strategic decision making.
- Assists the staff in smooth conduct of curricular and co-curricular/extra-curricular activities.
- Help in maintenance and beautification of campus and to ensure discipline in the college.
- To organize Educational and Recreational Activities for students.
- To engage Value Added Programmes in the college.
- To confirm the participation of Student-Teachers in University Youth Festival and other intercollegiate competitions.
- Conducting Assemblies

File Description	Documents
Copy of constitution of student council signed by the Principal	<a href="#">View File</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 5.3.2 - Number of sports and cultural events organized at the institution during the year

06

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of the events along with the photographs with captions and dates	<a href="#">View File</a>
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

The name of Alumni Association of our college is Altruistic. The functionaries of the Alumni association are as follows:

Mr. Harvinder (President)

Ms. Megha (Vice-President)

Mr. Chanan (General Secretary)

Ms. Jaspreet Kaur (Treasurer)

Ms. Nehak, Ms. Shaina,

Ms. Ekta, Ms. Anuradha,

Ms. Poonam Arora (Executive Members)

SSJCOE fraternity, since the time of inception, had strong sense of belonging to the institution. SSJCOE students remained associated with the Shah Satnam Ji family spreading love, inspiring younger ones and contributing all what they could. The Alumni association holds its meetings in which views are exchanged and their healthy suggestions to further the progress and prosperity of the institution are welcomed. The activities of the alumnae association include:

- The Alumni association functions to support alumni of the institution. It helps to cater to the needs of the institute in



conducting campus placements.

- The Alumni Association also coordinates various activities related to the career counseling of the students.

- Training activities are organized throughout the year in an effort towards preparing prospective teachers for their successful placement.

- The association is sensitized to function all through the year towards generating placement and training opportunities for the students.

File Description	Documents
Details of office bearers and members of alumni association	<a href="#">View File</a>
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

**5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support**

None of the above

File Description	Documents
Documentary evidence for the selected claim	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	No File Uploaded
Any other relevant information.	No File Uploaded

**5.4.3 - Number of meetings of Alumni Association held during the year**

01

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

Alumni members motivate the students to take admission in the college. They participate as delegates, resource persons in seminars and workshops, curriculum transaction and value added courses offered by the college. The alumni association of the college organizes annual meetings and alumni of the college employed as teachers/heads/administrators in India and overseas living suggest improvements in the functioning of the college (curricular & extracurricular) through formal or informal platforms. Alumni of the college share work experiences and acquaint with the demands of job market, provide valuable feedback regarding working of the college and requirements of teaching profession. Alumni of the institution take keen interest in the developmental affairs of the institution, Placement of our pupil teachers in various schools and training for competitions in cultural, skill in teaching etc. Alumni actively participate in delivering model lessons and share their expertise during finishing school and skill enhancement programme. They contribute books to the book-bank of the college & facilitate linkages with the community and other academic institutions where they are working.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission. Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

SSJCOE Strives to be an eminent institution of excellence in higher Education it also aims at creating an environment for effective teaching-learning by encouraging the students and faculty to nurture their intellect, curiosity and research temperament.

Moreover, the institution emphasis on promotion of values and spiritual development of students and community, in which they will blossom as fully competent human being and able to meet the every challenging need of Global scenario. The institution is working under the trust of Shah Satnam Ji Research and Development Foundation, which is Non-Profit organization it works selflessly for society and upliftment of Education. It has a democratic, participatory and transparent system of policy and decision making.

The Management holds meeting of Governing body, coordination committee and other bodies frequently and monitors the development activities, transaction of teaching-learning activities, class results financial transactions, human resource management to ensure the availability of all types of requirements for smooth functioning of the institution.

Administrative, Academic, co-curricular activities are planned and executed by conducting frequent meetings and interactions with all staff and stake holders to .....

- Provide qualitative Education
- Sensitize prospective teachers for the sustenance of value oriented education social environment issues and society development
- Develop creative thinking and innovative practices
- Provide inclusive and holistic development to every individual.
- Provide quality of education without any discrimination of caste, creed and religion.
- Training in multiskill development including Communication, Leadership training etc.

Provide opportunity to the faculty for continuing professional

## development .

File Description	Documents
Vision and Mission statements of the institution	<a href="#">View File</a>
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

All the activities relating to academic Co-Curricular, administrative and others allied areas the institution follows a democratic and transdisciplinary mode Governance with all stakeholders participating actively in this administration. All the activities are planned and approved by Principal, Governing body based on Government Policies, current needs, feedback and ecisions are taken in democratic and decentralized and participatory manner by different constituted bodies of the college.

- Governing body (Management) assign the power to the Principal.
- Principal forms various staff committee and student representatives' bodies for supervision and organize of various college activities.
- Principal Conduct regular meetings for upliftment of college assign responsibilities keeping in view the abilities, competencies and work load of the staff.
- The college has a student representative body which college incharges and students elect head boy and head girl and CR of the college.
- A transparent selection process is followed by the staff members to elect the students representative Body.
- Members of the staff nominated five students after healthy discussion in classroom and submitted the list of recommended students to Principal.
- A meeting was held in Principal office on 26-02-2022 forthe selection of Head Boy and Head Girl in which through lottery system Head Boy and Head Girl were elected and assigned the

duties.

- Class Representatives were also selected by the class incharges in their respective classes.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

The institution maintains financial, academic administrative and other functions as under:-

**Financial Functions:-**The Institute prepare its budget at the beginning of its financial year and sent it to management for approval. During the whole year 2021-22 all Income and Expenditure are verified time to time by chartered accountant. External audits are conducted by agency named vats and company chartered accountants Charkhidadri, Haryana. Internal audit is done by Checking of each Bill, preparation of Vouchers by the accountant after it is verified by the concerned person and at last Principal approves the bill for payment to the concerned parties.

**Academic and Administrative:-** The institute maintains transparency in its academic and administrative aspects by constituted a team consisted of Principal and three senior members of the college. The committee identifies academic and administrative and reforms and evaluate the optimum utilization of financial and other resources. It also assessed the strength and weaknesses of all the programmes and suggests methods for improvement it also assures the quality education by implementation of curricular and extra curricular activities

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

### Strategic plan for the upliftment of the women

Perspective plan- while preparing the plan, IQAC has considered the following-

- The institution takes initiatives by planning and formulating a strategic plan for promoting gender equality, gender justice.
- To empower and orient women to recognize their true potential and to help them attain their own stand in the society.
- To enhance the self-esteem and self-confidence among women and Girl students
- To foster decision making ability
- To increase awareness regarding women rights and social issues, health employment and gender related matters.

For making women more empowered, proactive, self-reliant, confident following activities are being organized:

- Talent Search Competition
- News Bytes on center's bill to raise the "minimum age of women for marriage
- Rangoli, Mehendi, Nail Art competition.
- Vichar Goshti on Char Sahibzadas of 10th Guru Ji and about sacrifice made by Mata Gujar Kaur Ji"
- International women's Day and Motherday Honouring rural women sarpanch and other working women in rural area

### Strategic Plan for Future

- Activities for women Empowerment & National seminar on women day will be organized
- Extension lecture will be organised with women police officer
- Prominently Displayed of Banner saying that "Security to women is our responsibility" at college campus.
- Lectures on health, hygiene and nutrition awareness rally organized
- The plans structured by the management principal are communicated to the target groups through possible modes of

## communication

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="https://www.shahsatnamjieducation.com/action-plan-3">https://www.shahsatnamjieducation.com/action-plan-3</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

An organizational structure describes how activities such as task allocation, coordination and supervision are directed towards the achievement of organization aims College management and institutional bodies regularly working for activity favorable results. The administrative structure is very transparent, participatory and efficient. An organizational structure is a system that outline how certain activities are assigned in order to achieve the goal of an organization. These activities can include rules, roles, and responsibilities. Delimiting of duties and responsibilities are clearly mentioned for every staff

- For smooth functioning of institution various committees are constituted.
- Meetings are organized to discuss different agendas related to academic and other activities conducted in the college.
- Different committees at college level name of committees:-  
List of Committees submitted
- For appointment advertisement are published in two National level newspaper. Panel is constituted by university and one management member is part of that panel.

File Description	Documents
Link to organogram on the institutional website	<a href="https://www.shahsatnamjieducation.com/organogram-of-the-college">https://www.shahsatnamjieducation.com/organogram-of-the-college</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students**

One/Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Screen shots of user interfaces of each module	<a href="#">View File</a>
Annual e-governance report	<a href="#">View File</a>
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

Various bodies / cells / committees of the institution are effectively and efficiently working for the growth and development of all the students. Every cell/committee follows a proper procedure and decisions are taken by the committee members in the meeting. Every decision taken is further implemented.

In IQAC Meeting, it was decided to organize a seven day online workshop on Basics of Research and Writing Research Papers. The aim was to provide students, research scholars and faculty working in the field of education an opportunity to learn various aspects of education. This decision was successfully implemented and from 25th to 31st July, 2022, the workshop was conducted. The eminent resource persons were:

- Dr. Kulwinder Singh, Prof. (Retd.) Punjabi University, Patiala
- Dr. Romesh Chand, Prof.(Retd.) HP University, Shimla
- Dr. Kuldeep Puri, Prof., Panjab University, Chandigarh
- Dr. Rajeev Rattan, Prof.& Head, Dept. of Education, University of Jammu



• Dr. Kamaljeet Singh, Prof., Regional Centre, BATHINDA(Punjabi University, Patiala)

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

The Institute has effective implementation of welfare measure for teaching and non-teaching staff in the following ways.

- Free transport facility is provided to staff.
- Employees get fee concession for their wards in the college itself as well as in the sister concern institutes under the trust
- 12 days casual leaves are allowed to every staff member along with summer and winter Break
- Duty leaves are provided to the staff members to attend seminars/workshops/conferences/FDP's/Short Term courses/Refresher courses/Orientation Programme or other similar activities
- Compensatory leaves are also provided to the staff members if they work on non-working days
- Internet and free Wi-Fi facilities are provided to the staff
- EPF facility is provided to the staff along with Employee state Insurance Medical Facility
- M.Ed. faculty members are provided with cabin facility along with computer and internet facility
- Institute has a multicultural environment and ensures the celebration of all festivals together to bring harmony among all.

On the whole, the institute put efforts to create a healthy working environment and to increase work life balance among all staff

members by treated them onpar with each other.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**NIL**

File Description	Documents
Data as per Data Template	<b>No File Uploaded</b>
Institutional Policy document on providing financial support to teachers	<b>No File Uploaded</b>
E-copy of letter/s indicating financial assistance to teachers	<b>No File Uploaded</b>
Certificate of participation for the claim	<b>No File Uploaded</b>
Certificate of membership	<b>No File Uploaded</b>
Income Expenditure statement highlighting the financial support to teachers	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

**1**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

13

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

The Institute has a performance appraisal system for both teaching and non-teaching staff members. The objectives of this system is to motivate each member of the staff to perform better in delivering quality education and research assessment through Annual Confidential Report . A.C.R is carried out every academic year after the completion of academic session in June. The overall performance of teaching and non-teaching staff is reflected through this report. The ACR of teaching staff consists the following parts.

- Part-A-General Information with Annual Examination Result.
- Part-B-Curricular Activities

1. Classroom Teaching
2. Lesson Planning
3. Home Assignment
4. Identification of Talented/Weaker students.

Note-Assessment Performance filled by the Principal.

The ACR of non-teaching staff consists the following parts.

Part-A- Performance Factors

Part-B- Assessment of Employees performance

Part-c-Performance Summary

Part-D-Comments by Employer after the review session with appraisal

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

The institution conducts both Internal and External financial Audits regularly

External Audits:- it is conducted by agency named vats and company chartered accountant's Charkhidadri- Haryana

Internal Audits- Internal Audits is done by checking each bill and vouchers verified by the concerned person after the Principal constitutes this team with members. The cashier maintains the cash book, receipt, bills and vouchers. It is checked by the internal team of the college

File Description	Documents
Report of Auditors of during the year signed by the Principal.	<a href="#">View File</a>
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

#### 6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

**NIL**

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	No File Uploaded
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	No File Uploaded
Any other relevant information	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

As being a self-financed institute, the major source of fund mobilization is students' tuition fee. The institute utilizes these funds for repair and maintenance of the infrastructure, advancement of ICT facilities, upgradation of library, salary of the staff, conducting seminars, for networking, rallies, guest welfare, academic and cultural activities, for betterment of students and promotion of quality education

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies. Generally the quarterly meetings are conducted of IQAC in which all the internal and external members of IQAC discuss all the curricular, co curricular and other activities take decisions. These decisions are further implemented and action taken reports are prepared accordingly. IQAC functions through various cells/committees of the institutions. These committees organize activities and maintain appropriate record on these. IQAC also collect feedback from the stakeholders and analyze the feedback on various aspects of the institution. Suggestions taken are further implemented and suggestions regarding curriculum are forwarded to university. IQAC takes care of every necessary aspect of the institution i.e. research, infrastructure, teaching and learning, library, learning resources etc.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

The institution reviews its teaching-learning process through IQAC. IQAC prepares an action plan and academic calendar which is chalked out throughout the year. This plan consists of all the academic and non academic aspects which are directly or indirectly concerned with teaching and learning. All the relevant decisions are made in the meetings of IQAC. Teaching-Learning Process is also reviewed through observation of the principal. At the beginning of the session, student induction programme is also organized which provide an effective introduction of various theory, practical courses, PLO'S, CLO'S assessment and teaching methods. There is also the provision of the collection and analysis of feedback which is collected from the students on the teaching learning aspect. The suggestions provided by the students are also implemented. Remedial classes are

also conducted for the underachievers in order to help and guide them.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

27

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of the work done by IQAC or other quality mechanisms	<a href="#">View File</a>
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF**

Three of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="https://www.shahsatnamjieducation.com/igac-meetings">https://www.shahsatnamjieducation.com/igac-meetings</a> , <a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/1-IOAC-8-7-21.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/1-IOAC-8-7-21.pdf</a> , <a href="https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/2-IOAC-16-10-21.pdf">https://www.shahsatnamjieducation.com/wp-content/uploads/2023/05/2-IOAC-16-10-21.pdf</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="#">NIL</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View File</a>
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

The college always strive for overall improvement in its functioning. Principal and governing body reviews its teaching-learning process, operations and learning outcomes. The IQAC regularly reviews and takes initiative to improve the quality of the teaching -learning process. The academic calendar is prepared in advance, displayed and circulated at the college and strictly implemented.

It's compulsory for all new admitted students to attend orientation programme. In which they have view specificity of education system, system of continuous assessment, teaching -learning process, compulsory core curriculum, various cultural activities, discipline and environment of institution. Students are introduced to time table, program structure, syllabus of courses before the academic



session starts. Staff committees regularly remain in touch with students committees to seek feedback with students and appropriate steps are taken for the betterment of teaching -learning process. The college is functioning through its active committees. Every year a progress report is maintained to monitor the development of college.

IQAC always focused on the process of learner centred teaching-learning and it has formulated policy to evaluate it from time to time.

IQAC reviews the process and modifies after taking suggestions.

File Description	Documents
Relevant documentary evidence in support of the claim	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

In order to minimise energy consumption the LED bulbs, tube lights and low energy consumption fans are used. Students are directed to switch off the electricity equipments when they are outside from the classroom. The equipments with rating star are used in the institution like refrigerator, air conditioner etc. These equipments are used to reduce the energy consumption. To reduce the use of paper online and social media platforms are used by students, faculty members and clerical staff. For environment protection college faculty, students are using public transport like bus, auto, bicycle and bike. Students are encouraged to say no to plastics. All the students are motivated to submit their hard copy of assignments with outer cover made by paper, plastic sheets are not allowed to make the outer cover of the assignment.

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

Attention is paid to waste management generated as a result of various activities carried out effectively in the college. Keeping in mind the college environment, the process of waste disposal methods is encouraged. Students are told to use it as a teaching aid to reduce and recycle waste. Students are made to dispose of waste like dry leaves, paper, tree plant waste or straw. The students are guided from time to time by the teachers to dispose of the waste items. Paperless system is followed for office work. Use of ICT Software for management of admission process, fees, salary of staff, for the purpose of making record examination of students. Waste is segregated into dry and wet waste .The institute runs awareness and educational compaign to make the students/people aware about proper disposals of waste.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant**

Three of the above

File Description	Documents
Documentary evidence in support of each selected response	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage**

Two of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

The college premises is kept completely neat and clean. Dustbins are kept in every classroom, bathrooms and verandahs. A pit is dug near the park for disposal of waste generated in the college. The waste generated is dumped. The classrooms, bathrooms, canteens, etc. along with the college premises are cleaned daily by sweeping. Employees have been appointed to do this work. A sweeper worker has been appointed for daily cleaning and maintenance of toilets. The college campus is completely lush green, pollution free environment and overgrown with perennial flowers and tree plants. The college campus is eco- friendly. The work of watering, fertilizing, weeding, harvesting, pruning, etc. is done by the regular gardener to take care of trees, plants and flowers.

File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants**

All of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View File</a>
Circulars and relevant policy papers for the claims made	No File Uploaded
Snap shots and documents related to exclusive software packages used for paperless office	No File Uploaded
Income- Expenditure statement highlighting the specific components	No File Uploaded

#### 7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

6620

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

Being a pioneer college in urban area the college envisages to create an environmental awareness programs among the local communities. Such as tree plantation campaign, health awareness, keeps teachers and students aware for medical related blood donation. Adoption of surrounding school and village. Due to the proximity of the college Sirsa city, the students do not face any inconvenience. This has enabled the college to utilize its locational advantage by offering its premises for examination and training purposes. The college maintains its identity at the university level in cultural and other activities. Locally renowned experts in various fields are called for extension lectures. There is full cooperation from the Management Committee to guide the effective administrative work of the college. Practicing training

and internships are conducted at near by schools.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	<a href="#">View File</a>
Web-Link to the Code of Conduct displayed on the institution's website	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	No File Uploaded
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website) Describe any two best practices successfully implemented by the institution as per NAAC format

The institution feels proud to describe its two best practices, which are implemented since 2006. These are: Tree Plantation: The major objective of the tree plantation is ' To make the students

realize the importance of nature and healthy environment and to beautify the surrounding areas.”

Date Site

4-08-2016 Near Railway Station, Sirsa 09-08-2017 Govt. Sen. Sec. School,

Chopta, Sirsa 08-03-2018 College Campus 14-08-2018 TO 16-08-2018 College Campus 14-08-2019 College Campus 15-08-2020 College Campus 15-08-2021 College Campus Women Empowerment: The institute takes initiatives to raise awareness among society members on women rights , gender equality and equity, women’s’ role in peace building and national conventions ,laws and legislation. Date Activities Venue 09-03-2016 Fancy Dress Competition College Campus 08-03-2017 World Famous women

characterization

College Campus

08-03-2018 Social Issues discussed College Campus 07-03-2019 Extension Lecture on women health and hygiene programme

Govt. High School , Alimohammad, Sirsa

07-03-2020 Drama on social evils played by students in collaboration with Nehru Yuva Kendra

College Campus

08-03-2021 Extension Lecture by Mr. Bhupender khattar, Deptt. Of Law, CDLU, Sirsa

College Campus

08-03-2022 Outreach activity Speech on renowned female personalities of India and a play AWAZ

Vivekanand Sr. Sec. School, Arniawali, Sirsa

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

Motto of the college is Service to Humanity is the True Devotion to God. Man is the idol of Brahma therefore service to man is actually worship of God and it is above all worship. Humanity means service towards human beings, virtuous behavior and kindness towards all living beings It is the human who can conquer anger with love, evil with goodness, the selfish with generosity and the lie with truth. From time to time, the college continues to teach moral values, discipline and ethical values ??in the class room and in the prayer meetings. Due to which good habits, disciplined behavior, cultural values are inculcated in the students.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>