



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	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
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education

• Location	Urban				
• Financial Status	Self-financing				
• Name of the Affiliating University	CHAUDHARY DEVI LAL UNIVERSITY, SIRSA				
• Name of the IQAC Co-ordinator/Director	DR. CHARANPREET KAUR				
• Phone No.	9416433172				
• Alternate phone No.(IQAC)	01666246755				
• Mobile (IQAC)	9468492727				
• IQAC e-mail address	iqacssjcoe@gmail.com				
• Alternate e-mail address (IQAC)	ssjcoeprincipal@gmail.com				
3.Website address	https://www.shahsatnamjieducation.com/				
• Web-link of the AQAR: (Previous Academic Year)	https://www.shahsatnamjieducation.com/aqar-2021-22-2				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.shahsatnamjieducation.com/academic-calendar-2022-23				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.14	2014	10/07/2014	09/07/2019
6.Date of Establishment of IQAC			06/12/2012		
7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
NIL	NIL	NIL	Nil	NIL	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • (Please upload, minutes of meetings and action taken report) 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Organized an "Iconic Week Celebration" under the Azadi ka Amrit Mohotsave from 08/08/2022 to 14/08/2022. On the occasion of 75th Independence day of India, with the reference of instruction received from Ministry of Youth Affairs and Sports, the college organized a series of activities consisted National Flag Ceremony in college, Flag gifting to Govt., School students, Tree Plantation and Cleanliness Drive to follow the "Har Ghar Tiranga" campaign start by Govt. 		
<ul style="list-style-type: none"> • Signed MOU for research usage and academic interaction, Dr. Rajni Bala Principal of the college and Dr. Janak Rani, Principal of M.M College of Education, Fatehabad signed MOU on 09.01.2023 and organized International Webinar on 18/05/2023 and workshop on effective lesson planning on 07/02/2023 in collaboration for the professional growth of faculty members and students. 		
<ul style="list-style-type: none"> • Emphasized upon the improved infrastructural and instructional facilities for the students, as a result a ramp was constructed and reception area was extended and furnished with furniture. A new seminar hall was constructed and designed upon reception area on 		

first floor. The institution spent approximately 11 Lac rupees on the construction and renovation works.

- Organized a one day National Seminar on 17-03-2023 upon the theme Women Empowerment: Pain Behind the Veils. Notable Personalities attended the seminar and presented their views on the theme to empower the women members of the society. Madam Dipti Garg, IPS Sirsa was the Chief Guest of the day. Approximately Two Hundred participants attended the seminar.

- Significantly contributed to attain a NSS unit in self finance mode from the academic year 2022-23 from Director Higher Education, Haryana Panchkula. As a result NSS committee of the college successfully organized three, one day camps and a seven days special camp.

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
<p>To Improve the Infrastructure</p>	<p>The institute has improved its infrastructure as per planning by constructing a ramp up to second floor for disabled persons. Reception area was extended and furnished with furniture. A new seminar room is also constructed and designed (upon the reception area of first floor) for the content presentation by students and faculty members. The Institute spent approximately Eleven lakh rupees on the construction work to improve the infrastructure facilities.</p>
<p>To Enter into MOU with Reputed Institute</p>	<p>The institute signed/ entered into MOU with M.M. College of Education, Fatehabad on 09-01-2023 and organized a workshop on effective lesson planning on 07-02-2023 and an international webinar on "Assessment as open practice form disposable to renewable assessment on 18.05.2023. Alongwith this Principal, faculty members and students of the college participated in Convocation, National Seminar/ Workshop organised by M.M College of Education, Fatehabad.</p>
<p>To conduct National Seminar/ Workshop</p>	<p>The institute organized a National Seminar on the theme "Women Empowerment : Pain Behind the Veils" on 17/03/2023. The major objective of this seminar was to analyze the myth versus reality of women empowerment. Discussion were held on gender equality, women education drug eradication transitional stages of women empowerment, role of</p>

	<p>women in economic development, domestic violence, unheard pain and sufferings of women etc. All were motivated to focus on real empowerment of women by providing her proper education.</p>
<p>Upliftment of students through classroom teaching and training</p>	<p>The institute tried to uplift some basic skills among the pupil teachers through classroom teaching and training, through teaching practice and internship programmes. Pupil teachers were encouraged to use different teaching methods and tools to meet the expectations from modern teachers. Faculty members were instructed to provide individual attention to all pupil teachers during teaching practice and internship for better teaching and training processes.</p>
<p>To extend support to students for participating in co-curricular and extracurricular activities.</p>	<p>Students were always supported or encouraged to participate in various curricular and extra curricular activities during the whole session. As a result a no. of students participated in not only the activities organized by the colleges itself but also in the activities / programmes/ competitions / youth festival organized by other colleges/ university (photos are uploaded on college website)</p>
<p>Practical computer Training</p>	<p>Instructor/ Assistant Prof. in ICT was instructed to provide computer training to all pupil teachers of the college. Value Added Course on "Fundamental of Computer" was introduced by Mrs. Karinderpal Kaur (Instructor in ICT) and 32 students got benefit from it and attained basic</p>

	computer literacy.
Scholarship to SC/BC students	SC/BC cell of the college puts its efforts and 38 students of the college got scholarships under the various schemes started by the Government.
To conduct/ community outreach programme	The institute also organized some outreach programme to establish good community relationships. National Science Day was celebrated in Govt. Primary school, Sawanpura Dhani, Sirsa on 27/02/2023. Cleanliness Programme was organized in Govt. Sec. School, Nezia Khaira on 01/03/2023. NSS unit organized an activity on environment sanitation and disposable of garbage at Govt. Primary School, Dhani Sawanpura and in Dharamshala of the village on 21.03.2023. A rally against Drug Addiction on 22-03-2023 was organized in the same above said village. A handwriting and Drawing competition was also organized on 27/03/2023 by the N.S.S unit in Govt. Primary School, Sawanpura, in which school students participated with great enthusiasm and happiness. Prizes were given to the winners.
To encourage the faculty members for attending seminars/ workshops/ refresher courses/ FIP etc.	IQAC encouraged all the faculty members to attend National/ International seminars/ workshops/ refresher course or faculty induction programme time to time for professional growth.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name of the statutory body	Date of meeting(s)
IQAC	15/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	26/04/2024

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. Our College is affiliated to Chaudhary Devi Lal University, Sirsa adhere 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):

Institute is affiliated to Ch. Devi Lal University, Sirsa Haryana. The University publishes a Notification on its website regarding the implementation of ABC for the students of its affiliated college's w.e.f. 2023-24. Along with this it is also notified that faculty wise workshop for students will be organized for awareness.

17. Skill development:

Skill Development is the need of hour. So, the institute emphasis on acquiring various skills for example Life skills, Communication Skills, Teaching Skills Fine Arts Skills etc. among faculty members and pupil teachers/ students of the college. One day skill development programme on Toy Designing/ Making on 08/04/2023 along with a One Day workshop on "Positivity & Interpretation in Communication" on 20/05/2023 was organized to develop communication skills.

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 visit 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

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. To achieve the programme learning and course learning objectives (P.L.O & C.L.O.) The Institute organized a workshop on Effective Lesson Planing on 07/02/2023 in collaboration with M.M. Collge Of Education Fatehabad. A National Seminar on 17-03-2023 on the theme Women Empwerment, Pain Behind the Veils. An International Webinar on the theme Assesment as Open Practice from Disposable to Renewable Assesment. . in collaboration with M.M. College Of Education was also organised on 18/05/2023. One day workshop on Positivity and Interpretaion in Communication was also organised on 20/05/2023 in collaboration with Shah Satnam Ji Girls College, Sirsa to make the students aware about the roll of effective communication skills in life.

20.Distance education/online education:

The institution is offering three programmes, D.El.Ed, B.Ed and M.Ed . Although most of the content of different courses of all the three programmes is transmitted to the students through face to face interaction yet some of the important topics or the content which is required/demanded by the students are sent to them in the form of Pdf's. Some important links of videos of the curriculum content are also shared with students through whatsapp groups. Students are also encouraged to visit difference platforms like Shodhganga, Shodsindhu, epg pathshala etc.for their research work and to get content of their requirement. The institute also encouraged the student to join value added course on Fundamentals of Computer so that they can attain computer literacy and take the benefit from online education. The faculty member of the institute are also encouraged to use blended mode of teaching and learning as per the need. The institute organized an international webinar on the theme "Assesment as Open Practice from Disposable to Renewable Assesment". on 18.05.2023 in collaboration of M.M. College of Education, Fatehabad. The students and faculty members of both the colleges took benefit from this webinar. Faculty Members and the students of the college also encouraged to join Massive Open Online Courses (MOOC) on SWAYAM or NPTEL Portal. Students are also encouraged to join Academia and linkedIn platforms to access knowledge. Many faculty members and students also joined Research Gate.

Extended Profile

1.Student	
2.1	235
Number of students on roll during the year	
File Description	Documents
Data Template	View File
2.2	300
Number of seats sanctioned during the year	
File Description	Documents
Data Template	View File
2.3	0
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	View File
2.4	116
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	View File
2.5	94
Number of graduating students during the year	
File Description	Documents
Data Template	View File
2.6	235
Number of students enrolled during the year	

File Description	Documents
Data Template	View File

2.Institution

4.1	28,45,010
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	29
Total number of computers on campus for academic purposes	

3.Teacher

5.1	17
Number of full-time teachers during the year:	

File Description	Documents
Data Template	View File
Data Template	No File Uploaded

5.2	26
Number of sanctioned posts for the year:	

Part B**CURRICULAR ASPECTS****1.1 - Curriculum Planning**

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

Shah Satnam Ji College of Education, Sirsa, affiliated to Chaudhary Devi Lal University, Sirsa, which strictly follows the syllabus designed and prescribed by the university. Curriculum delivery mechanism is well planned by the IQAC before the start of the new academic session in consultation with all the subject-incharges and Principal. In House planning includes:

- PLO's and CLO's
- Time Table
- Academic Calendar
- Activity Calendar
- Remedial Classes
- Experiential Learning
- Workshops and Seminars
- Review of syllabus through structured feedback
- Student Induction Programme
- Workload allocation as per university norms
- Action Plan chalked out by IQAC
- Curricular and Co curricular Activities
- Internal Assessment through House Exams

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	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
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

A. All of the above

File Description	Documents
Data as per Data Template	View File
List of persons who participated in the process of in-house curriculum planning	View File
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File
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 are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers

B. Any 3 of the Above

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

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	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	Nil

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

2

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

2

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	View File

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

88

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

88

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	View File
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	No File Uploaded
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	View File

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

00

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

00

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.

A fundamental or coherent understanding of the field of teacher education is provided through

- the curriculum which has been designed by experts in the field of teacher education keeping in view NCTE guidelines.
- Pupil teacher are given a detailed orientation regarding complete syllabus, teaching methods, PLO's and CLO's.
- Student Induction Programme for school internship
- Demonstrations of teaching skills, Micro Teaching and Lesson Plans
- Prospectus and Website of the college
- Classroom teaching, Discussion, Debate etc.
- Laboratory and Library Work
- Education Policies Documents available in library

Procedural knowledge (that creates teachers for different levels of school education skills) is provided through:

- Micro and Macro Level Teaching
- Student Induction Programme for school internship
- Demonstration of Lesson Plans and Micro and Mega Lessons

Following activities were conducted to strengthen the knowledge,

skills, values and attitudes:

- Iconic Week celebration
- Hindi Diwas
- Speech Competition
- Essay Writing Competition
- Slogan Writing Competition
- Human Right Day Celebration
- Poster Making
- Workshop on Effective Lesson Plan
- National Science Day
- National Seminar
- Workshop on Bloom Taxonomy
- Toy Designing/Making
- Quiz
- Workshop on Positivity and Interpretation in Communication
- Workshop on Best out of Waste/ Model Making/Lesson Planning
- Janbhagidari Activities

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File
Photographs indicating the participation of students, if any	View File

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.

- The Teaching Practice at Macro as well as Micro level and School Internship Programme are conducted to make the pupil teachers understand the school system and diversities. In the field, students got better opportunity to interact with all the stakeholders of the school and their problems and needs. They understand all the aspects of assessment system, time

table, curriculum, teaching methods, text books, state wise variation, norms of school, educational objectives etc. They interact with the students of different background such as caste, gender, language, religion, area etc.

- The institution also organizes some outreach activities to familiarize students with the school diversities i.e. National Science Day, Cleanliness Camp, Environmental Sanitation and Disposable of Garbage and Adult Literacy Programme, Rally against Drug Addiction, Handwriting and Drawing Competition.
- A National Seminar was also organized that focused on the problem of gender diversities.
- The students also attain theoretical and conceptual knowledge of school diversities through different theoretical subjects.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	No File Uploaded
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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 in their professional acumen from the wide range of curricular experiences. Some of the initiatives taken by the institution are:

- Integrated Learning is promoted through promoting problem solving skill and organizing various curricular and co curricular activities.

- Student Centered Approach is used.
- Teaching moral values by conducting morning assemblies, Yoga Sessions, Meditation, Speech and other co curricular activities
- Curricular activities i.e. Micro Teaching, Simulated lessons, Discussion Lessons, Real Teaching Practice, Internship etc

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

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following

Feedback collected, analyzed, action taken and available on website

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year	
119	
2.1.1.1 - Number of students enrolled during the year	
119	
File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	No File Uploaded
2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year	
37	
2.1.2.1 - Number of students enrolled from the reserved categories during the year	
37	
File Description	Documents
Data as per Data Template	View File
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	View File
Any other relevant information	View File
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	View File
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 in M.Ed. and B.Ed. to make them aware of all the aspects of the Program in which they are enrolled.
- Mentor-Mentee system is in place to support the students for academic and personal counseling.
- Students are motivated to participate in various activities as well as competitions organized by different colleges or university.
- Students who got positions at college level are motivated to participate in various activities organized at Distt/State/National Level.
- Students are encouraged to enroll in value added courses as well as MOOC Courses on swyam portal.
- Learning material like notes and books are provided to students for academic support.
- Multilingual interactions, 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 emphasized upon Learner Centered Education through teaching and personalized Learning. Self-learning, peer

Discussion 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	View File
Documents showing the performance of students at the entry level	View File
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	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
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

Four of the above

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

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	View File

2.2.4 - Student-Mentor ratio for the academic year

20:1

2.2.4.1 - Number of mentors in the Institution

10

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
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.

Teachers use multiple modes for teaching the different courses of each programme.

Experiential learning is encouraged by conducting teaching practice sessions and internships. Concept of micro teaching is also taught in the course learning and teaching, course III in B.Ed. (Workshop on Effective Lesson Plan 07-02-2023, National Seminar 17-03-2023,

Workshop on Blooms Taxonomy 22-03-2023)

- Problems solving methodologies are used by conducting, quizzes (11-04-2023) Action Research in B.Ed. course, preparation of Research Proposals M.Ed. II sem., and finding out the right solution for research problem through dissertation work in M.Ed. IV sem.
- Brain storming session (Essay Writing Competition 26-11-2022 & 31-03-2023.) and focused group discussion and also organized during class room teaching.
- Online modes (International Webinar, 18-05-2023) of teaching alongwith other different strategies e.g. Demonstration method, simulations, co-operative learning, lecture cum discussion method, self study method are also used .

The basic rationale behind adopting such learning methods is to develop the problem solving ability among students and to make them familiarized with using them. The purpose and importance using these multiple modes is to make the content interesting , learning easy and enable teachers to easily express concepts. Students with learning challenges can also take benefits from this.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
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	Nil
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

235

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
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

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

Four of the above

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	https://youtu.be/RwxC5J8LI4Q?si=tyIlbFnaiyO-9MNk
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

Teachers provides continual monitoring to develop professional attributes in students with respect to-

- **Working in Teams:-** Students are divided into mentor -mentee groups under the ration of 20:1 Students can share their academic and social concern with their mentors.
- **Dealing with Students Diversity:-** Institutes takes inclusive and responsive approach to deal with student's diversity for their academic and social benefits, teachers work with their students to represent them a wide range of curriculum. Teachers try to present a safe learning environment in which they can survive.
- **Conduct of self with Colleagues and Authorities:-** Members of staff are encouraged to follow the work place etiquettes in college. For example:-Respect each other, welcoming of new member, developing the culture of civility , know each other, listening to others attentively etc.
- **Balancing Home and Work Stress:-** By practicing mindfulness, organizing yoga session, meditating, respecting working hours, maintaining a harmonious relationship between work and personal life.
- **Keeping Oneself Abreast with Recent Development in Education and Life:-**Through Seminars, Workshops, Webinar, Mobile learning, Digital Platform, Social Media for Collaborating Learning, Professional Memberships by teachers and students, Journals Subscription etc. are some of the initiatives taken to keep updated in the field of education and life .

File Description	Documents
Documentary evidence in support of the claim	View File
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

Four of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View File
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 programmed 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 iconic week celebration, orientation programmed, workshops, seminars, important day celebration, important days celebration, international webinar, cleanliness and plantation device, international yoga day celebration, jan bhagidari activates (presentation on major recommendations of NEP 2020 slogan writing on foundational literdecy and numeracy, conference on F& L, Rangoli making compaction on G-20) nurture, creativity, innovativeness, intellectual and thinking skills among students.

File Description	Documents
Documentary evidence in support of the claim	View File
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

Seven/Eight of the above

Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)	
File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possibl	View File
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 learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	Eight /Nine of the above
File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	View File
Documentary evidence in support of each selected activity	View File
Any other relevant information	No File Uploaded

<p>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</p>	<p>All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 613 542 674">File Description</th> <th data-bbox="550 613 1471 674">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 680 542 741">Data as per Data Template</td> <td data-bbox="550 680 1471 741" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 748 542 913">Details of the activities carried out during the academic year in respect of each response indicated</td> <td data-bbox="550 748 1471 913" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 920 542 981">Any other relevant information</td> <td data-bbox="550 920 1471 981" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	View File	Details of the activities carried out during the academic year in respect of each response indicated	View File	Any other relevant information	No File Uploaded			
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Data as per Data Template	View File										
Details of the activities carried out during the academic year in respect of each response indicated	View File										
Any other relevant information	No File Uploaded										
<p>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 Rating Scales</p>	<p>All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 1420 542 1480">File Description</th> <th data-bbox="550 1420 1471 1480">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1487 542 1547">Data as per Data Template</td> <td data-bbox="550 1487 1471 1547" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1554 542 1648">Samples prepared by students for each indicated assessment tool</td> <td data-bbox="550 1554 1471 1648" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1655 542 1794">Documents showing the different activities for evolving indicated assessment tools</td> <td data-bbox="550 1655 1471 1794" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1800 542 1854">Any other relevant information</td> <td data-bbox="550 1800 1471 1854" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	View File	Samples prepared by students for each indicated assessment tool	View File	Documents showing the different activities for evolving indicated assessment tools	View File	Any other relevant information	No File Uploaded	
File Description	Documents										
Data as per Data Template	View File										
Samples prepared by students for each indicated assessment tool	View File										
Documents showing the different activities for evolving indicated assessment tools	View File										
Any other relevant information	No File Uploaded										
<p>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</p>	<p>All of the above</p>										

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

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded

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

All of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
Report of the events organized	View File
Photographs with caption and date, wherever possible	View File
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	View File
Samples of assessed assignments for theory courses of different programmes	View File
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 nearby schools and requests the principal of the schools to accommodate the students for practice teaching and internship. The institute held discussion with the teacher's in-charge /principal of the school before starting the practice teaching. The institute conducts student orientation programme before sending them to schools for practice teaching and internship in which teachers of the institute motivate the students to fulfil all the responsibilities, which will be given to them by school authorities. Teacher educators emphasized upon the regularity and punctuality of the pupil teachers in allotted schools. Faculty members accompanied the students during teaching practice programme and supervise pupil-teacher's class room teaching performance with the use of teaching aids and the prepared lesson plan. After that the supervisor reports his / her observations in the lesson plan book regularly. Principal of the institute also takes reports from the teacher educator. After the completion of internship programme/Teaching practice, school authorities provide certification to the students individually for their internship and collectively for their teaching practice. In this way teacher educators and pupil teachers 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	View File
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**116**

File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
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	View File
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
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.

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 resolve their problems and to get them valuable 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.

During the internship programme pupil teachers are assigned various duties like a regular teacher (C.C.E, teaching, participation in administrative work and co-curricular activities) etc.

To ensure the optional impact of internship teacher educators, school principal and teachers monitored the all assigned duties and provide them valuable feedback.

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

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)

All of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	No File Uploaded

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

Four of the above

process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	View File
Any other relevant information	No File Uploaded

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

17

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
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

08

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	No File Uploaded

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

142

2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year**142**

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
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 publish their research paper in reputed journals alongwith the publication of books. Institute also encourages the teachers to complete their research programme i.e. Ph.D. and provide academic / study leave to them 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 as invigilator and paper setters.

File Description	Documents
Documentary evidence to support the claim	View File
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 theory exam of B.Ed 80% of the evaluation and in case of M.Ed 70% of the evaluation is done at the university level by conducting/annual/semester examination, the remaining 20% and 30% part of the evaluation is done by at the college level. 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 in tests/house examination. Remedial classes for weak students are also conducted.

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 conducting unit test, house test presentations, assignments, etc. along with during the participation of students in various curricular and co-curricular activities.
2. Maintenance of attendance record, regularly 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	View File
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**

Five of the above

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

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

Examination Cell and Grievances Redressal Committee provide a platform for students to submit their complaints about academic personal or administrative issues. For examination related grievances, students can approach concerned faculty for any query or clarification on marks and review the same. Any grievance of the students related to examination is first addressed by the respective faculty and if it is not resolved it is escalated to the convener of the committee and principal of the college. Students can drop their grievances in written form in locked boxes placed in the college campus and hostel. Grievances related to theory and practical examination pattern and schedule is also redressed. Procedurals knowledge for addressing the grievances regarding rechecking or reevaluating of the answer sheets at university level is redressed by faculty members. Examination cell also displays various notifications on notice board received from the university. Institute helps the students to fill re-appear examination forms, additional exam forms, back log examination forms etc. Extension of data due to valid reason for examination related applications are also forwarded to the university by principal. Mistakes in admit cards or D.M.C's of the students are also resolved promptly by the principal by communicating with university.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

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 discipline. Before starting 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 and celebration of special days, workshop, extension lecture etc. then informed to IQAC.IQAC after giving inputs in the calendar and displays 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	View File
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.

To ensured well alignment of stated PLOs and CLOs with the teaching learning process, the institute:-

- Conducts well-equipped classes to comprehend the acquired knowledge of the programme and provides opportunities for experiential learning.
- Organizes workshop/ seminar/webinars / to develop professional skills and competences.
- Encourages pupil teachers to plan and investigate minor research projects in the field of education.
- Encourages pupil teachers to participate in intramural and extramural activities to make them update with latest trends and techniques in the field of education.
- Organizes programmes to enhance professional capacities among pupil teachers.

- Organizes well planned teaching practice and internship programmes so that the pupil teachers can get first-hand experience.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
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

Progressive performances of students and attainment of professional and personal attributes in line with PLOs and CLOs is maintained by:-

- Personal & Classroom interaction
- Assignments
- House Exams
- Project Work
- Internship Teaching Practice
- Judging the performance of Pupil teachers in different curricular and co-curricular activities.

Pupil teachers prepare their projects and teaching models/ aids given to them by their respective subject teachers and research guide. Students of both the program attend their teaching practice programme, School Internship Program in the allotted Schools and teachers educators 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	View File
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

235

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	View File
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	View File
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.

Identifying and Catering to students learning needs can improve their performance and increase comprehension. Keeping this in view

Teachers are instructed to establish the goals to guide students towards improvement in the classroom. Teachers try to give more individualized care. Teachers emphasize on active listening by students and encouraged to retain the concepts taught in the classroom. Students motivated for note taking of important concepts. Students use different learning strategies under the guidance of teachers for deep learning. Students are to perform and demonstrate their knowledge and understanding of proficiency by giving performance task by teacher. Unit tests, class test and house examination are conducted to assess their cognitive performance. Assignment for each course is also given by their respective teacher. Some of the assignments are given in groups.

Continuous and comprehensive evaluation and monitoring of the learning outcomes of various courses are done. Cognitive and Affective aspects are assessed by organizing various activities. 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	View File
Any other relevant information	No File Uploaded

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

<https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/Screenshot-2024-02-26-132907.pdf>

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

0

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)

0

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

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	Three of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
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	View File
Any other relevant information	View File

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	One of the above
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File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
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

2

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the journals in which articles are published	View File
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

2

File Description	Documents
Data as per Data Template	No File Uploaded
• First page of the published book/chapter with seal and signature of the Principal	No File Uploaded
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	No File Uploaded
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

06

File Description	Documents
Data as per Data Template	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
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

296

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	View File
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

108

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

108

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
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 Adult literacy programme to empower individuals by providing them with essential literacy and numeracy skills. It will enhance their employability, socio- economic status and overall quality of life. Apart from this such programmes also help in promotion of lifelong learning.

The institute also organized a rally in Swanpura Dhani, Begu road, sirsa to raise awareness about the harmful effects of drug addiction and educate each individual about the resources of prevention and treatment of drug addiction. Moreover, it also focused on removing the stigma associated with seeking the help. The institute organizes

such awareness programmes every year to promote healthy lifestyle, reducing drug abuse and violence to save lives.

Apart from drug abuse rally and adult literacy programmes the institute also organizes cleanliness programmes to foster a sense of civic responsibility and encouraging community to actively participate in waste management, sanitation and hygiene practices. Such programmes contribute to public health, disease preventing and the overall well being of communities. The institute has organized cleanliness campaigns at Government School, Sawan Pura Dhani, Begu road sirsa, Government school Nezia Khera and college campus as well.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	View File
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

NIL

File Description	Documents
Data as per Data Template	No File Uploaded
Appropriate certificates from the awarding agency	No File Uploaded
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

2

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	View File
Report of each linkage along with videos/photographs	View File
Any other relevant information	View File

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

03

File Description	Documents
Data as per Data Template	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
Any other relevant information	No File Uploaded

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	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	View File

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. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. in order to provide all kind of sources and opportunities for the growth and development of pupil teachers. The institution has spacious and excellent physical infrastructure with lush green lawns. It has well furnished and ventilated classrooms, labs and library. The campus of the institution is Wi-Fi. There are two different Wi-Fi connections. The college has:

- Total land area (in sq m) 7992.54 and a total built up area (in sq m) 3508.
- 14 Classrooms
- 01 Multi-purpose hall (Multi-purpose hall has one PC with sound system and a LED is also attached. Multipurpose hall has seating capacity for 200 persons. It is utilized for various curricular and co-curricular activities)
- 01 Seminar 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 with attached wash
- Administrative Office
- Staff Room
- Separate toilets for male and female staff
- Separate toilets for boys & girls
- Separate Girls & Boys Hostel
- Sports grounds
- 02 Stores
- Pantry for staff
- Reception Area
- Canteen for students
- Ramp Facility

- **Parking Area**
- **Transportation**

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	View File
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

02

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/ICT-FACILITIES.pdf
Any other relevant information	No File Uploaded

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

1322998

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View File
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.

Library Automation is a software platform that helps libraries manage their collections and operations more efficiently. Our library software fulfills vision and objectives of library automation and match it with the features and functions of integrated library systems. Implementation includes all activities after management has decided to automate the library and approved the plan using functional, efficient and reliable software which was developed by a software engineer and started in 2013. 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 along with 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.

The features of library are:

- Cataloguing or updating books in the library software database
- Circulation
- The barcode system for books
- Online annual stock checking.

File Description	Documents
Bill for augmentation of library signed by the Principal	No File Uploaded
Web-link to library facilities, if available	https://www.shahsatnamjieducation.com/librarian
Any other relevant information	View File

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)

31610

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	View File

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

93

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	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/Library-Log-Register-2022-23.pdf
Any other relevant information	View File

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

Two of the above

File Description	Documents
Data as per Data Template	View File
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

Seminar Hall: A Seminar Hall is established equipped with a computer system and a projector.

ICT Lab. : The institution has ICT lab. that consists one LED and computers with internet facility. Other essential equipments like mikes, overhead projector, speakers, scanner cum printer are available. The maintenance of these

Wi Fi enabled campus: 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 is 100 mbps. The wi fi is updated.

Library with computer and internet facility: There are updated computer systems in the library. 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 along with photocopier facility is also available in the library.

Computer and internet facility in the Staffroom: To facilitate teaching- learning and research, six computer are provided to the staff. LED and computer system is also available in the multipurpose hall.

Computer and internet facility in the Principal office: The principal office is also provided with a computer system and a LED. equipments is ensured.

Computer and internet facility in the Administrative office: The administrative office is equipped with three computers with internet facilities and a printer.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	View File

4.3.2 - Student – Computer ratio during the academic year

10:1

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:

D. 50 MBPS - 250MBPS

File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	No File Uploaded

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

File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	Nil
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	Nil
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)

2768451

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
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

The College has a well-defined policy and system in for the maintenance of all facilities.

- CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment.
- Fire Extinguishers are placed wherever necessary.
- Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis.
- Class representatives are given the responsibility to keep the classrooms clean.
- The sports committee is in-charge of the sports grounds and equipments.
- The Library Advisory Committee tackles all issues relating to the efficient functioning of the library. It takes care of the following:
 1. library cards are issued
 2. Photostat facility is also available
 3. The library is under CCTV surveillance and it also has AC facility.
 4. Library timing is fixed and visitors' register is maintained for staff as well as students.
 5. Cataloguing
 6. Circulation
 7. Online annual stock checking.
 8. The books and journals are sent for binding and necessary repair regularly.

9. Library committee purchases books as per requirement.

- **Effective functioning of labs.and instruments is ensured. For any repair and maintenance, the experts and technicians are reported. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.**

File Description	Documents
Appropriate link(s) on the institutional website	Nil
Any other relevant information	View File

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

Five fo the above

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	View File
Photographs with date and caption for each initiative	View File
Any other relevant information	View File

5.1.2 - Available student support facilities in

Seven/Eight of the above

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

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	View File
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	No File Uploaded

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

One of the above

Concession in tuition fees/hostel fees Group insurance (Health/Accident)

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

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	View File
Reports of Placement Cell for during the year	No File Uploaded
Appointment letters of 10 percent graduates for each year	View File
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	View File
Details of graduating students and their progression to higher education with seal and signature of the principal	View File
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)

17

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
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 student council plays a pivotal role in the efficient functioning of an institution by serving as a bridge between the student body and the administration. Firstly, it acts as a representative body, voicing the concerns and suggestions of students to the management. Through regular meetings and discussions, the council ensures that student perspectives are considered in decision-making processes regarding academic policies, campus facilities, and extracurricular activities. Additionally, the student council plays a proactive role in organizing events and initiatives that enhance the overall welfare of students. This includes arranging workshops, seminars, and social events to promote academic, personal, and cultural development. Moreover, the council often collaborates with faculty and staff to address student grievances promptly, ensuring a conducive learning environment. Furthermore, the council fosters a sense of community

and belonging among students by organizing outreach programs and community service activities. By encouraging participation and engagement, it cultivates leadership skills and promotes a culture of responsibility and inclusivity within the student body. The student council plays an active role in institutional functioning by representing student interests, organizing beneficial activities, and fostering a supportive and inclusive campus environment.

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

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

07

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

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 (Exececutive Members)

The Alumni Association plays a crucial role in the development of an institution by fostering a strong connection between former students and the alma mater. Firstly, it serves as a valuable resource for networking and mentorship, facilitating professional opportunities for current students and recent graduates. Alumni often provide career advice, internships, and job placements, contributing to the institution's functional aspect of career development. Secondly, the Alumni Association often engages in fundraising initiatives to support various institutional programs and projects. Whether it's scholarships, infrastructure development, or research grants, alumni contributions play a significant role in enhancing the resources and capabilities of the institution. This financial support aids in improving academic offerings, campus facilities, and overall student experience, thus contributing to the functional aspect of institutional advancement.

File Description	Documents
Details of office bearers and members of alumni association	View File
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

One/Two of the above

File Description	Documents
Documentary evidence for the selected claim	View File
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	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	View File

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

The Alumni Association serves as a vital support system to the institution by motivating students and recognizing, nurturing, and furthering their special talents. Firstly, alumni often return to campus as guest speakers, mentors, or panelists, sharing their success stories, career journeys, and insights. These interactions inspire and motivate current students by showcasing the real-world achievements of former peers, helping them envision their own potential and possibilities. Secondly, the Alumni Association plays a pivotal role in identifying and nurturing special talents among students. Through networking events, alumni connections, and specialized programs, alumni can provide guidance, mentorship, and opportunities for students to explore and develop their unique skills and interests. This could involve offering internships, research opportunities, or creative platforms to showcase talents in

areas such as sports, arts, entrepreneurship, or academia. Furthermore, alumni engagement initiatives such as alumni-led workshops, skill development programs, or talent showcases provide platforms for students to hone their abilities and receive recognition for their achievements. By leveraging the expertise, resources, and networks of alumni, the institution can effectively support and empower students to realize their full potential and contribute meaningfully to society.

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.

Shah satnam ji college of education create an environment of academic excellence enabled by modern pedagogy and technology to impart quality education. Our aim is to develop a globally compatible, socially responsive, secular, innovative, comprehensive institute of excellence in the field of education, research and extension with a focus on the holistic development of students and society by intertwining regional, national and international linkages. ? To help the young aspirants to make their dreams come true through quality teaching, technology enabled systems and commitment. ? To prepare passionate, innovative, secular teachers with commitment to excellence and professional outlook. ? To prepare teacher for 21 st century with a focus to develop their competencies and chisel their skills required to compete in the world job market. ? To enlarge intellectual horizon and develop social intelligence, emotional and aesthetic sensibility of future teachers who can form a humane world. ? To offer high quality need based programmes in teacher education at affordable cost. ? To develop professionalism in the would be teachers with special emphasis on professional ethics and professional outlook. ? To honour cultural and spiritual and diversity and to offer a fertile ground for it's preservation

and promotion. ? To prepare teacher who are well -versed with the problems and issues of society and are able to give visionary leadership to it ? To develop an ambiance of work culture, mutual respect cooperation, peaceful co-existence and team work.

File Description	Documents
Vision and Mission statements of the institution	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	View File
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

2 A case of decentralisation and participative management Shah Satnam Ji College of Education is teachers and students representation in various committees and other forums.All the committees chaired by Principal. Every faculty in the college is a member of two or more committees in the college.

The administration of SSJCOE is decentralised.All the administrative works such as admission, curricular and co-curricular, examination other activities involve consultation with the members of various committees such as library, examination, purchase , placement committee etc. Decisions are taken by the professors in consultation with principal regarding preparation of year plant , purchase of equipment for the labs, seminars, extension lectures to be planned for their own subjects and evaluation procedure to be followed.

Organisation of activities like games, sports, celebration of various national and international festival etc. in the college is decided by the students in consultation with the teachers.The students discuss about these activities to the lectures and then in turn to principal desk. Students are part of some committees.Head boy and head girl elected in every year,and one student representative are elected from every class and they bring forward demands and problems of the students the principal and faculty.Similarly suggestions are always welcomed in the staff meetings.Suggestions of faculty and students are sought while taking

administrative decisions. Minutes of meeting are recorded.

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	View File

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

1. The apponitment of the staff is strictly as per the norms of NCTE, UGC, University

2. Admisiion of the students is purely merit based as per university norms.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
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

. Every year the institution getting feedback analysis from students , teachers trainees.The institution extensive goal and perspective plans are committed to provide new strategic plan to students keeping in the mind the short term, medium term and long term development plans ,the institution adopt a bottom up approach with a strategic directive given by the administration management.

Strategic plan:-

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

The institution takes initiatives by planning and formulating a strategic plan.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/Stratagic-Plan.pdf
Documentary evidence in support of the claim	View File
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.

The administrative structure is very transparent, participatory and efficient.The head of the institution is principal,the administrative bodies is IQAC.An organisational structure is a system that outline how certain activities are assigned in order to achieve the goal of an organisation. These activities can include

rules, roles and responsibilities Duties and responsibilities are clearly mentioned to every staff members.

- For smooth functioning of institution, the academic calendar is prepared along with other faculty members in consultation with the principal.
- Various committees, examination committees, cultural committee, prepare the plan of action for their perspective committees, these are discussed in the IQAC, suggestions are given, thereafter the committee have the flexibility to make minor changes in the process of implementation is required.
- Meetings are organised discussed different agendas related to academic and other activities conducted in the college.
- Different committees at college level are-
- For appointment advertisements are published in the national level newspaper, panel is constituted by University and one management member is part of the panel .
- The accountant and Head Clerk sees the office Administration Admission, accounts.
- Scholarship Seen by SC, BC Cell
- Eligibility and other issues of verification seen by Admission Committee

File Description	Documents
Link to organogram on the institutional website	https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/organogram-2022-23.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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	View File
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	View File

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.

Although various cells/committees are effectively working for the development of the institute but IQAC is the major cell, which works as the backbone of all cells. One major decision taken by IQAC was construction work and modification in Infrastructural facilities. Regarding this the IQAC meeting was held on 3-10-2022. As a result of the previous decision an amount of 11,30,000 was spent to expend the infrastructural facilities in college camps.

1. Ramp from ground floor to first floor
2. Stairs up to double stories (2 flights)
3. Stairs single story (1 flight)
4. Verandah covered Area (350 sq ft)

These improved infrastructural facilities will help the students and teachers to use their caliber at optimum level. Ramp will be helpful to the students with disabilities. Comfortable and broad astairs will help to go upstairs comfortably. It has also increased campus beautification.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

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 institution has effective welfare measures for teaching and non-teaching staff in the following ways:-

- Free transport facility is provided to staff and lady staff of non-teaching.
- 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 members along.
- Duty leaves are provided to staff members to attend seminars, workshops, conferences, 7DP's, short term courses refresher courses, orientation programmes or other similar activities.
- Compensatory leaves are also provided to the staff members of they work on non-working days.
- Internet and free Wi-Fi facilities are provided to the staff.
- EPF facility is provided to the staff alongwith employee State insurance medical facility.
- M.Ed faculty members are provided with cabin facility along with computer and internet facility.
- Temporary advancement against salary are made available to the teaching as well as non-teaching staff.
- Free tea and food provided to non-teaching staff and sewadar daily.
- Microwave, freeger and kitchen facility provided to teaching and non-teaching staff.
- Rashan for peon.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	View File

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

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

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	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	View File
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

16

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of Course completion certificates	View File
Any other relevant information	View File

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 institution has an inbuilt mechanism for performance assessment

Teaching performance of faculty members is assessed through self appraisal form. The areas covered are academic and professional growth, teaching methods used, research paper published in journals, guidance rendered to research scholars, participation in seminars, workshops and conferences, participation in orientation programmes, refresher courses and participation in extra-mural activities, attendance, student teacher relationship, help rendered in college administration by membership of various committees such as discipline committee, admission committee, students welfare committee are also taken into consideration. These forms are analysed by principal and administrator. Semester wise result analysis also enables the principals to monitor the teaching learning activity.

Every year at the end of academic session feedback is collected from students various aspects regarding the curriculum are covered.

The principal of the college on the basis of her observation and feedback given by the students evaluate faculty and forwarded to management, and provides necessary suggestions.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
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.	View File
List of audit objections and their compliance with seal and signature of the Principal	View File
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)

00

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	View File
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

IQAC has been established for the quality assurance and quality sustainance. The college implements most of its quality assurance mechanism through detailed planning, collective decision making and team work. The progress of the college is viewed from the success of its activities.All the activities of the college are mentioned and reviewed through IQAC cell.IQAC reviews the whole process and modifies after taking suggestions.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

31

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

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

Three of the above

follow up action Collaborative quality initiatives with other institution(s)
Participation in NIRF

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	https://www.shahsatnamjieducation.com/iqac-meetings
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.shahsatnamjieducation.com/wp-content/uploads/2024/02/AQAR-2021-22.pdf
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	View File
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. Principaland 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	View File
Any other relevant information	No File Uploaded

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.

An institution's energy policy Often encompasses a Multifaceted approach aimed at conservation and diversification of energy sources. Through a comprehensive plan institution streamlines it's energy use by implementing measures such as use of LED lights,CFL'sand fans with low energy consumption. The rating star equipments like refrigerator,air conditioner etc. are used to reduce energy consumption.A furnace for heating water using biogas has been installed in the college hostel.Natural day light has been optimised everywhere in the campus.The teachers and the students ensure the lights and fans are turnedoff every time after use.

File Description	Documents
Institution's energy policy document	View File
Any other relevant information	View File

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.

Institution follows a comprehensive waste management policy which involves strategies to reduce, reuse and recycle waste and ensures proper disposal of non- recyclable materials. This Policy commonly involves creating awareness among staff and students through educational campaigns, encouraging the use of eco- friendly products and establishing efficient recycling systems on campus. Students are told to use the teaching aids to reduce and recycle the waste. Students are made to dispose of waste like dry leaves, paper, tree plant waste or straw. Paperless system is followed for office work. Use of ICT software school ERP for management of admission process, fees, Library work, gallery, student certificate and results is used to reduce the wastage of paper. and record keeping. Students are directed to use eco friendly products on different festivals like eco- friendly crackers on Diwali. Students are encourage to say no to plastic. Plastic Sheets are not allowed to make the outer cover of the assignments. A pit is dug near the ground for disposal of waste generated in college. The waste generated is dumped in the pit.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Documentary evidence in support of each selected response	No File Uploaded
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	View File

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	View File
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

Institution prioritizes cleanliness, sanitation and environmental health by implementing various initiatives. College frequently conduct regular cleanliness drive programmes in the college campus and community to make the environment clean and install waste bins at strategic locations for proper waste disposal. For this purpose College organised a cleanliness camp at college campus on 12/08/2023 and Government Middle school, Nezia Khera on dated 01/03/2023. For sanitation work employees have been appointed to do this work. A sweeper has been appointed for daily cleaning and maintenance of toilets to maintain hygienic conditions. Sweeper is instructed to do the sanitation work by following the instructions like :- use of disinfectants like harpic and lyzol etc., use phenyl for mopping, for personal hygiene students are instructed to use Dettol handwash and

close the lid of the toilet after use. For this purpose college organised Environmental sanitation and disposal of garbage programme on 21/03/2023. Hygienic drinking water facility and proper drainage system is followed. The college campus is eco-friendly. To enhance green cover college organizes tree plantation drives on 13/08/2022 in honour of independence day, 23/03/2023 during NSS 7 day camp, 05/06/2023 on world environment day and in the college campus.

File Description	Documents
Documents and/or photographs in support of the claim	View File
Any other relevant information	View File

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	View File
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	View File
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)

10010

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
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

College leverages their local environment, knowledge and resources to create awareness programs among local communities such as tree plantation drives, swachh bharaat abhiyan, health awareness programs. For this purpose the activities conducted by the college are slogan writing on world AIDS day on 1/12/2022, yoga and healthy food practices on 27/02/2023, Rally against drug addiction on 22/30/2023, TB awareness programme on 24/03/2023, Yoga session on 27/03/2023 and International Yoga day celebration on 17/06/2023. Students do not face any inconvenience to utilize it's locational advantage by offering its premises for examination and training purposes. Locally renowned experts in various fields are called for extension lectures. There is full cooperation from management committee to guide the effective administrative work of the college. Practising training and internships are conducted in nearby schools. This collaborative approach fosters a symbiotic relationship, benefiting both the institute and local community while promoting sustainable development and mutual growth.

File Description	Documents
Documentary evidence in support of the claim	View File
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

B. Any 3 of the above

Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	View File
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	View File
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 it's two best practices which are implemented since 2006. These are:

Tree plantation -The major objective of tree plantation is to make the students and community realize the importance of nature and eco-friendly environment. Tree plantation initiative has laid the foundation for a greener and more sustainable community setting an example for others to follow.

College organizes tree plantation drives on 23/03/2023 during 7 day NSS camp and 05/06/2023 on world environment day in the college campus.

Second is women empowerment.

A national seminar: "Women empowerment: pain behind the veils." Conducted for this purpose on 17/03/2023.

The major objective of this seminar was to analyse the myth versus reality of women empowerment. Moreover, this seminar also focussed

on identifying the road blocks in the way of women empowerment and suggesting remedial measures.

File Description	Documents
Photos related to two best practices of the Institution	View File
Any other relevant information	View File

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

We envision Shah Satnam Ji college of education as a catalyst for developing true educated, engaged and employable individuals whose collective energy will work as a driving force for the prosperity of the society as well as nation. we will do this by helping our students to develop the right attitude, skill and knowledge. Inclusive and holistic development of every individual is essential because we believe in "Able teachers Make Noble nation". Motto of the college is service to the humanity is the true devotion to GOD. "Humanity is our religion "generally emphasizes prioritizing Human welfare, unity and compassion over religions or cultural differences . College actively engaging in humanitarian efforts like organisation of blood donation camp on 16/11/2022,swacch bharat abhiyan and tree plantation drives to improve the well being of people globally, regardless of their faith or nationality. The values like Truth, honesty and moral behaviour, disciplined behaviour, cultural values are inculcated in the students. For this purpose morning assembly regularly conducted in the college which includes yoga and meditation sessions. Vision, mission, aims, objectives, rules and regulations are on the flex board at the important places in the college campus.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	View File
Any other relevant information	No File Uploaded