

SIRSA

ACADEMIC ADMINISTRATIVE AUDIT

(2023-24)

The Academic Administrative Audit of Shah Satnam Ji College of Education, Sirsa was conducted on 12-05-2024. The Audit Team comprised of the following members:

Internal Member

- Dr. Rajni Bala

Principal

Rajni Bala
12/05/2024

- Dr. Charanpreet Kaur

Administrator

Dr. Charanpreet Kaur
12/05/24

- Dr. Mona Siwach

Assistant Professor

Mona Siwach
12/05/24

External Members

- Mr. Chander Prakash

Lecturer, DIET, Ding

Chander Prakash
12/05/2024

Major objectives of AAA

Academic and Administrative Audit (AAA) is a systematic process to evaluate the effectiveness and efficiency of an academic institution. It involves a peer review process that includes self-evaluation and a site visit by peers from inside and outside the institution

- To understand the existing system and assess the strengths and weaknesses of all the three programmes and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the

opportunities for academic reforms, administrative reforms and examination reforms etc.

c. To evaluate the optimum utilization of financial and other resources.

d. To suggest the methods for continuous improvement of quality.

e. Designing effective teaching and learning processes

f. Evaluation of Course and Program Outcomes

g. Developing student assessment

h. Assuring quality education by implementation of co- curricular and extracurricular activities.

Overall Assessment and Comments

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

About the College

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

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

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

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

Staff List

Sr. No.	Name	Designation
Faculty for M.Ed.		
1	Dr. Charanpreet Kaur	Administrator
2	Dr. Rajni Bala Sethi	Principal
3	Dr. Meenakshi	Associate Professor
4	Dr. Ranjeet Singh	Assistant Professor
5	Dr. Hardeep Singh	Assistant Professor
6	Dr. Mona Siwach	Assistant Professor
7	Mr. Sushil Kumar	Assistant Professor
8	Mr. Sandeep Singh	Assistant Professor
Faculty for B.Ed.		
1	Mr. Suresh Kumar	Assistant Professor
2	Ms. Parneet Kaur	Assistant Professor
3	Dr. Dhruv Singh Tomar	Assistant Professor
4	Ms. Akancha	Assistant Professor
5	Ms. Anju Rani	Assistant Professor
Faculty for D.El.Ed.		
1	Ms. Harpal Kaur	Lecturer
2	Ms. Gurjot Kaur	Lecturer
Instructors		
1	Mr. Mewa Ram	Librarian
2	Ms. Karinderpal Kaur	Instructor/Assist. Prof.
Non-Teaching Staff		
1	Sukhjinder Singh	Accountant
2	Sahil Sachdeva	Office Assistant/Computer Operator
3	Ajay	Lab Attendant
4	Anupam	Office cum Acctt Assistant
5	Sukhvir Singh	Office Manager
6	Manisha Rani	Technical Assistant
7	Rajni Bala	Helper/Supporting Staff
8	Baldev Singh	Driver

9	Sukhmeet Singh	Watchman
10	Pooja	Peon
11	Sheela Devi	Peon
12	Charanjeet Kaur	Peon
13	Raj Kumar	Gardener

COMMITTEES FOR THE SESSION 2023-24

Committees	Convener	Members
Internal Quality Assurance Cell (IQAC)	Dr. Rajni Bala Chairperson Dr. Charanpreet Kaur Co-Ordinator	Mr. Charanjeet Singh (Senior Vice Chairperson, Dera Sacha Sauda) Dr. Shashi Bhushan Anand (Director & Counselor) Dr. Mona Siwach Dr. Meenakshi Mr. Hardeep Singh Dr. Ranjeet Singh Mr. Sandeep Singh Mr. Suresh Kumar Mrs. Harpal Kaur Mr. Mewa Ram Ms. Geetanjali Ms. Shaina (Alumni Member)
Library Advisory Committee	Dr. Charanpreet Kaur	Dr. Rajni Bala Mr. Mewa Ram Dr. Ranjeet Singh Dr. Mona Siwach Mr. Sushil Kumar Mr. Hardeep Singh

		Mr. Suresh Kumar
Discipline Committee	Mr. Sandeep Singh	Dr. Charanpreet Kaur Mr. Mewa Ram Mrs. Akancha
Sports Club	Mr. Suresh Kumar	Mr. Hardeep Singh Mr. Sandeep Singh Mr. Sushil Kumar Mrs. Parneet Kaur
Examination Cell	Dr. Mona Siwach	Dr. Ranjeet Singh Mrs. Harpal Kaur Dr. Dhruv Singh Tomar Mrs Gurjot Kaur
Anti Ragging Cell	Mr. Sandeep Singh	Mr. Hardeep Singh Mrs. Akancha Mr. Suresh Kumar
Campus Gardening and Cleanliness Committee	Dr. Mona Siwach	Mr. Sandeep Singh Mr. Hardeep Singh Dr. Dhruv Singh Tomar Mrs Gurjot Kaur
Guidance & Placement Cell	Dr. Charanpreet Kaur	Mr. Hardeep Singh Dr. Meenakshi Mr. Sandeep Singh Mrs. Parneet Kaur

Research Committee	Dr. Charanpreet Kaur Convener Dr. Rajni Bala Co- Convener	Dr. Ranjeet Singh Dr. Mona Siwach Dr. Meenakshi Mr. Hardeep Singh Mr. Sandeep Singh Mr. Sushil Kumar
College Magazine Committee	Mr. Suresh Kumar	Dr. Anju Rani Mr. Sandeep Singh Mrs. Harpal Kaur Mrs Gurjot Kaur
Eco Club	Dr. Mona Siwach	Dr Charanpreet Kaur Mr. Mewa Ram Mrs Gurjot Kaur Dr. Dhruv Singh Tomar
Literary & Fine Arts Club	Dr. Anju Rani Co- Convener	Dr. Meenakshi Mr. Suresh Kumar Mrs. Karinderpal Kaur Mrs Rajni
Grievances Redressal Cell	Dr. Charanpreet Kaur	Mr. Suresh Kumar Mr. Hardeep Singh Dr. Meenakshi Dr. Dhruv Singh Tomar
Academic and Cultural Activities Cell	Mr. Suresh Kumar	Dr. Meenakshi Mr. Sandeep Singh Mrs. Harpal Kaur Mrs Rajni Dr Anju Rani

Parents-Teachers Association	Dr. Charanpreet Kaur	Dr. Ranjeet Singh Dr. Meenakshi Dr. Mona Siwach Mrs. Karinderpal Kaur
Women Cell	Dr. Meenakshi	Mrs Gurjot Kaur Mrs. Anupam Mrs. Akancha Mrs. Harpal Kaur
Prevention of Sexual Harassment Committee	Dr. Charanpreet Kaur	Dr. Mona Siwach Dr. Meenakshi Mr. Sandeep Singh Dr. Anju Rani
Rural Entrepreneurship Development Cell	Dr. Rajni Bala	Dr. Mona Siwach Mr. Suresh Kumar Dr. Ranjeet Singh Dr. Meenakshi
YRC Committee	Dr. Rajni Bala (Convener) Dr. Mona Siwach (Co-Convener)	Dr. Ranjeet Singh Mrs. Harpal Kaur Mrs. Parneet Kaur Dr. Anju Rani
Purchasing Committee	Dr. Mona Siwach	Mr. Mewa Ram Mr. Sahil Kumar Mrs. Anupam Mr. Sukhvir Singh
Time Table Committee	Dr. Rajni Bala	Dr. Meenakshi Dr. Ranjeet Singh Mr. Sandeep Singh Dr. Mona Siwach

		Mrs. Harpal Kaur
Electoral Literacy Club	Dr. Rajni Bala	Mr. Hardeep Singh Dr. Anju Rani Mr. Suresh Kumar Mrs. Parneet Kaur Mrs Gurjot Kaur
SC/BC Cell	Mr. Suresh Kumar	Dr. Ranjeet Singh Dr. Meenakshi Dr. Anju Rani
N.S.S. Committee	Mr. Sandeep Singh	Mrs. Parneet Kaur Mr. Suresh Kumar Dr. Anju Rani Mr. Sukhvir Singh

Students Enrolled

Course	Total Seats	Students Enrolled	
		1 st Year	2 nd Year
D.El.Ed	50	-	46
B.Ed.	100	100	97
M.Ed.	50	13	14

Infrastructure

The college has total land area (in sq m) 7992.54 and a total built up area (in sq m) 1736. The institution has spacious and excellent physical infrastructure with lush green lawns. It has well furnished and ventilated classrooms, labs and library. The college has

- 14 Classrooms,
- 01 Multi-purpose hall, Multi-purpose hall has one PC with sound system and a LED is also attached. Multi-purpose hall has seating capacity for 200 persons.
- 01 Seminar Hall

- 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
- Administrative Office
- Staff Room
- Separate toilets for male and female staff
- Separate Girls & Boys Hostel
- Separate toilets for boys & girls
- Sports grounds
- 02 Stores
- Pantry
- Reception area
- Canteen for Students
- Ramp Facility
- Parking Area
- Transportation
- Library cum reading room with computer and internet facility. The library is automated using functional, efficient and reliable software. All the books are updated in the library software database. The computerized record of the books issued or

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

Curricular and Co curricular Activities organized

- Tree Plantation
- Swachhta Pakhwada
- Anuchched Lekhan Pratiyogita
- Student Induction Programme cum Fresher Party
- Participation in Yuva Mahotsav
- Deepotsav
- Quiz Competition
- Live session of Pran Pratishtha
- Visit to Free Eye camp
- Group Discussion on Gender Discussion
- One Day Institutional Seminar
- PDP (Blended Mode)
- Lohri Celebration
- Essay Writing Competition on National Voters Day
- One Day Camp on water conservation
- Blood Donation Camp
- Guest Lecture
- Seven Day Special NSS Camp
- Women Fest 2024
- Two Day National Workshop
- Extension Lecture cum Discussion
- Tree Plantation on 'World Environment Day'

Academic Activities

M.Ed. 1st Sem			
Sr. No.	Activity	Date	Organizer/s
1	Teaching Duration	20-11-2023 to 06-03-2024 Six Periods per Week for each course compulsory/Elective/Optional	Subject Teachers

2	Submission of Assignments & Classroom Seminars	02-02-2024 to 16-02-2024	Subject Teachers
M.Ed. 2nd Sem			
Sr. No.	Activity	Date	Organizer/s
1	Teaching Duration (2nd Sem)	18-03-2024 to 23-07-2024 Six Periods per Week for each course compulsory/Elective/Optional	Subject Teachers
2	Submission of Assignments & Classroom Seminars	15-04-2024 to 15-05-2024	Subject Teachers
3	Internship in TEI	01-04-2024 to 10-04-2024	As per Uni. Schedule
4	Synopsis Presentation	5/7/2024	IQAC and Research Committee
M.Ed. 3rd Sem			
Sr. No.	Activity	Date	Organizer/s
1	Teaching Duration (3rd Sem)	06-11-2023 to 07-03-2024 Six Periods per Week for each course compulsory/Elective/Optional	Subject Teachers
2	Assignment Submission & Classroom Presentation	08-01-2024 to 08-02-2024	Subject Teachers
M.Ed. 4th Sem			
Sr. No.	Activity	Date	Organizer/s
1	Teaching Duration	19-03-2024 to 23-07-2024	
2	Assignment submission & classroom presentation	15-04-2024 to 15-05-2024	
Academic Calendar(2023-24) for B.Ed.			
Sr. No.	Activity	Date	Organizer's
1	Orientation Programme B.Ed. 2nd Year	31-10-2023	Academic & Cultural Committee
2	Internship (2nd Year)	2-11-2023 to 20-2-2024	As per Uni. Schedule
3	Orientation Programme B.Ed. 1st Year	31-10-2023	Academic & Cultural Committee

4	Assignment Submission	2nd week of Jan,2024	Subject Teachers
5	Micro Teaching	15-01-2024 to 29-01-2024	Academic & Cultural Committee
6	Real Teaching	3/2/2024 to 05-03-2024	Academic & Cultural Committee
7	Sessional Test	1st week of Dec, 2023	Subject Teachers
8	Internal Practical Viva & Demonstration	1st week of April	Subject Teachers
9	House Exam	22-04-2024 to 08-05-2024	
10	Teaching Duration B.Ed. 1st Year	14-09-2023 to 19-05-2024 Six Periods per Week for each course compulsory/Elective/Optional	Subject Teachers
	Teaching Duration for B.Ed. 2nd Year	31-08-2023 to 19-05-2024 Six Periods per Week for each course compulsory/Elective/Optional	

In-House Curriculum Planning and Action Taken			
Curricular Activities	Activities	Objectives	Action Taken
	<ul style="list-style-type: none"> Students Induction Programme 	<ul style="list-style-type: none"> To Provide complete Knowledge about PLO's, CLO's, Theoretical subjects, Practicum etc. 	<ul style="list-style-type: none"> Student Orientation Programme(31-10-2023)
	<ul style="list-style-type: none"> Class Lectures Discussion Workshops Seminars 	<ul style="list-style-type: none"> All round Development Theoretical Knowledge 	<ul style="list-style-type: none"> Group Discussion on Gender Issues (20-12-2023) One Day Institutional Seminar (22-12-2023) PDP (27-12-2023) Guest Lecture (04-03-2023) National Workshop (19,20-04-2024)

			<ul style="list-style-type: none"> • Extension Lecture cum Discussion (04-05-2024)
	<ul style="list-style-type: none"> • Classroom seminars • Written Assignments • House Exams • Sessional Test 	<ul style="list-style-type: none"> • Internal Assessment • To diagnose problems and provide remedy 	<ul style="list-style-type: none"> • Submission of Assignments and class room seminars of: M.Ed. 1st Sem. (02-02-2024 to 16-02-2024) M.Ed. 2nd Sem. (15-04-2024 to 15-05-2024) M.Ed. 3rd Sem. (08-01-2024 to 08-02-2024) M.Ed. 4th Sem. (15-04-2024 to 15-05-2024) B.Ed. 1st and 2nd (2nd week of Jan, 2024) Sessional Test of B.Ed. (1st week of Dec 2023) House Exam of B.Ed. Programme (22-04-2024 to 08-05-2024)
	<ul style="list-style-type: none"> • Micro Lessons • Mega Lessons • Discussion • Real Teaching • School Internship • School Internship Orientation Programme • Internship in 	<ul style="list-style-type: none"> • Skill and Knowledge Development • Development of Teaching Aptitude • Build Confidence 	<ul style="list-style-type: none"> • Micro Teaching(15-01-2024 to 29-01-2024) • Simulation and Discussion Lesson (31-01-2024) • Real Teaching (03-02-2024 to 05-03-2024) • School Internship Orientation Programme (31-10-2022) • School Internship (02-11-2023 to 20-02-2024) • Internship in TEI of M.Ed.

	TEI (M.Ed.)		(01-04-2024 to 10-04-2024)
Co-curricular Activities	Educational / Academic	Intellectual Development	<p>अनुच्छेदलेखनप्रतियोगिता (17-10-2023)</p> <p>Quiz Competition on Constitution Day (25-11-2023)</p>
	Social Development and responsibility	<ul style="list-style-type: none"> • Social Development • Environmental Awareness • Inculcate inter-personal skills 	<ul style="list-style-type: none"> • Tree Plantation (15-08-2023) • SwachhtaPakhwada (30-09-2023 to 14-10-2023) • Essay Writing Competition on 'National Voters Day' (24-01-2024) • One Day Camp on 'Water Reservation' (09-02-2024) • Blood Donation Camp (10-02-2024) • Tree Plantation on 'World Environment Day' (05-06-2024) • Cleanliness and Literacy Programme (09-03-2024) • Tree Plantation and Literacy Programme (10-03-2024) • Child Welfare and Road Safety Activity (10-03-2024) • 'No Smoking Day' Rally and Environment Sanitation Activity (13-03-2024) • Blood Donation

			<ul style="list-style-type: none"> • Blood Donation Activity (15-03-2024)
	Health and Physical Growth	<ul style="list-style-type: none"> • Physical Development • Bring awareness towards Healthy Food • Emotional Development 	<ul style="list-style-type: none"> • Free Eye Camp Organized by DSS (14-12-2023) • Yoga/Health Awareness Activity (12-03-2024) • Health Checkup Programme (14-03-2024)
	Cultural / Recreational/ Art & Craft	<ul style="list-style-type: none"> • To Improve academic Performance • Build Confidence and Self-esteem • To Increase Sense of Commitment 	<ul style="list-style-type: none"> • Participation in Yova Mahotsav (04-11-2023 to 08-11-2023) • Lohri Celebration (13-01-2023) • Women's Fest (20-03-2024) • Deepotsav (10-11-2023) • Skill Development Activity (15-03-2024)
	Motivational Activities	To create zeal, initiative, interest and enthusiasm towards Education and Teaching Profession	<ul style="list-style-type: none"> • Live Session of Pran Pratishtha Ceremony (11-12-2023)

Students Achievement Record

Competitive Exams Qualified	Name	Registration No.	
TET/HTET/REET/PTET	Sangeeta	912538	
	Simran	805310	
	Ankisha	2096446	
	Pritpal Kaur	2096374	
CTET	Sangeeta	145014707	
	Simran	220223701040317	
	Pritpal Kaur	185001219	

- 17 Students are pursuing in Self Study Courses / MOOC
- 40 Students are pursuing in Value Added Courses

Research Promotion and Development

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

- Two Day National Workshop
- One Day Institutional Seminar
- One Day PDP(Blended Mode)
- Extension Lecture cum Discussion on Research Proposal –A step by step Guidance
- The M.Ed. faculty provides guidance to M.Ed. students regarding dissertationwork.

PDP/Workshop/Short Term Courses attended by the Staff Members

- The Two Day National Workshop On Teaching 2.0 With Blended Learning Practice organized by Shah Satnam Ji College Of Education Sirsa And MM College Of Education, Fatehabad on 19-02-2024 TO 20-04-2024..... attended by 23 Staff Members
- Process and challenges in Implementing NEP-2020 organized by CDLU,Sirsa ON 25-07-2023.....attended by 01 staff member
- Happy School Education At The 21st Century From The Lenses Of Happiness organized by OE4BW UNESCO from 18-04-2024 TO 27-06-2024.... 01 staff member is attending

- PDP On Empowering Teachers In educating The Digital Generation With Special Reference To Nep-2020 organized by Shah Satnam Ji College Of Education, Sirsa on 27-12-2023.... attended by 21 Staff Members
- NEP Orientation and sensitization Programme organized by MMTTP GJUS& T, Hisar from 13-12-2023 to 21-12-2023..... attended by 01 staff member

Research Paper Published in National/International Journals 02

Participation in Seminars/Conference etc. 07

MOU and Collaborations

- Sanatan Dharma College, Ambala Cantt. (Haryana)
- Guru Gobing Singh College, Sanghera
- M.M. College of Education, Fatehabad
- Shah Satnam Ji Girls College, Sirsa

IQAC

- IQAC collected and analyzed feedback for curriculum from the stakeholders.
- IQAC conducted research activities such as Seminar, workshop, PDP etc.
- Mentor Mentee Programme is followed.
- Annual Progress Report is prepared every year.
- IQAC completes the process internal AAA.
- IQAC chalks out its plan through various committees/cells

Evaluation and Examination

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

Student support and Progression

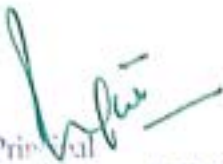
- Remedial classes are provided to the students.
- Fee concession policy is adopted.
- SC/BC Cell of the college is active and provides complete assistance to students of reserved category to avail the benefits of scholarship.
- A number of committees/cells are working for the growth and development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

Study Courses and value added courses

- NSS Unit is working for the all round development of the students

Recommendations

- Library infrastructural and reading facilities should be enhanced.
- More value added courses should be introduced.
- MOU must be increased.
- Library must have remote access
- Lay more emphasis on ICT facilities.
- Number of research publication must be enhanced
- Students must be enrolled in Self Study Courses.


Principal
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of Education, Sirsa-125055

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