



### **YEARLY STATUS REPORT - 2021-2022**

Part A			
Data of the Institution			
1.Name of the Institution	VAISH COLLEGE OF EDUCATION ROHTAK		
Name of the Head of the institution	DR. TARUNA MALHOTRA		
Designation	ASSOCIATE PROF./OFFICIATING PRINCIPAL		
Does the institution function from its own campus?	Yes		
Alternate phone No.	01262267680		
Mobile No:	9215544789		
Registered e-mail ID (Principal)	vaishbedrohtak@gmail.com		
Alternate Email ID	vcoerohtak1969@gmail.com		
• Address	Vaish College Complex Behind Railway Station		
• City/Town	Rohtak		

• State/UT	Haryana
Pin Code	124001
2.Institutional status	
Teacher Education/ Special Education/Physical Education:	Teacher Education
Type of Institution	Co-education
Location	Urban
Financial Status	UGC 2f and 12(B)
Name of the Affiliating University	Maharshi Dayanand University, Rohtak
Name of the IQAC Co-ordinator/Director	Ms. Preeti Dahiya
Phone No.	9992032855
Alternate phone No.(IQAC)	01262248577
Mobile (IQAC)	9518653892
IQAC e-mail address	vcoerohtak1969@gmail.com
Alternate e-mail address (IQAC)	preetidahiya1980.1@gmail.com
3. Website address	http://www.vaishcollegeofeducationrohtak.com/
Web-link of the AQAR: (Previous Academic Year)	http://www.vaishcollegeofeducationrohtak.com/AQAR.aspx
4. Whether Academic Calendar prepared during the year?	Yes

• if yes, whether it is uploaded in the Institutional website Web link:

http://www.vaishcollegeofeducationrohtak.com/Academic Calendar.aspx

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	NIL	2004	08/01/2004	07/01/2009
Cycle 2	В	2.73	2014	21/02/2014	20/02/2019

### 6.Date of Establishment of IQAC

17/08/2004

### 7. Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	Nil	0

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	4
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
(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

### 11. Significant contributions made by IQAC during the current year (maximum five bullets)

IQAC of the college conducted orientation programme for B.Ed.1st and 2nd year students. It monitored teaching-learning process for improving the performance of students. Students' feedback forms were discussed for improving teaching-learning process.

## 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	
Various plans are framed to conduct various workshops and seminars in these sessions.	Workshop on Meditation was organized on 2nd December, 2021. 7 days online workshop was conducted from 7th February, 2022 to 14th February, 2022 on the topic 'Enhancing Technology skills' under Seminar Committee in collaboration with ZED Plus Computer Centre by Mr. Mandeep Sharma. one day workshop on NEP 2020 by storyteller Pawan Gahlot. Format for submission of AQAR 2021- 22 is to be studied from NAAC portal. Identification of documents required for submission of AQAR. On 7th April, 2022 one day workshop organized under placement and IQAC cell. Dr Gautam Bhartiya was guest speaker, He talked on the topic 'Successful career of a teacher'.	
Suggestions were made to provide diverse activities to sensitize students about various issues faced by villagers during outreach program	Projects will take up in the adopted village Samar Gopalpur, rallies and sensitization program will be conducted on social and environmental issues. Lectures, Nukkad Natika for village folks, students and youth will be organized to sensitize them about health and hygiene.	
Proposed program under Swachh Bharat	Organized rally on water conservation and awareness about government schemes for rural development at village Samar Gopalpur on 28th May, 2022. Organized Nukkad Natika on Swachh Bharat program in village Samar Gopalpur on 12th March 2022. Eco bricks were prepared by students and staff submitted to Municipal Corporation Rohtak under Eco club on 5th June, 2022 on occasion of World Environment Day under Swachh Bharat mission.	

## 13. Whether the AQAR was placed before statutory body?

Yes

• Name of the statutory body

Name of the statutory body	Date of meeting(s)
IQAC	02/08/2021

### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	06/01/2023

### 15. Multidisciplinary / interdisciplinary

The college is striving hard for all round development of students. Also as per the National Educational Policy 2020, the college is planning to set up short term courses and other vocational courses in Education like Diploma in Physical Education, Diploma in Nursery Teacher Training(N.T.T). Diploma in Early Childhood Care Education(ECCE) etc. Two year D.El. Ed. Programme is already running in the college apart from B.Ed and M.Ed programmes

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

- 1. To fulfill the requirement of Academic Bank of credits as proposed in NEP 2020, the institution is following the pattern prescribed by our affiliating body i.e. M.D. University Rohtak. This type of initiative helps to promote student centric education. It also helps the student to focus on learner friendly teaching approaches. Because it is very much helpful in the implementation of an interdisciplinary approach as well as multidisciplinary approach. It also allows students to learn the best option of their interest.
- 2. The institution has not been registered under the ABC but the institution is following the guidelines and patterns as provided by the affiliating body M.D. University Rohtak.
- 3. The institution is following some collaborative arrangements to conduct workshops/seminars and students are given the facilities to attend the classes in the various departments of M.D. University Rohtak under CBCS system which provide a great opportunity for our students to acquire multidisciplinary education. And this multidisciplinary education and skills enhance the employability of our students.
- 4. Faculties are encouraged to attend various refresher courses, workshops, seminars and faculty development programmes to make them enriched with the new approaches and Technology based education. This help the teachers to dip in and out of the bank so that they can design their own curricular and pedagogical approaches with in the approved framework and help the students according to their need and level. The institute encourage the faculty to prepare textbooks and reading material, assignments and assessments accompanied by instructions on how the material ranging from a detailed lesson plan to a couple of bullet points suggesting how it can be used by the students.
- 5. Implementation of academic bank of credits is a panacea for the higher education system. This initiative has the potential to internationalize India's higher education system. As a student-centric initiative, the ABC offers a learning friendly approach that can ensure interdisciplinary and multidisciplinary Holistic education to provide mobility and flexibility to students. The ABC can allow students to tailor their degrees or make specific modification and specification and our Institute follows the guidelines and provisions as provided by the affiliating M.D. University, Rohtak. The students choose some specific subjects (open elective and foundation elective) from the basket provided by the University to get standardised, updated and globalised knowledge.

### 17. Skill development:

The college is making efforts to evolve life skill training among students. Critical thinking, creative art and craft work, problem solving ability, ability to collaborate and communicate, adaptability, confidence, innovation, commitment and decision making are promoted among the students with a sense of responsibility towards personal as well as society at large, to contribute good citizenship. Skill of organic farming is also

developed among the students. The college also celebrates National festivals like Independence Day and Republic Day and observing various programmes like World Aids Day, Environment Day, Teacher's Day, Birth Anniversary of our National leaders which help in imbibing the good qualities among the students. Mentoring students is also one of the practices of the institution, to enable students to explore more avenues.

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

a. The NEP 2020 bears testimony to the fact that the Indian education system needs a complete overhaul. It recognises that the distinct place India holds at the Global stage is only because of its cultural developments, Civilizational values and rich literature in all the fields. Therefore, all curriculum and pedagogy from the foundational stage onwards needs to be redesigned. The curriculum of this nature would ensure that education is relatable, relevant, interesting and effective for our students. It would also lead to strong identity formation as the young generation would be well versed with the rich culture and heritage of India and can take pride in it. To inculcate all these values, the institute starts its new session from the Yagya and Hawan ceremony so that the students may know the traditions of Indian cultural wealth.

The institute also organises some education tours and trips so that the students may know about the cultural heritage and bonds can be created to promote the civilizational values of peace and harmony. This type of Bhartiya Darshan programmes create a holistic learning approach which would enhance the personality of our learners with their roots intact in the Indian Culture and tradition. The Institute also organized some offline and online spiritual lectures/workshops to enhance the Manana Shakti which is the utmost importance according to our ancient Indian education system in which the training of mind and thinking can be enhanced through this activity. The institute facilitate the students with an education based on three simple steps of Sravana, Manana and Niddhyasana means that a learner needs to listen to the content, to think and reflect upon what is taught so that such knowledge can result in self realization as well.

- b. Bilingual and multilingual classrooms are a growing phenomena around the world as a result of rapid increases in global mobility and migration to train the faculties to provide the classroom delivery in bilingual mode, language labs are set up in the college to develop proficiency in the language of instruction. To incorporate bilingual padagogy into classroom practice few materials are also made available by the institute to the educator which can help them to deliberate their lecture delivery in a systematic way. Institute also provide the facilities to attend such type of workshops in which the activities are designed in a planned and purposeful way that how teacher can design their lectures according to purposeful translanguage.
- c. All the programs run by the institute are taught bilingually.
- d. 1. Teaching of Sanskrit is a part of our course curriculum to preserve and promote the Indian language.
- 2.To promote Indian ancient traditional knowledge, Institute is following the basic three steps of Shravana, Manana and Niddhayasana by organising Havan, yoga, spiritual lecture and workshops.
  - 3. Indian arts is promoted by providing 'Art and Drama' as a part of course curriculum.
- 4. Students of our Institute participants in various events which promote Indian culture and traditional organised by MDU Rohtak.

e. The curriculum being taught under Lerning Outcome curriculum framework (LOCF) gives students an in-depth understanding of our rich cultural heritage, including its language, culture and knowledge system. Currently, the college ensures aappropriate integration of Indian Knowledge system by offering Foundation and Elective courses as per CBCS Scheme set up by parent university. Subjects related to social sciences are offered in order to inculcate sense of national integration, culture and civics sense among the students. Subjects like Sociology taken by students reflects the socio cultural set up of Indidan Society. These courses were taught through online mode during Covid pandemic. Infrastructure is available in the college to offer these courses through online mode when need arises.

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

The College focuses on outcome based education and is continuously making effort to acquire positive attitude and other qualities which will help students to lead a successful life. Critical thinking, creative art and craft work, problem solving ability, ability to collaborate and communicate, adaptability, decision making and good citizenship are some of the programme outcomes.

#### 20. Distance education/online education:

- a. Open and distance learning is currently one of the most rapidly expending areas of learning after covid-19. The institute is trying to facilitate the students by engaging them in some vocational courses at college level with the help of organising workshop. Organic farming as a part of vocational training is also started by the institute. Various competitions are also organised by the institute to make the students aware and create interest in vocational courses to enrich there employability skills.
- b. Institute provides the faculty to attend such courses like MOOCS and other FDPs through which the faculty can get enriched with the process of development and use of Technology tools for teaching learning activities. Institute provides a blended mode of teaching and learning as online and offline classes are taken by the faculty side by side with using various Technological tools.

Extended Profile			
2.Student			
2.1			447
Number of students on roll during the year			44/
File Description	De	ocuments	
Data Template		<u>View File</u>	
2.2			
Number of seats sanctioned during the year			250

File Description Documents		
Data Template <u>View File</u>		
2.3		
Number of seats earmarked for reserved categories as per GOI/State Government durin	ng the year:	44
File Description	Documents	
Data Template	<u>View File</u>	
2.4		228
Number of outgoing / final year students during the year:		220
File Description	Documents	
Data Template <u>View File</u>		
2.5Number of graduating students during the year		196
File Description	Documents	
Data Template	<u>View File</u>	
2.6		216
Number of students enrolled during the year		210
File Description	Documents	
Data Template	<u>View File</u>	
4.Institution		
4.1		4799551.26
Total expenditure, excluding salary, during the year (INR in Lakhs):		4799551.20
4.2		77
Total number of computers on campus for academic purposes		
5.Teacher		

5.1		15
Number of full-time teachers during the year:		
File Description	Documents	
Data Template	View File	
Data Template	No File Uploaded	
5.2		10
Number of sanctioned posts for the year:		10

### 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

At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the syllabus copy provided to the students. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Tutorials and brainstorming sessions are held along with mentoring and participative learning encouraged. Internal assessment is done transparently. Interpersonal skills are enhanced through varied workshops by college faculty as well as experts from the field and community. The College has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. After house examination remedial teaching done for the weak students.

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	No File Uploaded
Plan developed for the academic year	<u>View File</u>
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

D. Any 2 of the above

File Description	Documents
Data as per Data Template	<u>View File</u>
List of persons who participated in the process of in-house curriculum planning	<u>View File</u>
Meeting notice and minutes of the meeting for in-house curriculum planning	No File Uploaded
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<u>View File</u>
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	<u>View File</u>	
URL to the page on website where the PLOs and CLOs are listed	http://www.vaishcollegeofeducationrohtak.com/Documents/programme%20outcomes%20B.Ed,%20M.Ed.pdf	
Prospectus for the academic year	<u>View File</u>	
Report and photographs with caption and date of student induction programmes	View File	
Report and photographs with caption and date of teacher orientation programmes	View File	

	Any other relevant information	No File Uploaded
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### 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

12

File Description Documents	
Data as per Data Template	<u>View File</u>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<u>View File</u>
Academic calendar showing time allotted for optional / electives / pedagogy courses	No File Uploaded
Any other relevant information	Nil

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

0

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

0

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	No File Uploaded

Course completion certificates	No File Uploaded
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	No File Uploaded

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

0

### 1,2,5,1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

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

### 1.3 - Curriculum Enrichment

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

For the students to acquire and demonstrate knowledge, skills and values among the students various activities were organized in the college during the session. Extension lectures from esteemed educationist were organized in the college. Awareness programme and rallies were also organized for inculcating knowledge among the students.

Various poster making and slogan making competitions were organized under youth red cross. Lecture by Dr. Kedarnath Garg helps in giving knowledge about various diseases and their prevention. On every Monday morning assembly organized in college in which students share their thoughts and experiences with all students and teachers which helps In enhancing values among the students.

- 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.

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	<u>View File</u>

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

NIL

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Teachers assist student teachers who are practicing teaching in a school classroom. Student teachers are expected to give their best in teaching students as it is time to showcase skills gained from theoretical courses. Much as the student teachers will be 'practicing teaching', the students will not be 'practicing learning' but they will be 'actually learning'. Thus, the student teachers should treat the teaching component of their school-based

experience	seriousl	y. This	activity	expose	students	to	real	life	classroom	experiences	.it	enable	student	teacher
to discover	their o	wn strer	ngth and	weakness	ses in th	eir	teac	hing.						

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
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

Two of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<u>View File</u>
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 not collected

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	No File Uploaded
Action taken report of the institution with seal and signature of the Principal	No File Uploaded
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

215

2.1.1.1 - Number of students enrolled during the year

215

Documents	File Description
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Data as per Data Template	View File
Document relating to sanction of intake from university	No File Uploaded
Approval letter of NCTE for intake of all programs	<u>View File</u>
Approved admission list year-wise/ program-wise	No File Uploaded
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

71

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

71

File Description	Documents
Data as per Data Template	<u>View File</u>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<u>View File</u>
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	No File Uploaded
Any other relevant information	No File Uploaded

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

5

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

5

File Description	Documents
Data as per Data Template	<u>View File</u>
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.

Ensure that entering students have basic skills adequate to succeed in college. b. Improve retention rates of entering students as they matriculate through the system. c. Provide entering students with experiences that will help them clarify their educational and personal goals. d. Evaluate the effectiveness of the entry-level assessment/placement process. e. Provide university-wide student support services, activities, and resources which complement academic programs. f. Strengthen the delivery of student services to improve access, placement, and advisement through integration of assessment and activities with emphasis on atrisk students. g. Produce useable centralized, qualitative and quantitative information for use in institutional decision making.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Documents showing the performance of students at the entry level	No File Uploaded
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

Two/One of the above

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

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with

Two of the above

### 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	No File Uploaded
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

1:20

### 2.2.4.1 - Number of mentors in the Institution

11

File Description	Documents
Data as per Data Template	<u>View File</u>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	No File Uploaded
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.

We believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit& guest lectures. Specifically the students centric methodology include Guest lecture by eminent experts from industry and academics from across the world are organised to supplement the teaching process and provide experiential learning. All Departments organize students activities to promote the spirit of Team work The activities, institutional social responsibility through youth Red Cross ,Village Adoption, Tree plantation . Swatchh Bharat and blood donation camp to help the students t to learn Art of living in a team for Social and community welfare.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	No File Uploaded

ny other relevant information	No File Uploaded
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## 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

0

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

400

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	No File Uploaded
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

Three of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
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

College has a structured mentoring system in place each student is assigned a faculty mentor at the beginning of the academic session. This is done by the principal of the college. Each mentor prepare a WhatsApp group with the students. The mentor also inform the Mentees when she would be available in case of mentees want to speak to her . The Mantees are encouraged to interact with the mentors and inform them about difficulties faced within the classroom and outside. Mentor also prepare the student to learn better through Peer interaction by putting her in touch with peers who are able and willing to help. Student mentoring system is available in the College at different levels: academic, personal and psycho-social support, professional and career counselling and other services. Academic counselling is available for all students. Tutorial Classes meetings are important forums that facilitate one-to-one interaction between the mentor-mentee. InTutorial Classes, the teachers meet smaller groups of students to help them in resolving their curricular and other academic needs. In these classes, the students can discuss their academic and discipline related problems without any hesitation or peer pressure. Tutorial Classes are significantly valuable for slow learners and Hindi medium students.

File Description	Documents	
Documentary evidence in support of the claim	<u>View File</u>	
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

Five/Six of the above

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

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

Innovation in education encourages teachers and students to explore, research and use all the tools to uncover something new.It involves a different way of looking at problems and solving them. The thinking process that goes

into it will help students develop their creativity and their problem solving skills.

Creativity, innovation and learning: Creativity and innovation are fundamental to all disciplines and essential part of learning process, forming an important dimension of learning how to learn. They are also fundamental to teachers improving their professional practice and to school development. Learning involves challenging, refining and improving understanding by being made to think hard. Sometimes, to understand new concepts and broaden perspectives, our approaches to thinking need to be creative, imaginative and lateral, as well as linear. One characteristic of the creative process that makes it particularly powerful is that it requires not only knowledge and understanding of the domain being investigated, but also a willingness to question and not be constrained by existing knowledge. Learners should understand how they can question or challenge established knowledge to help them to formulate their own understanding, and imagination can play an important role: 'One cannot think creatively unless one has the knowledge with which to think creatively. Creativity represents a balance between knowledge and freeing oneself of that knowledge'

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

### 2.4 - Competency and Skill Development

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

Seven/Eight of the above

File Description	Documents
Data as per Data Template	<u>View File</u>
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities with video graphic support wherever possibl	No File Uploaded
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)

Eight /Nine of the above

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

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

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

Three of the above

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

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

Four of the above

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	No File Uploaded

Documents showing the different activities for evolving indicated assessment to	ools	No File Uploaded
Any other relevant information		No File Uploaded
2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations	Three of the above	
File Description		Documents
Data as per Data Template		<u>View File</u>
Documentary evidence in support of each response selected		No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response		No File Uploaded
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 ofcommunity 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		<u>View File</u>
Documentary evidence showing the activities carried out for each of the select	ed response	No File Uploaded
Report of the events organized		No File Uploaded
Photographs with caption and date, wherever possible		<u>View File</u>
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	Three of the above	
File Description	[	Oocuments

Data as per Data Template	<u>View File</u>
Samples of assessed assignments for theory courses of different programmes	<u>View File</u>
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

Selection/identification of schools for internship: participative/on request

Internship of students is arranged in various private and government aided schools every year. The student teachers Practise Teaching comprises about 50-54 lessons, which include

- a. Micro teaching comprising five lessons in each teaching subject.
- b. Discussion lessons comprising two lessons in each teaching subject
- c. School-based teaching (15+5 lessons) followed by Final lessons (two lessons) in each teaching subject. The Final lessons are delivered in the presence of External Examiner appointed by the University. The Practice teaching is thus carried out for more than mandated working days to deliver more than the number of lessons (i.e. 20 in each subject) required by the NCTE
- The student teachers involve themselves in all school activities like conducting the assembly, arranging sports events, school day, Festivals, evaluation, etc.
- They develop files, prepare models and charts.
- 1. Selection/identification of schools for internship: participative/on request
- 2. Orientation to school principal/teachers
- 3. Orientation to students going for internship
- 4. Defining role of teachers of the institution
- 5. Streamlining mode/s of assessment of student performance
- 6. Exposure to variety of school set ups

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
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

211

File Description	Documents
Data as per Data Template	<u>View File</u>
Plan of teacher engagement in school internship	No File Uploaded
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

Nine/All of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Sample copies for each of selected activities claimed	No File Uploaded
School-wise internship reports showing student engagement in activities claimed	No File Uploaded
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.

Vaish college of education adopts effective monitoring mechanisms during Practice teaching is conducted in various local schools.

- Two lessons per day are delivered during their practice teaching sessions.
- Teacher educators (preferably subject experts) from the college are detailed to check and approve the lessons plans beforehand.
- The student-teachers are allowed to deliver the duly approved lesson plans.
- 60 to 70 per cent of the lessons in schools are observed by the faculty.
- Teachers of concerned schools also observe the lessons. The school teachers are encouraged to give suggestions for improvement.

- Teacher educators and school teachers note down remarks on the lesson plan book. Thus, on the spot feedback are provided to the student-teachers.
- More feedback comes in the form of discussion with the observers which is done soon after the lesson is finished.
- Detailed feed back is also provided in the college collectively on subsequent days.

Remarks on the notebook, subsequent discussion and observations based on self-reflection are taken into consideration for bringing about improvement. The process of observation and feedback is comprehensive and continuous.

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	<u>View File</u>

## 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)

Two of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	No File Uploaded
Two filled in sample observation formats for each of the claimed assessors	No File Uploaded
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 process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness

Five of the above

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

5

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

8

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

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

Nil

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

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<u>View File</u>
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 teaching community must keep themselves to pace on this path of change to implement new or modified methods of teaching-learning process to suit the requirements of the day. This is how teachers must develop or update themselves. This development of teachers can be broadly classified into

Personal: Self-Centered Development

Teachers can attain this development in two manners — Formal and Informal. Formal methods include: attending conferences, workshops, webinars, seminars, symposiums with a view to enlightening teachers on latest developments in the field of education, which help them update with latest concepts that are required for professional development.

Teachers must develop their portfolios to illustrate their personal works, professional growth and abilities.

Professional: Student-Centered Development Teachers, in order to let learners learn in the best possible ways, have to adapt to the changes from time to time. Over a period of time there have been tremendous changes in the setup of our education system. Teachers have to have demonstrate that they possess some special characteristics to handle the changing times and trends in education sphere.

Social: Reflective

1. In house discussions on current developments and issues in education

Share information with colleagues and with other institutions on policies and regulations

File Description	Documents
Documentary evidence to support the claim	No File Uploaded
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

Our College sticks to academic schedule which is being given by the MDU for Conduction of nonstop internal evaluation system. The academic calendar involves the dates of commencement and completion of the syllabus, time tables of internal exams and so forth It set out the dates of term end examination. The time tables have been arranged and executed in like manner. The teachers define teaching plans as indicated in the academic calendar and guidelines of the MDU. The time table of external examination is fixed by the University and the same is display on notice board for the students. Any changes are conversed to the students well in advance.

- 1. Preparatory Exams are conducted every year before university exams.
- 2. Every teacher conducts regular class tests on the related topic.

Principal & Teachers clear doubts of students with advice about writing correct & appropriate answers. The regular monitoring is done by the college examination committee The Principal heads curricular and extracurricular review meetings on regular basis to check the execution and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	No File Uploaded
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	No File Uploaded
Details of provisions for improvement and bi-lingual answering	No File Uploaded
Documentary evidence for remedial support provided	No File Uploaded
Any other relevant information	No File Uploaded

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

There is complete transparency in internal assessment. Norms directed by the MDU have been adopted in the college.

- 1. At the beginning of the semester, faculty members expose the students to various components in the evaluation process during the semester
- 2. Internal assessment test programs are organized according to the university and students are informed in advance .Students are constantly evaluated by faculty regarding theory lectures, labs, assignments, unit tests. Midterm marks are assigned based on defined strategies and displayed on the Notice board.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<u>View File</u>
Any other relevant information	No File Uploaded

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

The academic calendar is prepared by the college according to the guidelines of the MDU and according to the temporary date sheet of the university examinations. In the semester system, practical are prescribed in terms of

planning of departments, time table, attendance review, midterm tests and science subjects. Students with small attendance are notified according to their names and fined. Assignment work is awarded to students and marks are awarded before the commencement of the final examination. The syllabus is discussed by the staff members of each department and prior notice is given

Regarding the conduct of the mid-term and final examinations. Co-curricular activities are conducted simultaneously from time to time and information in respect of the same is displayed on the notice board. Similarly, annual celebrations are also held during the end of the academic year. The head of each department monitors the quality of teaching-learning through daily monitoring of teaching-learning activities. Continuous counselling is also done through departmental meetings and staff meetings.

### 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.
  - 1. Display on website of the college.
  - 2. Through classroom activities.
  - 3. Through different events organized in college time to time.
  - 4. Through interaction among teaher and students.
  - 5. Through outreach programme
  - 6. Participation in sister concern colleges and other institutions.

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

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

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

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

The most appropriate assessments to improve guidance in student learning are quizzes, tests, writing assignments, and other assessments that teachers make in their classes on a regular basis. Teachers rely on the results from

these assessments because of their direct relationship with classroom teaching goals. Plus, the results are immediate and easy to analyze at the individual student level. To use classroom assessments to improve, however, teachers must change both their approach to assessment and their interpretation of the results. In particular, they need to see their assessment as an integral part of the instruction process and as important in helping students learn. Despite the importance of assessment in education today, some teachers receive very formal training in assessment design or analysis. Lacking specific training, teachers rely too heavily on assessments submitted by the publisher of their textbooks or instructional materials. When no appropriate assessment is available, teachers construct themselves in a disgusting fashion, with questions and essays similar to those their teachers used to use. They form assessment as assessment instruments, to be used primarily after instructional activities are completed and to provide students with grades.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	No File Uploaded
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

208

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

Know how to prepare themselves for the assessment. Perform to the best of their ability have a greater confidence in the assessment method and the teacher's/assessor's judgment. Improve their motivation. Follow the assessment process:

- Understand exactly what is expected from them
- Have a clearer understanding of the assessment criteria
- Understand what they have to do
- Know how to prepare themselves for the assessment

- Perform to the best of their ability (when they are fully informed about the assessment)
- Have a greater confidence in the assessment method and the teacher's/assessor's judgment

File Description	Documents
Documentary evidence in respect to claim	No File Uploaded
Any other relevant information	No File Uploaded

### 2.8 - Student Satisfaction Survey

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

http://www.vaishcollegeofeducationrohtak.com/Feedback.aspx

### **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

One of the above

### supports Organizing research circle / internal seminar / interactive session on research

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	No File Uploaded
Any other relevant information	No File Uploaded

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

File Description	Documents
Documentary evidences in support of the claims	No File Uploaded
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

0

File Description	Documents	
Data as per Data Template	No File Uploaded	
First page of the article/journals with seal and signature of the Principal	No File Uploaded	
E-copies of outer jacket/contents page of the journals in which articles are published	No File Uploaded	

Any other relevant information	No File Uploaded
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## 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

0

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

2

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

35

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

Any other relevant information	No File Uploaded
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## 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

170

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

170

File Description	Documents
Data as per Data Template	<u>View File</u>
Documentary evidence in support of the claim along with photographs with caption and date	<u>View File</u>
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.

Under Outreach activities, our college visited Village Samargopalpur and there our students make aware the villagers about 'Save water Save Life' through Rally and Posters. They also perform Nukkad Natika on the theme swachh Bharat Abhiyan. The main purpose of this abhiyan is 'first clean your own houses and utilize the facilities to make the village neat and clean'.

- 1. On March 12, 2022, students of our college performed Nukkad Matika on 'Swachh Bharat' in village 'Samargopalpur' under theOutreachProgramme. Explaining the aim of Swachh Bharat Mission, volunteers emphasized the wide range of benefits associated with improved environment cleanliness, reduced water pollution, value of recycling energy and nutrients.
- 2. A rally with an aim to create awareness on water conservation was organised by our students in village 'Samargopalpur' under Outreach programme on May 28, 2022. The participants took a pledge to save water and make efforts to preserve rain water in storage tanks.

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

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

0

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
List of teachers/students benefited by linkage - exchange and research	No File Uploaded
Report of each linkage along with videos/photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

One/Two of the above

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

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

### INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Vaish College of Education Rohtakhas well maintainedinfrastructure conducive to teaching, learning. The institution has the physical infrastructure as per NCTE norms. It is situated near Railway Station and having lush green lawns. The College campus is within area of 7.1 acres. The college has separate sections for D.Ed., B.Ed. and M.Ed. course and separate faculty for each course. The college has adequate number of classrooms, laboratories and rich library to run educational programmes effectively. The library is partially computerized and internet facility is available for students and teachers. The college has a well-resourced Computer Lab. There is a multipurpose hall, a Conference Hall and an Auditorium facility for organizing different activities like seminars, exhibitions, awareness programs and extension lectures from time to time. The College Canteen caters to students with a variety of snacks, hot and cold beverages at reasonable rates. Playgrounds of Vaish Education Society, which is common for all institutions, are used for sports and athletic events. A congenial learning environment, well ventilated classrooms, suitable furniture, LCD Projector, LED TVs, Computers and many CDs, Cassettes, Camera, Internet facility, Display Boards, musical instrument, sports material, gym equipments like exercise cycle, twister etc. and spacious common rooms separate for boys and girls are available.

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

#### 4

File Description	Documents
Data as per Data Template	<u>View File</u>
Geo-tagged photographs	<u>View File</u>
Link to relevant page on the Institutional website	http://www.vaishcollegeofeducationrohtak.com/Downloads/infrastructure%202022.pdf
Any other relevant information	No File Uploaded

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

#### 7487113

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

The College Library is fully air-conditioned; Wi-Fi enabled and has a seating capacity of 100 users. The College has a rich, well equipped, computerized library and information centre with all modern facilities. With a seating capacity of 100 readers, it has a circulation counter, Newspaper Section; separate Reading Section for D.Ed., B.Ed. and M.Ed. students and faculty members. It has about 15103 books on education, and other subjects of knowledge and 182 back volumes of journals. It subscribes to 17 journals, 9 Newspapers 15 Magazines and has 35 CDs on different subjects like Mathematics, Social Science, Life Science, Physical Science, English, Encyclopaedia, 10 Video Cassettes & 50 Audio Cassettes.

#### Library Automation

The library is partially automated. The college library is equipped with software package LIB GURU 5.0 installed in year 2013 and renewed from time to time. It has electronic cataloguing resource management tools to simplify the library administrative tasks. Circulation Counter remains open from 9:00 a.m. to 3:30 p.m. for issue and return of books. Books in the library are classified according to the Accession Numbers. Reference books are

shelved separately in the Reference Section. The college library has a book bank. Needy and deserving students are provided with books during the session.

File Description	Documents
Bill for augmentation of library signed by the Principal	<u>View File</u>
Web-link to library facilities, if available	http://www.vaishcollegeofeducationrohtak.com/Downloads/Instructional%20Facilities/library.pdf
Any other relevant information	<u>View File</u>

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

National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently abled learners. It is designed to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. The college has remote access to library resources on the platform of National Digital Library (NDL). Students and Staff members access various resources online by using college free wifi.

The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.

The Database Maintenance module covers all operations of database creation and maintenance. It takes records from the acquisition module for the books recently acquired. The key features of the module are duplicate checks with on-screen record comparison and Accession register printing. Additionally, the software has an excellent Support and Updates system.

Landing page of NDL https://ndl.iitkgp.ac.in/

File Description	Documents
Landing page of the remote access webpage	View File
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-

Four of the above

#### books Databases

File Description	Documents
Data as per Data template	View File
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)

453494

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

95

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	<u>View</u> <u>File</u>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	Nil
Any other relevant information	<u>View</u> <u>File</u>

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

One of the above

available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College

File Description	Documents
Data as per Data Template	<u>View File</u>
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

ICT facilities available in the institution:

- 1. Computer
- 2. Internet
- 3. LED
- 4.Slide Projector
- 5.Digital camera
- 6. Head phones
- 7. L.C.D. Projector
- 8. Screen
- 9.C.D. Player
- 10. Sound system
- 11. Educational C.D.s
- 12. Pictures, charts, models, maps, globes

In addition to all these facilities, the institution has the following;

- 8 Laptops for the teacher-educators.
- Internet facility is available in different areas of the college.
- WI-FI connections in the Principal Office, Ccomputer lab., Administrative Office, Conference Hall, Smart Classroom, Library, D.El.Ed. Dept.

The College provides training in ICT to teacher educators, student teachers and administrable staff. Training is given in preparing power point presentations and the use of Microsoft Excel and administraial staff surfing the internet to get vast pool of information. The students are trained in the basic uses of the MS Office package such as PowerPoint, Word and Excel as these are used as per the syllabus during their simulated lessons.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	No File Uploaded
Any other relevant information	No File Uploaded

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

#### 7:1

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

## (Leased line) Opt any one: 4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in

4.3.3 - Available bandwidth of internet connection in the Institution

B. 500 MBPS - 1GBPS

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

One of the above

File Description	Documents
Data as per Data Template	<u>View File</u>
Link to videos of the e-content development facilities	https://youtu.be/uoR_0h2ArHc, https://youtu.be/EMSqPYVy6BY
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	https://youtu.be/uoR_0h2ArHc, https://youtu.be/EMSqPYVy6BY
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)

12478522

File Description	Documents
Data as per Data Template	<u>View File</u>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	No File Uploaded
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

Furniture and equipment are purchased on regular basis as per the requirements with Purchase Committee.IT machines and softwares are continuously upgraded. Floor in-charges on every floor of the Building help students and report to the full time Care Taker with respect to maintenance of the classrooms. Servicing of Class Projectors' Lenses and Filters is done annually. A team of efficient workers is responsible for keeping the college premises clean. The College has a Psychology Lab with Psychometric tools, maintained by a Lab Attendant, HOMESCIENCE Lab, mathematics lab, language lab. The precision of the Lab instruments is frequently checked internally with external help taken whenever required. The attendant maintains records of resources, handles issue and return of resources, maintains them and supports faculty in use of resources. All computers in the college are updated on a regular basis. The College has appointed an IT Consultant to provide regular support services relating to computer hardware and software. College has a sports room under the supervision of A Sports Committee which holds monthly meetings for maintenance of sports infrastructure. The College water tanks are cleaned annually and water coolers are attached with RO water filters. The College has a power generator which is being serviced on time.

File Description	Documents	
Appropriate link(s) on the institutional website	http://www.vaishcollegeofeducationrohtak.com/Facilities.aspx	
Any other relevant information	No File Uploaded	

#### 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

All of the above

and a research paper; understand/appreciate the difference between
the two E-content development Online assessment of learning

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

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

Nine or more of the above

File Description	Documents	
Geo-tagged photographs	<u>View File</u>	
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

A. All of the above

File Description	Documents
Data as per Data Template for the applicable options	<u>View File</u>
Institutional guidelines for students' grievance redressal	<u>View File</u>
Composition of the student grievance redressal committee including sexual harassment and ragging	<u>View File</u>
Samples of grievance submitted offline	<u>View File</u>
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 Concession in tuition fees/hostel fees Group insurance (Health/Accident)

Two of the above

File Description	Documents
Data as per Data template	<u>View File</u>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	
Report of the Placement Cell	<u>View File</u>
Any other relevant information	<u>View File</u>

#### 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
17	175

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	No File Uploaded
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).

36

File Description	Documents
Data as per Data Template	<u>View File</u>
Details of graduating students and their progression to higher education with seal and signature of the principal	<u>View File</u>

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)

9

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	No File Uploaded
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

Every year class representatives are elected at the starting of the session one from boys and one from girls from each section. Class representatives were elected on 18 February, 2022, Neha Gupta & Pragyaon part of girls and Mohd. Shakir & Ravi on part of boys were elected. The students were elected by voting system within the classroom. All the four representatives took oath to participate in extra responsibilities and activities with sincerity and helps their classmates in college curricular and cocurricular activities. These Class Representativesfulfil their responsibilities very sincerely in each and every program organized at institution level. The Class Representatives acknowledge various problems faced by students in the college and comes up with meaningful solutions for the same. The Class Representatives act as a bridge between Principal, staff and students and implements ideas for the betterment of the college.

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

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

9

File Description	Documents
Data as per Data Template	View File

Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	<u>View File</u>
Any other relevant information	No File Uploaded

#### 5.4 - Alumni Engagement

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

Alumni is an effective role model and can be easily accepted by students. With the return of the alumni to support the college, they bring with them credibility and justification as part of a successful institution, having breathed the same air and encountering similar challenges faced by the students. Experiences that are shared by the alumni with students whether in time management, financial management, development of self-discipline and character or in career management can be more easily accepted and imbibed by students. Through this way, alumni can assist in strengthening confidence, improve motivation and inculcate the right culture in line with what the institution intends to convey to its students. The College invites the former teachers as well as old students on regular basis for interaction.

\*\*\* Dr. Kusum Jain, Former Principal and Alumni of the college visits the college time to time and shares her valuable experience and give suggestions in various maaters of the college.

\*\*\* Dr. Manju Jain, Former Officiating Principal and Alumni of the college visits the college time to time and shares her valuable experience and give suggestions in various maaters of the college.

\*\*Mr. Gourav, who has been a student of the institute conducted interaction sessions with the students.

\*Ms. Preeti, an Alumnus of Vaish College of Education conducted a workshop on ICT and its use in Teaching learning and Evaluation on Google Classroom.

File Description	Documents
Details of office bearers and members of alumni association	<u>View File</u>
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 inhouse curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support

Three/Four of the above

File Description	Documents
Documentary evidence for the selected claim	No File Uploaded
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	No File Uploaded

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

0

File Description Documents	
Data as per Data Template	No File Uploaded
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	No File Uploaded
Any other relevant information	No File Uploaded

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

Vaish College of Education. Rohtak has always valued the contribution made by its illustious alumni spread over different parts of the globe. The Association is playing a pivotal role in keeping them connected. Alumni of the institute-

- 1. Assist in planning and organization of activities in the college.
- 2. Assist in conducting Practice Teaching sessions.
- 3. Help in conducting B.Ed. Practical Examinations in the college.

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

#### 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.

VISION-To groom the students through self-learning and presentations for developing an analytical mind and pragmatic approach for churning out professionals in the field of education.

MISSION-To train and equip the future teachers to face the emerging challenges of education in the 21st century with dedication, compassion and discipline.

Nature of Governance: The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration.

Perspective/Strategic Plan-The institution has a Perspective/Strategic Plan in place to help it develop in asystematic, well-thought-out and phased manner.

- 1. Application for grants from government sources.
- 2. Expansion of available area.
- 3. Renovations to revive the ageing infrastructure of the institution.
- 4. Improvement of the scope of the teaching-learning experience through greater use of ICT and other innovative means.

Participation of Teachers in Decision-Making Bodies

Teachers play an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Teachers are conveners of the various committees that are constituted for the day-to-day functioning of the college. Teachers, through their autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution.

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

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

VaishCollege of Education follows the practices of decentralization in its true sense, in all the three important pillar of the institution, viz. academics, administration and extra curricular activities. The practice of

decentralization and participatory management and administrator reflected in all the activities of the college. The institute follow the following hierarchy in decision making:

- 1. President(July 21 to Dec 21) of Vaish Education Society takes all the critical decision in accordance with norms.
- 2. Co-ordinator is responsible for delibration and decision making at the institute level and discuss the budget and financial statement, faculty requirement and forward it to the Governing Body for approval.
- 3. Administrator(Jan 22 to Aug 22) of Society took all the decision in accordance wiht norms from jan 22 to Aug 22.
- 4. Principalis an active member in deciding the quality policy making the action plans and communicates the opinions of top management to the faculty and staff regarding the responsibilities and duties assigned to them.
- 5. Facultywork as conveners of various committeesand actively participation in academic, institutional and student development initiatives.
- 6. IQACis a significant administrative body that is responsible for all quality matters.
- 7. Class Representatives serve as a bridge between college and students.

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

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 institute maintains complete transparency in its financial, academic, administrative and other functions. Principal with the team of committee coordinators, IQAC coordinator and head clerk to assist her in the discharge of duties meet regularly to look at key issues regarding system development, implementation and improvement. Purchase committee of the college is headed by principal and treasurer of the governing body and coordinator of the college and total transparency are maintained while purchasing. The institute's financial audits are being carried out monthly and yearly by internal and external auditors respectively. Admission is done through online counseling on the basis of merit in accordance to the government reservation policy. Important notices are regularly posted on the college website to ensure complete transparency in all its functioning.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	No File Uploaded
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

The institute has prepared a strategic plan to fulfil of the academic development, extra-curriculum activities of the institute. In order to enhance the quality of the institution in all spheres, various Quality Assurance strategies were initiated. One of such quality measures is the provision of physical and mental health support programme for students as well as teachers. The college organised two-days workshop on 'International yoga day' on 20th-21st June 2022. On 20th June, Dr. Surekha Khokhar focused on Pranayam and Aasan and told yoga increases mental and physical health, calmness relieves stress, relax mind and sharpens concentration. On 21st June, Dr. Priya Bajaj focused on to keep Spinal Cord straight and right way of breathing. This workshop was organised to create awareness among students for fitness of body, mind and Soul through diet, exercise and meditation.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.facebook.com/permalink.php?story_fbid=pfbid02zo6GQmqBEf73ss4wrMC3wrj5TYPaXdUFWcncii6RJRe6ixgp1AsYxUVMDbLrvj291&id=100054278000146
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.

Governing Body: The Governing Body isexecutive and advisory body, comprises of :

- President
- Vice President
- Secretary
- Joint Secretary
- Treasurer

Administrative Set Up: The Principal forms the centre of the administration. The Principal is authorized with the day-to-day running of the college. The college administrative system runs smoothly with its two main units that are

General section and Accounts section. General section is headed by Head Office Assistant with one more assistant and 2 peons. General section maintains the documents related to the appointment, promotion and retirement of the teaching and non-teaching staff. It keeps record of individual teacher's leave and attendance of the staffs. This department also looks after the admission, stipend of the students and other related tasks. The Bursar (a faculty member) is the head of the accounts section. He is assisted by an accountant. There are also peons for day to day jobs. This department keeps the financial records of the institution, purchase of required goods and disbursement of salary and arrears. All the financial records are audited by competent internal and external auditors annually.

Administrator (Jan 22 to Aug 22) this period Administrator Dr. Virender Singh Sindhu took all the responsibilities/functioning of the Governing Body.

File Description	Documents	
Link to organogram on the institutional website	http://www.vaishcollegeofeducationrohtak.com/Pdf%202022/Organogram- page0001.jpg	
Documentary evidence in support of the claim	No File Uploaded	
Any other relevant information	No File Uploaded	

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

In order to enhance the quality of the institution in all spheres, The IQAC of the college initiated various quality assurance strategies. One of such quality measure is provision of Mental Health Support Programme for students as well as teachers during Covid -19 crisis. The following activities were conducted under Mental Health Support programme:

- 1. Online workshop on Meditation by Dr. Usha Udar on 2nd Dec. 2021 to create awareness among students for fittness of body, mind and soul through meditation.
- 2. Online workshop on Youth Day 12th Jan 2022 on the topic 'Surya Namaskar'.
- 3. Online Workshop on 'Enhancing Technological skill' (From 7th Feb 2022 to 14th Feb 2022)
- 4. Online Extension Lecture on 'Career Counseling' on 25th March 2022.
- 5. Two-days workshop on International Yoga Day on 20-21 June 2022 to create awareness among students for fitness of body, mind and soul through diet, exercise and meditation.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<u>View File</u>
Action taken report with seal and signature of the Principal	No File Uploaded
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
  - 1. Lecturer on well being of the faculty members.
  - 2. Duty leaves for attending seminars, conferences and workshops.
  - 3. Wi-Fi facility
  - 4. Employees Provident Fund Scheme and gratuity for the regularized non teaching staff members.
  - 5. Training in computer basics for supporting staff.
  - 6. Flexi timings provided for medical reason.
  - 7. Free consultancy from the experienced doctors in the field of Aurveda, Allopathy and Homeopathy.
  - 8. Maternity leave for female staff
  - 9. Bank and ATM facility at Vaish college campus.
- 10. Uniform to class IV staff.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<u>View File</u>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

### 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

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.

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochures / Reports along with Photographs with date and caption	No File Uploaded
List of participants of each programme	No File Uploaded
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

8

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

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

The institution follows Performance Appraisal System prescribed by MDU Rohtakfollowing UGC directions 2010. Teachers may offer themselves for evaluation for advancement by presenting an application and the required

Performance Based Appraisal System performa according to the UGC Career Advancement Scheme rule.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<u>View File</u>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<u>View File</u>
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

Institution conducts internal and external financial audits regularly. Internal and external auditors are appointed by the Vaish Education Society, and it is carried out monthly and annually respectively. The last audit for the year 2020-21has been carried out by external (Statutory) auditor in May, 2021. No major irregulatories were found in the audit and minor suggestions were complied.

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

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

0

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.

The college follows a well defined strategy for mobilization of funds and optimal utilization of resources. The major sourcesof funding are as follows:

- 1. Fee collected from the students.
- 2. 95% deficit Grants (Salary Only for the staff under grant in aid scheme ) received from Haryana Govt.
- 3. Various grants received from UGC.
- 4. Interest from saving of the institution.

The financial resources are effectively and efficiently used in the institution.

The major areas of allocation are:

- 1. Salary (5% share of staff of grant- in- aid and full salary of staff under self finance scheme) and amenities to teaching and non teaching staff.
- 2. Infrastructure Augmentation
- 3. Building and campus maintenance
- 4. Electricity and generator expenses
- 5. Gratuity
- 6. Green initiative expenses
- 7. Youth festival and other function expenses
- 8. Miscellaneous expenses.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<u>View File</u>
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

Our institution has dedicated IQAC to maintain academic standards to maintain effective teaching learning process. The IQAC regularly reviewed the adjoint work of different committees. To increase quality among students debates, group discussion, speech competition and other activities/program are conducted. The different committees monitor and compliance regarding quality insurance. The co-curricular activities which are the part of our curriculum are regularly conducted. PowerPoint presentation is also organised.

To develop skills, classes of different skills are conducted by different faculties of the institution. The activity and academic calendar play an important role to achieve the quality among students.

- All the faculty members are encouraged to participate in orientation, refresher courses, workshops, seminars and conferences related to teacher-learning process and research.
- Regular meeting of IQAC is conducted under the chairmanship of principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of Curriculum.

Different activities for ensuring quality culture-

- 1. Organising rallies under Eco club to spread environmental awareness.
- 2. Action based activities like tree plantation and cleanliness drives.
- 3. Rally was organised on Jal Bachao Jeevan Bachao under outreach program.
- 4. Organising Nukkad Natika on Swachh Bharat program in village 'Samar Gopalpur'.
- 5. Eco-bricks prepared by students and staff submitted to Municipal Corporation, Rohtak

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

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

The Vaish College of Education reviews its teaching learning process at periodic intervals through its various Academic and Administrative committee which includes different cells like Discipline Cells, Cultural Cells, Sports Cell, Women Cell, Examination Cell, Admission Cell, Grieveance Cell.

Some of activites of IQAC in this regard are:

- 1. Students feedback on faculty and teaching learning process: All the students are allowed to give their feedback on faculty and teaching learning process After collecting the feedback from students, the teachers are instructed accordingly. The whole process is being operated through IQAC.
- 2. Academic monitoring: The academic monitoring is done by the principal with regular visit to the classes regarding the regularity and punctuality of class work.
- 3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.
- 4. Syllabus Monitoring: The principal, who is the chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

6

File Description	Documents
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Data as per Data Template	<u>View File</u>
Report of the work done by IQAC or other quality mechanisms	No File Uploaded
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

Two of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.vaishcollegeofeducationrohtak.com/IQAC.aspx
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.vaishcollegeofeducationrohtak.com/AQAR.aspx
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
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
  - 1. Institution provides fees concession to the needy students at the time of admission.
  - 2. Both Winter and Summer Uniform is provided to class IV employees.
  - 3. Mentor- Mentee groups are formed for interaction with the students.
  - 4. Use of laptops, projectors to make the process of teaching learning more learner-centric. YouTube assisted learning is also being practiced.
  - 5. Awareness Programmes on Environmental Issues.
  - 6. CCTV surveillance system has been installed improving overall security of the college.
  - 7. Sufficient flexibility in payment of fees is given to students.

File Description	Documents
Relevant documentary evidence in support of the claim	<u>View File</u>
Any other relevant information	<u>View File</u>

#### 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.

The Institute has following facilities for energy conservation measures and alternate sources of energy :-

- We use natural light, whenever possible. The building is provided with ample windows which let the natural light filter into the classrooms and offices.
- Students and staff are instructed to switch off lights and fans when not in use.
- AC only when needed and temperature set at 25c.
- We use LED bulbs /power efficient equipments.
- Many sign boards to "Save Power "are displays in the area of the campus.
- College chooses Laptops over desktops as laptops typically consume less energy compared to desktops.
- Upgrade all outdated equipments as they consumed more energy compare to latest one.
- Planning for solar panel to save electricity.

File Description	Documents	
Institution's energy policy document	No File Uploaded	
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 takes steps to manage waste :-

#### Solid

- In solid management we stress on 3R's i.e .Reduce ,Recycle and Reuse. There are two types of solid wastes Bio[1]degradable and non-biodegradable.
- Everyday waste is collected and degradable waste is buried near trees or in a nearby pit so that it becomes manure for the trees and other vegetation.
- The non-degradable waste regularly collected by local agencies for recycle.
- Dustbins are provided through out the campus.

• Throwing the waste any where is strictly prohibited .

#### Liquid

- Water conservation is important because fresh clean water is limited resource as well as costly one. Conservation of this natural resource is critical for the environment
- The college has good drainage system .
- The has systematically reduce water wastage by building Indian style toilets.
- College has provided sprinkler system for watering the plants and entire garden to minimize water wastage.
- Several conservation steps like closing of taps after usage , maintenance and monitoring of valves in supply system to avoid overflow and leakages
- Conducting water conservation awareness programme for students and staff.

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

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

One 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	<u>View File</u>

## 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	<u>View File</u>
Any other relevant information	<u>View File</u>

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

The following efforts have taken the institution towards maintenance of

#### Cleanliness

- Separate dustbins for waste management have been provided in the college. Throwing the waste anywhere is strictly prohibited.
- Cleanliness committee is proactive in organizing awareness programmes and rallies regarding environment sustainability.

#### Green Cover

- Garden has been set up to enhance the greenery of the premises.
- Every year a plantation drive is done in the campus.
- The college administration declared the college campus plastic free.
- We present sapling instead of bouquets to the guests visiting our college.
- In college we use organic manure and fertilizer in college garden.

File Description	Documents	
Documents and/or photographs in support of the claim	No File Uploaded	
Any other relevant information	No File Uploaded	

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

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

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

NIL

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

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

Our college has always volunteered to connect with the community by organizing meaning full outreach programs, committing to shared activities with community, awareness rallies, extension lectures, workshops & information dissemination in schools & colleges as well as on mass media was undertaken. These gestures of concern for community enabled us to expand our network and boost social skills of students.

Following activities were held during this session (2021-2022):

- Online celebration (Speech and Poem Recitation) of Gandhi Jayanti on 1-10-2021.
- Deepawali Mahotsav (Diya Decoration, Rangoli and Card Making competitions) on 29-10-2021.
- Online workshop on Meditation on 2-12-2021.
- Inaugration of B.Ed.1st Year on 8-12-2021 through Hawan.
- Online workshop on Youth Day 12-1-2022.
- Cultural Activities on Lohri on 13-1-2022.
- Online Workshop on 'Enhancing Technological skill' (Feb7to14,2022)
- Celebration of National Science Day (Speech and Poster Making Competitions) on 28-2-2022.
- Extension Lecture on Waste Managemenet and Celebrarion of International Women Day on 8-3-2022. (Poster Making and Poem Recitation)
- NukkarNatika in Samar Gopalpur village under Outreach Program on 12-3-2022
- Online Extension Lecture on 'Career Counseling' on 25-3-2022.
- Organization of Intra-College Fest on 23-4-2022.
- Two-days workshop on International Yoga Day on 20-21 June 2022.
- Tree Plantation under 'Podharopan Abhiyan' on 16-7-2022.
- 'Har Ghar Tiranga Abhiyan' on ocassion of 75th Amrit Mahotsav on 8th-9th August 2022.
- Celebration on Independence day on 15-8-2022.
- Celebration of Hindi Diwas (Essay Writing, Slogan Writing and Poem Recitation) on 14-9-2022.

File Description	Documents
Documentary evidence in support of the claim	<u>View File</u>
Any other relevant information	<u>View File</u>

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

C. Any 2 of the above

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

#### 7.2 - Best Practices

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

Best Practice 1

The title of the practice: 'The Gift of Green ': Towards Building a sustainable and clean college campus"

Objectives of the Practice

We strive to create a model of education that is based on compassion and mindful living. The green campus initiative began with an objective of fostering a culture of eco-friendly practices and making the campus environmentally sustainable. We aim to build a campus that is plastic free, produces minimal waste, conserves energy, protects biodiversity and practices self -sustainability in areas of power, water and cleanliness. This is a collective endeavor of our students, staff and neighboring community in an effort to recognize our and responsibility on this planet.

Best Practice- 2

Title of the practice: Teaching skills and personality development program

Objectives of the practice:-

- To enhance employability of the students and prepare them to face competitive environment.
- To train the students in the fields of teaching skills, communication skill, intrapersonal skill and preparing them to face interviews and get better placement.
- To increase awareness among students about their rights.
- To increase awareness among students about self employment.

File Description	Documents
Photos related to two best practices of the Institution	No File Uploaded
Any other relevant information	<u>View File</u>

#### 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

The Institute with mission of "Training the youth, shaping the future, building the Nation" strives for the holistic development of its young g minds. It is committed to prepare professionals who will be recognized in service, outreach and also their leadershipqualities. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated in the students. To foster the spirit of love, compassion, respect of all gender, caste, religion within the society, sensitivity towards environment and various activities are conducted on campus by various institution committees.

To improve the teaching learning component various initiatives are regularly undertaken by different committees. Emphasis is given to students' class seminars, group discussion, poster making, and problem solving session sessions to help students have a better and effective subject understanding. Remedial classes are another step to pull up the students lagging in their studies.

The cultural component of the student is shaped by exposing them to various co-curricular activities. The college corridors exhibit motivational saying inspiring the students to adopt ethical lifestyle. Hawan Morning Assembly, Thought of the day, yoga, extension lectures are the means of arousing spiritual feeling among the young mind and creating a pious ambiance in the college.

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