YEARLY STATUS REPORT - 2020-2021

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	**Dr. Madhu Sahni**	
• Phone No.	**9416915690**	
• Alternate phone No.(IQAC)		
• Mobile (IQAC)		
• IQAC e-mail address	**vcoerohtak1969@gmail.com**	
• Alternate e-mail address (IQAC)		
3.Website address	**http://www.vaishcollegeofeducationrohtak.com/**	
• Web-link of the AQAR: (Previous Academic Year)		
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:		

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	B	2.73	2014	21/02/2014	20/02/2019

6.Date of Establishment of IQAC	**01/08/2020**

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
• If yes, mention the amount	

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.

IQAC organised mental health support program for teacher educators and students during covid-19 crisis. It also organized various awareness programs under YRC club of the college.

IQAC worked for the students' adjustments with online mode of teaching-learning. They were trained in using virtual platforms like ZOOM APP and GOOGLE MEET.

IQAC worked for the training of B.Ed. 2 nd year students in imparting online delivery of their lessons during their internship program.

IQAC instructed the teacher educator to provide guidance to students for preparing for MCQs in final theory exams to be conducted by MDU.

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
IQAC resolved in its meeting to conduct online classes and to augment the existing internet facilities in college to facilitate online teaching.	The teacher educators created whatsapp groups for their respective subjects and students were added in the groups. Classes were conducted through ZOOM CLOUD and GOOGLE MEETING. Network issued were resolved with addition of three internet connection from Railnet and ten wi-fi adapters in the college campus.
In response to the MDU and State Govt. guidelines on covid-19, It was resolved by IQAC to adopt preventive and safety measures by the teaching and non-teaching staff.	Following the recommendation of IQAC , masks and sanitizers were made available in the college. Digital and non-contact thermometer was purchased and was used daily to check the body temperature of everybody entering the college.
As per notification received from MDU Rohtak, IQAC suggested teacher educators to prepare students for attempting objective type questions in final theory exams.	B.Ed. and M.Ed. students were provided special guidance regarding preparation for objective type paper in MDU final theory exams.
To encourage the students in the pandemic period, IQAC suggested conveners of different committees to organise programs online and to motivate the students in participating online co-curricular activities.	YRC club of the college organized poster making and slogan writing competitions. 'Seminar and Extension lecture' committee organized various activities under mental health support programme. Students also participated in various activities organized by different colleges in online

	mode.
As per resolution of IQAC meeting it was planned to train B.ED 2nd year students to deliver the content online during their internship program.	Students were trained in imparting online delivery of their lessons by their mentors.

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
2022	**31/01/2022**

Extended Profile

2.Student

2.1   **445**

Number of students on roll during the year

File Description	Documents
Data Template	[View File](#)

2.2   **250**

Number of seats sanctioned during the year

File Description	Documents
Data Template	No File Uploaded

2.3   **152**

Number of seats earmarked for reserved categories as per
GOI/State Government during the year:

File Description	Documents
Data Template	No File Uploaded

2.4   **208**

Number of outgoing / final year students during the year:

File Description	Documents
Data Template	[View File]

2.5Number of graduating students during the year   **188**

File Description	Documents
Data Template	[View File]

2.6   **235**

Number of students enrolled during the year

File Description	Documents
Data Template	[View File]

4.Institution

4.1   **5773701.84**

Total expenditure, excluding salary, during the year (INR in Lakhs):

4.2   **77**

Total number of computers on campus for academic purposes

5.Teacher

5.1   **13**

Number of full-time teachers during the year:

Extended Profile

2.Student

2.1 Number of students on roll during the year	**445**

File Description	Documents
Data Template	View File

2.2 Number of seats sanctioned during the year	**250**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**152**

File Description	Documents
Data Template	No File Uploaded

2.4 Number of outgoing / final year students during the year:	**208**

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	**188**

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	**235**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	**5773701.84**
4.2 Total number of computers on campus for academic purposes	**77**

5.Teacher

5.1 Number of full-time teachers during the year:	**13**

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

5.2 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	View File
Plans for mid- course correction wherever needed for the academic year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni	D. Any 2 of the above

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

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers	**B. Any 3 of the Above**

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	http://www.vaishcollegeofeducationrohtak.com/Documents/programme%20outcomes%20B.Ed,%20M.Ed.pdf
Prospectus for the academic year	View File
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**

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	
18	

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	https://mdu.ac.in/UpFiles/UpPdfFiles/2015/Jan/Final%20Scheme%20&%20Detailed%20Syllabi%20of%20B.Ed.%20Two%20Year%20Prog.(2015-17)%20(2).pdf, https://mdu.ac.in/UpFiles/UpPdfFiles/2018/Oct/M.Ed.edu.pdf
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	

File Description	Documents
Data as per Data Template	View File
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	**One 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

2

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

2

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.

File Description	Documents
List of activities conducted in support of each of the above	No File Uploaded
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	No File Uploaded

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 seriously. This activity expose students to real life classroom experiences.it enable student teacher to discover their own strength and weaknesses in their teaching.

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.	Two of the above

Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	**No File Uploaded**

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

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

235

2.1.1.1 - Number of students enrolled during the year

235

File Description	Documents
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	View File
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

84

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

84

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

6

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

6

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

2.2 - Honoring Student Diversity

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

College assesses the learning levels of the students through house exams, assignments, presentation, viva-voce exam etc. on regular basis. The teachers organized remedial teaching for advanced learners and slow learners whenever required. Moreover, tutorial classes also helpful the slow learners. Problems of students also discussed and solved by mentors. Discussion lessons before teaching practice and after teaching practice helps in analyzing the change in skills of students after professional training.

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	**Four/Three of the above**

abled) Multilingual interactions and inputs

File Description	Documents
Data as per Data Template	View File
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 learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity

Two of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	**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	[View File](#)
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.

College practices various student-centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences. All the teaching practice programmes whether it is micro or mega teaching integrate practical as well as adequate experiential practice for the students. They also provide platform for participative learning to the students. Moreover, projects, field-works, seminars, excursions etc. inculcate among the students the practice and habit of participative learning and problem-solving methodologies. Various curricular and co-curricular activities which were organized in the college help the students to enhance the overall personality of the child and improve students learning.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	[View File](#)
Any other relevant information	**No File Uploaded**

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

14

File Description	Documents
Data as per Data Template	[View File]()
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

445

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	**Two of the above**

File Description	Documents
Data as per Data Template	[View File]()
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	**No File Uploaded**
Geo-tagged photographs wherever applicable	**No File Uploaded**
Link of resources used	https://meet.google.com/knb-bnuq-iot https://meet.google.com/knb-bnuq-iot https://meet.google.com/yqv-eeoe-ctn https://us04web.zoom.us/j/72682629310?pwd=anJ1MElKaDFsbjMyRXluK3BjV3dWdz09 https://us04web.zoom.us/j/4264730324?pwd=UFhlb09qb1k2YVE0U3V4VVphTUF0UT09 https://us04web.zoom.us/j/2702138828?pwd=SXFWSDRQT3UrWndVTVhFQk5uQjBLUT09 https://meet.google.com/vaw-dfib-cck https://meet.google.com/avc-rnmr-anb https://us04web.zoom.us/j/78397126617?pwd=TTJoUTdkaFR2SEg1UjVRVGFvd3BUQT09
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. Each student is assigned a mentor at the beginning of the session. Mentor prepares a whatsapp group with the students .She encourages the students to interact with her as well as with the peer members. Mentor was informed about the difficulties faced by the mentees and mentor after discussion with mentee try to solve that problem. Mentor is always available for the mentees and they consult anytime with the mentor. Mentor always motivate students to work in team whenever any programme is organized in the college mentors give directions to students that how collectively they organize the programme, how team work is important.

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

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

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

Students are given sessional work in different Projects in which they have to work and give reports. By which thinking, creativity developed in the students. In M.Ed. Dissertation work research skills develop in students. All the students work on this. Different competitions are organized during the session which helps in developing innovation and creativity among students.

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	View File
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) 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	`Six/Seven of the above`

File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	**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	**Two of the above**

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

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 tools	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	Two of the above

File Description	Documents
Data as per Data Template	View File
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	Two of the above

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

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

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	**No File Uploaded**

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

School Internship programme is the important part of B.Ed curriculum. Before sending the students for internship practice is done by students. At college level students make aware by the different activities which they have to perform during internship. Students also orient about the different assessment techniques as evaluation is also part the curriculum. In this way proper orientation of students is done before going to internship programme. School was also selected by mutual consent of teachers and students according to the need and requirement of students.

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

File Description	Documents
Data as per Data Template	[View File](#)
Data as per Data Template	**No File Uploaded**
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.

Mentor-Mentee group is there in which if student have any difficulty during internship they consult their mentors. Teacher educators also visit the schools and meet the principal and children of the school. This helps in effective monitoring of internees as well as monitor the attendance of internee. teachers are in regular touch with the school staff as well as with their students which helps in analysis of difficulties if any faced by internees.

File Description	Documents
Documentary evidence in support of the response	**No File Uploaded**
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,	**Three of the above**

initiative and commitment Extent of job readiness	

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	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

9

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

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

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	View File
Any other relevant information	No File Uploaded

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

Teachers always ready to welcome new rules and policies made for professional development. Teachers continuously attend the webinars, workshops and conferences to update their knowledge. Teachers discuss the latest development

With the staff as well as with the students. Students also remain aware about the latest inventions and advancements in the field of education and share it with the peers and staff members.

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

2.6 - Evaluation Process

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

For the Internal Assessment, rules of M.D.U, Rohtak are followed with 20 Marks for Internal Assessment. Special attention is given to cater to the needs of both the Slow and Advanced learners. Continuous Internal Assessment evaluation of students is done by the faculty members through innovative teaching pedagogies and techniques like observation, assignment and seminar etc. Teachers took online Student Attendance which calculates attendance which helps in giving internal assessment marks. The college strictly monitors the attendance of the students and the admit card is provided to the students for the annual exams provided they

fulfill the required minimum attendance. Due to lockdown and pandemic conditions assignment and attendance was the basis for Internal Evaluation.

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	**Three of the above**

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	**No File Uploaded**
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

Time to time assignments and tests are given to students for continuous evaluation so that improvement and feedback should be provided to students. After House Examination in the college, defaulters give the exams again after Remedial teaching. Students have to clear the conditions of examination only then appear in the Final Exam. But external examination are conducted by MDU,Rohtak. Students are allowed to apply for re-evaluation or any

query related to examination in the examination section of University.

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

2.6.4 - 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.

In the beginning of the session, academic calendar framed. In which house examination, seminars and assignments are given to students for time to time evaluation. At the end of the session, on the basis of all these and overall performance of the students and regularity in the class is observed and internal evaluation is done.

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.

Nil

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	View File
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

200

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

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

Response: 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 • improve their motivation • take ownership of their assessment • Prepare for the assessment (ensuring they have all relevant equipment available.

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

2.8 - Student Satisfaction Survey

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

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

0

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

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

0

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

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research	One of the above

File Description	Documents
Data as per Data Template	View File
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	**Three of the above**

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	View File

3.2 - Research Publications

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

Nil

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

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

67

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
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	View File
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	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

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

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

235

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

235

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

235

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	**No File Uploaded**

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

Nil

File Description	Documents
Relevant documentary evidence for the claim	**No File Uploaded**
Report of each outreach activity signed by the Principal	**No File Uploaded**
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

0

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 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	None of the above

File Description	Documents
Data as per Data Template	View File
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	View File
Any other relevant information	**No File Uploaded**

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

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

3

File Description	Documents
Data as per Data Template	[View File](#)
Geo-tagged photographs	[View File](#)
Link to relevant page on the Institutional website	http://www.vaishcollegeofeducationrohtak.com/Facilities.aspx
Any other relevant information	**No File Uploaded**

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

5935302

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

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. 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	View File
Web-link to library facilities, if available	http://www.vaishcollegeofeducationrohtak.com/Downloads/Instructional%20Facilities/library.pdf
Any other relevant information	View File

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

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-books Databases

Four of the above

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)

NIL

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

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

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

22

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	**Nil**
Any other relevant information	View File

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

File Description	Documents
Data as per Data Template	View File
Any other relevant information	**No File Uploaded**

4.3 - ICT Infrastructure

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

ICT facilities available in the institution:

1. Computer
2. Internet
3. T.V.
4. Tape recorder
5. O.H.P.
6. Slide Projector
7. Epidiascope
8. Digital camera
9. Head phones
10. L.C.D. Projector
11. Screen
12. Transparencies
13. C.D. Player
14. Sound system
15. Educational C.D.s
16. Pictures, charts, models, maps, globes

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

- 7 Laptops for the teacher-educators
- Internet facility is available in different areas of the college.
- WI-FI connections in the computer lab.

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 administreial 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	View File
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	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	**No File Uploaded**
Any other relevant information	View File

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	**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	[View File](#)
Link to videos of the e-content development facilities	https://youtu.be/Wb80fqGNlS4, https://www.youtube.com/watch?v=msQzA3Bmo5Y, https://classroom.google.com/u/0/c/NjYyMzg0ODg0NzJa, https://classroom.google.com/u/0/c/NzAyNTg2Njc3MDda, https://classroom.google.com/u/0/c/MjU2ODYxNTY0OTA1, https://classroom.google.com/u/0/c/MTUyMzUzMjYwMDkw, https://youtu.be/wJtBqwPQI9E, https://www.youtube.com/watch?v=X9W9TIkbHK0
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/-GozXVbCnlQ, https://youtu.be/qjxoUjyeZmk
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)

5935302

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	**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	All of the above

seminar paper 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	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	No File Uploaded
Sample feedback sheets from the students participating in each of the initiative	No File Uploaded
Photographs with date and caption for each initiative	No File Uploaded
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	View File
Any other relevant information	No File Uploaded

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)	**One of the above**

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

5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
0	182

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

20

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

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

31

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 August 5, 2020 , Neha Khatri and Pratibha on part of girls and Neeraj and Vinay Preet 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	View File
Documentary evidence for alumni role in institution functioning and for student welfare	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

4

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

5.4 - Alumni Engagement

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

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.
- **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	[View File](#)
Certificate of registration of Alumni Association, if registered	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

One/Two of the above

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

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

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

Nil

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 a systematic, 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.Teachersareconveners 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	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	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

The institute always believe in the practices of decentralization and participative management. The institute folows the following hierarchy in decision making.

President: The Presidentof Vaish Education Society takes all the critical decisions in accordance with norms.

Co-ordinator: Co-ordinator is responsible for deliberation 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.

Principal: The principal is 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.

Faculty : Faculty at the institute work as conveners of various committees have active involvement and participation in academic administration, institutional development and student development initiatives.

IQAC: IQAC in institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the college.

Class Representatives: The class representatives serveas a bridge between college and students and play an active role in decision making process at college level.

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

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

The 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

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 Mental Health Support Programme for students as well as teachers during Covid -19 crisis. As a part of the programme, a three-step strategy focusing on raising awareness, imparting the requisite skills, and providing continued support was implemented. As a first step, the college organized an online workshop on "Be Happy and Empowered through Meditation" on 18 February 2021 to kickstart the awareness campaign and sensitize the attendees on the relevance of mental well-being. The second phase of this programme focused on providing exposure to healthy living practices by the means of a workshopon "Nutri Yoga for Body, Mind and Soul" on 25 May 2021 and an extension lecture on "Health benefits of performing Yoga" on 21 June 2021.The first two phases focused exclusively on promoting mental well-being.However, it was believed that to reinforce the learnings and extend greater support, there has to be a support system in the college. Thus, the third phase of the plan was rolled out by the college, focusing on providing support to students through Mentor-Mentee groups.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.youtube.com/watch?v=K8UdeSHKME0&list=PLm1RLPSn2aUBqwvhXSIhvg5Bxg6PAqGn-, https://www.youtube.com/watch?v=8fiCzmo37C8&list=PLm1RLPSn2aUCLP2LE_p1vgephm6vtJqHF
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 is constituted according to statutes. It is executive and advisory body, which coordinates and confirms decisions and ensures that University and government norms are maintained. Governing body of the institution 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.

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 staff 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 conducted on 'Be Happy and Empowered through Meditation' on Feb. 18,2021.

2. Online workshop conducted on 'Nutri Yoga for Body, Mind and Soul' on May25, 2021.

3. Extension Lecture on Health benefits of performing Yoga on June 21, 2021.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	[View File](#)
Action taken report with seal and signature of the Principal	**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. Yoga classes for staff

2. Lecturer on well being of the faculty members.

3. Maternity leave for female staff

4. Wi-Fi facility

5. Flexi - timings provided for medical reason.

6. Bank and ATM facility at Vaish college campus.

7. Free consultancy from the experienced doctors in the field of
Aurveda, Allopathy and Homeopathy.

8. Duty leaves for attending seminars, conferences and workshops.

9. Employees Provident Fund Scheme and gratuity for the
regularized non teaching staff members.

10. Uniform to class IV staff.

11. Training in computer basics for supporting staff.
```

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	**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

N.A.

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.

N.A.

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	View File
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	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

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 2019-20 has 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.	[View File](#)
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)

N.A.

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	[View File](#)
Any other relevant information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

All the faculty members are encouraged to participate in Orientation, refresher courses, Workshops,Seminars and conferences related to the teacher-learning process and research.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The IQAC also provides guidelines, internet access and verification processes for the students to get the post- Matric scholarships PMSSS .

The college also provides platform for the students to participate in Intra- College and Inter –College level debates, competitions, seminars etc.

Regular meetings of IQAC are 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. Eco Club of the college took initiative with an objective to encourage students to participate and to enhance their awareness regarding the urgent need to address environmental issues. It is a means by which students can organize themselves to learn and take action to improve their immediate environment. It provides the values of environmental consciousness and to develop environmental ethics among the students.

Activities of Eco Club:

- Action based activities like tree plantation and cleanliness drives.
- Organizing rallies with a view to spread environmental awareness.
- Organizing debates, lectures on environmental issues.
- Sensitizing the students to minimize the use of plastic bags.
- Promoting ethos of conservation of water.

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 institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. 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

3

File Description	Documents
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	<u>View File</u>
Link to the minutes of the meeting of IQAC	Nil
Link to Annual Quality Assurance Reports (AQAR) of IQAC	Nil
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	View File
Any other relevant information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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-degradable and non-biodegradable.
- Bio degradable waste is allowed to degrade or decompose in large pits.
- 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	View File

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	View File

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

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

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

Sanitation

- Staff are asked to come to college in a distributed manner.
- Security personnel check the temperature of any person enters the campus.
- The staffroom, laboratories and office are frequently sanitized.
- Sanitizers are made available at many points in the college.
- It is compulsory for any person entering the college to wear a mask and maintain social distance.

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 | **Three of the above**

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	[View File](#)

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

INITIATIVES TAKEN BY COLLEGE TO ENGAGE WITH AND CONTRIBUTE TO THE COMMUNITY.

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 (2020-2021)

1. **International Women's Day on 8 march 2021 to create awareness among students for women's equality.**
2. **World Environment Day on 5 June 2021 to create awareness of environment among community.**
3. **On line workshop on "Nutria- Yoga for Body, mind and Soul " by Dr. Priya Bajaj on 25 May 2021.**
4. **International Anti- Tobacco Day on 31 May 2021 to create awareness among students about harmful effects of tobacco.Various activities like poster making, slogan writing, speech competition and poem recitation were performed by students.**
5. **International Yoga Day on 25 June 2021 to create awareness program among students for the benefits of yoga. An extension lecture by shri M. S. Deswell (Rtd. Assistant Director yoga, Haryana Starker).Students also did yoga asana by on line mode.**

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

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	<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	View File

7.3 - Institutional Distinctiveness

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

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 leadership

qualities. 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