



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	Sai Shyam College of Education
• Name of the Head of the institution	Dr. Usha Tickoo
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	01914001626
• Mobile No:	9419197037
• Registered e-mail ID (Principal)	usha.tickoo@yahoo.co.in
• Alternate Email ID	saishyamcollege1097@gmail.com
• Address	Ghou manhasan, Jammu
• City/Town	Jammu
• State/UT	J and K
• Pin Code	181206
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education
• Location	Semi-Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **Jammu University**
- Name of the IQAC Co-ordinator/Director **Rajni Koul**
- Phone No. **8715841555**
- Alternate phone No.(IQAC) **01914001626**
- Mobile (IQAC) **8715841555**
- IQAC e-mail address **rajnikoul67@gmail.com**
- Alternate e-mail address (IQAC) **saishyamcollege1097@gmail.com**

**3.Website address**

[www.saishyameducationalsociety.com](http://www.saishyameducationalsociety.com)

- Web-link of the AQAR: (Previous Academic Year) <http://saishyameducationalsociety.com/saishyam/AQAR%202021-22.pdf>

**4.Whether Academic Calendar prepared during the year?****Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [http://saishyameducationalsociety.com/saishyam/academic\\_calendar.html](http://saishyameducationalsociety.com/saishyam/academic_calendar.html)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.18</b>	<b>2008</b>	<b>01/03/2008</b>	<b>01/04/2013</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.82</b>	<b>2015</b>	<b>01/03/2015</b>	<b>01/04/2020</b>

**6.Date of Establishment of IQAC****31/01/2007****7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>Nil</b>	<b>nil</b>

**8.Whether composition of IQAC as per latest** **Yes**

## NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

### 9.No. of IQAC meetings held during the year 3

- 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)

1. Conducted Environmental awareness programmes
2. Celebrated national and cultural days of Importance.
- 3.Participated in Gyan Utsav
4. Celebrated annual alumni meet
5. Felicitated Martyr's of Marh Block ,Jammu.

### 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
<ul style="list-style-type: none"> <li>• Conduct of Remedial classes for under achievers.</li> <li>• To enable maximum students to make use of library including e-book.</li> <li>• Use of technology and other digital initiatives to be taken.</li> <li>• Conduct of Internal Assessment through Online Mode.</li> <li>• To encourage pupil-teachers to use smart classes and power point presentations during Lesson Practice programme</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted</li> <li>• Judicious use of library and e-books made</li> <li>• Digital initiatives taken</li> <li>• Conducted successfully</li> <li>• Use of smart class and power point presentations made</li> </ul>

**13. Whether the AQAR was placed before statutory body?** Nil

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

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

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>Sai Shyam College of Education</b>
• Name of the Head of the institution	<b>Dr. Usha Tickoo</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Alternate phone No.	<b>01914001626</b>
• Mobile No:	<b>9419197037</b>
• Registered e-mail ID (Principal)	<b>usha.tickoo@yahoo.co.in</b>
• Alternate Email ID	<b>saishyamcollege1097@gmail.com</b>
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• State/UT	<b>J and K</b>
• Pin Code	<b>181206</b>
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	<b>Teacher Education</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>Jammu University</b>

• Name of the IQAC Co-ordinator/Director	Rajni Koul				
• Phone No.	8715841555				
• Alternate phone No.(IQAC)	01914001626				
• Mobile (IQAC)	8715841555				
• IQAC e-mail address	rajnikoul67@gmail.com				
• Alternate e-mail address (IQAC)	saishyamcollege1097@gmail.com				
<b>3.Website address</b>	<a href="http://www.saishyameducationalsociety.com">www.saishyameducationalsociety.com</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="http://saishyameducationalsociety.com/saishyam/AQAR%202021-22.pdf">http://saishyameducationalsociety.com/saishyam/AQAR%202021-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://saishyameducationalsociety.com/saishyam/academic_calendar.html">http://saishyameducationalsociety.com/saishyam/academic_calendar.html</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.18	2008	01/03/2008	01/04/2013
Cycle 2	B	2.82	2015	01/03/2015	01/04/2020
<b>6.Date of Establishment of IQAC</b>			31/01/2007		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
nil	nil	nil	Nil	nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Conducted Environmental awareness programmes	
2. Celebrated national and cultural days of Importance.	
3.Participated in Gyan Utsav	
4. Celebrated annual alumni meet	
5. Felicitated Martyr's of Marh Block ,Jammu.	
<b>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).</b>	

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• Conduct of Remedial classes for under achievers.</li> <li>• To enable maximum students to make use of library including e-book.</li> <li>• Use of technology and other digital initiatives to be taken.</li> <li>• Conduct of Internal Assessment through Online Mode.</li> <li>• To encourage pupil-teachers to use smart classes and power point presentations during Lesson Practice programme</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted</li> <li>• Judicious use of library and e-books made</li> <li>• Digital initiatives taken</li> <li>• Conducted successfully</li> <li>• Use of smart class and power point presentations made</li> </ul>
<b>13. Whether the AQAR was placed before statutory body?</b>	Nil
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2023	14/02/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The students of the college are being trained for becoming an efficient teachers for this purpose, the main emphasis during training is laid on teaching all aspects of subject 'Education' and the methodology of teaching all school subject like Science, Social Studies, mathematics, languages, art and craft and music, etc. So it gives a diverse perspective of all branches of education like Educational Psychology, Educational Technology, Philosophy of Education, Research in Education, Evaluation in Education, Physical Education and so on. As the two years B.Ed. course introduces the students with all aspects of education therefore all the important aspects of this subject are taught in unison, in order to help the students to understand the psychology of child, aims and objectives of teaching various subjects at school level and also how to integrate the knowledge</p>	



of different subjects for child's wholesome development of personality. Subjects like Yoga, art and craft and physical education which enables the Teacher Educators to develop skills, in such courses stress is laid during the training as these are very essential for an effective teacher, when they are recruited as teachers in different type of schools. Therefore, the diverse perspectives of education are taught to illustrate a theme or a concept essential to be learnt by future teachers of our country.

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

Most of the students of the college are already registered with ABC (academic bank of credit) and The College has also started the process of asking its non-registered students to store their academic and other achievement virtually. They are also helped to open their accounts in the Portal. Till it gets completed, the college has a system of storing the information of students academic records at the time of their admission in the course, which is utilized for the official work and other information needed by AISHE or Affiliating University.

#### **17.Skill development:**

As Teaching in itself is a skill, it becomes important for teacher training institution to develop this skill during the session during the session. The college lays greater stress on developing the skill of teaching by instructing students both in theory and methodology. The college through its multifarious activities ensures to remove the disconnect between theory and practice of teaching so that skilled teachers are produced who know all the integrities of teaching techniques at school level. Through vocational and technical subjects which are a part of curriculum, which also enables the pupil teacher to understand the importance of developing this skill. Building of new skills in teaching and innovative thinking is also ensured so that would be teachers are capable of creating jobs for themselves in keeping with the concept of "Start up" and fulfil the idea of "Skilled India".

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

The curriculum which is desined by the affiliating university is already based on integrated Indian knowledge system and our institute is also following the same as per guidelines. Special emphasis is made on teaching the subjects like Indian Constitution and Education in Indian Perspective, History of Education and Education in Emerging society, give students a peek

into Indian Philosophy ,teaching of Indian languages like hindi,urdu,Punjabi, dogri etc, contribution of Indian thinkers like Swami Vivekananda, Sri Aurbindo, Rabindernath Tagore, Mahatma Gandhi, etc. It gives students the knowledge of about different schools of knowledge like Indigenous and Vedic knowledge and also helps would be teachers in developing the Panchmukhi and holistic personality. Also the knowledge is being provided regarding concept of Gurukul, Madrasses, Maktabs and Missionary Schools etc so that students are able to have a comparative study of educational institutions, functioning in our country and thus understand the present system of education in India. Therefore, our curriculum enables the pupil teachers to understand the importance of Indian languages and Indian education system in promoting our culture, understanding its importance in National and International understanding. The system of conducting on-line classes also got boost due to pandemic conditions and the college also made use of it, to communicate with students through on-line made which has born good .Annual Quality Assurance Report of SAI SHYAM COLLEGE OF EDUCATION results. It has opened a very strong means of communication with our pupil teachers and benefited them in many ways.

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

Our curriculum in B.Ed. Course is framed by the affiliating University and the approximate outcome which to be achieved are already estimated and set for each paper both in theory and practice of teaching. Therefore all system or activities resolve around goals (outcomes), which is evaluated at the end of the educational experiences achieved. In the college the pupil teachers are given all the opportunities in classroom, through indoor and outdoor activities to achieve the specified outcomes. The outcome is also evaluated through internal assessments, active participation of students in activities like Debates, Cultural programmes, celebration of various National days of importance during Practice of Teaching and through the records that they prepare for Internship and Project Work etc. The students are given opportunity to improve over their performance, if required. The Teacher Educators play an important role during instructions and act as facilitators to reach the targeted outcome.

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

Although Our college of education is supposed to provide instructions through regular classroom activities during the

normal conditions but our college has all the setup available for providing online education services if required as it was during the covid-19 situations so that our students may not suffer during such conditions. During Pandemic period in the past also, our college gave on-line instructions to students, by conducting on-line classes. Teaching practice was also conducted on-line and visits to various educational institutions was also done by providing the pupil teachers appropriate web link of such Institutions. Exams both Internal and External were also conducted on-line.

## Extended Profile

### 1.Student

2.1	49
Number of students on roll during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	150
Number of seats sanctioned during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	23
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	55
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.5 Number of graduating students during the year	55

File Description	Documents
Data Template	<a href="#">View File</a>
2.6	<b>49</b>
Number of students enrolled during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Institution</b>	
4.1	<b>24.89</b>
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	<b>20</b>
Total number of computers on campus for academic purposes	
<b>3.Teacher</b>	
5.1	<b>15</b>
Number of full-time teachers during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2	<b>13</b>
Number of sanctioned posts for the year:	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	

This Institution follows the B.Ed. Curriculum of its affiliating University, i.e. University of Jammu. The IQAC of the College discussed and made a framework (Academic Calendar) to implement the curriculum designed by the affiliating body. At the commencement of the programme the Institution distributes the syllabus to each student and conducts orientation Programme for the new comers. The staff under the leadership discuss of the Principal discusses the entire curriculum and prepares the time table for daily classes and activities.

The Head of the Institution shares the important messages and information regarding various events to teachers, students and administrative staff through official meetings, notice, e-mail and whatsapp groups. The institution gives full support to the college Union in planning and implementing different activities for student's well fare and is very particular in observing days of social causes like national and cultural festivals from time to time and participating in socially useful activities such as celebrating environment week, yoga day, visiting slums and providing them awareness, participating in Swatch Bharat Abhiyan, Visiting special schools and innovative centres in order to develop changes in their personality as an effective teacher and positive attitude to meet the needs of society and nation.

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

**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**

A. All of the above

teaching schools Employers Experts Students Alumni	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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>	<b>A. All of the Above</b>
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="http://saishyameducationalsociety.com/saishyam/plo.pdf">http://saishyameducationalsociety.com/saishyam/plo.pdf</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available</b>	
<b>1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year</b>	
21	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	<a href="#">nil</a>
<b>1.2.2 - Number of value-added courses offered during the year</b>	
0	
<b>1.2.2.1 - Number of value-added courses offered during the year</b>	
0	
File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	

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	<a href="#">View File</a>

**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**

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	<a href="#">View File</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

56

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

56



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates / evidences for completing the self-study course(s)	<a href="#">View File</a>
List of students enrolled and completed in self study course(s)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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.

The curriculum of B.Ed. Course for two years provides an opportunity to pupil teachers to understand all aspects of education that is required for a teacher to become an effective and professionally trained teacher.

In all the four semesters through the theory papers Internship and Practice of Teaching the students are helped to acquire knowledge of teaching skills. For this purpose students are required to study four theory papers in semester first, which give them knowledge about the system of education in Indian Perspective, develop in them language competence and communication skills, give an insight into educational planning at school level and also help to develop in them the values that are essential and to appreciate the concept of Inclusive Education.

Through Philosophical chapters the students learn about the value systems which were dear to our great Philosophers. Importance of use of Education Technology is also emphasised along with education in yoga, art and craft and music.

Through internship activities throughout the course the pupil teachers are acquainted with different department and institution of learning other than regular schools, which gives them an

insight into their importance in the system.

Through Practice of Teaching the pupil teachers are trained in various methods of teaching which helps the pupil to gain knowledge through activities and discourage rote memorization.

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

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

The curriculum of B.Ed. Course is so designed as to introduce pupil teachers to get an understanding of all types of school systems functioning in India not only today but since the inception of system of Education in India.

All theory papers are having a number of activities to be performed by students through field work/ sessional work as designated in each paper. This includes knowledge to the people especially in villages of their Rights of Human beings as well as of the Global citizenship. Trip to Gurukuls and residential schools. They are given the understanding regarding difference between the day Boarding and the Residential School. Visits are conducted to indigenous educational institution like Madrasas Ashrams and the Mobile Schools.

Students are made to participate in community development programmes like Swach Bharat, Pulse polio programme, distribution of Relief material etc. Visit to slum areas give pupils the insight into the problems faced by such people and they are asked to suggest measures as per their understanding of the problem.

In the paper "Comparative Education" the students learn about the

system of education in other parts of the world and thus develop a critical view about education system in India. The comparative view of development of Education system in various states of India is also highlighted and its effect on their overall development emphasised.

Through the internship programme students get an opportunity to visit State Board of School Education, SCERT, CBSE etc.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college while transaction of the curriculum makes sure that students cover most of the field work / sessional work of each paper. It helps them to put into practice the knowledge learnt in theory papers. All subject teachers while teaching make it sure to connect the knowledge of content in different subjects by highlighting the interdependence of various course contents.

The understanding of interconnectedness is mainly ensured while teaching pupil teachers methodology of Teaching Subjects like T.O. Science, T.O. Language, T.O. Mathematics, T.O. Social Studies, T.O. Economic, T.O. Computers tec. It is mostly communicated to pupil teachers when they are oriented for practice of Teaching. The college organizes orientation programme along with Demonstration lessons to enable the pupil teachers to put in practice the methods learnt in theory. Each student is asked to deliver introductory lessons in his / her Teaching Subject and ensure adequate interconnectivities.

In order to bring environmental awareness or importance of Girl Child education.

Exposure to various school activities is given to students during Practice of Teaching by asking them to conduct morning assemblies, preparation of time-table conduct games , know about attendance register, fee register, examination records, evaluation patters, setting of Question Papers etc.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 1.4 - Feedback System

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

Three of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Feedback collected and analysed

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

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

49

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

49

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

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

13

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

13

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<a href="#">View File</a>
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	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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.

As Sai Shyam College is committed to upgrade the knowledge and skill to ameliorate overall personality of youth, the college have mechanism is place to honour student diversities in terms of learning needs such as remedial learning, mentoring academic counselling and orientation programs. Activities are being done by the teachers such as interaction with the students, mid-terms tests, and co-curricular activities to find out gradual learners and radical / leading students in the class.

Accordingly the teachers make schedule for the gradual / slow and leading learners. Activities done by the teachers for gradual students are as fallow.

1. Separate classes for them according to their need.
2. Remedial class, focusing on their individual problem.
3. Providing them extra materials for study.
4. Providing them library support.
5. Motivate and encourage them to participate in curriculum and co-curricular activities.

Activities for leading / advanced learners by the teacher are as fallow:

During the orientation programs the teachers easily find out which students are very active on the basis of their activities, confidence, leadership and skill of handling things. So the faculty makes strategies like:

1. Fostering High order thinking skills participation in debates, seminars and workshops.
2. Mentorship.
3. Providing opportunities to organize activities in college.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>
Reports with seal and signature of Principal	<a href="#">View File</a>
Photographs with caption and date, if any	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.2.3 - There are institutional provisions for**

All of the above

**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**

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**1:10**

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

**6**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **2.3 - Teaching- Learning Process**

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



The college faculty uses multiple modes and approaches to teaching learning at UG level (B.Ed. programme) which includes:

1. Lecture cum discussion
2. Online teaching
3. Group discussion
4. Experiential learning
5. Participative learning
6. Blended learning
7. Flipped classroom teaching
8. Collaborative teaching

The students also visit different type of schools like Nursery, Primary, middle, high, inclusive and innovative school for firsthand experience. The students also visit DIET (District Institute of Education and Training) SCERT (State Council of Educational Research and Training). The students are supposed to maintain records of these activities in the Internship File and Project File.

All these modes are well used during the constructivism, RCEM and Herbartian approaches.

Every faculty member organizes teaching plans and methodology for the courses they have to teach like project work, internship work Sessional Work, etc. The teaching plans thus formulated, includes, lecture for each unit's methodologies evaluation procedure and list of book and reference books to be consulted for each topic.

Orientation /of different approach like construction, RCEM and Herbartian approach is provided to the students in each teaching subjects followed by demonstration of model lesson in each teaching subjects by the subject teacher. Besides thus, the students are being trained in effective use of smart class and preparing PPT's for teaching practice. Students also get training in developing the skill of listening, speaking reading and writing in the language lab by the experts.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

6

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	<a href="https://www.inflibnet.ac.in/">https://www.inflibnet.ac.in/</a>
Any other relevant information	<a href="#">View File</a>

**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**

96

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

**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**

Five/Six of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View File</a>
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	<a href="https://www.inflibnet.ac.in/">https://www.inflibnet.ac.in/</a>
Any other relevant information	<a href="#">View File</a>

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

The faculty members of the college during their interaction with the students throughout the year, try to develop professionalism among them. As B.Ed. is the professional course, through theory, Teaching practice, Internship and Project work, the professional skill is developed. The College in addition to conduct of normal class room activities pays greater attention in providing mentorship to its students wherever it is needed while organising programmes like extension lecturers, seminars or conduct of sports activities, attention is paid towards giving responsibilities to students individually as well as in groups to ensure team spirit among them.

During orientation programme at the beginning of the session; students are identified on the basis of their interests in various fields so as to cater to their diverse interests and arrange for both curricular and co-curricular activities accordingly. Counselling is also provided to students if they need it especially to those students who have to manage both home and their studies.

Discussion sessions are arranged to discuss current issues regarding the state, country and world as a whole. Students are asked to give their opinion about the present scenario, which helps to develop reflective thinking among them.

Students are also encouraged to help other students who need it i.e. in preparing notes or in organizing various co-curricular activities in the college. Principal and faculty members of the college are always ready to meet the students, whenever they want to discuss their individual or collective issues.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Five/Six of the above

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

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

In the curriculum of the B.Ed. Course various activities both in Theory and Practice are design to develop certain life skills among pupil teachers. Organizes Workshop in Teaching aids is a regular exercise in the college, whereby students learn how to make various types of teaching aids. It is the time when students exhibit their creativity and innovativeness by preparing different types of teaching aids in various teaching subjects. They prepare low cost teaching aids where their creativity is exhibited.

Another way in which students intellectual and thinking skills are sharpened is when the college enables them to participate in poster making, slogan writing and Rangoli competitions organized by the college and by University of Jammu or other colleges affiliated to it. They also participated in debating, symposium and seminars competitions which ensure their proper understanding of various topics by consulting Google and library facilities.

Students of the college also organise women related programmes in the villages adopted by the college where in they come across with the needs and requirements of people who are underprivileged.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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)**

All of the above

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

**2.4.2 - Students go through a set of activities as preparatory to school- based practice**

Ten/All of the above

**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**

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

**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**

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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</b>	<b>All of the above</b>
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</b>	<b>All of the above</b>

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event**

All of the above

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

**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**

All of the above



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

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

Students are oriented and monitored for carrying on their Internship cum Teaching Practice programme by organising lecturers on various aspects of Teaching and Internship during orientation programme. Lecturers are delivered by faculty members on different approaches of teaching used during TP. In 3rd semester lecturer are delivered on Herbartian & RCEM approach and in IVth semester students are adequately with construction visit approach of teaching. In both the semesters school Internship forms an integral part during teaching - learning process in practising schools. The pupil teachers are informed about the activities they have to conduct during school internship viz different functions of school system, system of Managing the class rooms, Managing External and Internal evaluation, system of maintaining school records and register and system of managing curricular activities. Prior to internship cum teaching practice the Principals of Practicing schools are informed by giving them details of the TP Phase and the Group Incharge teacher to conducts special meeting with them for smooth conduct of the phase. The pupil teachers also visit the respective schools and contact the class teachers of classes, to whom they have to deliver their lessons.

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

**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**

5

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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.

**Nil**

File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)</b>	<b>All of the above</b>
File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness</b>	<b>One of the above</b>
File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	<b>No File Uploaded</b>
Five filled in formats for each of the aspects claimed	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>
<b>2.5 - Teacher Profile and Quality</b>	

**2.5.1 - Number of fulltime teachers against sanctioned posts during the year****12**

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

**2.5.2 - Number of fulltime teachers with Ph. D. degree during the year****1**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.5.3 - Number of teaching experience of full time teachers for the during the year****11****2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year****11**

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institution is following all the rules and regulations framed by the affiliated university for the smooth functioning of the college which includes which includes the formulation of syllabus, appointment of faculty members etc. 95% of the faculty which is appointed is selected through select committee comprising of members nominated by vice-chancellor of the affiliated university and also members nominated by the chairman of the college Principal of the college being one of the members. Faculty teachers as per their proficiency and qualifications on the onset of session faculty members are being oriented by the Principal and other senior faculty members. The teachers used to teach their respective subjects with the help of prescribed books which they use to borrow from the college library. The teachers are being updated with the help of their internet facility as well as college computer laboratory which is connected with wifi mode. Teachers are given opportunity to discuss among themselves on various educational issues and thus refresh themselves before attending their regular classes. Teachers of the college attend various seminars, workshops, debates, symposiums and webinars in the University premises and in other professional colleges of Jammu. Webinars on NEP 2020 are being attended by every faculty member in order to keep themselves abreast with the latest mode of education and its policies and regulations which are being promulgated in the college as per the norms set up by the UGC as well as affiliated University.

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

## 2.6 - Evaluation Process

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

Continuous Internal Evaluation (CIE) of students learning is in place in our college under the following heads, as, Internship, sessionals, Project work and Term1 and term 2 class tests along with teaching practice Programme.

The students of 1st and 2nd semesters are being evolved keeping in view their involvement in Internship (visit different educational

Institutions like DIET, Anganwari, Nursery school, Primary school and T1 and T2 tests when the students visit the above mentioned educational institutions mentioned above are being asked to prepare a full report along with students photographs including the staff involved in interacting with our students. The importance of these institutions is in their

involvement in the institutions, their main functions, their teaching learning programme conduction of Middle standard examination by DIET and everything is being discussed with the pupil teachers. In semester III and IV Teaching Practice programme is being scheduled and variety of lessons are being prepared by the students and they deliver the lessons in the actual class rooms which makes the pupil teacher fully aware with Teaching - learning process.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

Sai Shyam College of Education has established a grievance Cell comprising of a student group who work under a senior most faculty members of the college. A complaint box has been installed on the wall just in front of staff room. Every student is being asked to put their complaint cum grievance if any in written form in the box or the students can submit their complaint or grievance to the incharge grievance cell of the college as well. The complaint box is being opened once in a month and all the relevant grievances / complaints are being thoroughly discussed with the students incharge of the grievance cell then the matter is being discussed with the esteemed Principal Madam and solutions sought students get satisfied as their complaints / grievances are being solved with in the stipulated time.

Moreover, the students who perform poorly in the their T1 and T2 examinations also apply for improving in their T1 and T2 examinations already held in the college. Students are being given individual attention in order to make over their deficiency or get their doubts cleared.

Verbal attention is also being given to the students by the concerned faculty members whenever they require. Thus grievance cell is actively solving the genuine problems of the students for which college prepares prospectus for the year.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

**Nil**

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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.

**Programme Learning Outcomes:-**

The B.Ed. programme comprises of theory, Sessional, Internship, Project work and Practice of Teaching.

So far as, theory is concerned, through various programmes students are imparted knowledge about Historical, Sociological, Technological, Philosophical bases of Education. Through Action Research, they learn the importance and conduct of Action Research, Yoga and Value education also helps the student to become health conscious and physically fit.

Practice of teaching is an integral part of B.Ed. programme which enable the pupil teachers to learn all such skills which are needed for an effective teaching. The students get the knowledge about different methodologies of teaching and various types of approaches to teaching i.e. Herbartian, RCEM and Constructivist approach. The pupil teachers also get an experience of various activities conducted in the school through internship programme. All such activities enable the teacher to get a balanced exposure both in theory as well as practice of teaching.



In their Project work programme like "Plant and Own a tree" makes the students aware about the importance of environment and environmental issues. In another programme, "Each One Teach One" the students are able to understand the importance of literacy and to spread knowledge for the betterment of community and Nation.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Result sheet for each year received from the Affiliating University	<a href="#">View File</a>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 performance of students is monitored through their participation in various theoretical and practical activities. The affiliating University has defined the objectives of each course which are achieved through the sessional work that the students has to perform in each subject.

The teachers who give instructions in theory papers make it sure to help students to perform and record at least two or three activities notified sessionals. Visits are conducted to identified places to give in-hand experience to the students.

Similarly the other learning tasks to be performed by the students is internship in first two semesters, which give the students an opportunity to visit DIET's, SCERT, Residential Schools, innovative centres, anganwari's, different types of schools, viz nursery, primary, middle, high and higher secondary. These tasks enable students to gain knowledge about various institution of

educational importance.

In order to monitor the performance of the students, record for all tasks along with photographs are maintained. The students have also to complete their Project work which lays stress on two important issues i.e. Environmental & Illiteracy.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

55

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

Nil

File Description	Documents
Documentary evidence in respect to claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.8 - Student Satisfaction Survey

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

Internal Quality Assurance Cell (IQAC) Sai Shyam College of Education Student Satisfaction Survey B.ed Department Year 2022-2023 Analysis Report Introduction- The IQAC conducted the Student Satisfact

## 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	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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

One of the above

**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**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations**  
**Encouragement to novel ideas**  
**Official approval and support for innovative try-outs**  
**Material and procedural supports**

One of the above

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

### 3.2 - Research Publications

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

0

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

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

0

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

### 3.3 - Outreach Activities

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

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

4

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

5

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View File</a>
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

221

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

221

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

College organizes various programmes to sensitize public as well as students distributed bags amongst the shopkeepers and local people / passerby under the Heading single sue of polythene in the main market of Ghou-Manhasan. Ms. Sailesh a Student of our college spoke on mike regarding evil effects of polythene on the health of people.

In order to sensitize and aware women about their legal rights. A programme was organized by our college on Women's Day. Ms. Deepika Sen a Sr. Advocate J & K High Court, Jammu was the main resource person. She threw light on the legal rights of women and an

interaction programme was also arranged between the women invited from in and around our college and female teachers and girl students of college in order to clear the doubts.

In order to sensitize the students of the institution towards Animal cruelty prevailing in the area. A webinar was arranged in collaboration with Global Helping Hand, an NGO.

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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**

Three/Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

The College is in possession of well ventilated and capacious class rooms with adequate sitting arrangement for students and well carved chalkboard along with adequate electricity fitting. In these classrooms, faculty members take their regular classes and do their teaching learning program. Physical facilities as per NCTE norms is available in the form of laboratories, sports field, fitness center, equipment, computing facilities, sports complex and library etc. along with language lab and psychology lab. The laboratory is well equipped where science teacher demonstrates various practical aspects of physical as well as bio-science. College has a big ground which is being used as a sports field by the pupil teachers where they play different games in their leisure time and there is a beautiful garden area within the campus. In terms of fitness center, college has a yoga room where pupil teachers along with faculty members perform different Yogic exercise in order to remain physically fit. College has smart class facility where students are being taught using smart class facilities. Sport complex is being used for competitive sports competition. Moreover, the college has well equipped library, having newspapers, magazines and journals, in addition to thousands of books. It also has language lab, psychological lab, multipurpose hall, etc for the utilization of pupil teachers.

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

**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	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	Nil
Any other relevant information	<a href="#">View File</a>

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

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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 automation of library is done from time to time in our college. An automated library manages following functions such as acquisitions, serial control, cataloguing, circulation and the open public access catalogue. Automated library system centres on library management software. In our college, library is fully automated with facilities of internet connections, cataloguing and e-resources. It is linked to the National Digital Library. It is connected with a software which carries all information regarding issuing as well as returning of books. All books are linked to the software and we have access to this software. All the relevant information of the booksellers, their billing records, publishers, their e-mail address are available to us through this software. Various newspapers, magazines, encyclopaedia are fully linked with this automation system.

It reduces the workload and manpower in the institute and also

provides an error free service to its users. Students are able to access various books and journals, encyclopaedia without any hassle. It also eliminate routine tasks or perform them more efficiently and it takes lesser time than usual which is to be spent on material acquisition, serial's management, budget administration and record keeping.

File Description	Documents
Bill for augmentation of library signed by the Principal	No File Uploaded
Web-link to library facilities, if available	Nil
Any other relevant information	<a href="#">View File</a>

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

Under the criteria of gateway for remote access to library resources our college has remote access to national digital library system NDLS which students and teachers use frequently. The NDLS acts as e-resource which facilitates as well as provides a host of services containing textbooks, articles, videos, audio-books, lectures, simulators and other kinds of learning media for learners/students as well as faculty members. It is a project under ministry of education through its national mission (NM). The objective is to collect and provide full text index from several national and international libraries as well as faculty other relevant sources. It provides free of cost access to many books and is designed to hold content of any language developed, operated and maintained from time to time by Indian institute of technology. Our teacher and students are using this system to get themselves refresh regarding the new educational development of the world. The students are made to make use of these resources by giving them assignments where in they need to access the e-resources.the faculty makes it sure that all students develop a habit of using e[1]resources. The faculty makes it sure, that all students develop a habit of using e-resources while preparing their class notes and especially during delivery of their lesson plans

File Description	Documents
Landing page of the remote access webpage	<a href="#">View File</a>
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Data as per Data template	<a href="#">View File</a>
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	<a href="#">View File</a>

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

0.36

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

**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**

28

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	No File Uploaded
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	<a href="#">View File</a>

<p><b>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</b></p> <p><b>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</b></p>	Two of the above
--	------------------

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 4.3 - ICT Infrastructure

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

The college is well equipped with all kinds of ICT facilities in it which aid to the effective teaching learning process. All kinds of ICT facilities includes telephone computer, laptops, projector, WIFI, facility for good quality of internet, Microphones, radio, television, LCDs and smart classes etc. Through students are able to understand the concept of their subject topics easily. It also

easy the process of teaching practice as students are being trained to use and demonstrate their lesson plan through smart classes and projectors. The smart classes are also provided with the internet facility from where the good content material for teaching could be availed by the B.Ed. students as well as teachers. Our college library is also well equipped with computers with internet facility. Library automation is being done from time to time in the college. The computer labs of the college also connected to WIFI where students/teachers can access the latest knowledge and content regarding their concerned subjects. The ICT section of the college has proved a great boon towards the teaching-learning process even during the tough times of COVID. The ICT facilities have been functioning in our college since its establishment i.e. 2002. Thus ICT has enabled the institution to work digitally, it also encouraged many innovative methods of teaching and learning through active collaboration of our teachers and students.

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

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

4:1

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

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

D. 50 MBPS - 250MBPS

File Description	Documents
Receipt for connection indicating bandwidth	<a href="#">View File</a>
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	<a href="#">View File</a>
Any other relevant Information	<a href="#">View File</a>

**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	No File Uploaded
Link to videos of the e-content development facilities	Nil
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	No File Uploaded

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

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

6.74



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college provides all physical, academic and support facilities to its students by providing a well equipped library with more than five thousand books including Magazines, Journals, Newspapers, Photostat Machine, Catalogue Cabinet, Computers etc. There is a separate room for reading facility attached to library.

The college has a well furnished multipurpose hall which can accommodate more than 200 students, all cultural activities along with seminars, debates & extension lectures are organized in hall. The college has language lab, A.V. Aids lab, Math lab, Social Science lab and Science lab with all requisite material.

The college also has a big play ground where the students are given the opportunity to conduct sports activities on regular bases, all requisite sports material is available in the college. There is a well equipped computer lab with internet facility. The classrooms are airy and well ventilated with facility of projector in few of them. The college has also smart class facility wherein students learn to deliver their lessons using latest technology. The college also has a well furnished conference hall.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="http://saishyameducationalsociety.com/saishyam/facilities.html">http://saishyameducationalsociety.com/saishyam/facilities.html</a>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

<p><b>5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning</b></p>	<p><b>All of the above</b></p>												
<table border="1"> <thead> <tr> <th data-bbox="86 689 539 757">File Description</th> <th data-bbox="539 689 1439 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 824">Data as per Data Template</td> <td data-bbox="539 757 1439 824"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 824 539 1003">Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal</td> <td data-bbox="539 824 1439 1003"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1003 539 1144">Sample feedback sheets from the students participating in each of the initiative</td> <td data-bbox="539 1003 1439 1144"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1144 539 1249">Photographs with date and caption for each initiative</td> <td data-bbox="539 1144 1439 1249"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1249 539 1317">Any other relevant information</td> <td data-bbox="539 1249 1439 1317"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	<a href="#">View File</a>	Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>	Sample feedback sheets from the students participating in each of the initiative	<b>No File Uploaded</b>	Photographs with date and caption for each initiative	<b>No File Uploaded</b>	Any other relevant information	<a href="#">View File</a>	
File Description	Documents												
Data as per Data Template	<a href="#">View File</a>												
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>												
Sample feedback sheets from the students participating in each of the initiative	<b>No File Uploaded</b>												
Photographs with date and caption for each initiative	<b>No File Uploaded</b>												
Any other relevant information	<a href="#">View File</a>												
<p><b>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</b></p>	<p><b>Nine or more of the above</b></p>												
<table border="1"> <thead> <tr> <th data-bbox="86 1653 539 1720">File Description</th> <th data-bbox="539 1653 1439 1720">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1720 539 1787">Geo-tagged photographs</td> <td data-bbox="539 1720 1439 1787"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1787 539 1863">Any other relevant information</td> <td data-bbox="539 1787 1439 1863"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo-tagged photographs	<a href="#">View File</a>	Any other relevant information	<a href="#">View File</a>							
File Description	Documents												
Geo-tagged photographs	<a href="#">View File</a>												
Any other relevant information	<a href="#">View File</a>												
<p><b>5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of</b></p>	<p><b>C. Any 2 of the above</b></p>												

**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**

File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View File</a>
Samples of grievance submitted offline	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	<a href="#">View File</a>
Report of the Placement Cell	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **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
<b>2</b>	<b>2</b>

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<a href="#">View File</a>
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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).****1**

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

**5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)****0**

File Description	Documents
Data as per Data Template	No File Uploaded
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

Student council for the year following members have been elected in the student council under the following heads. Mr. Ankit Sharma-----President. Mr. Vikas Dash-----General Secretary, Ms. Palvi Mishra-----Academic Secretary. Ms. Shivani Chib-----Cultural Secretary. Ms. Vineeta Misri-----Sport Secretary. Mr. Vikas Dash, General Secretary is a part of the various cells established in the college. The Academic Secretary is in charge of all the academic activities being conducted within and outside the college. She plays Pre-active role in organising Debates, Seminars, workshops, discussions, interactive programmes in the college. She is also responsible for selecting students to attend other colleges during the programmes being organised by them. She also helps the students to prepare tier papers, power point presentations. In charge cultural secretary helps the students of the college to organize as well as celebrate various cultural programmes in and around the college, as organizing various cultural programmes in the college a parted parcel of our college prospectus. Sports secretary organizes various sports activities games in the college. As games are part and parcel of college time table involves every student of the college to play the games like cricket, volley ball, Hockey and badminton. Matches are being organised between different teens of the college and winner are being awarded by the college authorities

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	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

8

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

## 5.4 - Alumni Engagement

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

The College has a system of Alumni Association after every three years to represent the Institution time to time. The Alumni always represent their parent college and are always ready to come to college at any event especially on Alumni Day.

During Alumni meet all previous students are called to participate in the event. All the invited Alumni share their views with the audience. Recollect all those days / movements they have spent in the college. Share their views with the audience and the new students. The Alumni do everything for their personal development

in particular and for the Institution in general.

Alumni Association share their past experiences - their participation in various events. All such practices surely improve the morale of new admitted students of the college and this practice plays a yeoman's job in excelling the developmental activities of the College.

Our institution remains in contact with all those Alumni who have worked and are working always for the progress of our institution. These alumni associates help the institution during admission process as well. Alumni associates do work in tandem with college administrative authorities during admission process.

In this way Alumni Association helps a lot during admission process and does everything for the betterment of our college.

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

**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**

All 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.	<a href="#">View File</a>

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

1

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	<a href="#">View File</a>

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

**Mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in the institution.**

Alumni Association meet is very important meet for the running of the Institution in a very positive manner. This meet acts as an effective support system to the Institution in motivating as well as nurturing special talent.

Alumni Association meet being a vibrant association helps the Institution in particular and students community in large. The Alumni Association members do speak to the students in the multipurpose Hall of the college. By way of their interaction the Alumni Association members invited share their personal experience



with the students there Alumni Associate members are also working in the prestigious educational institutions of the country have their direct impact on audience. Students are being highly mesmerised and are being inspired to touch the skies. In this way Alumni Association members motivate our students to do their best in order to get themselves adjusted in the prestigious and very famous educational institutions of the country. Hence these members do a yoman's job in nurturing special talent of our students as a whole. The association also provides a sound feedback viz-a-viz the teaching learning process in the college and also about the infrastructural needs of the college which enables the institution to gain qualitative growth.

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

## 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.

The Vision and Mission of the Institution is well defined. The Institution prepares the future teachers keeping in view the past, present conditions and future prospects. The College educates the mind and soul of the students in order to enable them to grow in wisdom. The college tries to make the students well disciplined to inculcate moral, ethical and spiritual values and tries to develop the spirit of Universal brotherhood and internationalism among the students. All the faculty members work under the leadership of Principal Madam. They teach the students regularly through their regular class work for which a time table is being framed and all the trained teachers are assigned the task of teaching their respective class in their respective subjects. The activities of the college include, attending the webinar, seminars, workshop, competitions, debates and other symposium being organized in and around the college. The students trips are being finalized and chalked out by the faculty members with the guidelines of their Principal Mam. Students visits are fixed whereby the students arrange their visits under their internship program and complete

their Project work and Sessional work in time. The students under their teaching practice program prepare their lessons, deliver them along with the group incharge teacher.

File Description	Documents
Vision and Mission statements of the institution	<a href="#">View File</a>
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 function of the Institution and its academic administrative units are in accordance with the principles of participation, accountability and transparency. The administration of the college is totally decentralized. Reporting is done in hierarchy following a top to bottom approach of communication and flow of information. Job profiles specifying roles and responsibilities have been chalked out and issued for every job position which leads to transparency and accountability. Decentralization has been effected in such a manner that responsibilities are shared by all and the members contribute towards efficient functioning of the college.

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

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

The accountant of the college maintains all Financial records like expenditure on salary of teaching and non teaching Employees. He

also maintains the record regarding expenditure on purchase of library books, laboratory items, maintenance of college building and infrastructures relevant vouchers are being passed as fee CSR ruling of JKOT Government is concerned vouchers are also being passed. Transparency is being maintained in its Expenditure as well as income statements. As for as payments are concerned, all payment are being made through cheques salary of the employees is being directly credited in their respective accounts through on live mode. The chartered accountant audits the colleges income and expenditure records every year and issues the balance sheets duly attested. An assistant accountant helps the accountant in maintaining all the income and expenditure records of the college. At the end of the financial year, the team of accountants from chartered accountants office visit the college and audit all the ledgers, cash books, day books, vouchers etc. only then a balance sheet is being provided by C.A to the college. The librarian with the help of assistant librarian maintains the accession register and other records of the library purchase of library books, journals, newspapers, items of computers lab, language lab and other items related to college is being recommended yearly after the approval from purchasing committee.

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

## 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

Under this strategic plan our college laid stressed on Girl Child, their education and upbringing.

This was done in lieu with Hon'ble Prime Minister Shri Naraindra Modi's slogan "Beti Padao-Beti Bachoo"

Our College has adopted 3 villages situated in the college's vicinity i.e. Tikri, Lohri Chak and proper Die-chak.

In this connection our college organized a program in village Tikri in the premises of Govt. Primary School Tikri. The main theme of the program was Beti Padao - Beti Bachao. During the

event a photo cum charts exhibition was exhibited in the school premises. People especially girls - their mothers were called. College faculty members as well as staff member of the concerned school especially female teachers spoke on the occasion and all the faculty members threw light on the topic and the steps Government has taken in making our girl child educated. In the Govt. Schools government has started Mid-day meal school, free scholarship to girl child, free books and uniform is being distributed among the girl child students of the school are being turned towards education. Surrounding women living in our College's vicinity were invited to participate in this program and the women were asked to prepare their girls to get them admitted in the schools so that the dream of the nation comes true.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	Nil
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

Sai Shyam Educational Society registered under J & K Registration Act, under which comes Sai Shyam College of Education and experimental School namely Sai Shyam Public Hr. Sec. School. The Chairman is the main governing body of both these Institutes, who has an elected Managing Committee, comprising of educationists, planners & good administrators. The main decision making body of these institutions is the Managing Committee constituted by Affiliating University which is headed by Director Colleges Development Council. It also has Chairman of the College, two educationists and Staff Representative. The meeting is held twice a year to discuss the agenda and the minutes implemented. The Head of the Institution (Principal) in Sai Shyam College of Education has always tried to handle the three main pillars i.e. teachers administrative staff & Management of the Institution in a strategic manner in which he/she has always assured the participative approach by ensuring freedom of thought & action in the process of teaching & evaluation of the students. The Principal on the basis of feedback accept the suggestion.

During Orientation Programme, in the beginning of the Session, the students are acquainted with the whole syllabus of the semesters and the time table pertaining to their classes is discussed.

File Description	Documents
Link to organogram on the institutional website	<a href="http://saishyameducationalsociety.com/saishyam/orgchart.pdf">http://saishyameducationalsociety.com/saishyam/orgchart.pdf</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

All of the above

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

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.

During the session 2019-21 and 2020-2022 because of sudden pandemic situation offline classes i.e. regular class work in the educational institutions came to stand still. In order to come out of this situation our affiliating university authorities directed its B.Ed. colleges to start on-line classes on regular basis.

In order to start on-line classes our esteemed Principal Mam convened a staff meeting in her chamber and it was unanimously decided to go for on-line classes.

Computer teacher and Incharge Computer Lab were asked to develop a Google Meet link to enable the staff members to hold on-line classes through it.. A time table for on-line teaching was formed and teachers were asked to go by that time table.

In this way students had their regular interaction as well as they used to have their subject notes as well as on regular basis.

Similarly, our college teachers tried to complete their syllabus and tried their best to teach their respective students through on-line mode which was successfully made to reach its ultimate end with the students, such efforts were made, so that their teaching may not suffer due to the then prevailing pandemic situation.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Under this heading the college has adopted the following welfare measures for its teaching and non-teaching staff members:

Leave facility - under this category, there is the provision to sanction fifteen days leave in favour of its faculty members with full pay facility.

All gazette and restricted holidays are granted in favour of its teaching as well as non-teaching members.

Maternity leave- as per Government norms is being granted in favour of such female teaching as well as non-teaching members. No pay is deducted to those staff members (females) who fall under this category only on the time of joining such staff members are supposed to submit their medical certificates for the period the employee is on leave.

**Loan facility:** loan facility has been implemented in the institution. Under this facility soft target loans are being provided to such teaching / non-teaching members who want to improve their qualification.

Provident Fund i.e. P.F. has been implemented in favour of some of the teaching as well as Non-teaching members. The record of P.F. is properly maintained in the college as well as P.F. Office Jammu. Some of Institution employees as Mr. C. L. Bhat Institutions Accountant Mr. Surinder Hashia Institution's Officer Superintendant have withdrawn their P.F. amount.

One month full pay leave along with the stipulated fifteen days leave is being granted in favour of Non-teaching staff members as per government C.S.R.

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

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

0

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	<a href="#">View File</a>

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

0

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

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

0



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

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.

**Nil**

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

**Nil**

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

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

**0**

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

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.

**Nil**

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

## 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

**Nil**

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	<a href="#">View File</a>

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.

### Word of Appreciation

As per the reports of Ms. Rajni Koul Co-ordinator IQAC, the undersigned wants to appreciate the efforts of faculty members who have been increasingly making use of ICT and library facilities to improve the quality of their classroom teaching. Such efforts are also made by them in encouraging the pupil teachers to make use of PPT's, Smart Classes and Internet during their practice of Teaching Phase.

I hope such activities will be increased in days to come to make teaching learning process more vibrant.

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	<a href="#">View File</a>

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
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

Four of the above

**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**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="http://saishyameducationalsociety.com/saishyam/Minutes%20of%20Meeting.jpeg">http://saishyameducationalsociety.com/saishyam/Minutes%20of%20Meeting.jpeg</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="http://saishyameducationalsociety.com/saishyam/annual%20reports.html">http://saishyameducationalsociety.com/saishyam/annual%20reports.html</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View File</a>
e-Copies of the accreditations and certifications	<a href="#">View File</a>
• 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

The college showed incremental improvements in its various ways. More and more students were prepared to go for ICT classes. Students were helped to prepare their lesson through power point presentation. Students were asked to go for online classes. College library was up graded and more and more books authored by foreign authors were purchased. Online (Google) classes were started through the computer section of the college. So for as institutions quality initiatives some of the incremental improvement achieved after the previous accreditation were as

follows the college started extensive co-curricular activities in and around our campus. Students were asked to visit the adopted villages and organize a good number of programmes keeping their most commonly felt challenges programmes to enable women participation in panchayat, municipality and legislative assembly elections. Online classes zoom meetings were started. Faculty members were prepared to start online classes with their students because of prevailing pandemic situation. College organized online programmes with surrounding government cum private school faculty members regarding their faculty development programmes. Moreover, the incremental improvement is reflected in the Grades achieved in two cycles.

File Description	Documents
Relevant documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Sai Shyam college is a private college affiliated to University of Jammu. College bears its all expenses by way of students fee which enables the college for its smooth running. In addition to regular class work the college organizes seminars, workshops and different rallies in and around the college premises. Our college has adopted some of villages viz Tikri, Lohri Chak, Ghou-Manhasan. College works for the benefit of society and we organized some programmes in theses village where the people are being awarded about the burning issues of our society in particular and country in general. One of the main issue facing our country as well as world is conservation of energy. Regarding this issue college organized a programme and a rally through which surrounding population as well as our students were informed about the use of electric solar and wind energy sources for running of vehicles thus petrol, diesel will be conserved rather saved.

PowerPoint presentation is being prepared and presented during the seminars before the students and people as well. Such presentations when over exhibited which had an over all positive

impact on the audience. Cycle rallies are arranged in which students participate and people and students are asked that they should use more and more cycle for shorter distances and cars, scooters and buses should be used for longer distances alone.

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

The Institution through various meetings with staff, class four employees, people responsible for cleanliness of the institution always instructed them to follow proper disposal of waste products. Suggestions are also welcomed from the stake holders in this regard. Our institution functioning in rural area also involves the students to take care in this matter in their vicinities as well as schools in general and classroom in particular. Our college has an capacious garden cum playing fields in front if its building. At the remotest corner of our school- a compost- pit has been dug in w3hich all the dust and all thrown out materials is being collected and is been dumped in the pit and fresh clay put in the pit in order to cover all the dust and thrown out material. In this way that all dust and waste material is converted into the manure, which is used as organic manure. In this way hygienic and cleanliness habits are being developed amongst students who aware their parents in this endeavour.

College tries it best to do whatever is possible to aware its students as well as people about energy conservation, environmental pollution and organic farming.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

In this endeavour a good number of green plants have been planted in and around the institutions premises which has given a lush green look to the institution. Garden has been maintained which has different kinds of flower plants, rose shrubs and other varieties of decoration plants and shrubs. A Gardener has been employed who keeps the garden neat and clean and works with full endeavour resulting in a lush green beds having very good quality green grass. The plants of different quality are grown around the institution which adds greenery to our institutions location. Planting of more and more trees (decoration as well as all season green plants like palm trees, small good quality shrubs are planted which gives a very good and green look to this

institution.

Safai karamchari's have been appointed who sweep and clean all the class rooms Varandas and ground as well as garden premises along with sports ground. All the dust and waste material collected is being deposited in the compost pits dug at far off places of institutions premises which is being changed into organic manure which is used as an organic manure in the colleges kitchen garden and decoration plants and in the flower beds. Thus everything is being done to keep the institution clean, healthy and green throughout the year.

File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

All of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View File</a>
Circulars and relevant policy papers for the claims made	<a href="#">View File</a>
Snap shots and documents related to exclusive software packages used for paperless office	<a href="#">View File</a>
Income- Expenditure statement highlighting the specific components	<a href="#">View File</a>

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

2



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our college plays a positive role in uplifting the thinking attitude of students in particular and common public in general regarding environmental knowledge, women education their empowerment and environmental health and hygiene.

Our institution organises plantation drive through which students of the college along with students of our experimental school along with Staff members that involve in this drive and plant many plants in and around our institution. We used to plant various shady cum fruit trees in the Village Tikri, Ghou-Manhasan, as well. Our institution organises Swachchita Abhiyan in our institution as well as on the road side in some streets of Ghou-Manhasan, Jammu.

Programmes regarding Girl Child, women empowerment are being organized in our college and in the villages adopted by our college. More over our college and school gives ample chances of employment chances to its local populace.

Moreover more girl students are being lured to get admission in our school in general and college in particular.

In this endeavour more and more involvement of girls child, women teachers are being involved in our institutions.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.9 - The institution has a prescribed code**

**A. All of the above**

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

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

## 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

Good health and clean environment are challenges that people are facing today. The college in order to address both the issues has a practice of carrying yogic practices/exercises which have become very important and unique activities and a spread throughout the year. The college in collaboration with Bhartiya Yog Sansthan and Dr. S.K.Jain a renowned yoga expert conducts regular programme on yoga. Along with yogic activities, lectures are also delivered through experts and students on moral and ethical values. The college has a practice of conducting moving assembly regularly, where in such activities are carried on.

Environmental related awareness programme are also carried on in adopted villages, which includes lectures by students regarding environmental issues, planting trees in such villages, conducting Swatchta abhiyan, conducting rallies regarding Ban on single use plastics, distributing cloth bags to people in these villages. All such practices are conducted regularly by the students and staff of the college.

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 College has an experimental Hr. Sec. School with in the premises. The Vision of the institution to provide career and placement opportunities to our pupil teachers, the management has a policy to provide employment to the students who have completed their B.Ed. training from the College. Therefore 1st preference is given to Pupil teachers from the college. Side by side placement drives are also carried on to place the outgoing students in various schools of the area.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>