



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SAI SHYAM COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. Usha Tickoo	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	01912644319	
Mobile no.	9419197037	
Registered Email	saishyamcollege1097@gmail.com	
Alternate Email	usha.tickoo@yahoo.co.in	
Address	Ghou-Manhasan, Jammu	
City/Town	Jammu	
State/UT	Jammu And Kashmir	
Pincode	181206	
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Ms. Rajni Koul
Phone no/Alternate Phone no.	01912644319
Mobile no.	8715841555
Registered Email	rajnikoul67@gmail.com
Alternate Email	sukeshkoul1094@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://saishyameducationalsociety.com/saishyam/annual%20reports.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://saishyameducationalsociety.com/saishyam/academic_calendar.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.18	2008	16-Sep-2008	31-Mar-2013
2	B	2.82	2015	01-May-2015	01-Apr-2020

6. Date of Establishment of IQAC	31-Jan-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Conduct of Remedial classes for under	06-Dec-2019 20	32

achievers.		
Use of technology and other digital initiatives to be taken	25-Mar-2020 30	140
Conduct of Internal Assessment through Online Mode.	06-May-2019 11	144

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	0	nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	35558
Year	2019

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

- Faculty participation, in faculty development programmes.
- Start of Remedial Classes.
- Use of technology in teaching learning process.
- Conduct of Online Instructional Classes both in theory and practice.
- Develop Google Form for Online Internal Assessment.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Conduct of Remedial classes for under achievers.	Conducted
To enable maximum students to make use of library including e-book.	Judicious use of library and e-books made
Use of technology and other digital initiatives to be taken.	Digital initiatives taken
Conduct of Internal Assessment through Online Mode.	Conducted successfully
To encourage pupil-teachers to use smart classes and power point presentations during Lesson Practice programme	Use of smart class and power point presentations made
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Managing Body	29-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

25-Mar-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Institution has modern technology tools in place. The admissions are done through Online mode by the University wherein college has the system to scrutinize the process. Performance of the teaching and nonteaching staff is recorded in each individual activity.

The performance in External and Internal examination of the students is also maintained and recorded in database. Profile of teaching and nonteaching staff and students is also maintained. Instructions in Academic and NonAcademic Activities are communicated digitally and responses adequately recorded. The Grievance Counseling Cell of the college also receives complaints and suggestions through emails Whatsapp platforms, specially created for the purpose. All the activities for the entire academic year and digitally recorded along with the names of the participants in each activity performed. MIS has helped the Institution to improve the academic structure and administration. This has helped improving the students lives. Computer database is used to track the exstudents of the college. Such information is needed for knowing their academic growth after they leave the institution. MIS helps the institution to find and store data. The Institution also tries to give the know how of MIS to the students interested in learning it, it enables them to learn about computer database, networks, security of computers and many more information regarding latest technologies. Various decisionmaking procedures are also carried on through coordination, control and visualization of information in the institution e.g activities during practice of teaching, allocation of school etc is done systematically. In an educational institution the main aim of MIS is to increase the quality of educational and administrative structures. The Institution makes Teaching and learning material, and currently developed educational software also available through this system. This system has also helped in the integration of students, parents, teachers and the administration. Documentation regarding grading, academic achievement, cocurricular activities and assessment scores are maintained effectively. The students related data is also adequately maintained.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum in our Institution is strictly implemented in accordance to the affiliating University, University of Jammu. The whole curriculum is framed by the University and curriculum has been divided into three parts, one is theory part, second is comprised of Internship practices and third one is deals with Project work which is given to the students. The whole B.Ed. program goes for two years which is further divided into four semesters; in each semester students are being taught different subjects which aim at the professional and all round development of the pupil teachers. In the very first semester there are five compulsory subjects and school internship, in second semester there are seven subject one of which is methodology of teaching language which the student can opt himself / herself accordingly to the choice of language for medium of instructions and one teaching subject like Teaching of Science, Teaching of Social Science, Teaching of Maths etc is also optional which student can choose himself/herself all other five subjects are compulsory for each student and second semester also has school internship practice in which students have to visit certain educational institutes or Institutes related to the management of education system. In second year of B.Ed. programe IIIrd and IVth Semester are included IIIrd Semester of B.Ed. comprised of three subjects two of which are optional i.e. language & teaching subject But one subject is compulsory to all i.e. Environmental Education and Disaster Management, in third semester the student has to work in a school as a teacher under the school internship programe and he /she has to teach the school students by using special teaching approaches i.e. Herbartion and RCEM approach in two subjects i.e. teaching language (which is opted by the student) and teaching subject (opted by the student). In 4th Semester, the students have to study only two subjects one of which is compulsory i.e. Teacher Education and other one is optional which students can opt themselves from the given list through the University. The fourth semester is also comprised of school internship as well as teaching practice during the Internship in a school through two different approaches. i.e. RCEM and Constructivist Approach. Mean while, During all the four semesters of this two year B.Ed. Program the Project work is done simultaneous during the all four semesters side by side of theory and internship program. The project work is comprised of : i. Each one teach one program ii. Plant and own a tree. iii. Psychological tests and iv. Portfolio of the student. Implementation: At the commencement of the program our institution frames its own academic calendar keeping in view the curriculum from the affiliating University and we also distribute the syllabus to each student and conduct orientation program for the newcomers. The Staff under the leadership of the Principal discusses the entire curriculum and prepares the time-table (Day - system) according to the credit given to the each course. One of the senior faculties functions as the College co-ordinator

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
GDA	Nil	02/02/2018	180	Health Care Sector	NSDC

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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Nil	0	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	10	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teaching Practice	144
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The Feedback is taken from the students by providing them feedback form which our institution has framed keeping in view the various Aspects of teaching - learning process and curriculum, we provide this feedback form to each and every student at the end of the session and keep a record of those feedback. We also take feedback from the teachers and alumni of the college from time to time for the betterment and improvement in the education system in the institute. Teachers analyses the response given by students and find out the strength and weakness identified by the students. Based on the feedback obtained they prepare the action plan to implement the necessary changes in their profession, relationships with colleagues, ethics, academic update, teaching and relationship with students. The IQAC of the College analyses the feedback collected from teachers on curriculum and course, teaching, learning, evaluation research, facilities, governance and management. The IQAC points out the strengths of the college and areas where improvement is needed. Most of the</p>

teachers are satisfied with the curriculum but they are not fully satisfied with the evaluation procedures and the time allotted for curriculum transaction by the affiliating University. But the college tries its best to make the optimum utilization of the time limit. Regarding student centered, learning classroom activities, library and infrastructure facilities the faculty members are satisfied. Arrangements were made to improve ICT facilities in staffrooms and class rooms. The feedback from the parents and Alumni are also collected during the alumni meet and parent meeting held every year in the college premises. Alumni members are satisfied with the warm welcome and opportunities for regular interactions arranged by the college for them. Parents are proud of the Institution, the commitment of the teachers and the facilities provided by the college to its students. There are few grievances also there, one of the grievance was regarding the availability of transport facility to the students who use to come from the Akhnoor area and outskirts of the college was taken into consideration and a special bus facility was provided to them with genuine bus charges. The feedback from the employers revealed that our students reflect the motto of our institution and are satisfied enough with the functioning of the college and with the work of teachers and non-teaching. The feedback from the practice teaching school is collected at the end of the internship program each year. The suggestions of the heads and mentor teachers of the schools are analyzed and the needed changes are brought into practice each year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teachers Training	150	153	150
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	150	0	12	0	12

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
17	9	18	2	2	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

An orientation Program is organized for all the students as a part of mentoring services every year at the commencement of new session with in the college premises. We have 18 computers / ICT Devices and 2 Smart Class rooms and one language lab well equipped with ICT tools in it and all the faculty members are having the basic training and computer knowledge to explore these ICT tools and devices, each faculty member act as a mentor and divide the students into groups and each group is supervised and trained by their Mentor (faculty members) so that the students can explore and take, full advantage of computer, internet facilities and other ICT tools. While mentoring the students we come to know about the problems faced by our students through informal, open chats and discussion with them. Students can easily convey their difficulties, inconveniences and grievances to their mentor through mentoring system functioning effectively in the college. The mentor try to remove their difficulties by giving them proper guidance and they also make improvements, so to remove their inconveniences. The curriculum, syllabus, library, ICT facilities, evaluation schemes, associations, co-curriculum activities, etc are explained to the students especially to the students with diverse needs. Personal case and attention is given to all students concerning career, counseling of the students is also done if required in personal matters. Skill development program is also run under this mentoring system as students who are interested in too exploring computer or other, ICT tools get hands on experience in the college laboratories where they can enhance their skill. Most of the students from village areas who are not aware of computer knowledge or basics of computer knowledge and training which adds to their personal growth. The record of the Mentoring / file of the all the Mentors is kept by all mentors. Remedial teaching for needy students is recommended by the Mentors and notes and books are provided to them and special classes are arranged for the students who need help in particular subjects they have problem with. Students are motivated to prepare for NET, SET, CTET and TET exams and are given special training if required by the mentors to their mentees. At the end of every semester when result is out, we identify the students with good result and we run enrichment program in our institute for the meritorious students. Under this program we provide the meritorious students with the extra knowledge and extra classes in their concerned subjects so that they can excel in their respective fields in future we also provide them with the advance books which will add to their knowledge and teach them about advance methods and technology and use advance methodology to teach those students so that they can get excellence in their future endeavors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
150	11	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	12	4	2	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	Nill	2019-20	25/04/2019	06/06/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has proper management for conducting the Internal assessment exams. There are two internal assessment exams Term-I and Term-II for each semester. The schedule for conducting the Internal Assessment exams is prepared before the beginning of every session and is mentioned in the Academic Calendar. The teachers also cover their syllabus within the stipulated time and also divide the syllabus into two halves so that each half is taken for each term exam and the schedule for the internal exam is prepared by the college co-ordinator keeping in view the calendar from the affiliating University. Both term-1st and term-2nd of internal assessment are conducted before the conduct of external examinations so that we can also give the students some preparatory holidays before external exams. The record of the internal assessment is kept in files and sent to the University for further record and compilation of final result.

The affiliating University has granted total 40 marks for the process of internal evaluation. Out of which 10 marks are kept for term-I and Term-II of internals and 10 marks are kept for the seminars conducted by the college. The 5 marks are to be awarded for the attendance percentage and the attendance record is to be maintained on daily basis of observations which a teacher educator would do for each student during the classroom and other co-curricular activities and behavioral activities. In every semester each course is combined with some practical Sessional work apart from the theory part which is to be done and maintained a record of by the students for that Sessional work also 10 marks are given. All the details of internal assessment are kept in the college and we also send it to the University for further compilation of final result

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College has a comprehensive academic calendar cum work book which is annually updated. The calendar is planned and prepared after the meetings of faculty member and principal of the college strictly in accordance with the annual academic calendar issued by the affiliating University keeping in the consideration to the various events and schedule of the external as well as internal examination dates and time allotted for the completion of each semester. In this calendar all the curricular and co-curricular activities are scheduled. A systematic evaluation process is practiced in the institution. External evaluation of all theory courses are done by end semester examination conducted by the University. External evaluation of Practical work of Internship and VIVA voice in each semester is done by external examiners from University with in the college premises before or after the commencement of external exams as per their availability and external exam for teaching practice is also taken by the external examiners. All the documents and records pertaining to practical courses are made available before the external examination board constituted by the university. All the faculty keep teachers dairy or personal file and work record. The personal information, time table, academic calendar, attendance registered, teaching notes, internal assessment of the students, grades given to students with respect to seminar / Sessional work / assignment / projects / attendance etc, Performa for evaluating assignment, seminar, project, etc are included in teachers record diary or teacher's personal file. Practice of teaching in schools is a systematically planned and well arranged activity and is noted in academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://saishyameducationalsociety.com/saishyam/annual%20reports.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Ed	BEd	Teachers Training	114	103	90.35
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://saishyameducationalsociety.com/saishyam/sss%2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
F D P (Nai Taleem)	Department of Education, University of Jammu	10/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	3	0
Presented papers	0	0	0	0
Resource persons	0	0	3	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nai Taleem Campaign	NSS Unit	2	20

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Welfare Service and Awareness programme	Sai Shyam College of Education	Workshop on Financial Welfare	4	144
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Lectuer on Methodology of Teaching at Bhargava College of Education	3	College Management	2
Lecture on Constructivist Approach at KC Gurukul College of Education	3	College Management	1
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Physical Mental Activity	Moral Spiritual Values	Vichar Kranti Manch (I) NGO	21/06/2019	27/06/2019	130
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
0	Nil	0	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.1	0.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
EASY LMS	Partially	1.1	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4235	490589	62	13834	4297	504423
Reference Books	429	166682	11	2725	440	169407
Journals	6	6618	1	2325	7	8943
CD & Video	30	1800	14	900	44	2700
Library Automation	1	5000	Nil	Nil	1	5000
Digital Database	1	10000	Nil	Nil	1	10000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	14	1	1	3	1	2	1	100	4
Added	11	0	0	0	0	0	0	0	0
Total	25	1	1	3	1	2	1	100	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
National Digital Library Different E-learning Browsers	https://ndl.iitkgp.ac.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.2	0.03	0.65	0.33

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has policies procedures for upkeep of all its infrastructure of all its infrastructure in place. The college has four different laboratories i.e. Science laboratory, language laboratory, psychological laboratory and computer laboratory for catering the different courses of B.Ed. program and these labs also provide the hands on experiences to the students and help to get practical knowledge of certain subjects. We have well equipped science laboratory. These are necessary apparatus models and charts available in the science lab which give the practical knowledge related to theory content and we can perform experiments also with in the lab so as to verify the facts and make the students understand the concept behind every scientific law or fact. The college has setup a language laboratory which is in possession of the items required for language improvement of the students. We have a psychological laboratory which has variety of psychological tests and apparatus for the evaluation of personality intelligence, attitudes, aptitudes, attention, memory etc. the Institute has a computer lab with well equipped computers and we have 18 computer systems installed in it which are made available to students for

their practical work and to explore the Internet. These all laboratories remain open on all working days during the academic session and are used both by the students and faculty members as well. These are an adequate material available in these labs. We have 8 class rooms in our college two of which are equipped with smart class room facilities, there is an adequate instructional material like study material, maps, charts, globes, working models, computers, audio cassettes, over head projectors in smart class rooms, teaching machines etc in the classrooms used by the teachers for teaching purposes. The college has a large playground in the backyard of the college building which is used by college to conduct various co-curricular activities, sports completion or sports events during the each academic year. The Plan for the conduct of sports competition is pre-scheduled in the academic calendar which prepared every year before the commencement of the session. So students play various games on daily basis during games period or during the break time. The Institute has a well equipped library, it has separate carrier counselling cell. The college library is computerized and provides internet facility to students. Library is located in the second floor so that the students and the staff do not get distributed. It is airy, well lighted, well -ventilated with adequate natural light and sufficient windows for proper ventilation. Our library is fully automated and it has at present 3980 text books and 615 reference Books which are made available to the faculty as well as to the students enhancing the learning capabilities of uses by providing latest titles, newspapers and periodicals. The library has at present 7 journals and 5 different languages which enhances the reading skill of the students and the institution has a qualified Liberian who maintains the record and Management of the library

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession to EWS Category students	52	119060
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga for all	16/08/2006	144	Bharatiya Yog Sansthan
Language Lab	02/01/2008	144	Ability Electronics, New Delhi
Remedial Teaching	10/03/2004	58	Sai Shyam College of Education
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance and Counselling	0	15	2	2
2020	Guidance and Counselling	0	6	4	2

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	5	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Apple Kidzee Ghous-Manhasan	20	2	Shiv Public School. Sari, Jammu	10	4

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	B.Ed.	Education	University of Jammu	M.Ed.

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

Annual Day	Intera-College	112
Tie Dye Competition	Local	30
Sports Day	Intera-College	45
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Our College has a well organized student Council. Students of the college elect its President by way of voting Mr. Sushil Singh was elected as the President of the Students Council. He is the final Authority in taking decisions regarding the celebrations of different programmes / events. During the year he is authorized to conduct a meeting of the students council in which he takes decisions with the consent of the others, two faculty members are also the part of student council along with the students president. These faculty members guide the President and also helps in conducting various co-curricular activities. The students council plays a very important role in any higher educational institute. It provides a platform for the students community to associate in the administration of the institute . to achieve this it brings out the opinion and requirements of the students community to the authorities. It acts as a link between college administration and the students. It aims to develop career, personality and organizational skills among the students through co-curricular activities. This is achieved by organizing to college spirit and community welfare. Objective of College students council is: 1. To promote leadership qualities among students. 2. To look towards the cultural and academic development of the student. 3. To maintain discipline and decorum in the college. 4. To look after the welfare of the students. 5. To co-ordinate the co-curricular activities of the students. 6. To promote mutual contact, democratic outlook and spirit of oneness amongst students. 7. To promote close and cordial relations between students and teachers of the colleges. The executive members of the students council are represented in various administrative bodies of the college like Head boy and Head girl. Following are the clubs / committee where we have students representation: 1. Anti ranging committee 2. Adult education club 3. Environmental club 4. Population Education club There are various activities planned in an academic year and most of these activities are organized by the students council in the college. The college organizes Annual function every year. Through the college appoints a teacher as a supervisor but real responsibility lies with the students council. Similarly the affiliating University also organizes different events like display your talent etc, and the college sends students for different events and final list of shortlisted students is decided by the student council jury. The members of the student council plays important and active role in organizing sports related activities also.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

60

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

once a year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution follows a decentralized and participative mode of decision making for effective management. The apex body of the college administration is the Governing body comprising the patron, Manager, Principal, senior faculty and nominees of the retired faculty. The governing body meets twice a year or as needed. The Principal presents the college activity report before the body. The body reviews the report, discuss and gives valuable suggestions. The next level of the management of the college is the college council whose members are the Principal and the senior members of the faculty. The college also has a steering committee to implement the decision taken in the governing body and college council and ensure smooth functioning of the college. The next level includes the Principal, faculty and staff. The principal convenes regular meetings of the faculty and staff to discuss various issues related to the academic and non academic functioning of the college. The next level is student Union which comprises the elected representatives of the student community. A member of the faculty is assigned the duty of student advisor who acts a link between the students Union and the faculty. The entire schedule of the academic events of the year is discussed and tentatively fixed in the beginning of the academic Year. The members of the faculty are assigned duties of various committees and clubs. The student support programmes are carried out under the strong support and guidance of college Management. At the beginning of the academic year members of the faculty meet and decides the schedule of the academic year and the Principle assign various duties to the faculty, once the duties are assigned the incharges of various committees, scholaristic and non-scholaristic are decided. The teachers are the convener or members in various academic and non-academic committees and clubs of the college. Members and administrative staff are also members of the various committees and clubs. The student Union organize various programmes under the leadership / guidance of the staff advisor to the college Union associations like the PTA and Alumni support the college through supply of funds and expertise at various occasions. All details regarding the office bears are mentioned in the Academic calendar. So the governance, leadership, Management and practice of decentralization is a 3 tier process in our institute i.e. the i. Governing body ii. College council including the Principal and faculty members and iii. The student Union.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p style="text-align: center;">Curriculum Development</p>	<p>The college has always aimed at providing the pupil teacher the best professional training through creating good work conditions and environment, through the college magazine, multifarious activities to upgrade the Knowledge and Skills to ameliorate the whole personality of would-be teacher's . The institution besides providing theoretical interaction makes it sure to inculcate moral values among the students in order to develop the spirit of universal brotherhood among the students. Students participate in games and morning assembly which makes them discipline and develop in them leadership quality. Class works, internship activities and sessionals work in each subject is held in a semester as per defined and directed in syllabus. For sessionals work and internship students participate through visits organized by college from time to time, it gives people teachers first hand information regarding various educational activities conducted in different educational institutions.</p>
<p style="text-align: center;">Teaching and Learning</p>	<p>The college ensures quality education through highly experienced and qualified faculty having experiences in specific field related to education. During class work teachers engage the students in active learning. The students and teachers are encouraged to make use of PowerPoint presentation and Library. The students are encouraged to make use of innovative teaching aids in which they are trained during workshop on teaching aids conducted in every semester by the college. There are five papers in semester first along with internship and sessional work. In second semester there are seven papers which also include internship and sessional work. In third semester there are three subjects and also has teaching practice for pupil teacher in there two chosen subjects. Rigorous practice of teaching is conducted in selected schools for at least 60 days where student work under a teacher in groups and are encouraged to use smart classes and PowerPoint presentations during their practice. Internship come teaching practice at the end of every</p>

semester is to be evaluated on the value points and at the end of fourth semester it is reflected through reflective Journal.

Examination and Evaluation

The student performance assessment consists of the tests and observations used to ascertain how well the students have achieved the instructional objectives. This provides feedback in each subject or activity conducted. Remedial and enrichment classes are organized on the basis of feedback. The external examination is in each semester is conducted by affiliating University along with Viva in internship, practice of teaching and sessional work. Besides this there are various assessment techniques used by the institution. The college monitors the progress of the trainee student by conducting class test, midterm test and term end test. In theory and practice of teaching the evaluation is done both in internal and external level. The scheme of evaluation in theory ,internship and practice of teaching in all semester is as follow: Subjects Internal Marks External Marks Semester 1st all theory papers 20 60 Sem. 2nd all theory paper 20 60 Course no. 206, 207 10 50 Internship in all semester 30 20 Teaching Practice 170(In both subjects) 80 Project Work 60 40

Research and Development

The Institute has a research cell to encourage the staff and students who conduct research activities. Dr. J.L. Raina is the consultant. He along with the principal of the college and the staff members constitute the cell. The institution has been providing support to the faculty member by granting leaves, financial support for research activities. Small research projects are conducted keeping in view the neighborhood socioeconomic problems viz, save water, Plantation, moral and ethical values etc. The institution has also conducted some research on women education population education and environmental problem. A study was conducted to find out the attitude of college student towards internal evaluation. The simple consisted of hundred students 50 boys and 50 girls of a government Degree College wearing 64 of boys and 72 of girls felt that internal evaluation makes true

evaluation of student. The findings also pertained to the negative attitude of the students towards internal evaluation. 74 of the boys and 78 of the girls opined that some teachers are not so careful and Vigilant in assessing the answer books of the internal examinations. Pupil teachers also encouraged to conduct survey regarding environmental issues and are directed to put forward their suggestions.

Library, ICT and Physical Infrastructure / Instrumentation

Libraries in the present world are considered to be the most powerful media to promote self-education, to provide research facilities and also to acquire latest information about various subjects. The College library is well equipped and well managed. The effort of our faculty members has resulted in inspiring the students to attend Library regularly. It is also a equipped with magazines, research journals, newspapers and also with written notes prepared by each faculty members. College library is almost fully classified and catalogued. There are encyclopedias dictionaries periodicals, instructional materials etc. The total area of the institution is 15 kanal, built-up areas are 4975 square feet. Dimension of classroom is 600 square ft. diameter of multi-purpose Hall 2850 square feet. Dimension of library is 800 sft. Dimension of computer lab is 500 square feet. Dimension of smart class 260 square feet. All Dimensions are as per NCTE norms. Internet facilities, public address system, projector, computer, Intercom, fax, Photocopier, smart class and other software etc facilities are provided to the students.

Human Resource Management

The prime decision-making body of the institution is the managing committee who on the basis of agenda gives further direction for the implementation of decisions such decision are carried forward by the local governing body .the principal of the college hold regular staff meetings, gets feedback and accept the suggestions. The stuff has to regularly submit the report in their own area of instruction. The Faculty members are given direction for Improvement, create opportunities for them to improve and

also provide them with conducive atmosphere for self-growth. For smooth conduct of work properly decentralization of administration is carried on. Teamwork is ensured among teaching and non-teaching staff. Teachers are advised to use learner centered approach and Innovative techniques to make their learning effective. Staff members are motivated so that an urge for excellence is ensured. All these things are done with the overwhelming support of the management.

Admission of Students

Admission of two-year B.ed training program is done by affiliating University after proper advertisement in JK, UT and National papers. This process of admission is conducted online. The eligibility of students is 50 for General category and 45 for ST SC, no other category is entertained. The students can choose any college out of the list of colleges given in the prospectus that are affiliated to the University. The date of start of class work is also mentioned by the university and calendar of activities is also given by the Affiliated University. The students have to get themselves admitted in the stipulated date. The affiliating University also assigns the number of students to be admitted in a particular College, which is based on NAAC accreditation.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Finance and Accounts</p>	<p>Quality improvement strategies adopted by the institution regarding finance and accounts is to maintain transparencies in income expenditure statements. The institution has framed a committee which goes through the statement of expenditure performed by the accounts branch of the college. Proper bills are being checked where ever the expenditure has been done. Expenditure regarding renovation of the college building, infrastructure, overhauling of vehicles, repair of generators ,it is being ascertained whether the suitable tenders have been called and only that firm has been allowed to undergo the necessary work who have lowest tenders. The committee is empowered to go through all the</p>

expenditure, statements thoroughly and they see that any malpractices has not been done while performing the said expenditure.

Student Admission and Support

The college being a self funding institute mainly depends on student's admission fee. Students are being admitted by affiliating university of Jammu under the norms set by the university authority. During the admission process the student who have shown eagerness to have admission in the college there list is submitted by the concerned University authorities. The college for the after further scrutinizing their qualification on certificate and other allied papers by the admissions committee of the college. After their admission the students start their regular class work where students are being supported in every Sphere academically as well as non- academically. While teaching in the classes teacher try to clear their Concepts by adopting easy methods and even try to teach them in Hindi also. Individual attention is given to do students who are unable to cope up in their class room teaching. How does student fair in their examination, mock drill examinations are being carried with the students. Moreover the students are being informed about the time management which helps them in their exams.

Examination

Examination is categorized into internal as well as external exams. Internal exams are being conducted by the college itself keeping in view the students aspects like their attendance, participation in seminar and workshop. Moreover two internal terminals (T1 T2) are being conducted by the college itself in which first two units and second two units are being taken into account. Certain objectives type tests are being conducted through computers. Students also present their power point presentation for internship activities during their teaching practice programme. Final exams that is external examination in theory, internship and practice of teaching is conducted by affiliating university itself for which the university has its own norms and criteria.

Planning and Development

The College has established a well

equipped computer lab, along with internet facility. Library as well as office is also internet connected along with Projectors, Smart classes. Applications for organizing on line/teaching-learning classes are available to the faculty members as well as students. During lesson practice students are encouraged to use e-content. College admission has online facilities in place which are availed by the students at the time of admission. As B.Ed. course comprises of two year admission and taken place twice, i.e. in 1st semester and in 3rd semester. For Admission of the students college has a online admission facilities in place which is availed by the students at the time of admission conducted by the affiliating university. Through orientation programme students are oriented with the B.Ed. curriculum that they have to undergo during their teaching learning programme. Students are also enabled to make a choice of subjects according to their interest and aptitudes.

Administration

The Head of the institution coordinates her activities, with the office and faculty members through e content. The meetings with staff and others administrative bodies use e content. The 50 of faculty members work through laptops and computers installed in college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	H. K. Kitchloo	Nai Taleem, FDP	University of Jammu	1000
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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2019	Innovation in Methodology of Teaching	Computer Training	04/02/2019	09/02/2019	8	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	2	16/12/2019	21/12/2019	5
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	2	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan is provided for financial help, Financial Help for professional development	Loan is provided	Concession in Fee to EWS Category students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institute conducts internal and external financial audits regularly. The college works under the supervision of Managing Committee where chairman authorizes Principal of the college to go for teaching as well as monitoring affairs. It is worth to mention here that the college has not received any kind of Grant-in - aid and maintains all its expenses on its own. Moreover the college has an established office which maintains all the relevant official records under its various heads such as Admission wing, correspondence wing, examination wing as well as accounts wing. The internal audit is conducted by a trained / qualified accountant who maintain transparency in its income as well as expenditure, and their statements are being monitored as well as passed by incharge accountant, keeping the CSR rules of J K in view. External Audit is being done at the close of the financial years. There statements are audited as well as wetted by the CA appointed by the Managing Committee of the College

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
No file uploaded.		

6.4.3 – Total corpus fund generated

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6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	M/s Upinder Associates	Yes	University of Jammu
Administrative	Yes	M/s Upinder Associates	Yes	University of Jammu

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The Principal and teachers interact with each other as and when required to maintain rapport with them. 2. The parents are informed regarding academy progress, attendance and conduct of their wards. 3. Parent-teacher meetings are conducted with local students to receive input for the betterment of teaching learning environment.

6.5.3 – Development programmes for support staff (at least three)

The Supporting staff are encouraged to upgrade their qualifications. In case of financial problems they are provided financial help by loan facility. Preference is given in jobs in our institute to the wards of supporting staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Feedback system is now done by using Google Form thus discouraging traditional way of feedback system. 2. The Institution is putting its efforts to motivate the students loving in the rural areas where institution is situated to enroll for perusing higher education. In this respect 20 of students from the area were admitted. 3. Green Campus 4. Zero waste management.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC Meeting for improvements	04/03/2019	04/03/2019	04/03/2019	16

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

International Womens Day (Awareness Programme)	08/03/2019	08/03/2019	70	50
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college has conducted tree Plantation program organized by and SS unit of the college. The students were made aware about the ill effects of the plastic, the college also organized a program on plastic education, and the aim of the programme was to create a new moment among the young students to reduce plastic waste in their lives and within the community. The college has taken every effort to make the campus green. The college has displayed placards with message like "say no to plastic", save water, save trees, keep the campus clean, and Go green, save electricity, save environment all over the campus to sensitize everyone about the conservation of electricity and clean and green environment. The cleanliness drive within the campus area was organized by the NSS unit on national holidays. 50 percentage of power requirement of the college met through LED bulb.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Professional Ethics for Students and Principal	10/04/2002	<p>For Students 1. All students shall comply with the college rules and regulations. 2. During the training period in the colleges students are expected to have a high sense of discipline and good moral Behavior. 3. Students are not permitted to take part in any political activity or indulging any activity which may go</p>

against the interests of the institution. 4. Violation of college rules means expulsion from the college. 5. A minimum of 75 attendance is required in each paper to sit in the examination. For Principal 1. The principal conduct herself with transparency, Fairness, honesty as degree of ethics and decision-making that is in the best interest of the college. 2. Provide inspirational and motivational value based academics and executive leadership to the college through policy formation, operational management, organization of the human resources and concern for the environment and sustainability. 3. Act as steward of the colleges assests in managing the resources responsibilities effectively and efficiently for providing a conductive working and learning environment. 4. Promotes consultative work culture in the college, paving way for the Innovative thinking and ideas. For Teachers 1. The teacher should manage their Private Affairs in a manner consistent with the Dignity of the profession. 2. Seek to make professional growth continues to study and research 3. Express free and Frank opinion by participation at seminars conferences meeting etc. towards the contribution of knowledge. 4. Perform their duties in the form of teaching, tutorial, teaching practice, seminars and research

consistently and with dedication. 5. Strive to improve education and profession.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Cleanliness Drive	06/02/2019	09/02/2019	40
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Variety of trees are planted within the Campus.
2. Lush Green lawns are maintained.
3. Plant and owned a tree campaign.
4. Reduced use of plastic waste.
5. Waste material management is at place.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

In order to inculcate the moral, ethical and spiritual values amongst our student community our institutions stresses on value added education. In this connection the college being in collaboration with Vichar Kranti Manch International an NGO organizes workshops through which their experts exhibit various yogic exercises in front of our students which ables them to be mentally alert and physically fit. Moreover various interaction programmes are being conducted in the college where by students are able to have complete knowledge of moral ethical and spiritual values. These values are part and parcel of our daily life and helps in the overall development of students intelligence and sense of leadership like students start becoming more responsible and reliable. In collaboration with Vichar Kranti Manch International, the institution has conducted various seminars, rallies , public meeting and other such programmes on various events like women’s day, Swachh Bharat Abhiyan and constitution dug etc. Both Yogic activities and seminar or rallies conducted on various events have been readily welcomed by the students community in every session. We had observed a tendency among the students to come late in the morning, which was immediately curbed due to this practice. It has also enabled us to highlight certain important issues in day to day working of the institutions and resolve them with the help of students. The feeling of oneness is emerged, the students admitted to our college are from various states, speak different languages and profess different religions. Being a co-educational institution we have both boys and girls students. The class is heterogeneous viz-a-viz age of students. All these diversities many a times create certain adjustment problems among the students. But , we have observed that these practices has enabled the students feel a sense of oneness among themselves. One of the outcome of these practices is development of Moral and Ethical values. By conducting such activities /practices we can mould the students in a positive way with the values of Humanity, Self Respect, Respect for others, Honesty, Goodwill for all peace and tolerance, non- violence, sympathy and service for well-being etc. in order to inculcate all the above qualities among the students the college organizes seminars on moral and ethical values and spirituality for eradicating negative and unhealthy encroachment of human mind. The Kothari Commission (1964-66), emphatically stated that “Knowledge with a lack of essential values might be dangerous”.

Human values are those qualities of a human beings which are desirable, respected, worth esteemed and are sanctioned by a given society. Education has two aspect, worldly and spiritual. Worldly education brings out the latest knowledge pertaining to the physical world and spiritual education brings out the inherent divinity in man. Both are equally important, so these practices

inculcate both kinds of education and thus called best practices of college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://saishyameducationalsociety.com/saishyam/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

When our college had a vision it established, the vision of the college is stated as under "we at Sai Shyam Educational Society © are committed to upgrade the knowledge and skill to ameliorate overall personality of youth, to increase job prospects by providing latest professional and quality education by using latest tools of education to achieve excellence and continual improvement in all fields of education by providing carrier and placement excellence to students. In order to fulfill its dreams and different aspects of vision the college is working vigorously and continuously till date and we are very glad that according to the vision of the institution the college has achieved a lot till result in our students performances and alumni records and our feedback that we get from time to time from the various stakeholders of the college. Apart from the curriculum, the college trains its students to clear the teacher eligibility tests at all levels. Each day one hour is allotted for preparations to these competitive exams. Students make effective use of this time. Most of the students of the institution clear these exams each year. Teachers provide guidance to students in preparing and presenting answers and improving their answering skills. Question banks of previous exams are also made available to the students in the college library along with suggestions which help them in understanding the pattern of questions. The peer tutoring technique is effectively used for these classes. Students who belong to the science stream take classes for those who belong to arts stream and those who belong to arts stream take classes for those in science stream. Teachers conduct regular tests papers to evaluate the learning of their students. Orientation classes especially on carrier opportunities are conducted for the students. The college also provide the opportunity to its students to act employed in its own institution.

Provide the weblink of the institution

<http://saishyameducationalsociety.com/saishyam/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The College is eager to give practical shape to a number of systematic and well planned programmes for the benefit of pupil-teachers for the welfare of society. As a college of education we intend to work in close collaboration with the schools especially located in our vicinity. The college wants to conduct various programmes for teachers of various schools through organizing workshop, orientations programmes, seminars and refreshers courses. The future plans of our Institution are:- Four year integrated teacher education programme:- In keeping with the recommendations on Justice Verma Commission on teacher education regarding four year integrated teacher education programme, the institution intends to start this programme. This programme will ensure the provision of enhancing the duration of teachers training programme and integrating it with degree course. Such prgramme will enable the future teachers to enroll themselves in teacher training programme after high school so that there is no need for them to go in for general graduation course. The college has all basic facilities to start this four year integrated course and if granted, will ensure its smooth functioning.

