



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

SAMBAL COLLEGE OF EDUCATION

- Name of the Head of the institution **Dr. MADHU GARHWAL**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Alternate phone No. **01572248385**
- Mobile No: **9414351788**
- Registered e-mail ID (Principal) **sambalcollege@ymail.com**
- Alternate Email ID **madhu4smb1@gmail.com**
- Address **Nawalgarh Road, Shivsinghpura**
- City/Town **Sikar**
- State/UT **Rajasthan**
- Pin Code **332024**

#### 2. Institutional status

- 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 **Pandit Deendayal Upadhyaya Shekhawati University, Sikar**
- Name of the IQAC Co-ordinator/Director **PRAKASH AGARWAL**
- Phone No. **01572248385**
- Alternate phone No.(IQAC) **09414351788**
- Mobile (IQAC) **9460837865**
- IQAC e-mail address **iqac.sambalcollege@ymail.com**
- Alternate e-mail address (IQAC) **sambalcollege@ymail.com**

**3.Website address**<http://sambaleducation.com>

- Web-link of the AQAR: (Previous Academic Year)

<http://sambaleducation.com>**4.Whether Academic Calendar prepared during the year?****Yes**

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

<https://sambaleducation.com/pdf/academic-calendar/2020-21.pdf>**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>2013</b>	<b>08/07/2013</b>	<b>07/07/2018</b>

**6.Date of Establishment of IQAC****01/02/2013****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>0</b>

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

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 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)**

NIL

**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
NIL	NIL

**13.Whether the AQAR was placed before statutory body?** No

- 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>SAMBAL COLLEGE OF EDUCATION</b>
• Name of the Head of the institution	<b>Dr. MADHU GARHWAL</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Alternate phone No.	<b>01572248385</b>
• Mobile No:	<b>9414351788</b>
• Registered e-mail ID (Principal)	<b>sambalcollege@ymail.com</b>
• Alternate Email ID	<b>madhu4smb@gmail.com</b>
• Address	<b>Nawalgarh Road, Shivsinghpura</b>
• City/Town	<b>Sikar</b>
• State/UT	<b>Rajasthan</b>
• Pin Code	<b>332024</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>Pandit Deendayal Upadhyaya Shekhawati University, Sikar</b>

• Name of the IQAC Co-ordinator/Director	<b>PRAKASH AGARWAL</b>				
• Phone No.	<b>01572248385</b>				
• Alternate phone No.(IQAC)	<b>09414351788</b>				
• Mobile (IQAC)	<b>9460837865</b>				
• IQAC e-mail address	<b>iqac.sambalcollege@ymail.com</b>				
• Alternate e-mail address (IQAC)	<b>sambalcollege@ymail.com</b>				
<b>3.Website address</b>	<a href="http://sambaleducation.com">http://sambaleducation.com</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="http://sambaleducation.com">http://sambaleducation.com</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sambaleducation.com/pdf/academic-calendar/2020-21.pdf">https://sambaleducation.com/pdf/academic-calendar/2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.18</b>	<b>2013</b>	<b>08/07/2013</b>	<b>07/07/2018</b>
<b>6.Date of Establishment of IQAC</b>			<b>01/02/2013</b>		
<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	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<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>	Yes	
<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>	No	
<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>		
NIL		
<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	
NIL	NIL	
<b>13. Whether the AQAR was placed before statutory body?</b>	No	
<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	
2022	13/04/2022	
<b>15. Multidisciplinary / interdisciplinary</b>		
NIL		

<b>16.Academic bank of credits (ABC):</b>	
NIL	
<b>17.Skill development:</b>	
NIL	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NIL	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
NIL	
<b>20.Distance education/online education:</b>	
NIL	
<b>Extended Profile</b>	
<b>1.Student</b>	
2.1 Number of students on roll during the year	<b>616</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats sanctioned during the year	<b>300</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	<b>146</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	<b>188</b>

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		<b>188</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.6 Number of students enrolled during the year		<b>292</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2. Institution</b>		
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):		<b>492677</b>
4.2 Total number of computers on campus for academic purposes		<b>35</b>
<b>3. Teacher</b>		
5.1 Number of full-time teachers during the year:		<b>30</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
Data Template	No File Uploaded	
5.2 Number of sanctioned posts for the year:		<b>30</b>
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		



**1.1 - Curriculum Planning**

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

The Curriculum structure of B.Ed. Programme is based on compulsory papers, optional papers, practicum, community work and internship programme. Before starting the session curriculum committee conduct a meeting and prepares academic calendar by the help of all teaching staff and Principal of the college. Time table is also prepared according to papers. Syllabus and topics allotted to all faculty members. After planning entire activities. An induction programme is organised to notify the students to understand the entire academic process of the college.

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

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

**E. Any 1 of the above**

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	No File Uploaded
Meeting notice and minutes of the meeting for in-house curriculum planning	No File Uploaded
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the Above

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	Nil
Prospectus for the academic year	No File Uploaded
Report and photographs with caption and date of student induction programmes	No File Uploaded
Report and photographs with caption and date of teacher orientation programmes	No File Uploaded
Any other relevant information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available****1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year**

16

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	No File Uploaded
Academic calendar showing time allotted for optional / electives / pedagogy courses	No File Uploaded
Any other relevant information	Nil

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

0

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

0

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	No File Uploaded
Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

**1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance**

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

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

285

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

285

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

### 1.3 - Curriculum Enrichment

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

For fundamental or coherent understanding of the field of teacher education, various teaching methods, strategies, group discussions, brainstorming sessions, one to one discussion, cooperative learning and internship programmes are undertaken by the institution which also provide the procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization.

For B.Ed. Programme: Under the broad curricular area in engagement with the Field, a 20 weeks duration internship programme is being allocated for tasks, assignments, Teaching Practice and school internship. During the internship, a student-teacher works as a regular teacher and participates in all the school activities, including planning, teaching and assessment, interacting with school teachers, community members and children.

To develop the necessary Skills or Competencies, various cocurricular activities, working on projects, workshops, extension lectures, university outreach programmes and Corporate Social Responsibility activities are organized during the session.

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

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

For school internship programmes, pre & post internship sessions are conducted to familiarize the students for development of school system and related aspects. During internship programme students interact with the school administrative staff and teachers on regular basis and conduct various activities. Consequently, they come to know about the assessment system, norms and standards of the school, state wise variations, etc. Our tie ups with State Schools and CBSE schools help the pupil teachers to understand the functioning of various boards of school education. They understand different assessment systems, norms and standards. The principals of schools are also invited for extension lectures.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

Organizing and participating in morning and thematic assemblies, National and International days' celebration, co-curricular activities, writing for wall magazine, etc. go a long way to develop understanding of the interconnectedness of various learning engagements among students and make them ready for the professional field. House system & sports activities inculcate the values of discipline, punctuality, time management, coordination, cooperation & team spirit among students. Students are also appointed as members in various college committees. They also hold responsibilities for smooth conduction of different programmes in college. They are also trained to use the e-platforms like Zoom and Google meet to conduct meetings, present lessons, taking examinations, creating google classrooms and google forms, etc. to make them ready for the professional field.

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

#### 1.4 - Feedback System

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

Four of the above

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

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

Feedback collected, analyzed and action taken

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

292

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

292

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

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

166

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

166



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)	No File Uploaded
Final admission list published by the HEI	No File Uploaded
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	No File Uploaded
Any other relevant information	No File Uploaded

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

8

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

8

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

## 2.2 - Honoring Student Diversity

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

The institute distinguishes the moderate and progressed student at the time of admission. College's admission committee members do counselling of students as per the norms of university. The students come to college through screening aptitude test of PTET

conducted by State Government, after that on their reporting time admission committee distinguishes the students according to their academic achievements through their marks. The faculty distinguished the moderate and progressed students on the basis of co-curriculum activities during introductory orientation programme.

System adopted for moderate students: - Moderate students are identify on the behalf of Graduation and Higher Secondary level percentage. The teachers also give the assignments to these students to make them creative and explore their idea.

System adopted for progressed students: - The method of identify the progressed student is same as for moderate students but to make them more creative some special programmes and tasks done by the teachers. Students are also encouraged by teachers to participate in inter- college competition, workshop etc. They also urged to associate in college clubs, writing articles, to develop projects and many additional scholastic activities to polish their abilities and skills.

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

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

Six/Five 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	No File Uploaded
Reports with seal and signature of Principal	No File Uploaded
Photographs with caption and date, if any	No File Uploaded
Any other relevant information	No File Uploaded

**2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity**

Two of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	No File Uploaded
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

1:30

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

20

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	No File Uploaded
Any other relevant information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

Sambal College of Education, practices various student centric activities like classroom seminar, Micro-teaching, Macro-teaching and Problem-solving methodologies for enriching learning experiences. All the programmes integrate practical courses with adequate experimental practice for the students. They also provide platform for participative learning to the students. Moreover, Webinar, Workshop etc. inculcate positive attitude among the students. Each and every subject have own laboratory. The students and teachers used laboratory for their mental development. There is well equipped science lab i.e Physical science, Life science and Maths. In every week students go there, and done different experiment related of course. There is a period for classroom seminar in routine each and every students participate in classroom seminar and given their presentation in different topic

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

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

5

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

### 2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

619

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

**2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports**

Four 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	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
Any other relevant information	No File Uploaded

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

Continual mentoring is provided by teachers for developing professional attributes in students such as group activities are organized to make them learn working in groups and to develop skills like cooperation, coordination and democratic participation.

Academic and personal counselling is provided to deal with student diversity and students from diverse cultural backgrounds are also encouraged to share their cultural practices with peers. Students are persuaded to stay in harmony with their peers irrespective of caste, colour, region & religion.

Students are guided and encouraged to follow professional dress code and code of conduct of the college. They are oriented on how to prioritize the work to balance home and work stress. They are encouraged to read newspapers and refer to other authentic sources to keep themselves abreast with recent developments in education and life. News reading is a regular practice in Morning Assembly to ensure this.

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

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

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	No File Uploaded
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

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

Activities conducted in which teaching-learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc.

1. In Reflective Reading, student-teachers have to conduct various activities and submit the report of the same to concerned teacher[1]educators. It nurtures their creativity.

2. In, Art in Education, student-teachers have to conduct various activities and submit the report. They have to conduct and submit any three activities as per their choice.

3. During micro teaching, they have to deliver 6 micro lessons containing 6 to 7 minutes content to express. They deliver micro lessons in Skill of Fluency in Questioning, Explanation Skill, Illustration Skill, Probing of questions Skill, Black-board Writing Skill, Evaluation Skill, Set Induction Skill, Reinforcement Skill, Stimulus Variation Skill, Skill of using teaching aids and using skill of Non-verbal Cues.

4. During Simulation, student-teachers have to deliver total 10 lessons, five in each of pedagogy for 20 minutes. They have to deliver six lessons using various method like inductive-deductive method, Demonstration, Experimental method, Story-telling, Structural approach, Direct method, CLT, Source method, Translation method, Project method, Analysis-synthesis method, Logical approach, Comparative method, Narration-discussion method, Bilingual method.

5. Each trainee has to observe 10 lessons 5 in each pedagogy

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

## 2.4 - Competency and Skill Development

<b>2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include</b> <b>Organizing Learning (lesson plan)</b> <b>Developing Teaching Competencies</b> <b>Assessment of Learning Technology Use and Integration</b> <b>Organizing Field Visits</b> <b>Conducting Outreach/ Out of Classroom Activities</b> <b>Community Engagement</b> <b>Facilitating Inclusive Education</b> <b>Preparing Individualized Educational Plan(IEP)</b>	Five/Six of the above
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities with video graphic support wherever possibl	No File Uploaded
Any other relevant information	No File Uploaded

<b>2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP)</b> <b>Identifying varied student abilities</b> <b>Dealing with student diversity in classrooms</b> <b>Visualising differential learning activities according to student needs</b> <b>Addressing inclusiveness</b> <b>Assessing student learning</b>	Four/Five of the above
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<b>Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	No File Uploaded
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	<b>All of the above</b>
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	No File Uploaded
Any other relevant information	No File Uploaded
<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</b>	<b>Four of the above</b>

<b>activities Performance tests Oral assessment Rating Scales</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	No File Uploaded
Documents showing the different activities for evolving indicated assessment tools	No File Uploaded
Any other relevant information	No File Uploaded
<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>	All of the above
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	No File Uploaded
<b>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</b>	All of the above

**in preparatory arrangements**  
**Executing/conducting the event**

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	No File Uploaded

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

Four of the above

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

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

The internship programme for both years is planned and prepared meticulously. A senior secondary school is in the campus where students may have the learning experience in real settings throughout the course. Besides, nearby schools are allocated by District Education Officer for internship programme. School teachers are oriented well about the programme. An orientation/pre-internship session is organized for students to explain each task to be done. The teachers of the institution are assigned the duty of visiting the schools on rotation basis to observe and

facilitate the interns. Students are exposed to different government and private schools located in rural and urban areas.

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

#### 2.4.9 - Number of students attached to each school for internship during the academic year

##### 2.4.9.1 - Number of final year students during the academic year

193

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	No File Uploaded
Any other relevant information	No File Uploaded

**2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports**

Seven/Eight of the above

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

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

Wherever possible during COVID period, Teacher Educators visited the schools to facilitate and monitor the internship programme. Daily attendance of interns is maintained by the school authorities. Teacher Educators and school teachers keep a record of class observation of interns. A record of all activities including lesson plans and presentation is duly checked by teacher educators. School principal orient them about the school and may assign different tasks and duties to them.

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

**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)**

Four of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	No File Uploaded
Two filled in sample observation formats for each of the claimed assessors	No File Uploaded
Any other relevant information	No File Uploaded

**2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity,**

Four of the above

**initiative and commitment Extent of job readiness**

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

**2.5 - Teacher Profile and Quality****2.5.1 - Number of fulltime teachers against sanctioned posts during the year**

30

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	No File Uploaded
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

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

3

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

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

30

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

252

File Description	Documents
Copy of the appointment letters of the fulltime teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute provide the healthy environment to teachers to make themselves professionally updated. The college also organize activities like inhouse teacher competition, group discussion on various recent issues related to education, quiz competition, group tasks, outreach activities, Peer evaluation work and etc. All teachers share their knowledge with colleagues through interaction during different activities. teachers also encouraged to take participate in national and international seminar or workshop as outreach activities. Hence the institution's provisions are effectively provide the healthy and encouraged environment to be competent as professionally.

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

**2.6 - Evaluation Process**

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

1. Remedial measures are taken by conducting tutorial classes to clarify doubts and re-explaining the critical topics. 2. Unit tests are conducted prior to sessional examinations. 3. Topic wise question banks are provided for all subjects. 4. Students are encouraged to solve previous years University Exam Question Papers. 5. The institute regularly conducts group discussions, seminars and guest lectures. 6. All the notices related to the examination and academics can be circulated and communicated to

all students. 7. Mentoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams. 8. The Orientation programmes at the beginning of the session through Student address system of the college. 9. External Examination of three hours duration will be conducted at the end of every year for all theory papers and practical papers.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

**2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually**

Five of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	No File Uploaded
Annual Institutional plan of action for internal evaluation	No File Uploaded
Details of provisions for improvement and bi-lingual answering	No File Uploaded
Documentary evidence for remedial support provided	No File Uploaded
Any other relevant information	No File Uploaded

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

Examination is arranged according to the academic plan and exam. schedule is declared in general assembly as well as displayed on board so each and every student remain conscious about it.



Syllabus of each course is completed before exam time and three to four days reading time is provided to them before internal and external exam. Paper is assessed transparently by assigned teacher-educators who teach particular subject. After assessing the paper, the result is declared in time and if any student-teacher is not satisfied by result, written paper is shown to them and if he/she found correct, correction is made in the result of particular paper.

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

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

According to academic calendar, Practical lessons are arranged in the school. Student-teachers have to submit certain submission before internal examination as a part of continuous and comprehensive evaluation (CCE) and all the student-teachers submit it within predecided time. They also have to submit assignments in particular papers. All work is done in time with planning. Internal exam is also scheduled in time and within a week result is also declared by the institution. Exam incharge teacher educator circulate the notice on the instruction of principal for paper setting and gets paper in time before examination and put them in the office of principal with seal.

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

## 2.7 - 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 (PLOs) and Course Learning Outcomes (CLOs) is aligned with the stated PLOs and CLOs. By viewing the

programme outcome, whole syllabus is framed by the university i.e. Pandit Deendayal Upadhyaya Shekhawati University. As stated in B.Ed. curriculum, college aligns all the activities throughout the year. Curricular, co-curricular and school experience activities are arranged time to time and classes are going on regularly. Monthly calendar is prepared well in advance and it is strictly adhered to. Daily report is also maintained under Daily Report committee Under SRC in charge teacher-educator. We are strict in our attendance rules b in the institute and practice teaching schools also. In short, college performs all its functions according to PLOs and CLOs.

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

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

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

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

The progressive performance of students and attainment of professional and personal attributes is monitored by principal, IQAC of the college and staff committees of the college. Teaching papers are distributed to all teacher-educators and they teach it well and continuously assess the achievement of the students-teachers. Before allotting any work, student-teachers are provided theoretical knowledge as well as demonstration where needed and the performance work is checked by teacher-educators. Principal also monitor on it. In the quarterly meeting of IQAC, all these progress is discussed deeply and new plans are made for further progression. To assess the student progress and providing guidance

for further improvement viva voce examination are conducted at the end of the each year.

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

#### 2.7.4 - Performance of outgoing students in internal assessment

##### 2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

196

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	No File Uploaded
Any other relevant information	No File Uploaded

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

At the beginning of B.Ed. programme college arranges personal interview and check their pre knowledge and skills. After that intensive training is provided to them throughout the programme. In all the four semesters, student-teachers have to perform various activities like classroom activities, prayer activities, co-curricular activities. They have to submit the report of all the activities in the college. Normally all the student-teachers get first class with distinction in internal exam as well as university exam. After completion of training they can speak before the mass very effectively without hesitation.

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

## 2.8 - Student Satisfaction Survey

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

Not Conducted yet

## 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	<a href="#">View File</a>
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

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

0

File Description	Documents
Sanction letter from the funding agency	<a href="#">View File</a>
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded

**3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional**

One of the above

**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	No File Uploaded
Any other relevant information	No File Uploaded

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

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

**3.2 - Research Publications**

**3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year****1**

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

**3.3 - Outreach Activities****3.3.1 - Number of outreach activities organized by the institution during the year****3.3.1.1 - Total number of outreach activities organized by the institution during the year****2**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

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

600

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	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

0

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The outreach activity of the college is one of the most innovative area where student-teachers visit different schools or in rural area and extend helping hand in action or in kind. The outreach activity was conducted on the 15th and 16th December, 2020 in the midst of the Covid Pandemic.

File Description	Documents
Relevant documentary evidence for the claim	No File Uploaded
Report of each outreach activity signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	No File Uploaded
Any other relevant information	No File Uploaded

**3.4 - Collaboration and Linkages**

**3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year**

0

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

0



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

Five/Six 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	No File Uploaded
Any other relevant information	No File Uploaded

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

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

Sambal College of Education have adequate facilities and infrastructure supports for running the B.Ed. and Integrated programme. The classrooms available for B.Ed. Courses have moderate range of infrastructure with some Smart Board, Computer and audio system. All blocks are hygienic, eco-friendly and have in[1]built I.T. facilities. The hallmark of the institute is the dynamicity of having blended model with the support of Computer, cultural, Digital, Psychological, language, science and social science laboratories. The uniqueness of cultural laboratory enables students of diverse culture to re-look into one another's culture. It can magnify the theoretical concept into Visual perception. The computer laboratory which has 35 (thirty five) systems give opportunities to all willing students to practice as well as to learn its usage. Psychological lab, even though small, has the strength to show the practical outcomes related to the use of tools, inventories and other devices. The beautiful and eco-friendly landscape of outdoor lawn with many trees gives the environment[1]friendly atmosphere. Multipurpose Hall give the facilities to all students to perform fitness programme and co-curricular activities in sports and cultural showcases.

File Description	Documents
List of physical facilities available for teaching learning	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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

5

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	No File Uploaded
Link to relevant page on the Institutional website	Nil
Any other relevant information	No File Uploaded

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

492677

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	No File Uploaded
Any other relevant information	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

Library is partially automated.

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	No File Uploaded

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

Library is partially automated. Thorough reading section college provides atmosphere for self study. Reference section of the

college having latest and updated books for helping students to enhance their knowledge.

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	No File Uploaded

**4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases**

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	No File Uploaded

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

208399

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	No File Uploaded

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

**4.2.5.1 - Number of teachers and students using library for Month one (not less than 20**

working days) during the academic year	
2000	
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	No File Uploaded
<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 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>	None of the above
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>4.3 - ICT Infrastructure</b>	
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	
Sambal College of Education updates its ICT facilities available in the institution on regular basis based on the requirements. The institution purchased ICT equipment including desktop computers,	

projection system comprising of projectors and smart board and language lab accessories. ICT lab is equipped with 35 computer systems installed with window 7 operating system to support a mastery of basic ICT skills for students. All the computers are actively working with Wi-Fi enabled system. This year, the broadband plan was upgraded. In addition to the system, the college library has extra Wi-Fi support system.

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

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

20:1

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	No File Uploaded

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

A. ?1GBPS

File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

#### 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 /

Two of the above

**Live studio Content distribution system  
Lecture Capturing System (LCS)  
Teleprompter Editing and graphic unit**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
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)**

52042

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	No File Uploaded
Any other relevant information	No File Uploaded

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

**The College has a Policy for maintaining and utilizing physical, academic and support facilities.**

**Laboratory: Separate computer, cultural, digital, psychology, language, science and social science laboratories are all maintained according to the requirements of the institution.**

**Library:** The library advisory committee monitors the overall development. Student visit staff list, books and other materials borrowed are all recorded. Initiative purposes for the availability of journals, books, newspapers, magazines and also various recommendations and suggestions are taken into action.

**Sports Complex:** Indoor and outdoor sports facilities are available within the campus. Activities such as chess, table tennis, football, badminton, Basketball court etc.

**Computers:** The institute has well computer lab with 35 numbers in total. Latest configured desktops with uninterrupted power supply is provided. Computer operator is appointed for smooth running and maintaining the entire system.

**Classroom:** Classrooms are allocated as per the strength and specialization of the students separately for B.Ed. and Integrated course. Time table and other documents related to classes is displayed at classroom entrance. All class rooms are well ventilated with smart board, LCD projectors with Wi-Fi facility. Maintenance of all the equipment are carried out by College developmental funds.

File Description	Documents
Appropriate link(s) on the institutional website	Nil
Any other relevant information	No File Uploaded

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning**

Five fo the above



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	No File Uploaded
Sample feedback sheets from the students participating in each of the initiative	No File Uploaded
Photographs with date and caption for each initiative	No File Uploaded
Any other relevant information	No File Uploaded
<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>	Nine or more of the above
File Description	Documents
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded
<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 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</b>	B. Any 3 of the above

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

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

One of the above

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

## 5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
<b>3</b>	<b>258</b>

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<b>No File Uploaded</b>
Appointment letters of 10 percent graduates for each year	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

### 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).

0

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	<b>No File Uploaded</b>

### 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	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

### 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

The college strives to empower the students by involving them in various decision-making bodies. As the students are the main stakeholders in any institution. The ability to see the situation from their perspective makes the function and governance more transparent, Students representation in various bodies and committees.

IQAC: For ensuring continuous improvement in the entire working of institution and to give students a legitimate voice, Student teacher representative in IQAC.

During Teaching Practice and Open Air Session Students are given opportunities to play active role as volunteers in the organization of Seven Days Special Camp, Tree plantation drives, Awareness drives etc. Students as volunteer are given responsibility of spreading awareness regarding certain issues like Save Girl Child, Women Empowerment, Importance of Blood Donation and Road Safety. Various Cell/ Bodies like Outreach Program, Teaching Practice, Women Cell and Anti Ragging Committees also have Students' representation.

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	No File Uploaded
Documentary evidence for alumni role in institution functioning and for student welfare	No File Uploaded
Any other relevant information	No File Uploaded

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

3

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	No File Uploaded
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

#### 5.4 - Alumni Engagement

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

Alumni is an effective role models and can be easily accepted by students. Experiences that are shared by the alumni with students whether in time management, financial management, development of self-discipline and character, or career management can be more easily accepted and imbibed by students. In this way, alumni can assist in strengthening confidence, improving motivation, and inculcating the right culture in line with what the institution intends to convey to its students. The College invites former teachers as well as old students on a regular basis for interaction.

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	No File Uploaded

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

Three/Four of the above

advice and support	
File Description	Documents
Documentary evidence for the selected claim	No File Uploaded
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	No File Uploaded
Any other relevant information.	No File Uploaded
<b>5.4.3 - Number of meetings of Alumni Association held during the year</b>	
2	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	No File Uploaded
Any other relevant information	No File Uploaded
5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words	
<p>College has always valued the contribution made by its illustrious alumni spread over different parts of the state. The Association is playing a pivotal role in keeping them connected. Alumni of the institute:</p> <ol style="list-style-type: none"> <li>1. Assist in planning and organization of activities in the college.</li> <li>2. Provide placement assistance to students.</li> <li>3. Assist in conducting Practice Teaching sessions in Schools</li> <li>4. Help in conducting B.Ed. Practical examinations in the College.</li> </ol>	

**5. Provide training in entrepreneurial skills to students.**

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission. The college has always promoted decentralization and participative management as a form of democratic governance. This is achieved by encouraging faculty, staff and students to contribute through participation at various levels.

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

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

The most commendable example of decentralisation in management is the formation of various committees from time to time with the alteration of committee members from committee to another. But, IQAC has strong commitment to deliver its duties for the last three years with its permanent members. Admission committee will

have the capacity to notify for admission, conducting counselling in terms of scored and performance in written test. The whole process is transparent as per Government policy. In the selection process nobody has the room for interference. The infrastructure committee in consultation with the Principal will finalised the area of infrastructure improvement and tie up with the construction firm or agency or by the college fund. In addition to the above areas the salary and welfare of non teaching staffs are systematically by the teaching and non committee through meeting.

File Description	Documents
Relevant documents to indicate decentralization and participative management	No File Uploaded
Any other relevant information	No File Uploaded

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.

**Transparency in Academic Functioning:** - The college strictly adheres to the academic calendar that details the various activities in advance. Admission is directed by government of Rajasthan at PTET website. The examination forms are also filled through University website. All the scholarship forms are filled online. All the relevant information regarding academics and other functioning are available in prospectus as well as on website also.

**Transparency in Administrative Functioning:** - Applications for various teaching and non-teaching staff are received and processed promptly. Notices are promptly shared on emails, Govt. regulations and amendments are promptly placed before the concerned bodies, circulated, displayed on college website. All courses NOC and affiliations by regulating bodies of courses displayed on college website.

**Transparency in Financial Functioning:** - The college strictly follows all the rules and regulations of the Government of Rajasthan. Its Annual Budget and Annual Accounts are prepared. Students fee is also deposited on online mode. Internal and external audit is conducted by the management at regular intervals.



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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

There is no Strategic plan is deployed due to Covid-19

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	Nil
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

**Administrative Set Up:** The administrative set up of institution is structured in a hierarchical way in which Chairman, Director, Principal, Teaching faculty and non-teaching Staff and other supporting members work together. The Director and the Principal form the nucleus of the administration with the former being the final authority in all financial and administrative matters.

The Principal is vested with the day-to-day running of the college. The team of Senior faculties, the IQAC Coordinator and Committee Co-ordinators are assist in the discharge of this work.

Various functions like faculty recruitment and appointment process both teaching and non-teaching staff, service rules and general policies are briefly described in the policy of the Management.

File Description	Documents
Link to organogram on the institutional website	Nil
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

Five/Six of the above

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

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

Based on the minutes of the meeting of 22nd Feb. 2021, of IQAC of college, a one-day awareness programme on National Educational Policy 2020 was conducted on 9th April, 2021, at Seminar Hall, of the college. It was a very successful actualization and awareness programme, as the Two speakers namely, Dr. R.K. Budania (Principal, Goenka Girls' B. Ed. College) and Dr. T. C. Yadav (Principal, Ramkumari B. Ed. College) delivered on the different aspects of NEP-2020, covering a large area of its philosophy, relevance and special area were it emphasize on teacher education. All the teaching and non-teaching staffs of the college and selected students participated in the one-day awareness programme. This awareness programme later on became an eye opener for many of the staffs, as they come to realize the importance of the real meaning of education as emphasized in NEP-2020 and weightage it

gave to the education of the teachers as Nations are built in classrooms (Kothari Commission). A thorough interaction with the resource persons, marked the completion of the one-day awareness programme.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	No File Uploaded
Action taken report with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The College has an informal welfare measure for teaching and non-teaching staffs. Though these welfare measures are not formalised, the staffs of the college has an age-old tradition of donating/contributing financially to any of the staff in need. Occasions like death of family members, wedding in the family, newborn in the family are always given full support financially by all teaching and non-teaching staff. Free education or sponsorship to the education of the children of the non-teaching staffs are also contributed by some teaching staffs. The college has a plan to constitute welfare measures formally by the next academic session.

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	No File Uploaded

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	No File Uploaded
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

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

The performance appraisal system of teaching and non-teaching staff is one of the essential factor for maintaining quality in the college. The college itself has different performance appraisal Performa both for teaching and non-teaching staff. The attributes of the teachers are communicational clarity, realistic setting of objectives, interaction with students, utilisation of innovative techniques and learning materials, supervision of class, assessment of students, volunteering in activities, respect for gender, teachers' personality and relationship with administration and the staff. The attributes of the non-teaching staff are- sincerity in work, communication skill, punctuality, helpfulness, skill in documentation, voluntary works and relationship with staff and administration. These attributes are marked under different scores and the strong points about the employee is uploaded. Suggestions are also given for improvements. This appraisal is the motivating factor both for the teaching and non-teaching staff and is done annually.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	No File Uploaded
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

**Internal Audit:** Internal audit helps college to run healthy and transparent practice, College Secretary with the help of Accountant, conducted the internal audit. It is completed external audit.

**External Audit:** College has conducted external audit on regular basis. At the end of financial year, the accounts got prepared to face external audit. The auditors have been suggested and appointed by the college management. After conducting the audit work, initiatives have been taken to improve the errors. The auditor's suggestions were welcome for improvement in financial activities.

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	No File Uploaded

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

0

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

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

**Mobilization of funds**

Student tuition fee is the major source of income for the institute.

Utilization of funds: - The accounts department ensure that the expenditure lies with the allotted budget the institution of management is sought in case the expenditure exceeds the budget. Resource mobilization policy and procedure

1. Before the financial year begins principal prepare college budget with the help of faculty members.
2. Institutional budget includes recurring expenses such as salary electricity and internet changes equipment and facilities maintenance cost, stationary other consumable goods etc.
3. Budget scrutinized an approved by the top management.
4. Accounts department and purchase department monitors with their expenses are excluding budget provisions.

**Optimal utilization of resources**

1. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified system administrator.
2. The optimal utilization is insured through encouraging innovative teaching learning practices.
3. The available physical infrastructure is optimally utilized. The college infrastructure is utilized as examination centre for various government agencies and professional exams.

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	No File Uploaded

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed

significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

The Internal Quality Assurance Cell of DMCTE has been contributing significantly to the development of the institution in categories of teaching learning, pedagogy, student orientation, induction and teachers' orientation. Though the year has been a tough one because of the pandemic significant workshops and orientation programmes were conducted following proper SOP. The New National Education Policy 2020 had been analysed in detail to sensitize the teachers regarding the philosophy and the practice of the new norm of education. Exposure of the students to the schools had also been conducted. The pandemic had resulted in the closure of schools and the concluding part of the school exposure and internship had been conducted in the simulation form. Induction of the newly admitted students were conducted successfully and various institutional seminars were done in online and offline mode.

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

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

The teaching-learning process is periodically assessed through the IQAC in a systematic manner. At the end of every semester students feedback is taken to assess the level of the teaching learning process. After the analysis of the feedback initiatives are taken up for remedial action. Teachers' orientation workshop and panel discussions are taken up from time to time to meet the challenges of any new aspects in the curriculum and syllabus. Faculty members are advised to share new knowledges and information regarding teaching[1]learning process, from the orientation and workshops they attended. Innovative and student-centred teaching is encouraged in the college.



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

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

2

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

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

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	Nil
Link to Annual Quality Assurance Reports (AQAR) of IQAC	Nil
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

**1. Use of ICT encouraged**

**2. More efficient Practice Teaching**

**3. Encourage faculty members for reseach**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its

power requirements in not more than 100 - 200 words.

Sambal College of Education, is conscious about energy consumption and utilization. The most important area of policy is concerned with the minimum power utilization and optimal output. Hence, all the traditional bulbs have now been replaced by LED bulbs. Teaching and non-teaching staffs are given informal instructions from time to time for switching off of all electronic gadgets when not in use. The Building Care Taker takes up the responsibility of switching off of the bulbs, fans, LCD Projectors, laptops and computers at the end of every day's classroom and office transactions. As of now, solar panels are not installed but in the coming years, Institution has a plan to use solar energy in office and Library and other required areas.

File Description	Documents
Institution's energy policy document	No File Uploaded
Any other relevant information	No File Uploaded

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

Institution has a strong commitment to maintain waste management inside the campus and at its extended area beyond the campus. The waste management policy of our college could help to a certain extent in making the institute a pollution free zone. Two specific areas inside the campus are identified and on one there is the biodegradable compost pit and on the other an arrangement is made to use it as a non-bio degradable waste collection area. All the staffs and student trainees are strongly advised to keep the campus free from the pollution of plastics, garbage and other materials. To empower this movement, teachers, non-teaching staffs and student[1]teachers are always engaged to organize cleanliness program in the campus.

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

**7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas**

Three of the above

plants Sewage Treatment Plant	
File Description	Documents
Documentary evidence in support of each selected response	No File Uploaded
Geo-tagged photographs	No File Uploaded
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	Two of the above
File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded
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	
As part of the cleanliness programme, institute has the tradition of organizing Inter-house Competition for cleanliness inside the college campus through physical involvement under the guidance of Teacher-in-charges. Teachers and student trainees have the tradition of tree plantation inside the campus as well as beyond the campus. These efforts encourage to the make the campus a clean and a green environment. Inter-House Social Service competition is conducted every year including maintaining cleanliness, hygiene and pollution-free environment. In addition to such activities, strict regulations as mentioned in the student-teachers' code of conduct are always honored and implemented.	

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

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

<b>7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)</b>
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0

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

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
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challenges in not more than 100 - 200 words

The college has the culture of visiting local significant historical places of state and national importance as a part of locational knowledge and community practice every year. Unfortunately, because of the pandemic (Covid-19) it was almost impossible to carry out such extensive programmes. The institution takes every effort to leverage local environment. Student-teachers and faculty members of the institution volunteer for cleaning ups in the community. Plantation of trees at the locality and other places are done. Educate the community about the importance and value of nature resources.

Air, water and soil pollution are main local environmental problems. The institution takes up initiatives in spreading awareness on reducing air, water and soil pollution. Clean-up programmes and tree plantation could not be carried out because of the pandemic situation.

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

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

A. All of the above

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

## 7.2 - Best Practices

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

**Weblink for two best practices:-**

<http://sambaleducation.com/pdf/best-practice/2020-21.pdf>

File Description	Documents
Photos related to two best practices of the Institution	No File Uploaded
Any other relevant information	No File Uploaded

## 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

**NIL**

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